Getting your BYO device ready for school: Intune

iPad version

Intune is a secure mobile management system that allows you to use school Wi-Fi, emails, learning applications and websites on personal devices.

These instructions will show you how to enrol a BYO iPad device into Intune and install an application. This process may take up to 15 minutes to complete.

Before you start, please have ready the email address and password that has been supplied to you by the school. If you do not have this information, you will not be able to successfully complete the installation. Please contact your school to obtain these details.
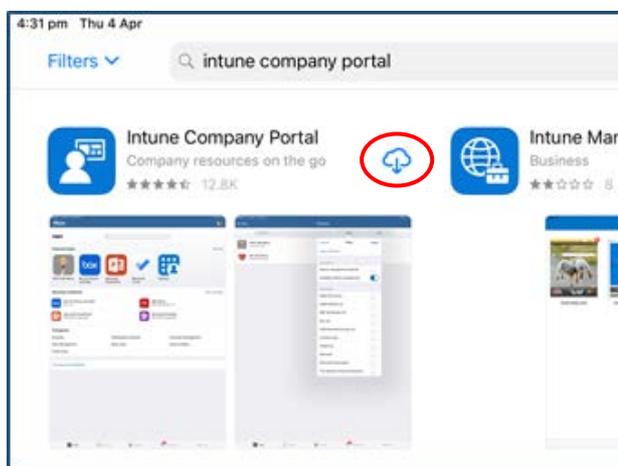
These instructions are for versions 12.2+ of iOS. You may find some of the screens look different to the ones provided here if you have an older version of iOS or there are changes made to Intune.

If the installation fails at any time, please re-open the Intune app and try again.

Please note: If you have any problems with installing Intune or using it afterwards, please contact your school for assistance.

How to install Intune

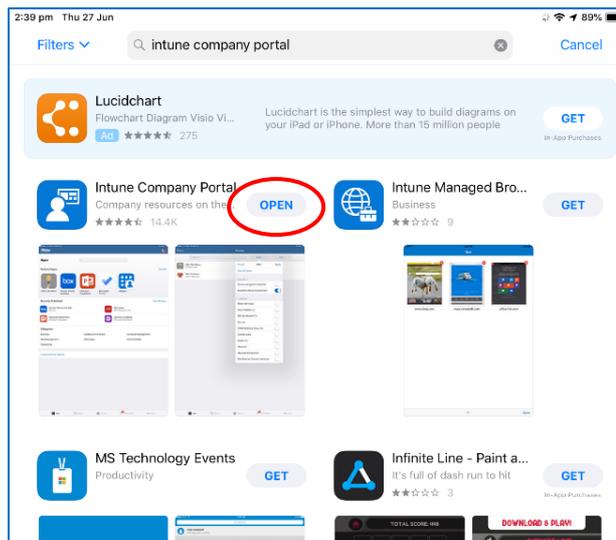### *Step 1*

To start, connect to the internet, tap the App Store icon and search 'Intune'.

Then tap on **Get** or .
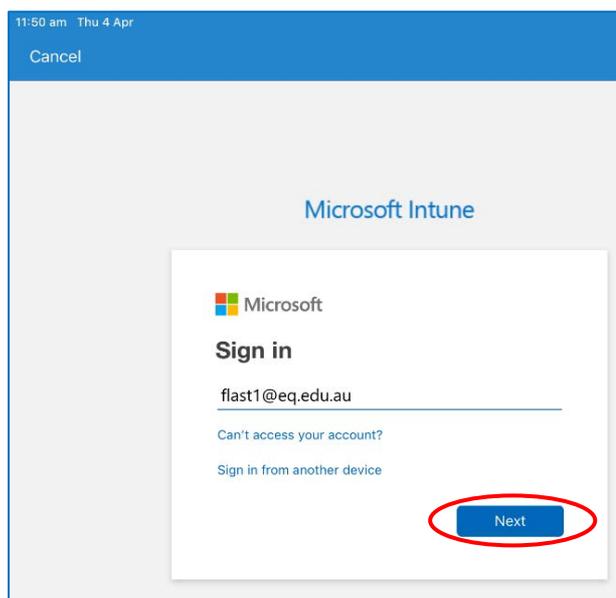
Queensland Government

Step 2

Please tap on the **Open** button to open the Company Portal.

