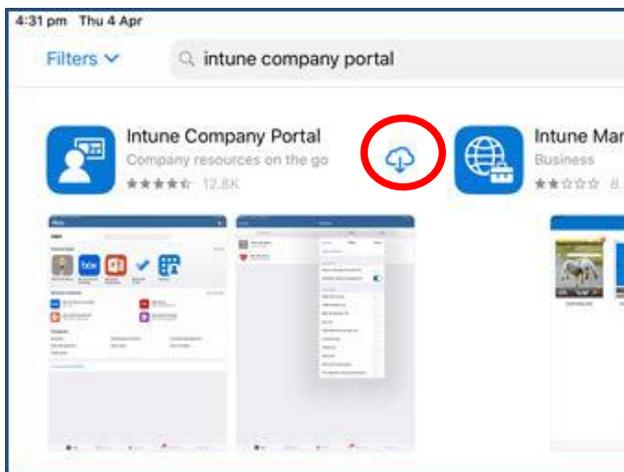# Enrolling your Student iPad into InTune

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.
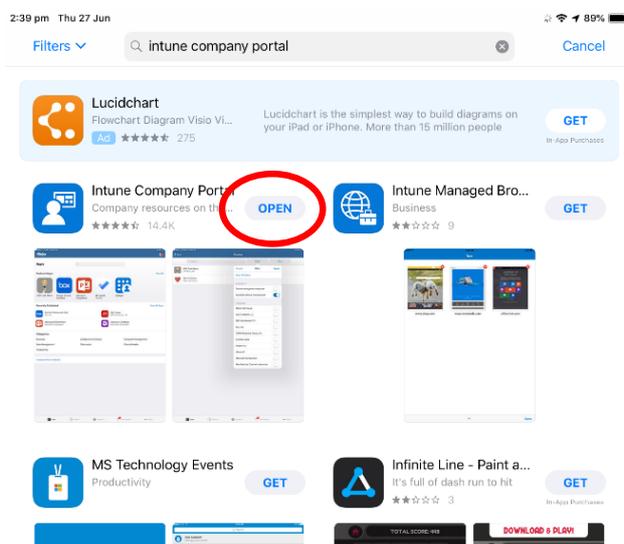
How to Install Intune

Step 1

To Start, connect to the internet, tap the App Store icon and search for "Intune".

Then tap on Get or
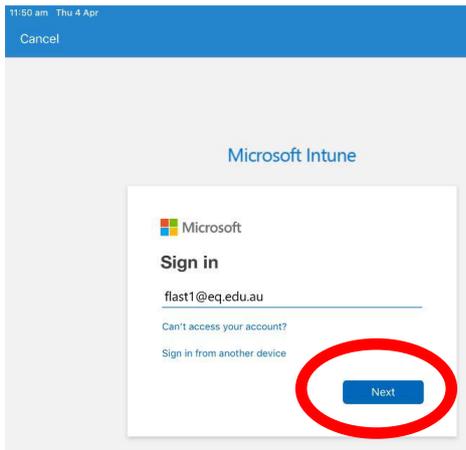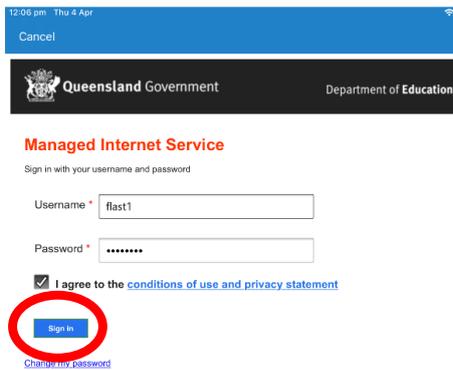
Step 2

Please tap on the **Open** button to open the Company Portal App (Once downloaded)

