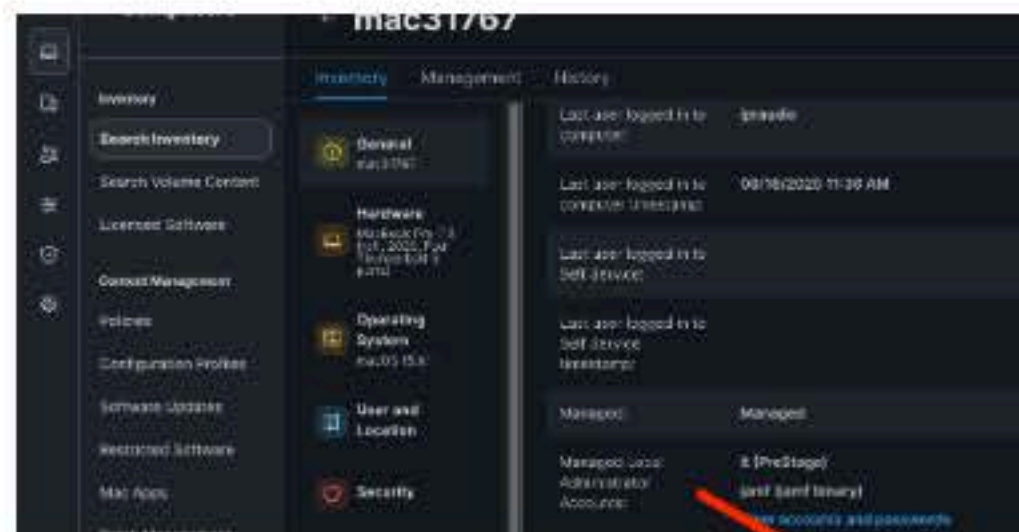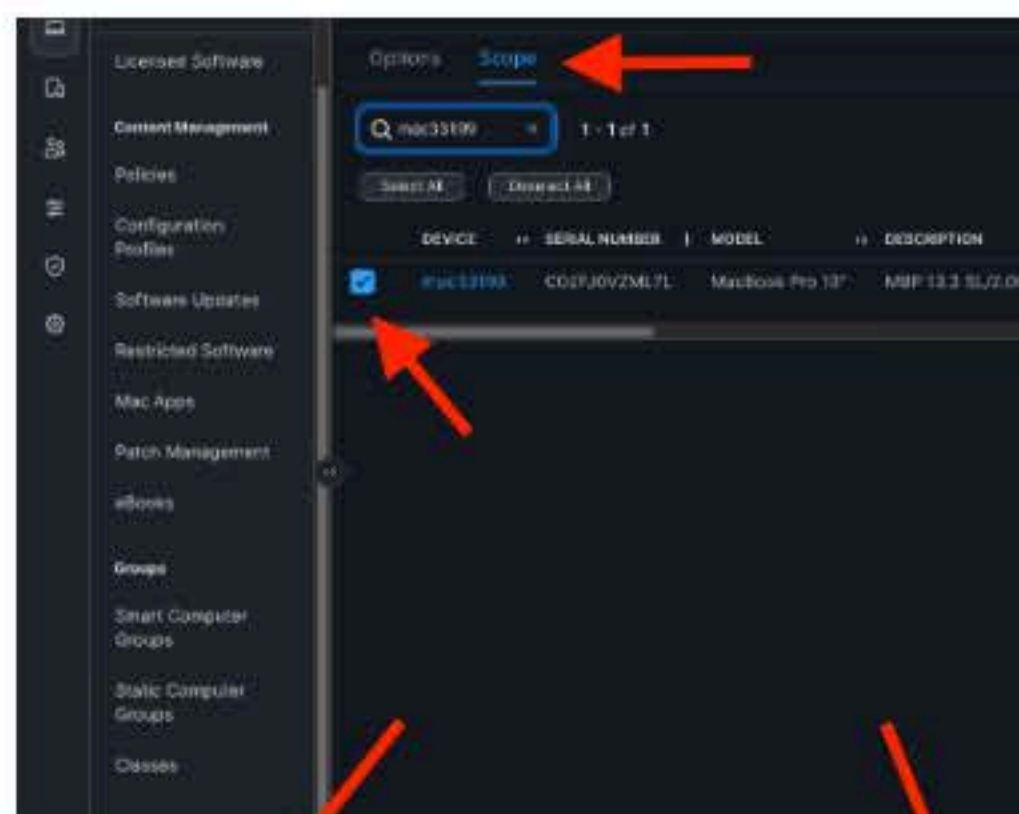# Deploying Apple Computers for Staff
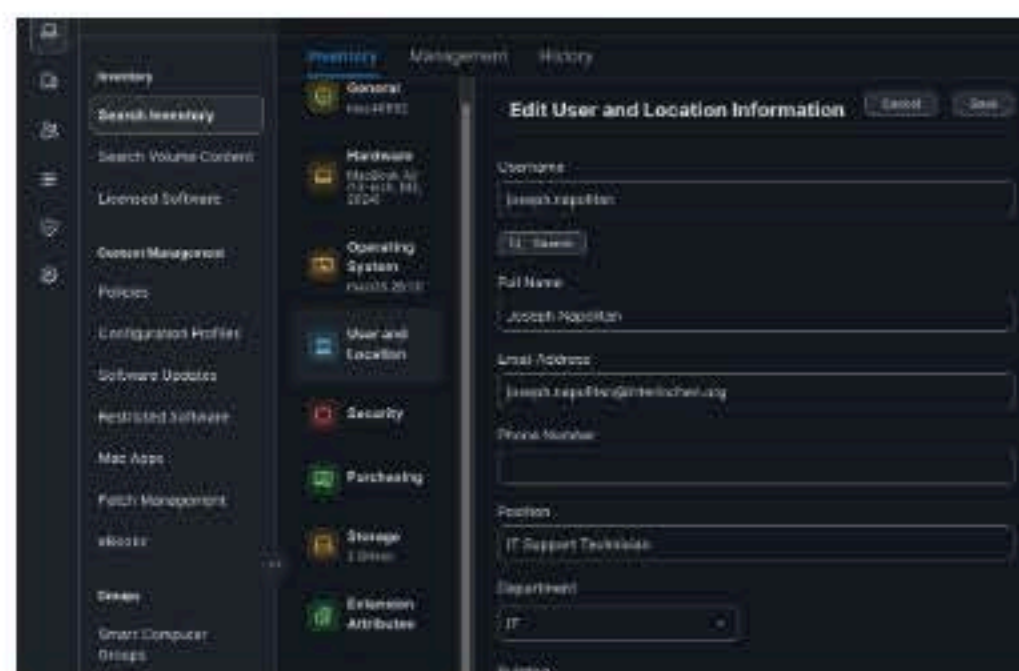
Step-by-Step Procedure

