

Version 1.10

This guide takes you step by step through the Mac installation process.

CAUTION: it is important that **no dongle** or **docking station** is connected during configuration! During the configuration, you will need to connect to the Wi-Fi **UMCU-GASTEN** if you are in the hospital. After successful installation, your Mac will automatically connect to UMCU-INTERN if you are in the hospital.

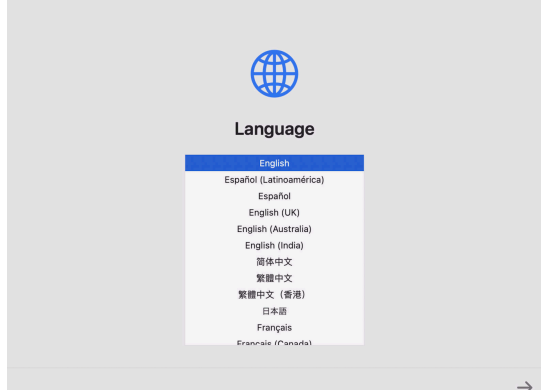
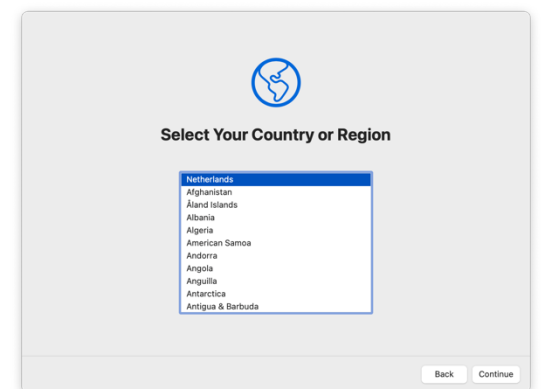
It is crucial to connect the power adapter **BEFORE** starting the configuration of the MacBook.

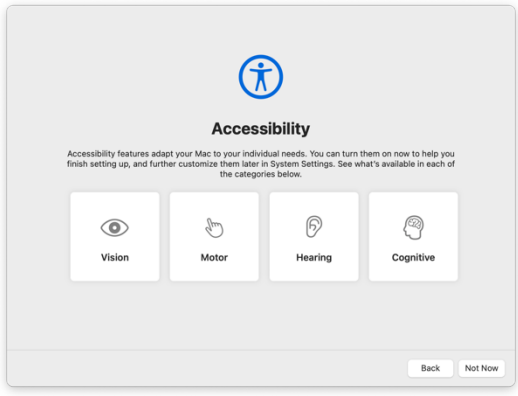
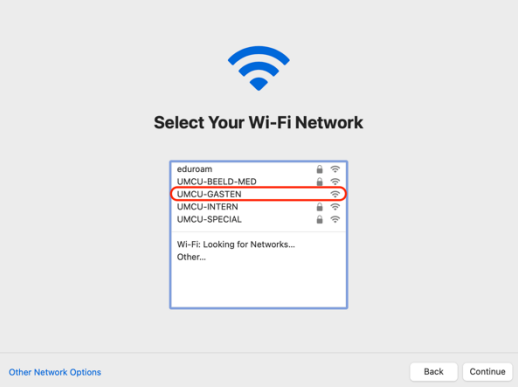
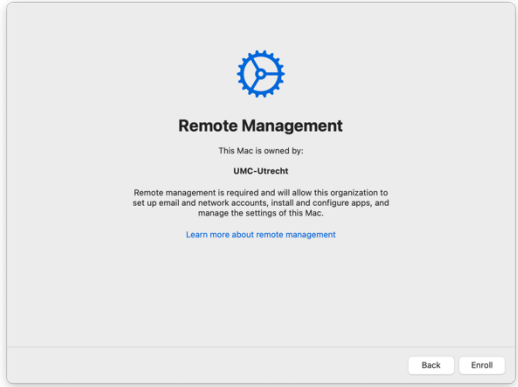
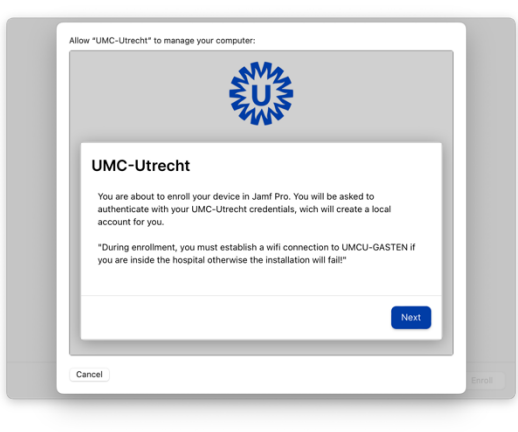
Additionally, it is very important that you take the time to read these instructions **carefully**. Failure to do so correctly may result in the need to reinstall the Mac.