Step 3

Sign in to Intune with the @eq.edu.au email address you were supplied by your school and tap **Next** to continue.

Step 4

You should see the username appear in the username field. Then enter the school password you were supplied and accept the terms and conditions.
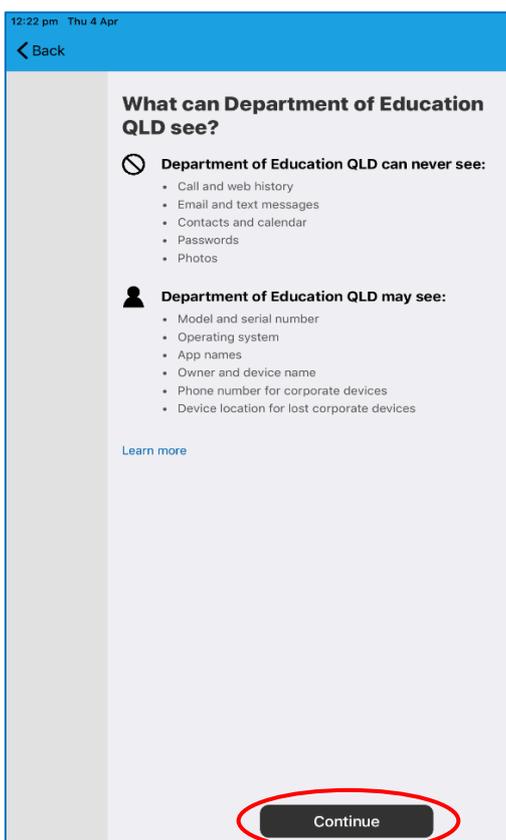
Then please tap **Sign in**.

Step 5

Next, we will install the Intune Comp Portal app.
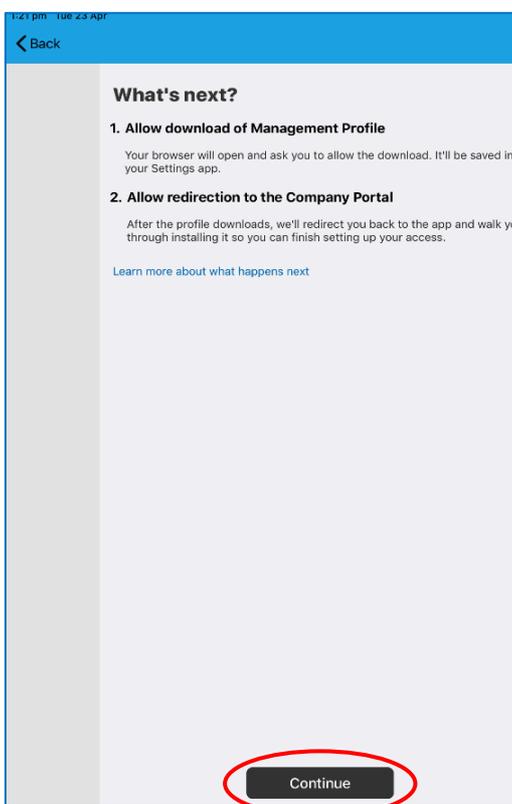
Please tap **Begin**.

