# Admin By Request

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End User Quick Start Guide

How to create a Timed Session

The process to request administrative privileges, in a timed session, to install software or do additional administrative tasks is very easy and is described in the simple steps below:
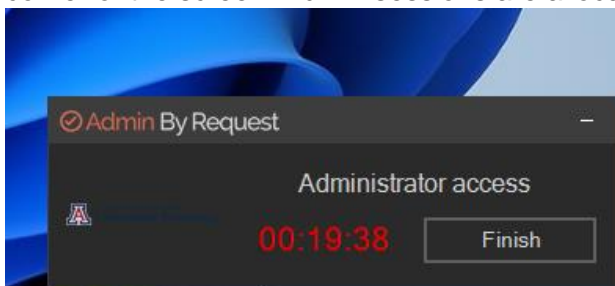
1. When you need to install (or uninstall) software you need to make a request. Simply double click the icon on the desktop named "**COP IT ADMIN REQUEST**"
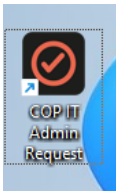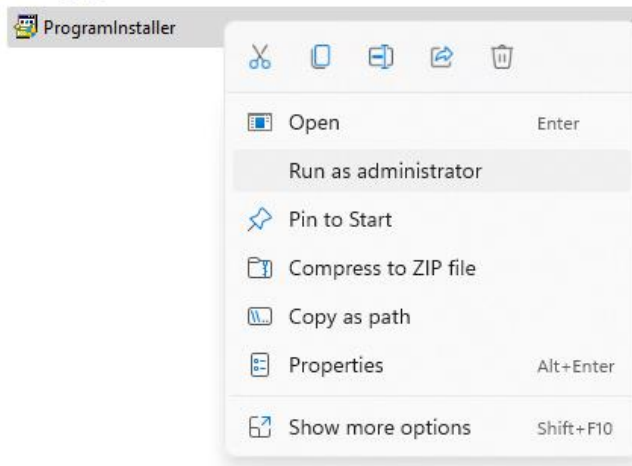

2. Fill out the directions to start your request

3. Once you agree to the terms of the admin request you will see a timer in the lower right corner of the screen. Admin sessions are allocated in 20-minute increments.

4. When installing applications, you may be required to run them as administrator. To do this, right click on the installer and select "Run as Administrator".

5. Once you are done and no longer need administrative privileges close the session by clicking finish and agreeing to the warning.
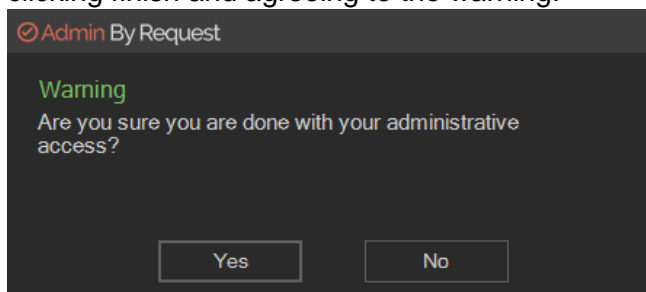
If you have questions or need assistance, please contact the College of Pharmacy IT Department.

helpdesk@pharmacy.arizona.edu

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