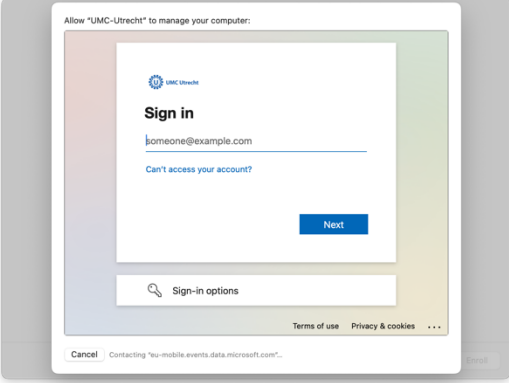

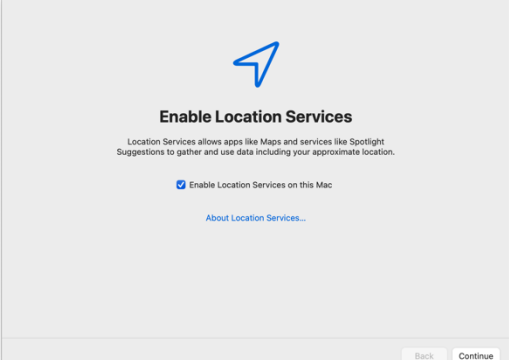

(**NO** applications will be installed if the configuration steps are not completed correctly, which will prevent you from using the Mac **properly**).

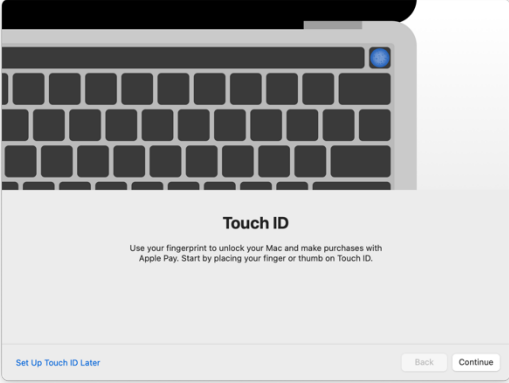
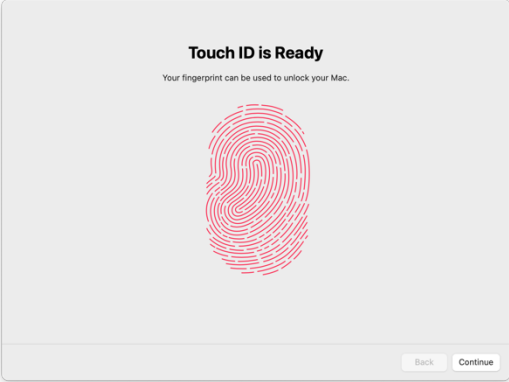
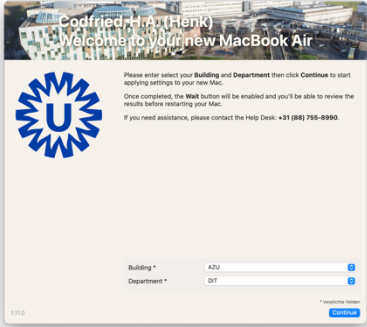

The installation/configuration process takes about 30 minutes.