Step 6

This explains what your school IT administrator can and cannot see on your iPad.
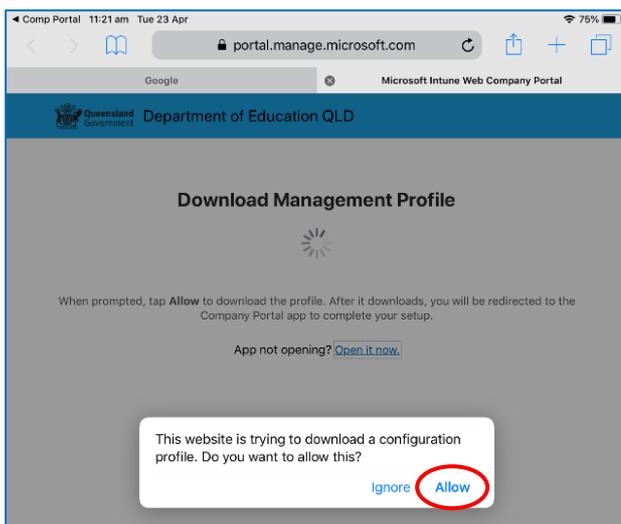
Please tap **Continue**.

Step 7

This screen outlines further steps. Please tap **Continue** to continue the installation.

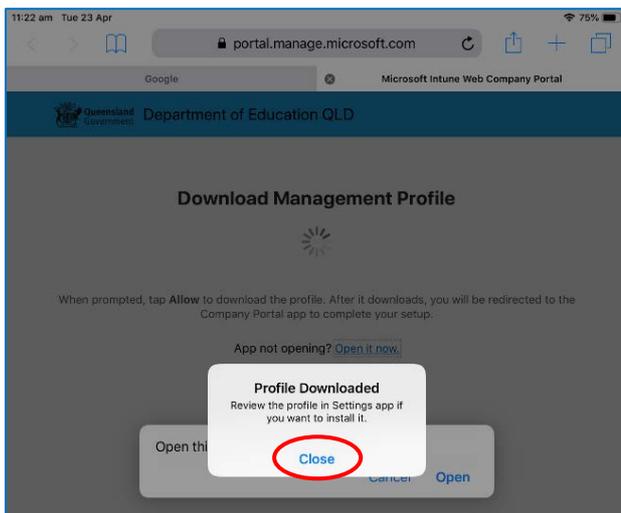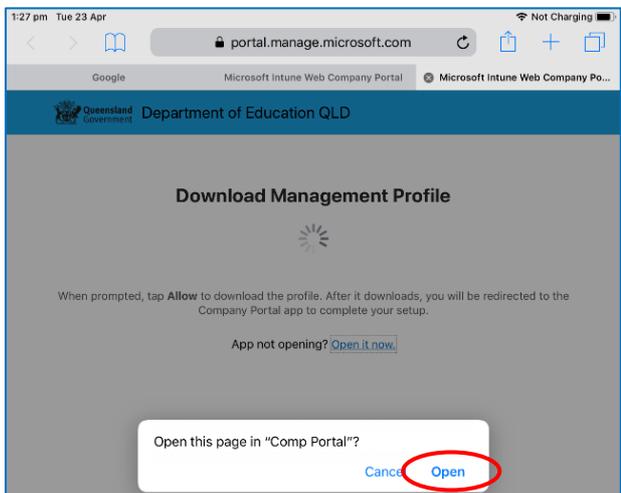*Step 8*

Tap **Allow** to download the Intune profile.

