MACINTOSH OS X – ACCOUNTS & SECURITY

In order to print from a personal Macintosh computer, you must have a user account on your Macintosh with a short-name that matches your computing ID (e.g. mst3k). Due to our printing accounting software, printing is not possible at the Architecture School without such an account.

If you are turning your Macintosh computer on for the first time, set your username to match your Architecture School computing ID.

You cannot change the short-name of a pre-existing account. A new account will have to be created with the appropriate short-name if your current account short-name is not the same as your computing ID.

NEW ACCOUNT SETUP

Note: Some screenshots may appear slightly different depending on which version of OS X you are using.

1. Start ‘System Preferences’. This application is located in the Dock, or look for ‘System Preferences’ in the Apple Menu.

2. Click on the ‘Accounts’ icon in the ‘System’ group. You must have Admin privileges to create a new user account. If the lock in the lower left-hand corner is closed, click it to unlock the window.

3. Click on the ‘+’ button on the lower left side of the window to add a new user account. A new entry will appear in the list on the left, and the fields on the right will be empty. Fill in the ‘Name’, ‘Shortname’, ‘Password’, and ‘Verify’ fields. Make sure the Shortname you type is identical to your Computing ID!

4. Click the ‘Security’ Tab. Make sure the ‘Admin’ box is checked at the bottom of the window.

5. Click the ‘Picture’ Tab if you want to select a different icon for this account.

6. You can quit ‘System Preferences’ - you are finished. Now just login as this user and you will be able to print, once you have added the A-School printers.

SYSTEM UPDATES

Note: Some screenshots may appear slightly different depending on which version of OS X you are using.

1. Start ‘System Preferences’. This application is located in the Dock, or look for ‘System Preferences’ in the Apple Menu. Click on the ‘Software Update’ icon in the ‘System’ Group.

2. In this window, turn on the automatic check with a frequency of ‘Daily’. Also turn on background downloading.

3. Click ‘Check Now’. This will check Apple’s servers for any system updates for your computer. You will get a list of available updates. The gray circle with a white triangle on the left signifies that a restart of your computer is necessary after this update has been installed.

4. Select the items you want to install (all system updates and security updates should be checked). Click ‘Install Now’. You will see a progress bar showing the remaining time for the installation.

5. If this installation requires a restart, you will see a window telling you the installation is finished and that you must restart. Click ‘Restart’. Otherwise, you are finished and you may quit ‘System Preferences’.