Step 3

Sign into Intune with the @eq.edu.au email address you were supplied by the school and tap **Next** to continue
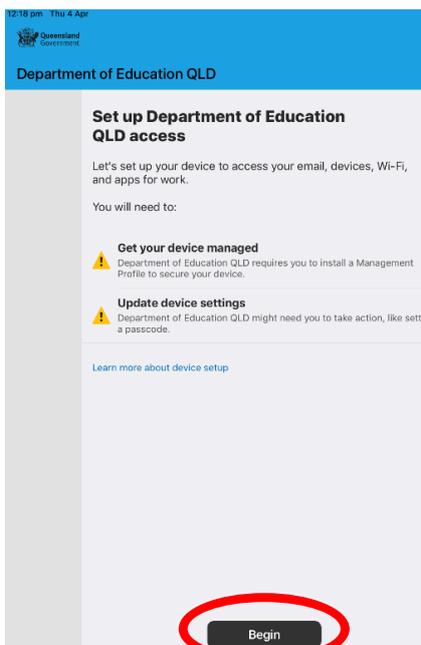
Step 4

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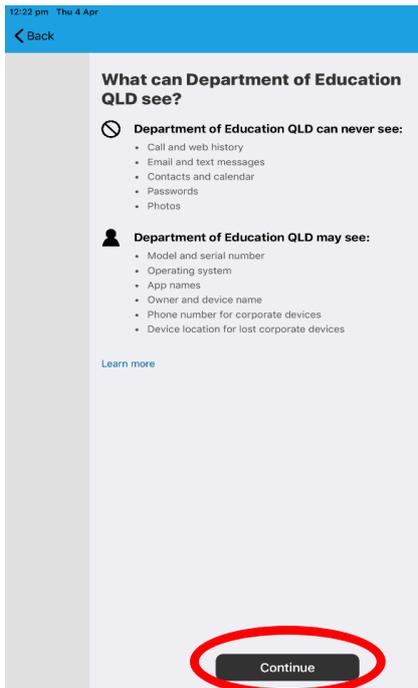
Then please tap **Sign in**.

Step 5

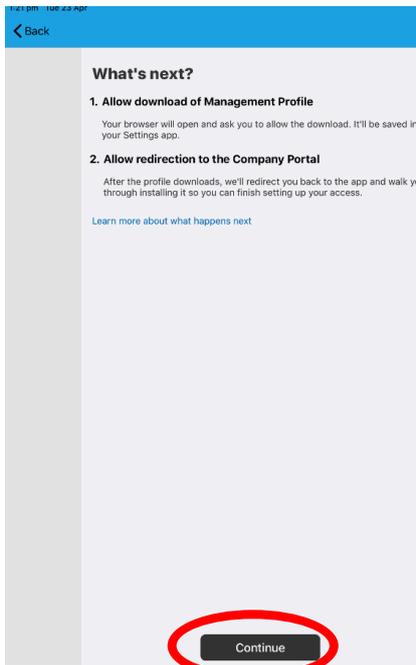Next, we will setup the Intune Company Portal App.

Please tap **Begin**.

Step 6

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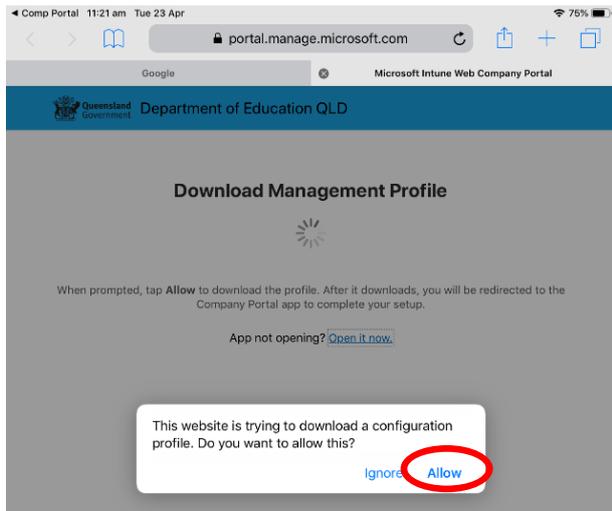
Please tap **Continue**.