Step 9

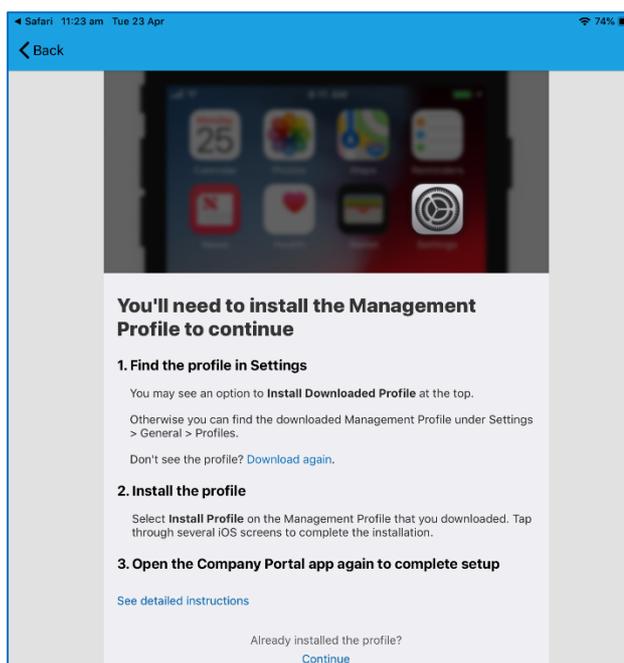Your Intune profile has now been downloaded and can be closed. Please tap **Close**.

Step 10

Please tap **Open**.
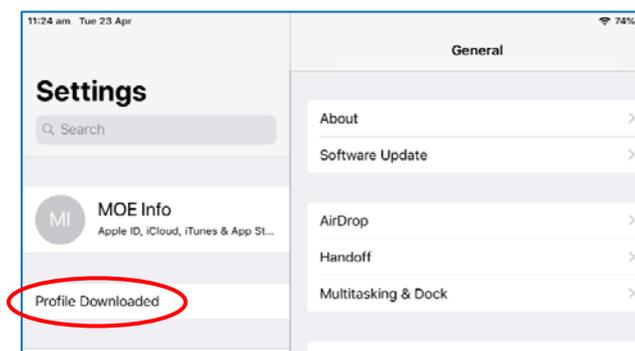
Step 11

Press the home button to minimise this window.

Step 12

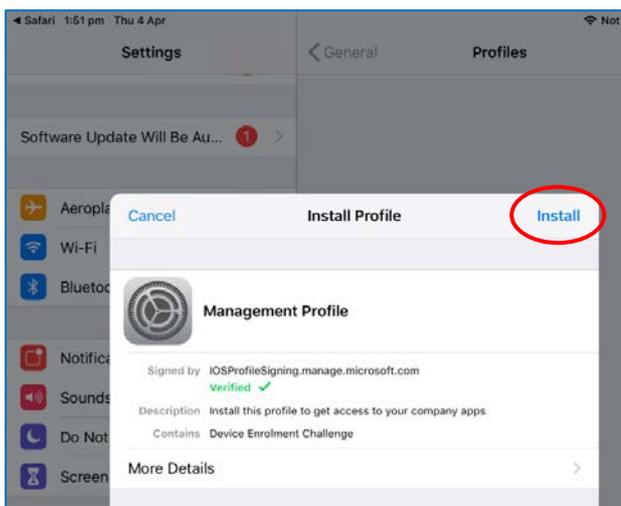Please open your settings by tapping the settings icon on your home screen and if you are requested, enter your password.

Step 13

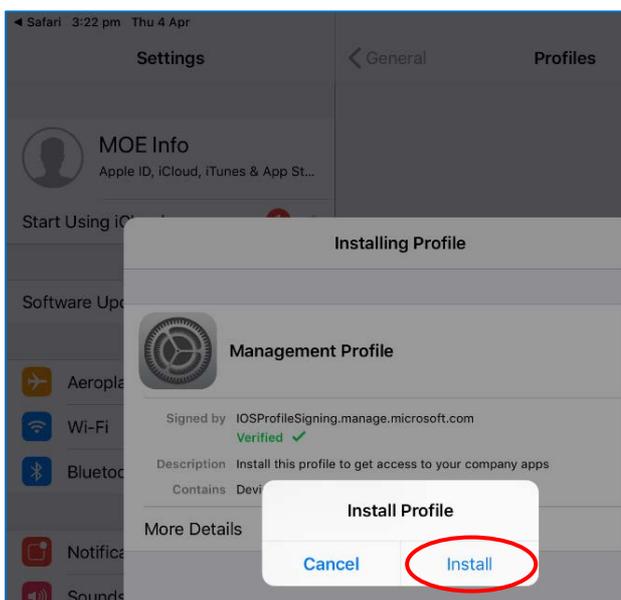On your Settings screen, please tap **Profile Downloaded** button.