1. **Ensure you are issuing the correct device** (IE: Macbook Air M3, Macbook Pro M1, etc.).

2. **Ensure the computer is connected to power and Ethernet.**

3. **Power on the machine and log in as `it` or `loaner`.**
   (These are admin accounts.)

4. **Ensure the Operating System is up to date.**

   1. Press `⌘` `+` `Space` to search for and open **Software Update.**

   2. Click **Update Now** if an update is available.

5. **Ensure the device is in the correct PreStage in Jamf:**

   1. Visit **https://interlochen.jamfcloud.com/** to open Jamf.

   2. Use the sidebar to navigate to **Computers > Search Inventory.**

   3. Find the device using **asset tag** or **serial number.**

   4. Find the **current PreStage** in the **General** tab under **Enrollment Method.** If the pre-stage is incorrect:

      1. Click **PreStage Enrollments.**

      2. Select the device's **current PreStage** from the list.

      3. Click **Scope > Edit** and search for the device.

      4. **Uncheck** the device to **remove it from the current PreStage.**

      5. Follow steps 1-4 to **pick the desired PreStage, search for the device,** and **check the box** to place it in the correct PreStage.

6. **Erase all content and settings** on the device to re-enroll in the correct PreStage.

   - Press `⌘` `+` `Space` to search for and open **Erase all content.**

   - The device will automatically move through the enrollment process. You will know it is complete when the device is at the login screen.