Step 7

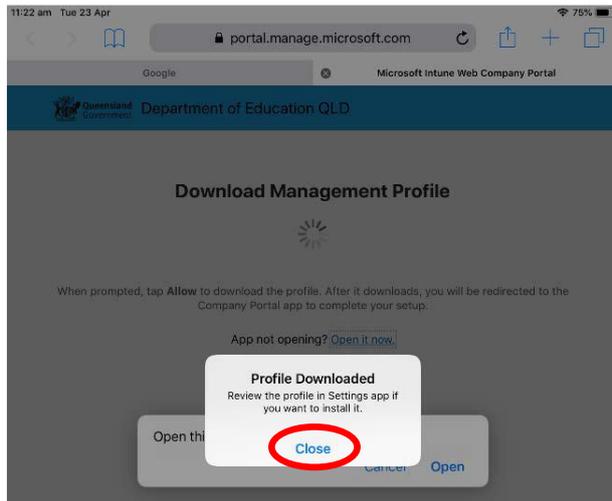This screen outlines further steps.

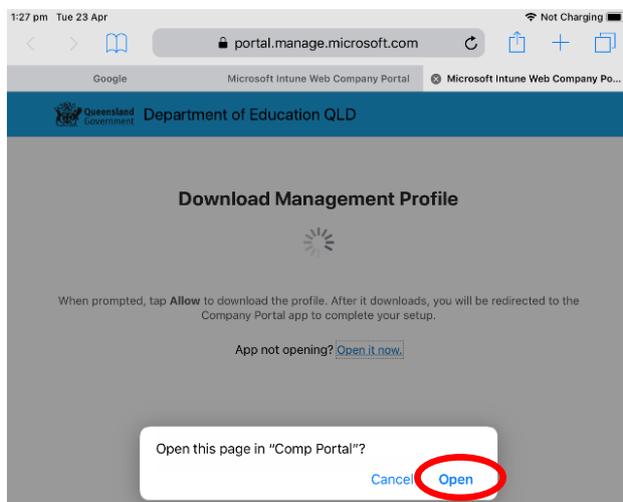Please tap **Continue** to continue the setup

Step 8

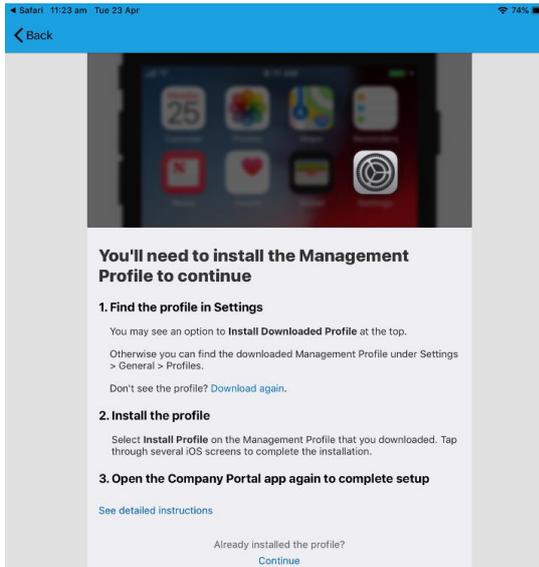Tap **Allow** to download the Intune profile.

Step 9

Your Intune profile has now been downloaded and can be closed. Please tap **Close**.
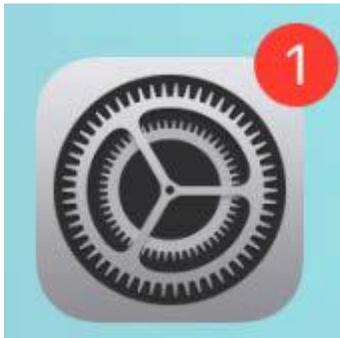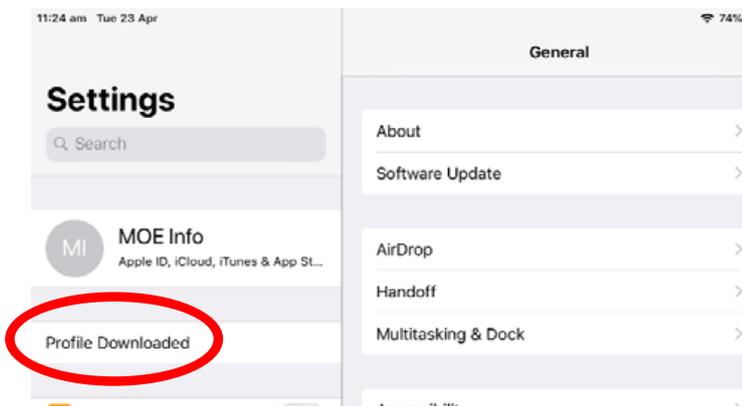
Step 10

Please tap **Open**.

