

Humber College Self-Service App Store (macOS)

Quick Reference Guide

What It Is

As part of Humber's Mobile Device Management (MDM), clients with new devices will see this icon in their dock – the Humber College Self Service App Store. As a standard user, you can install most apps either from the Humber College Self Service App Store, or from the Apple App Store.

Getting Started

- 1) Double-click on the Humber College Self Service App Store icon.
- 2) Log in by clicking on the login button on the top-right corner of the window.
- 3) Log in with your Humber credentials.
- 4) Browse to see all the applications, drivers, printers and utilities you can install.

Installing an App

As an example, let's see how it looks to install Firefox on a new device.

- 1) Ensure you have logged in to see all the available software and click on the **Install** button located with the app (Firefox).
- 2) Firefox will start installing. It may take a few minutes while it executes, runs and finishes the installation.
- 3) Once finished, you will find your app either in the dock, or by going to **Finder, Go** then **Applications**.

Installing from the App Store

Many apps are available from the App Store on your Mac device.

- 1) Navigate to the App Store by going to **Finder, Applications** then **App Store** or by simply typing 'App Store' in the Spotlight Search area. Double-click on the **App Store** icon.
- 2) Search for the app you want to install, for example, Microsoft OneNote.
- 3) Click the **Get/Install** button and when prompted, type in your Apple ID credentials.
- 4) After the installation is complete, you will find the software in your dock, or in your **Applications** folder.

Downloading from Other Places

Standard users can still install applications that are not listed in either the Humber Self Service or the Apple App Stores. An example of this is the media software VLC. These applications are known as .APPs. For downloaded software that asks you to drag the app into the application folder, you will need to:

- 1) Create a new folder under your **Home** folder (in **Finder** press **shift-command-H**), **File, New Folder** or **Right-click, New Folder**. Name the new folder 'Software' or 'Your name Apps' or something that identifies what it is.
- 2) Instead of dragging the app into your **Applications** folder, drag the app into your newly created folder to allow it to install.
- 3) Now your software will run on your device. The software can be found in your new folder or using **Spotlight** (command + space).

Other Software

There are times when you need to download software from other locations, like online, and you will be prompted to input an '**administrator password**'. In those cases, contact the Support Centre for a technician to come and install the software, or request that the software in question be added to the Humber College Self Service App Store.

Help & Support

Please contact the I.T. Support Centre if you experience any issues.

Phone: 1 (416) 675-6622 ext. 8888

Web Chat: <https://humber.ca/techtalk>

Campus Location: A212 (Lakeshore) or Tech Zone – H109 (North) or IGS – 5th floor