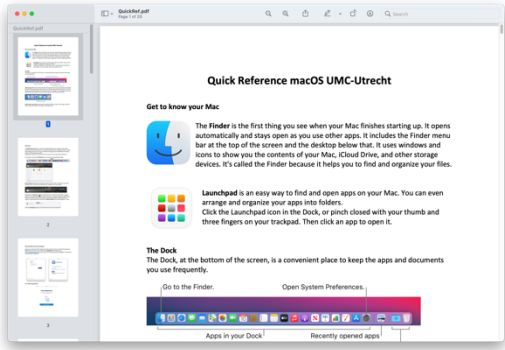


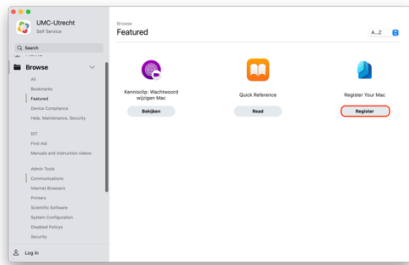
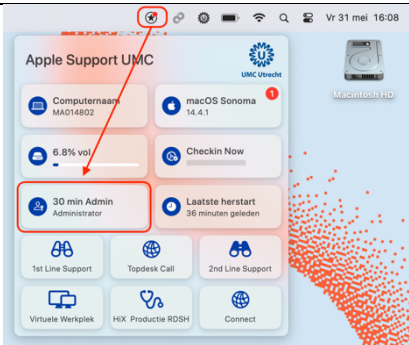


When you start your Mac for the first time, you will see a series of screens with questions. These steps are as follows:

 The image shows the 'Language' selection screen on a Mac. At the top is a globe icon. Below it, the word 'Language' is centered. A list of languages is displayed, with 'English' selected and highlighted in blue. Other visible languages include Español (Latinoamérica), Español, English (UK), English (Australia), English (India), 繁體中文, 繁體中文 (香港), 日本語, Français, and Français (Canada). A right arrow is at the bottom right.	<p>1. Turn on the device</p> <p>Choose your Language in this screen and press the Enter key to continue.</p>
 The image shows the 'Select Your Country or Region' screen on a Mac. At the top is a globe icon. Below it, the text 'Select Your Country or Region' is centered. A list of countries is displayed, with 'Netherlands' selected and highlighted in blue. Other visible countries include Afghanistan, Åland Islands, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, and Antigua & Barbuda. At the bottom right are 'Back' and 'Continue' buttons.	<p>2. Select your Country or Region</p> <p>This displays which country the Mac is registered in. Choose "Netherlands" here and then click "Continue"</p>

 <p>The Accessibility screen features a blue icon of a person with a checkmark. Below it, the title 'Accessibility' is followed by a paragraph: 'Accessibility features adapt your Mac to your individual needs. You can turn them on now to help you finish setting up, and further customize them later in System Settings. See what's available in each of the categories below.' There are four category buttons: 'Vision' (eye icon), 'Motor' (hand icon), 'Hearing' (ear icon), and 'Cognitive' (head icon). At the bottom right are 'Back' and 'Not Now' buttons.</p>	<p>3. Accessibility</p> <p>Accessibility features allow you to adapt the Mac to your individual needs. It is recommended that you do this only after the Mac is fully installed. Click on "Not Now"</p>
 <p>The 'Select Your Wi-Fi Network' screen shows a Wi-Fi icon at the top. Below it, a list of networks is displayed: 'eduroam', 'UMCU-BEELD-MED', 'UMCU-GASTEN' (highlighted with a red box), 'UMCU-INTERN', and 'UMCU-SPECIAL'. Below the list, it says 'Wi-Fi: Looking for Networks...' and 'Other...'. At the bottom left is a link 'Other Network Options', and at the bottom right are 'Back' and 'Continue' buttons.</p>	<p>4. Select your Wi-Fi Network</p> <p>You need to connect to a Wi-Fi network to continue installing your Mac. If you are currently in the UMC, you need to choose 'UMCU-GASTEN'.</p> <p>If you are installing the Mac at home, choose your 'home Wi-Fi network'. Click 'Continue' to continue.</p>
 <p>The 'Remote Management' screen features a gear icon. Below it, the title 'Remote Management' is followed by 'This Mac is owned by: UMC-Utrecht'. A paragraph states: 'Remote management is required and will allow this organization to set up email and network accounts, install and configure apps, and manage the settings of this Mac.' Below this is a link 'Learn more about remote management'. At the bottom right are 'Back' and 'Enroll' buttons.</p>	<p>5. Remote Management</p> <p>The Remote Management step configures the Mac for remote administration. This means that the Mac is configured to meet the security requirements of UMC Utrecht.</p> <p>Click on "Enroll" to proceed to the next step.</p> <p>If this option does not appear while configuring your Mac click the 'back' button and try again, or contact the ICT Helpdesk at phone number: 088-755-8990</p>
 <p>The enrollment screen has a title bar 'Allow "UMC-Utrecht" to manage your computer:'. Below it is the UMC-Utrecht logo. The main text says: 'UMC-Utrecht' followed by 'You are about to enroll your device in Jamf Pro. You will be asked to authenticate with your UMC-Utrecht credentials, which will create a local account for you.' Below this is a note: '*During enrollment, you must establish a wifi connection to UMCU-GASTEN if you are inside the hospital otherwise the installation will fail!'. At the bottom right is a 'Next' button, and at the bottom left is a 'Cancel' button.</p>	<p>6. Management UMC Utrecht</p> <p>By clicking "Next" you agree to link your UMC account to the corresponding Mac.</p>