Step 11

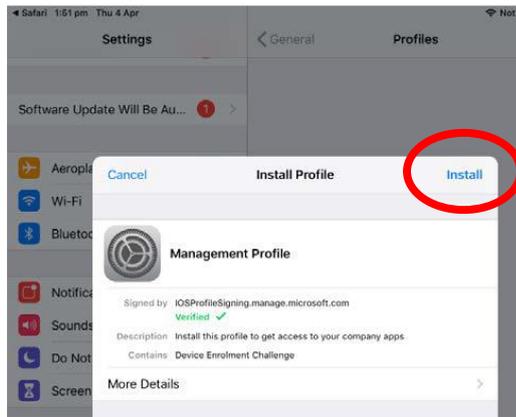Press the Home Button on the physical iPad to minimise this window

Step 12

Please open your Settings by tapping on the Settings App on your iPad home screen.

Step 13

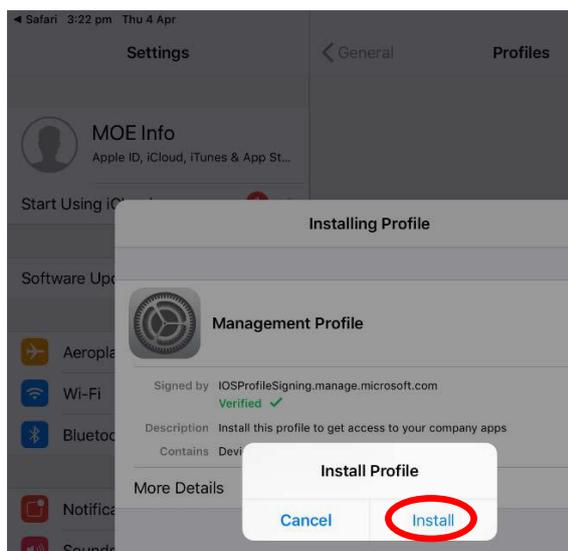On the Settings screen, please tap the **Profile Downloaded** button.

Step 14

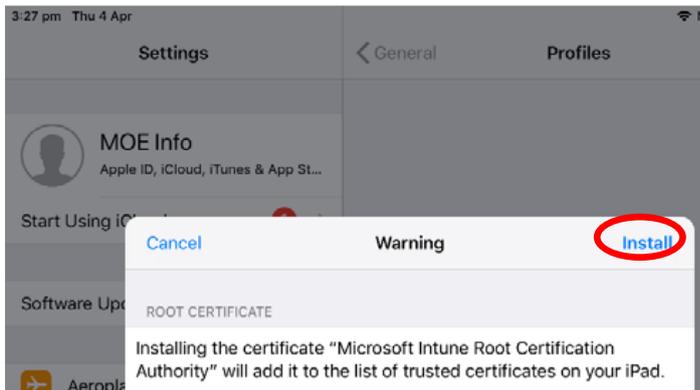Then, please tap **Install** on the install profile screen.

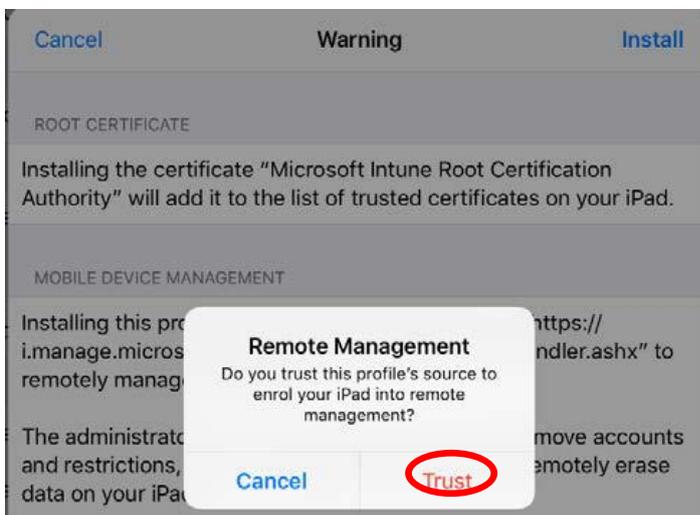Step 15

If prompted, enter your iPad passcode.

