



Eight Eleven

# HOW TO USE THE SELF SERVICE

Self Service is a curated catalog of company-approved applications that allows you to view and download apps commonly used across Eight Eleven's operations. Self Service is your one-stop location for applications from design applications to web browsers and the entire Microsoft suite! Self Service is IT's recommended method for downloading software so all Macbooks already have the app built-in ready for use!

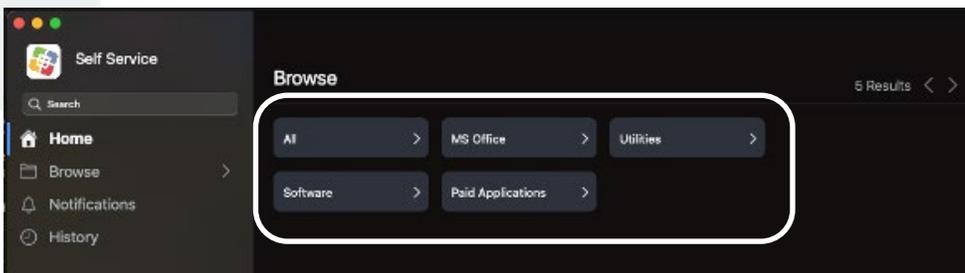


"I love Self Service because it allows me to easily download and reinstall apps if I ever run into an issue and have to delete them!"

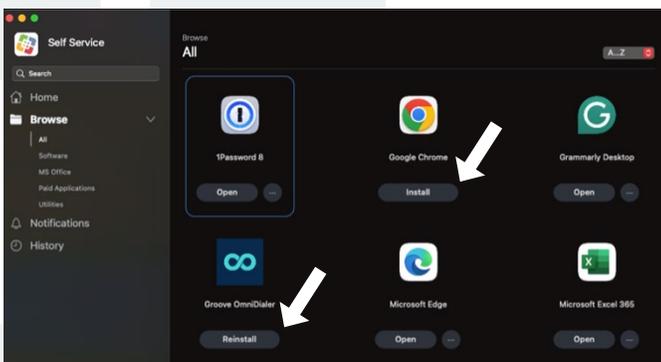
Mallory Newberry, EEG Help Desk Analyst

## START USING SELF SERVICE TODAY

1. Locate and open the Self Service app on your Mac
2. Once you open the app, you will be greeted with categories to filter by, as shown below:



3. Depending on the category you choose, you can see what apps you have available to download
4. Whether you need to install, reinstall, or update an application, you can do so by simply clicking the corresponding **button** below your chosen application's icon:



## NOT SEEING YOUR FAVORITE APPLICATION?

If you or your team uses a software or application that you'd like to be added. Please submit a Zendesk ticket to IT to get that added.