	<p>7. Login with your UMC Utrecht account Log in with your full UMC-Utrecht email address to link your account to the Mac, then click “Next” to proceed to the next step.</p>
	<p>8. MFA Prompt You will now receive an MFA prompt from Microsoft Authenticator on your phone. Approve the request</p>
	<p>9. Enable Location Services Make sure you have the Enable location features option enabled and continue with “Continue”</p>
	<p>10. Logging into the Mac To log in, enter your full UMC Utrecht email address and password. eg: L.J.L.Janssen@umcutrecht.nl</p>

 	<p>11. Touch-ID</p> <p>Configure Touch ID to be able to unlock your Mac with your fingerprint. Touch ID can be created by placing the index finger on the square at the very top right of the keyboard several times.</p> <p>There is no need to press the square, the scan is made by just placing the index finger on it and taking it off several times. The screen will display when it is completely scanned. Once the scan is complete, you can then click "Continue" again.</p> <p>There is no need to press the square; the scan is made by simply placing the index finger on and taking it off several times. The screen will display when it is completely scanned. Once the scan is complete, you can then click "Continue" again.</p>
	<p>12. Configuration process</p> <p>If all the previous steps have been successful, the next loading screen comes into view. This is the configuration process, aka the installation of the Mac. During this process you need to select your Division and Building from the dropdown menu.</p>
	<p>13. Settings UMC Utrecht</p> <p>The necessary settings and applications will be installed.</p> <p>Click "Restart" to restart the Mac.</p>

	<p>14. Login with your UMC Utrecht account Log in with your password, then press "Enter" to get into the MacBook.</p>
	<p>15. QuickRef UMC-Utrecht The QuickRef explains the remaining steps to configure the various applications such as Microsoft Outlook, and Microsoft Teams.</p>
	<p>16. Self Service The UMC has created its own App store. Here you will find all work-related programs. The icon for 'Self Service' can be found by clicking on the taskbar </p>
	<p>17. Register your Mac Open the Self Service and select the Register Your Mac option Proceed to Register.</p> <p>After a few seconds, the Company Portal application should launch, and you will be presented with the Sign In option. Select your UMC-Utrecht email address and press Continue.</p>
 <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;">  <p>Standard User</p> </div> <div style="text-align: center;">  <p>Admin User</p> </div> </div>	<p>18. Installing applications that are not in the Self Service.</p> <p>On the Mac, you are a user and not an administrator. This means you can't just download applications outside of Self Service or attach a printer, for example. You can request 30 minutes of Administrator rights (administrator privileges) through the Apple Support menu. The Apple Support menu can be found in the menu bar, left of the time and date (round icon with a star). In your Dock, we added the Privileges application. The Privileges icon changes depending on status: green means standard user, yellow means you are an administrator.</p>