Step 16

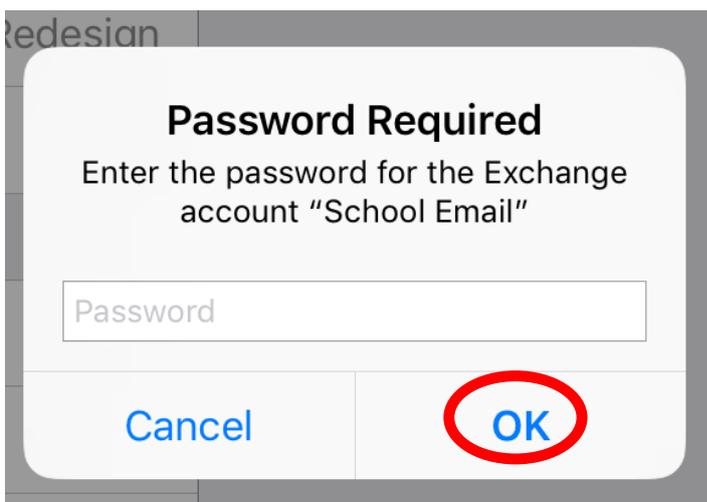Please tap **Install** on the Install Profile pop-up

Step 17

When you see a warning displayed, please tap **Install** to continue with the installation.
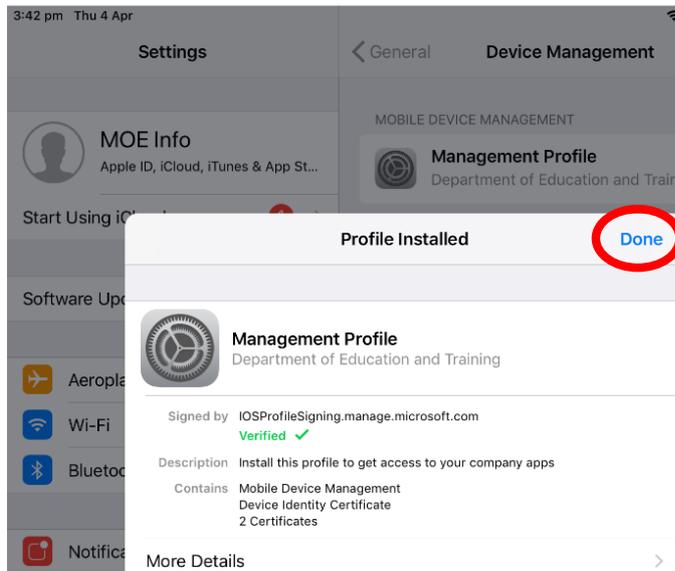
Step 18

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.
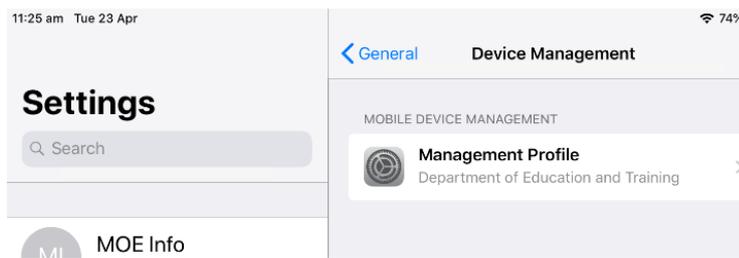
Step 19