Step 14

Then, please tap **Install** on the install profile screen.

Step 15
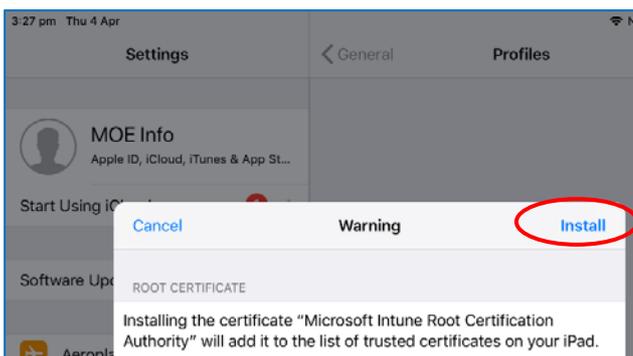
If prompted, enter your iPad passcode.

Step 16

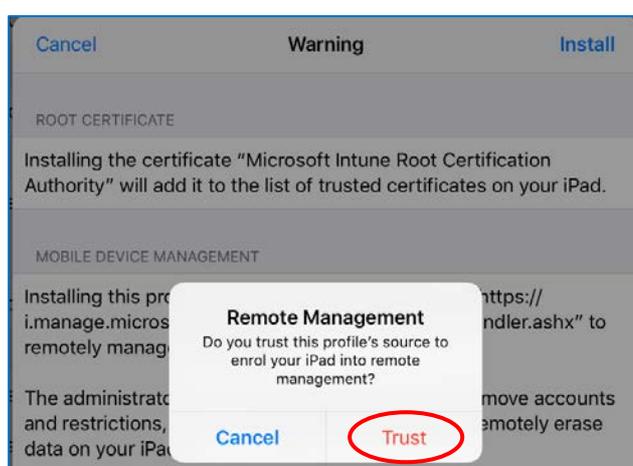Please tap **Install** on the Install Profile pop-up.
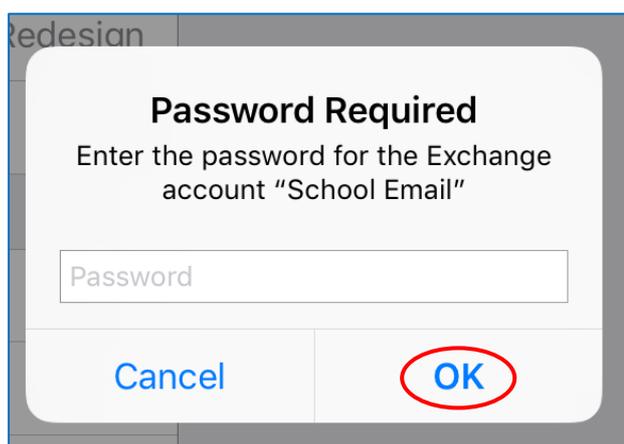
Step 17

When you see a warning displayed, please tap **Install** to continue with the installation.