   - **Steps 6-9** can be completed while you wait for the device to image.
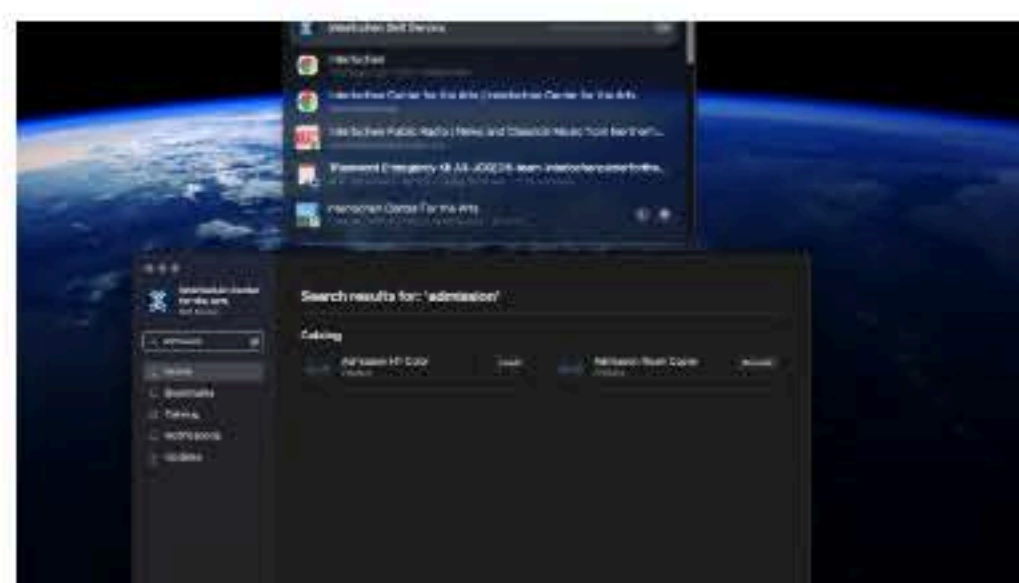
7. **Add the user's information in Jamf.**

Viewing a device's **currently enrolled PreStage** in Jamf.

Remove a device from an enrollment profile by editing scope in Jamf.

Adding user information in Jamf.

1. Use the sidebar to navigate to **Computers > Search Inventory**.

2. Find the device using **asset tag** or **serial number.**

3. Select **User and Location.**

4. Search for the user by entering "firstname.lastname" and clicking **Search.**

5. Click **Save** when their information automatically populates (~30 seconds).

8. **Assign the device, the charger, and any other peripherals in Snipe** (see Checking In/Out Devices in Snipe documentation).

9. **Add a physical label to the device using the label printer.**

   1. The device and charger should both have readible asset tags.

   2. The device and charger should have the user/derparment name *(Example: "John Doe" or "ICCA").*

10. **Register the device to the user in FortiNAC** (see FortiNAC registration documentation).

11. **Confirm the device has a "10.10.x.x" IP Address once registered.**

12. **Add additional software if needed:**

    1. **Reference the comments** in the Trello card for the device.

    2. Use the **Interlochen Self Service** app to install software.

13. **Add printers if necessary:**

    1. **Reference the comments** in the Trello card for the device.

    2. Use the **Interlochen Self Service** app to search for and install printers (IE: "Marketing Printers").

14. **Ensure that all applications + printers complete installation:**
    No "?" should appear on the dock. The computer will generally restart itself when all applications have completed installation.

15. **Ensure the Jamf Connect logging window is present during startup / after log-out.**

16. **Power off** the machine.

17. **Clean** the device as needed.

Quick Checklist to Confirm Completion

✅ Device is in **Jamf** with correct **PreStage Enrollment**

✅ Device is registered in **FortiNAC + showing a "10.10.x.x" IP**

✅ **Asset + Name/Department tag** is applied to the device

✅ **Operating System is up to date**

✅ **Jamf Connect** login screen appears

✅ Device is **checked out in Snipe**

✅ Device is **powered off**

✅ Device is **cleaned**

Find the Self Service app with Spotlight to find Software and Printers.

Ensure devices are labeled with **asset and name tags**