

How to Use Self Service

1. Navigate to the Applications folder
2. Locate Self Service and double-click the icon to launch
3. Use the subcategory list on the left or the search bar in the top-left corner to locate the application you wish to install
4. Click on the “Install” button beneath the application you wish to install
5. The “Install” button will change depending on which command is running in the background. You may see “Executing”, “Downloading”, “Finished”, or “Done”; these indicate commands that are running in the background and do not necessarily indicate that the installation is complete. Do not close the Self-Service window until the button changes to “Reinstall”.

Note: Self Service is actually a webview and not a standalone application and will occasionally show an error or close on its own. If this happens, reboot your computer, make sure you have a stable internet connection, and retry the installation.