Step 18

If you are prompted to enrol into remote management, please tap **Trust**.
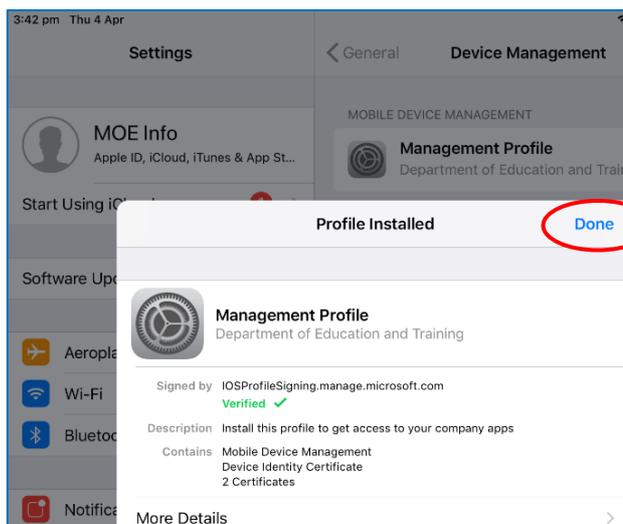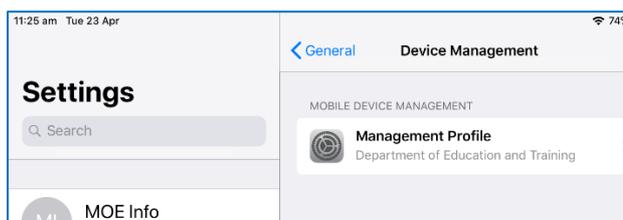
This will start installing the profile.

At any time after this point where you have enrolled, you may see this screen requesting you to enter your school password. Please enter this and tap **OK**. You can then continue the installation at whatever stage you were before the screen appeared.
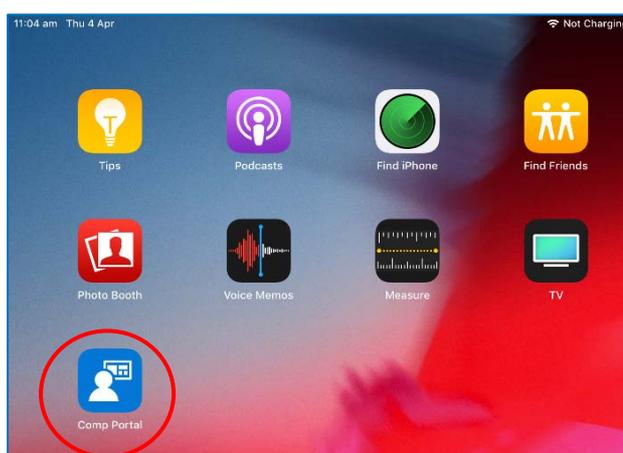
Step 19

When the screen changes to show the profile has finished installing, tap **Done**. An 'Enrolling device' message will then appear.

Step 20

Your settings page will be displayed and you'll see the Department of Education management profile has been installed.
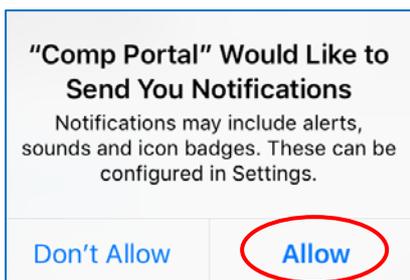
Press the home button to minimise the settings window.

Step 21

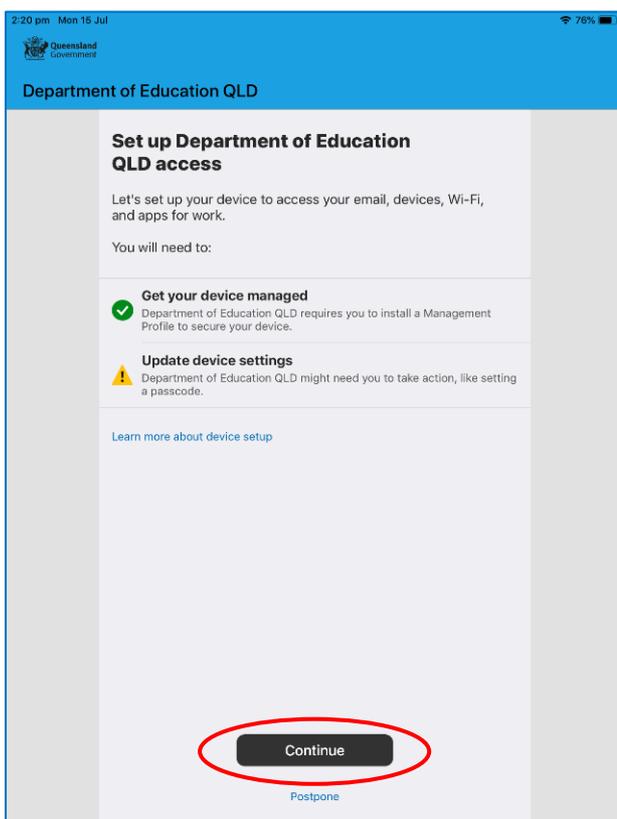Tap **Comp Portal** icon to re-open the company portal app.

