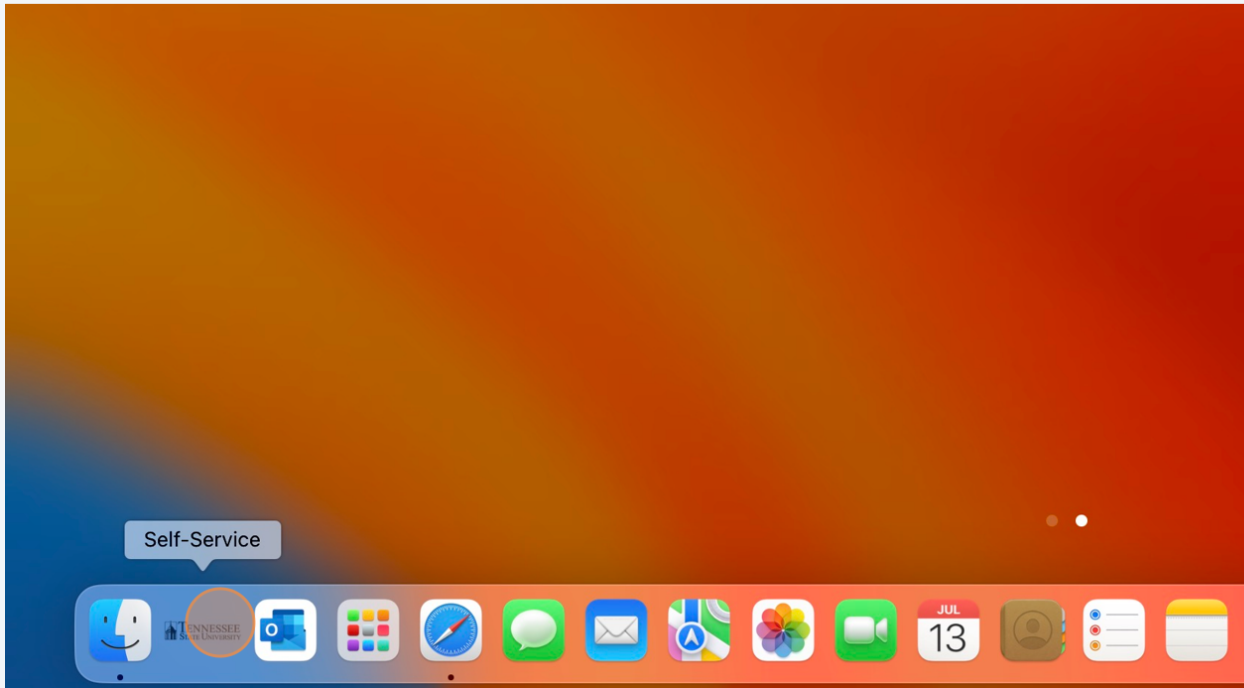


# Admin on Demand Workflow

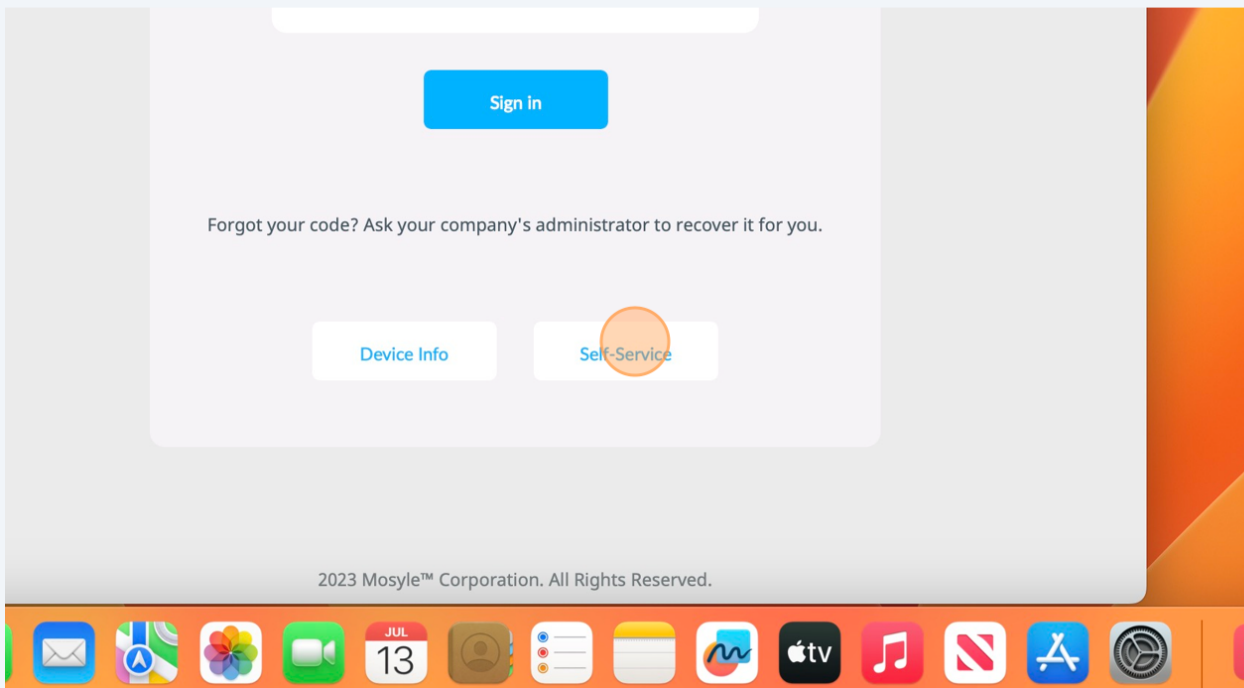
- 1 Click "Launchpad" or the "Tennessee State University" logo on the Dock



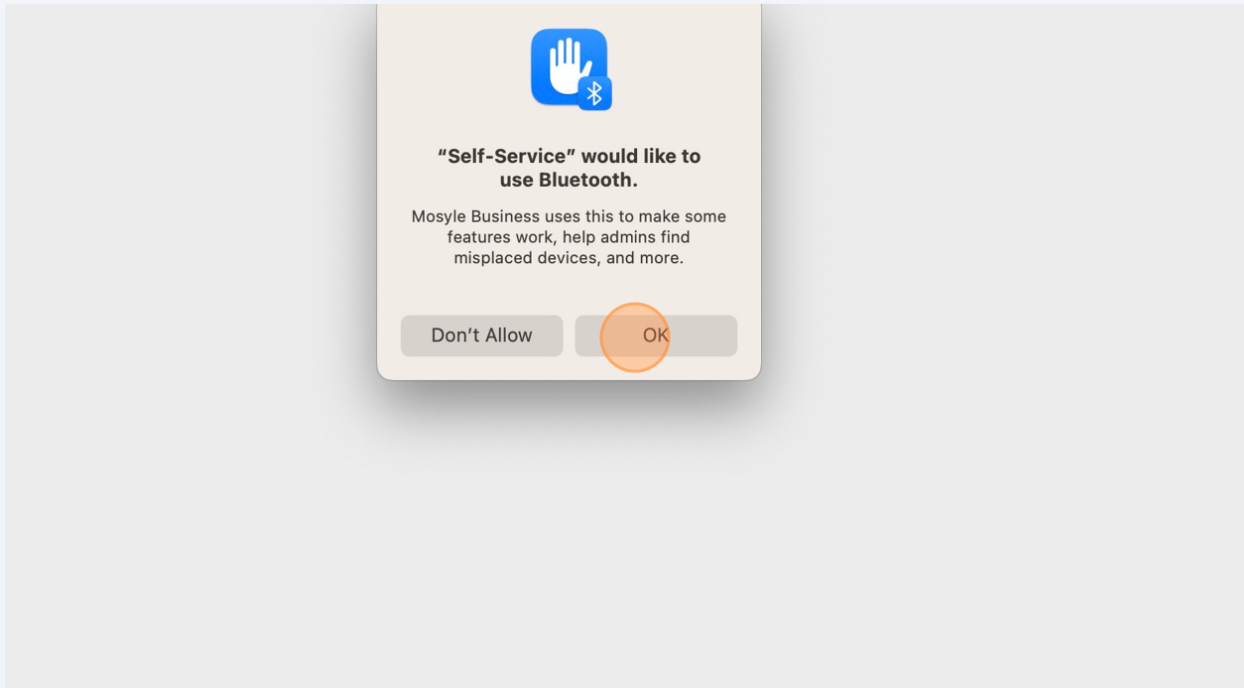
2 Click "Self-Service" (Tennessee State University logo)



