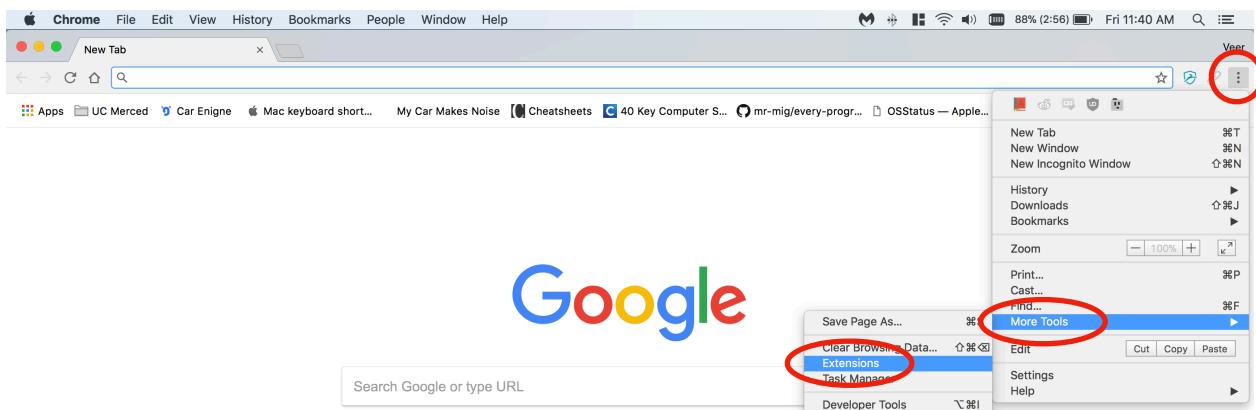
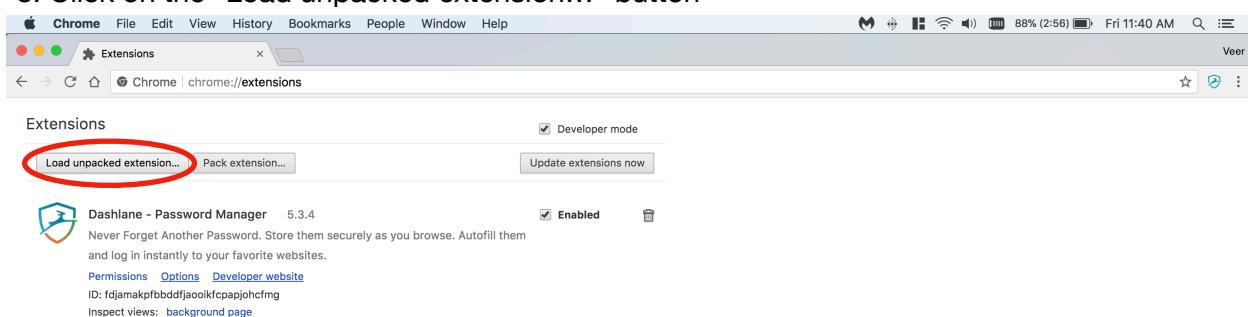


Instructions to install Acuity Button & and how to Use

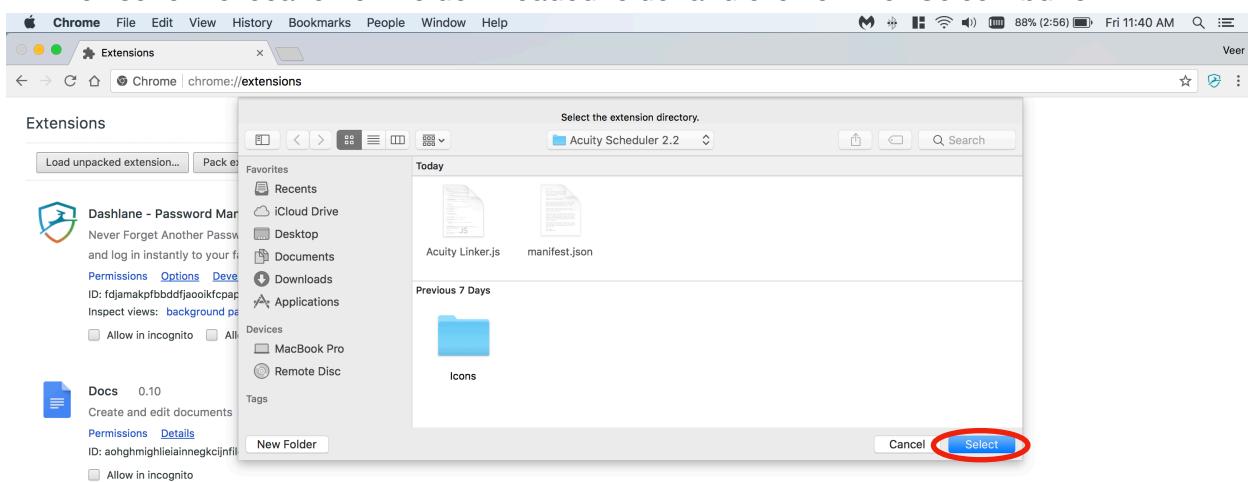
1. Download the whole folder from Box (unzip if file downloaded as zip file).
2. Open Google Chrome, click on the settings, then click “More Tools” and then click “Extensions”