Step 22

Tap **Allow** to give the Company Portal permission to send notifications.
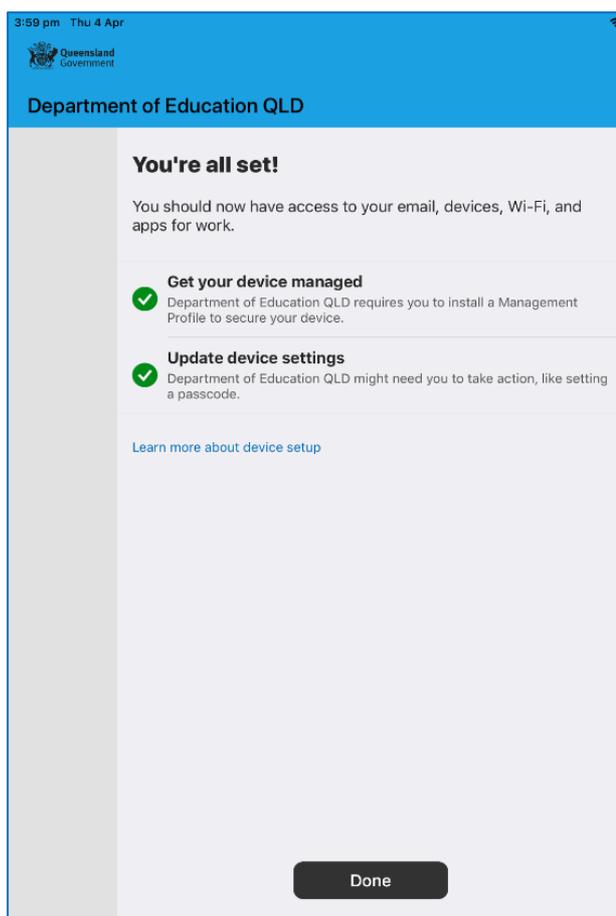
Step 23

Your device is now managed through the Company Portal. Tap **Continue** to complete set-up.

A message explaining that the Company Portal is confirming device settings may display.

Step 24

Intune is finished when there is a tick next to all the items listed. On this screen please tap **Done**.
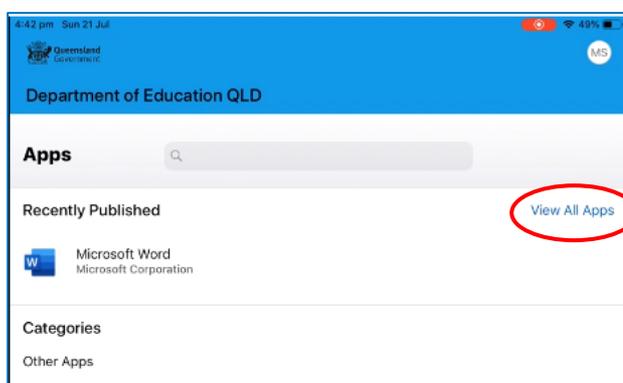
It may take up to 15 minutes to finish installing. You can use the iPad in the meantime but please keep it connected to the internet.

After this finishes installing the iPad is now ready for you to install the other apps needed for school.