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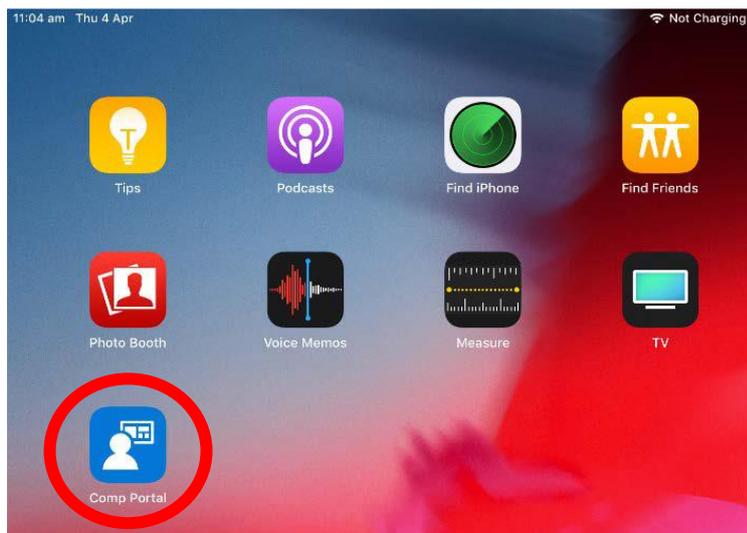
An "Enrolling device" message will then appear.

Step 20

Your settings page will be displayed and you will see the Department of Education management Profile has been installed.
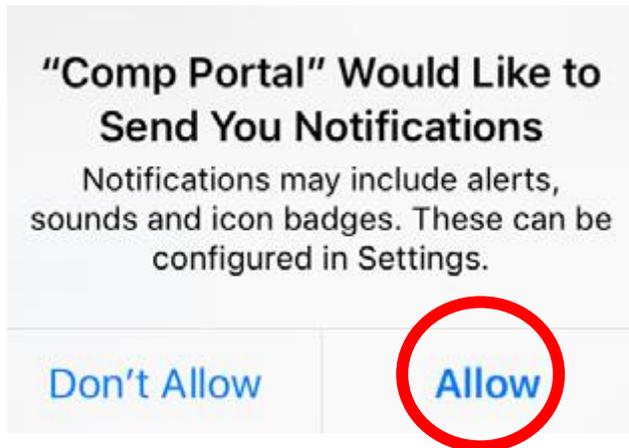
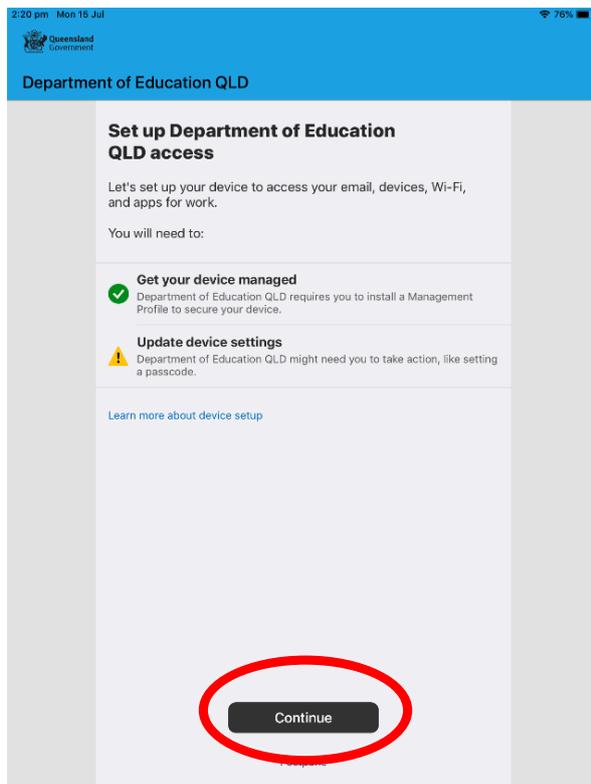Please press the physical iPad home button to minimise the settings window.

Step 21

Tap **Comp Portal** icon to re-open the Company Portal App.