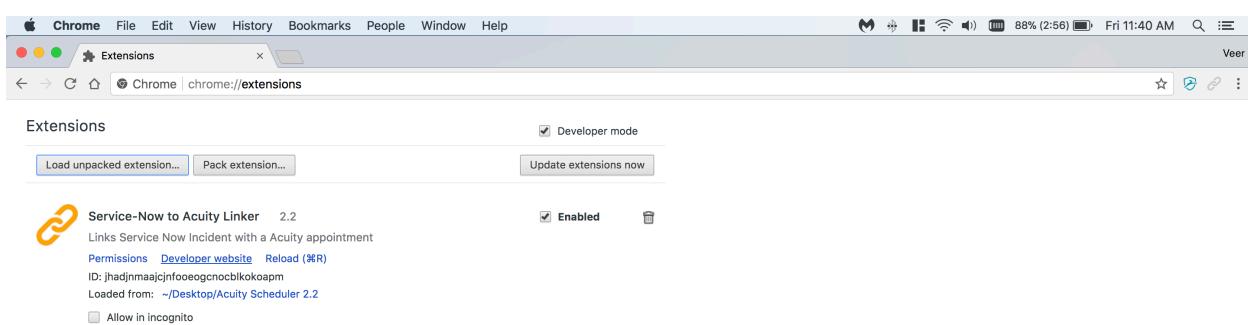
3. Click on the “Load unpacked extension...” button



4. Browse to the location of the downloaded folder and click on the “Select” button

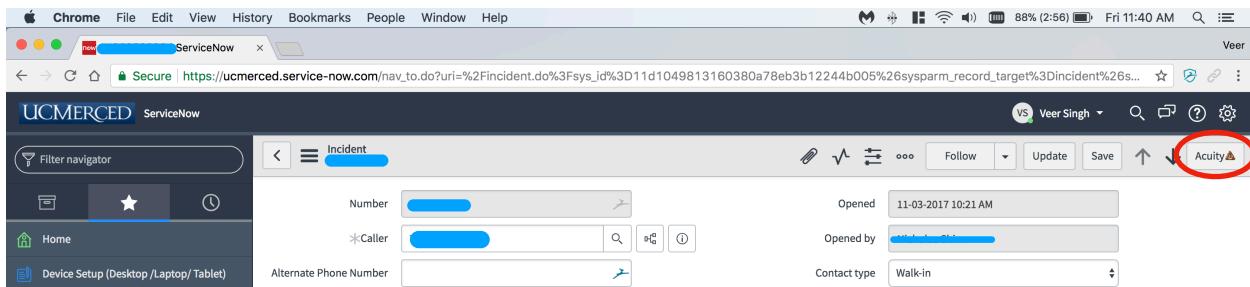


5. The page should now look like this. You have successfully install the extension!



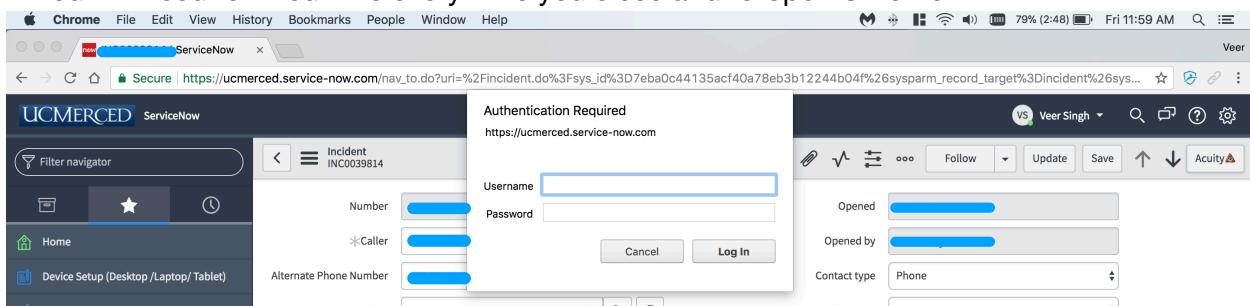
6. To use the “Acuity” button, login on to Service-Now and open/create a incident.

7. After you filled all the needed information click on the “Acuity💩” button (far right)



8. Enter your credentials in the given fields and click on the “Log In” button. Note if invalid info is given the prompt will return asking for credential till proper ones are given.

* You will need to fill out this every-time you close and re-open Chrome.



9. Re-click the “Acuity💩” button. A new page with the UC Merced Information Technology Acuity Page will open. Select the desired fields and the form will be autofilled with the information provided on service-now.