How to install an app

This section will show you how to install the apps you have been advised you need.
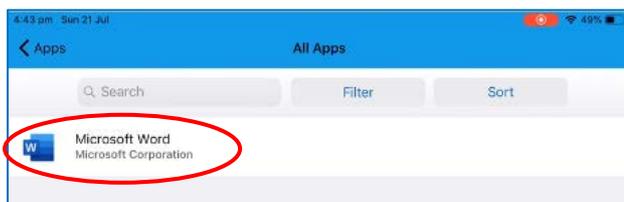
Step 1

You now will be able to view the apps your school has recently published.
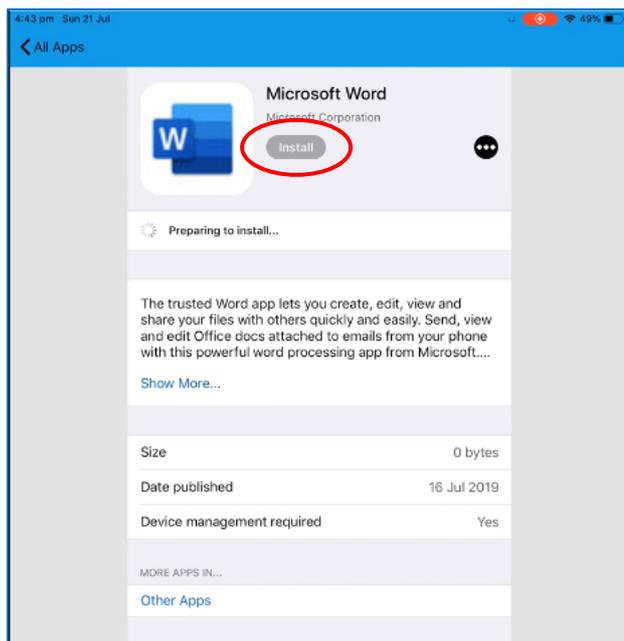
Tap **View All Apps** to display a full list of apps your school has indicated you will need.
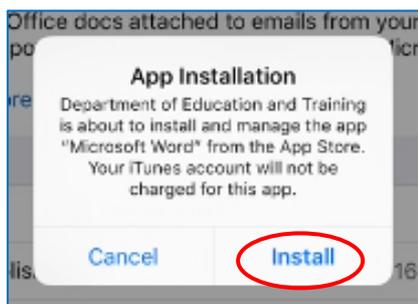
Step 2

In this example, we will be downloading Microsoft Word.

Tap the app you want to install.

Step 3

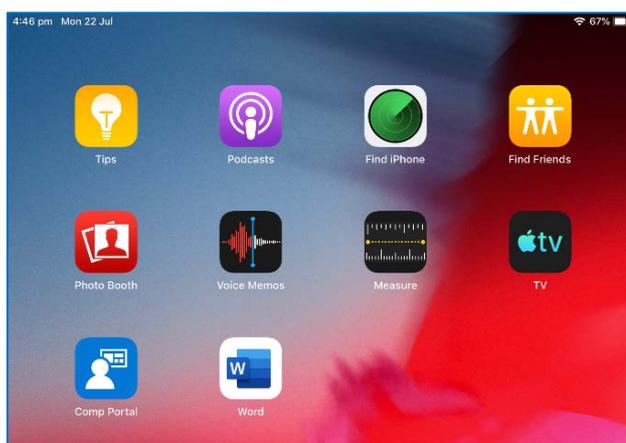Information about the app will be displayed. Tap **Install**.

Step 4

A confirmation screen will be displayed after a minute or two. Tap **Install** again.

It may take some time to install the app. You can use the iPad in the meantime but please keep it connected to the internet.

Step 5

Press home to minimise the company portal window and see if your app is available.

Repeat this process if you need to install additional apps.

The iPad is now ready for school.

If you need help with installing Intune or an app, please see your school for assistance.