Step 22

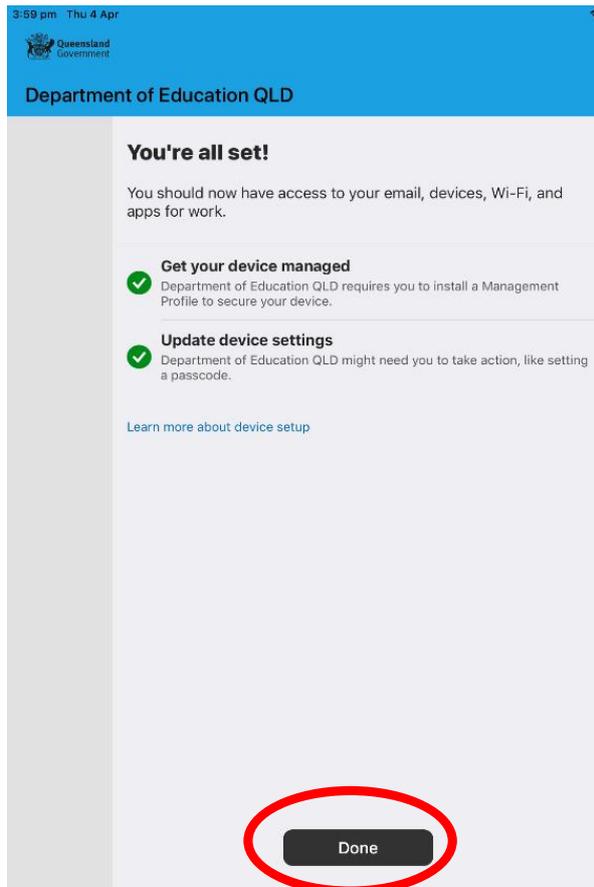Tap **Allow** to give the Company Portal App permission to send notifications.

Step 23

Your device is now managed through the Company Portal. Tap **Continue** to complete the setup.

A message explaining 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**.
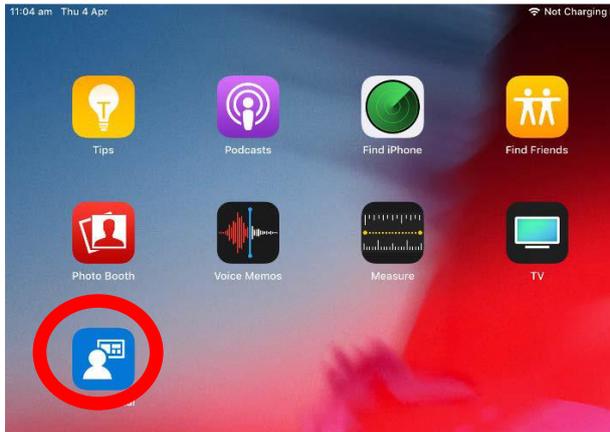
It may take up to 15 minutes to finish installing. You can use the iPad in the meantime, but please keep it connected to the internet.

After this finishes, installing the iPad is now ready for you to install the other apps needed for school.
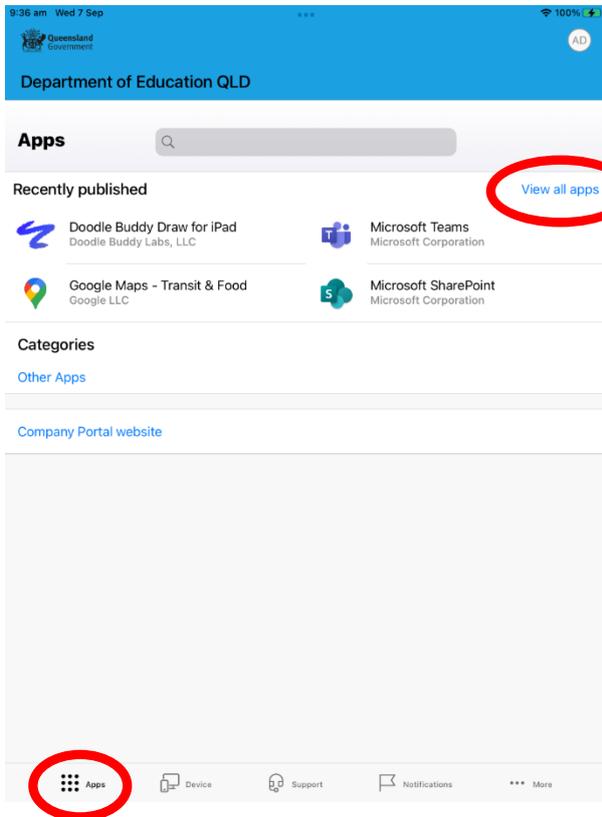
How to Install School Provided Apps

(Requires enrolment into Intune First)

Step 1

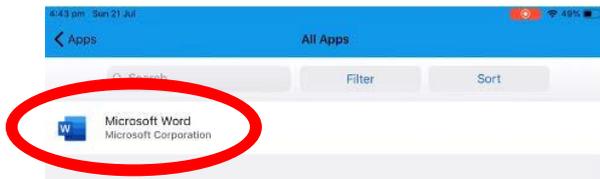Tap on the Comp Portal icon to open the Company Portal App.

