## macOS Sierra Upgrade Instructions macOS 10.12



The following document should assist you with upgrading your current Mac operating system to macOS Sierra 10.12. This is the finalized release from the Information Technology division. Please, carefully read and apply the following steps before installing the new macOS on your Mac desktop or laptop.

Note: The upgrade will take approximately **2 hours** to complete.

## **Before getting started:**

- Backup all important files. It is recommended to store files on your HomeFile or a CommonFile network shares or to use Box to store your files in the cloud. Please, review our site for information about the File Storage Security policy.
- Install Office Updates:
  - Open Word, Outlook, or Excel
  - o Select Help from the menu
  - Select Check for Updates
  - Install all new updates to ensure that your office applications are ready for Sierra.
- Remove any old files that you no longer need.

- Confirm that you are an **Administrator** on your computer. Apple Menu -> System Preferences -> Users & Groups -> Look for the word Admin listed under your account.
- Uninstall old applications that you no longer use.
- Check your operating system level.
  - Click the apple icon in the upper-left hand corner of your screen and select About This Mac.
  - Your OS must be 10.7.5 or higher.
- Verify that you have at least 9 GB of disk space before beginning the upgrade. Detailed systems requirements can be found <u>here</u>.
- Set your computer to never sleep.
  - Click the apple icon in the upper-left hand corner of your screen and select **System Preferences**.
  - Then select **Energy Saver**. You can set this back after the upgrade is complete.
- Detach all external hard drives and flash drives from your computer.
- Attach your computer to a wired network connection with an Ethernet cable. **Do not attempt to upgrade with a wireless connection.** Turn off Wi-Fi.
- Quit all applications. And launch the **App Store**.



• Allow the system to check for available updates.



- Any available updates will be displayed.
- Find the macOS Sierra Installer download.



- Click the appropriate button to start the upgrade. The macOS Sierra installer will begin to download and you may be prompted to Sign-in to the App Store.
  - Note: If you already have an Apple ID, skip the Apple ID account creation steps.
  - If you don't have an Apple ID, select the Create Apple ID button, click Continue. Then follow the prompts to create your Apple ID. (See detailed instructions below.)

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|--|--|---------|---------------|-------------|
| Sign in to download from the App Store.         If you have an Apple ID, sign in with it here. If you have used the iTunes Store or iCloud, for example, you have an Apple ID. If you don't have an Apple ID, click Create Apple ID.         Apple ID       Password       Forgot? |  |         |               |             |
| Create Apple ID<br>A renned experient<br>performance f   | Cancel<br>Ce and Improve<br>or your Mac. | Sign In | FREE UP GRADE |             |
| Learn M  | ore >                                    | Tap     |               |             |
| Show Incompatible  | a App Updates                            |         |               | J           |
| No App Updat   | es Available                             |         |               |             |

## Steps to create an Apple ID:

If you don't have an Apple ID, select the **Create Apple ID** button, click **Continue**. Fill in the details for your account.

Agree to the Terms and Conditions for the Apple ID account creation.

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|   |   | The App Store is the simplest way to<br>discover, buy, and install the best apps for<br>your Mac with one click.   |
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| Choose One  | Answer  |  |
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• After starting the upgrade/download, if any applications are open, you will be prompted to **Close Other Applications** before continuing with the installation process.



• As the macOS Sierra Installer downloads, you can follow the progress of the download on the screen or on the Launchpad icon located on the dock.



• Click **Continue** to proceed with the installation of macOS Sierra.



• Click Agree.



• Click Agree again to the licensing agreement terms.



The macOS Sierra Installer will point to your hard drive: Macintosh HD.
 Note: If the installer displays anything other than the Macintosh HD, please eject the other drive from your computer and make sure the hard drive is selected before continuing the installation.



• Click **Install** and you will be prompted to authenticate with your current TCU password before proceeding.

| Install macOS Sierra is trying to add a new helper<br>tool. Type an administrator's name and password<br>to allow this. |                   |  |  |  |
|---|-------------------|--|--|--|
| Username:   |                   |  |  |  |
| Password:   |                   |  |  |  |
|   | Cancel Add Helper |  |  |  |

• The macOS installer will read and prep your hard drive for the installation. Your system will restart when the installer prep has completed. Please, allow approximately **2 hours** for the installation to complete.



• After your computer restarts, the installer will begin installing macOS. When the macOS installation has completed, your computer will restart automatically. This is the final stage of the OS X installation process.

• Immediately following the restart, you will be prompted to sign in with your Apple ID. It is recommended that you **do not** sign in at this point. Click the **Don't sign in** radio button. Then click **Continue** and then click **Skip**.

| Sign in t                                    | Are you sure you want to skip signing in<br>with an Apple ID?<br>An Apple ID is used to automatically set up the iTunes<br>Store, App Store, iCloud, and more.<br>Don't Skip Skip | ) more |
|--|---|--------|
|  |   |        |
| Sign in with you<br>Apple ID<br>On't sign in | ur Apple ID Password  |        |
| Create                                       | new Apple ID Forgot Apple ID or password?<br>Jse a separate Apple ID for iCloud and iTunes.   |        |
|  | <ul><li>Geometry</li><li>Geometry</li><li>Geometry</li><li>Back</li><li>Continue</li></ul>  |        |

• Proceed through the screens to complete the setup process.