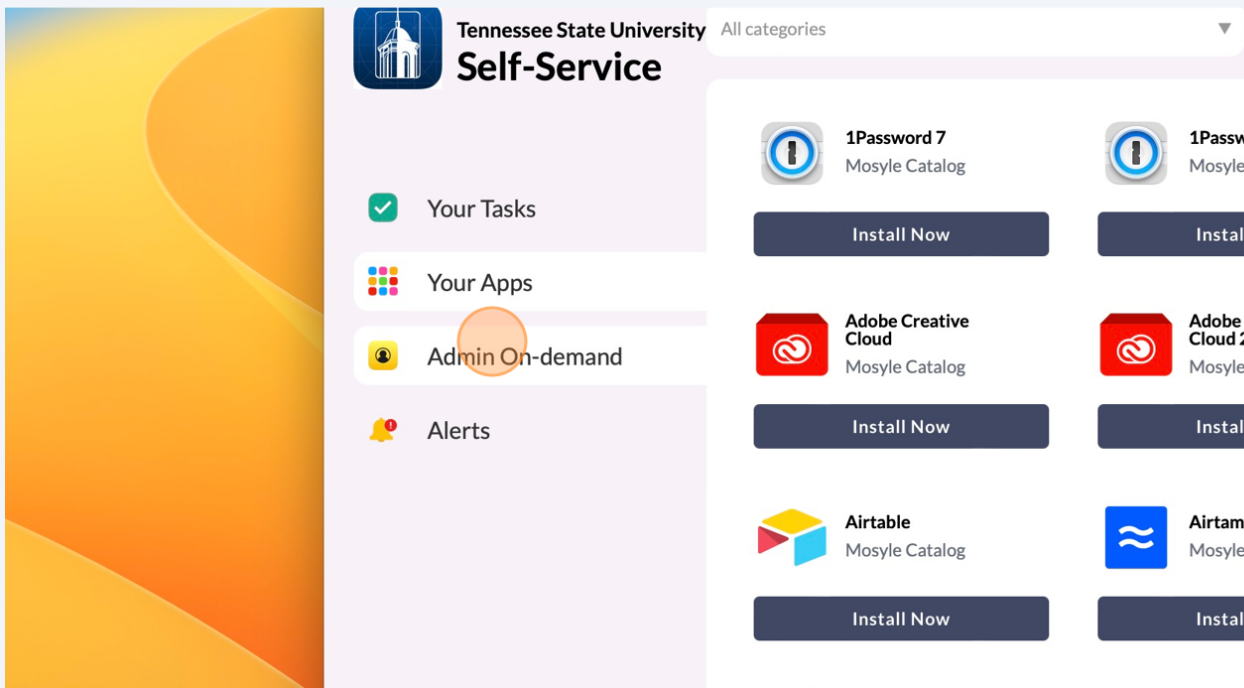
3 Click "Self-Service" if prompted



4 Click "OK" if prompted on the Bluetooth notification



5 Click "Admin On-demand"



**6** Click "Request Admin Now"

automatically revert the account after the time period defined below by your organization.