Step 2

Tap on **Apps** down the bottom left

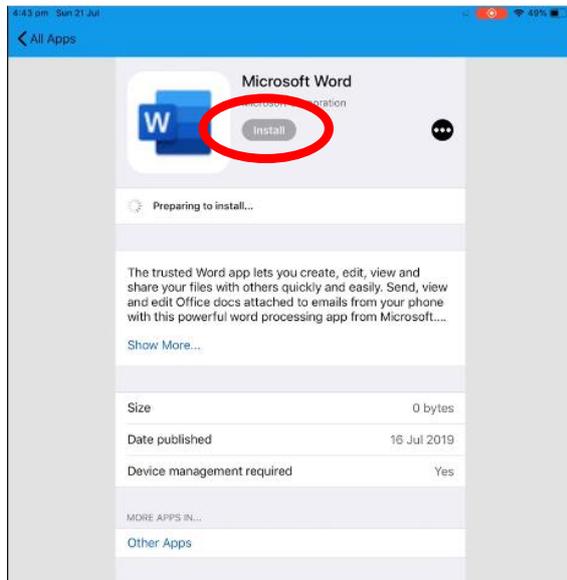Tap **View All Apps** to display a full list of Required Apps that you will need to install.

Step 3

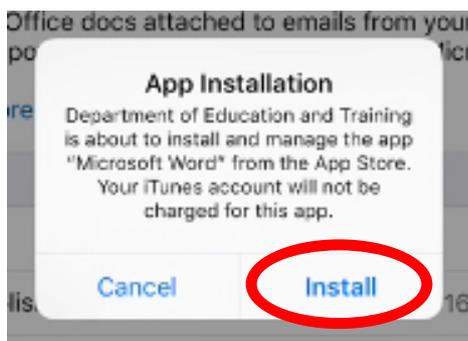

In this example, we will be downloading Microsoft Word.

Tap the app you want to install

Step 4

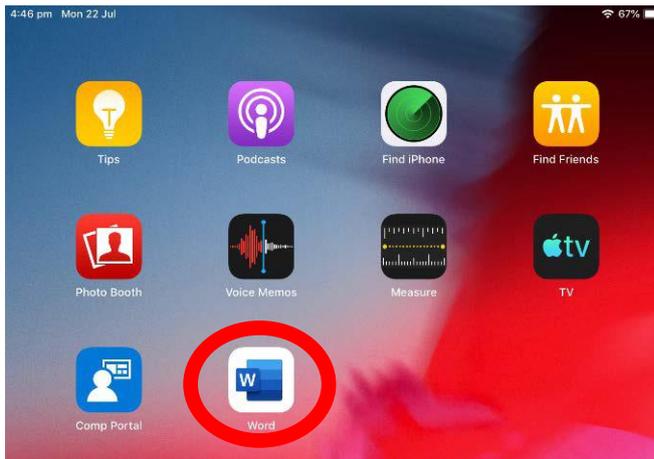Information about the App will be displayed. Tap **Install**.

Step 5

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 6

Press the physical iPad Home button to minimise the Company Portal App, and see if your App is now available.

Please repeat this process for ALL Apps that are available to you via the Company Portal.

You will only see the Apps required for your student's year level, so please make sure you install them ALL.

Congratulations!!

You have now downloaded all the free required apps onto your iPad.

The Paid apps need to be searched for and installed separately.

Paid Apps (not to be put in a folder)			
Popplet $4.49 (not lite version)	Book Creator for iPad $4.49 (not free version)	GoodNotes5 $12.99 (full version unlocked)	FileBrowser –Document Manager $10.99