Approved Period  
**5 minutes**

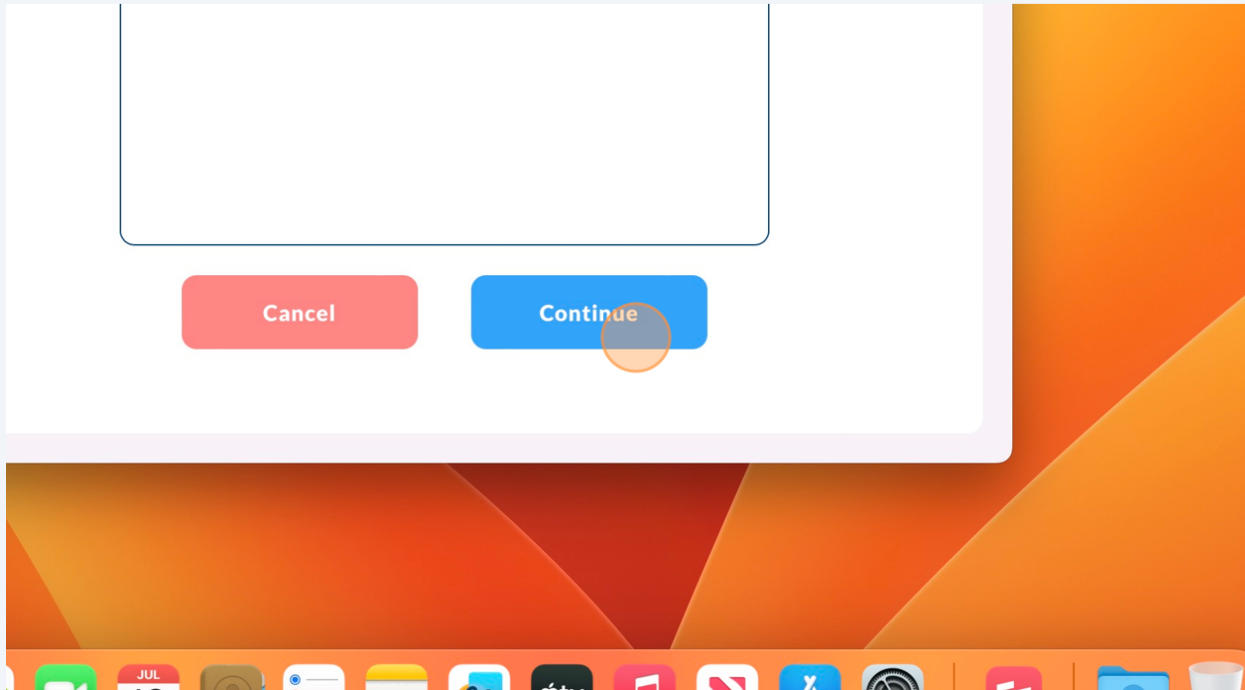
**Request Admin Now**

**7** Enter the reason why you are requesting Admin access

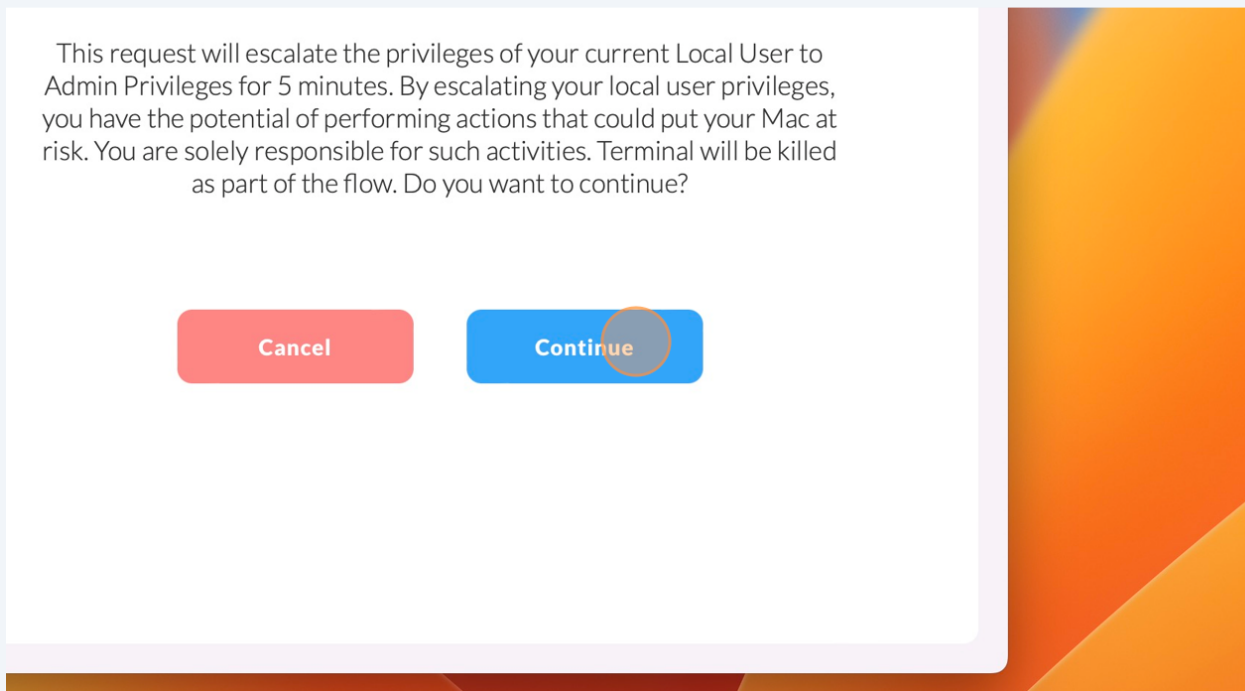
Cancel

Continue

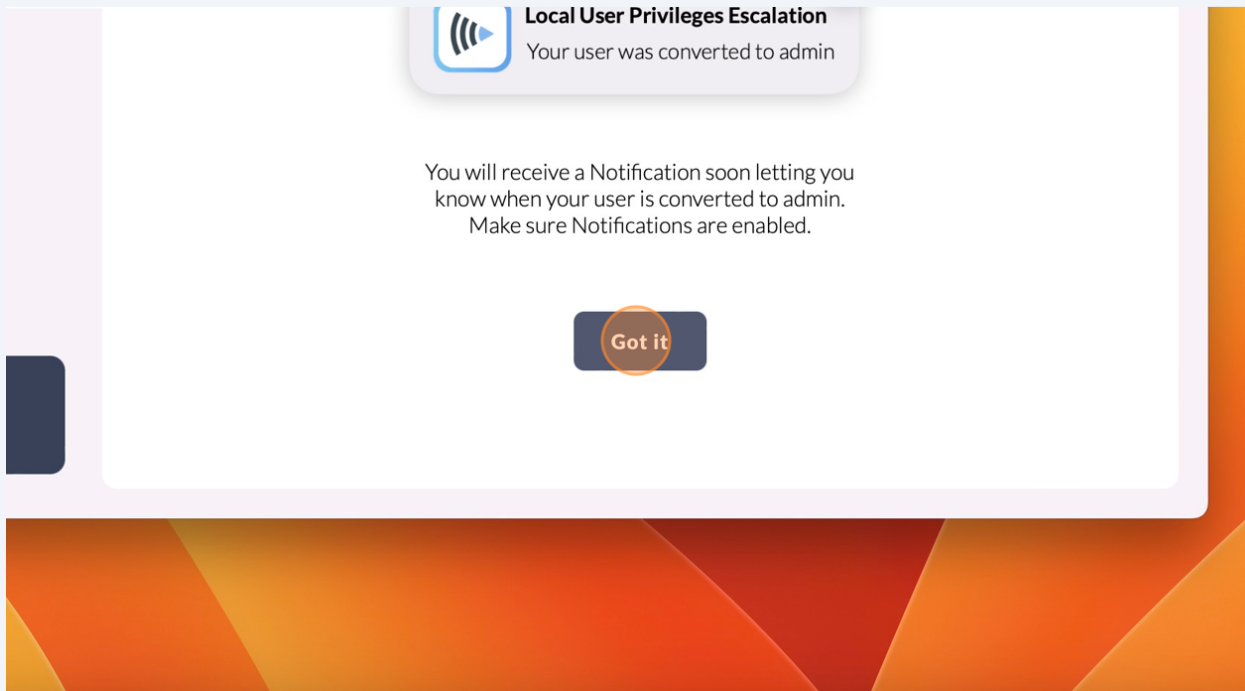
8 Click "Continue" after entering Request reason



9 Read the disclaimer and click Continue



10 Click "Got it"



11 Once you see the "Local User Privileges Escalation" popup in the upper right corner, you have been granted Admin access for the stated Approved Period

