

Getting your BYO device ready for school: Intune

MacOS

Intune is a secure mobile management system that allows you to access the school's network.

These instructions will show you how to enrol a BYO Mac 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 see your school contact to obtain these details.

These instructions are for High Sierra or later versions of MacOS. You may find some of the screens look different to the ones provided here if you have an older version of MacOS or there are changes made to Intune.

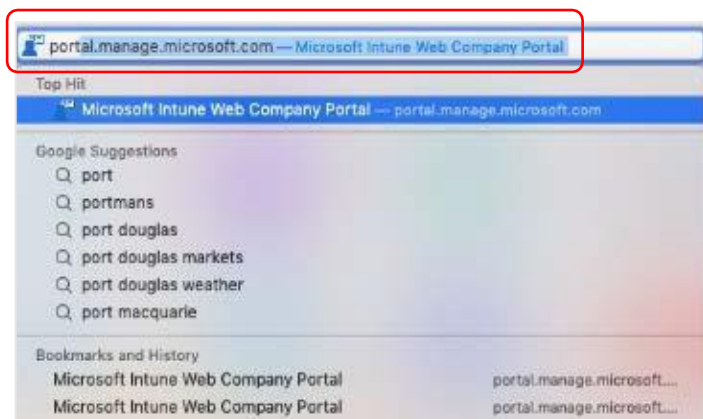
If the installation fails at any time, please re-open the Intune app and try again.

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

How to onboard your device with Intune

Step 1. Install Intune

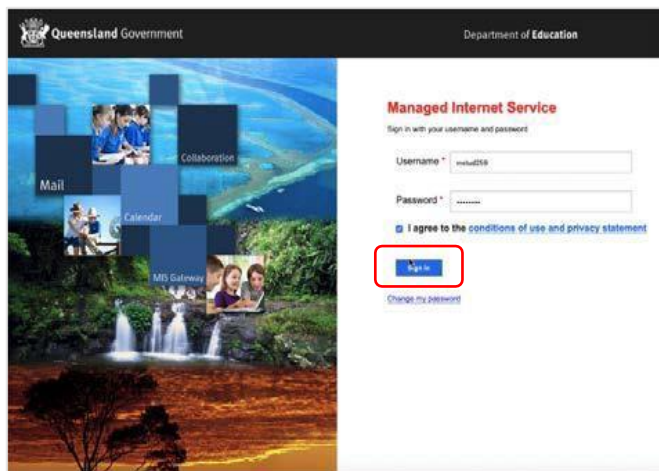
- a. To start, connect to the internet, open Safari and type in `portal.manage.microsoft.com`



- b. Enter the *@eq.edu.au* email address you were provided by your school and select **Next**.

A screenshot of the Microsoft Sign in page. The Microsoft logo is at the top. Below it, the text "Sign in" is displayed. A text input field contains the email address "mstud259@eq.edu.au". Below the input field, there are links for "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom, there are two buttons: "Back" and "Next". The "Next" button is highlighted with a red rectangular border.

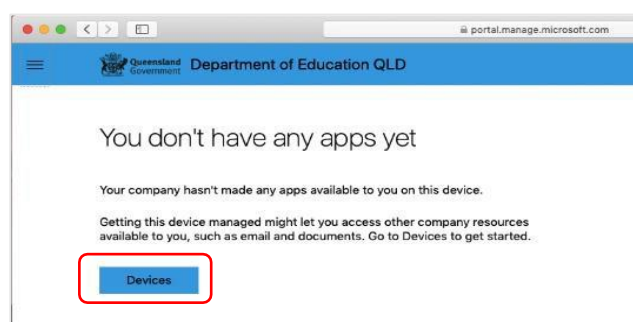
- c. Your username may auto fill or you will need to enter the school username and password you were provided. Then accept the terms and conditions and select **Sign in**.

A screenshot of the "Managed Internet Service" sign-in page. The header shows the Queensland Government logo and "Department of Education". The page has a background image of a waterfall. On the left, there are icons for "Mail", "Collaboration", "Calendar", and "MIS Gateway". On the right, the "Managed Internet Service" title is followed by the instruction "Sign in with your username and password". There are input fields for "Username *" (containing "mstud259") and "Password *". Below these is a checkbox labeled "I agree to the conditions of use and privacy statement". A "Sign in" button is highlighted with a red rectangular border. At the bottom, there is a link for "Change my password".

d. A prompt will pop up asking if you want to stay signed in, select **Yes**.

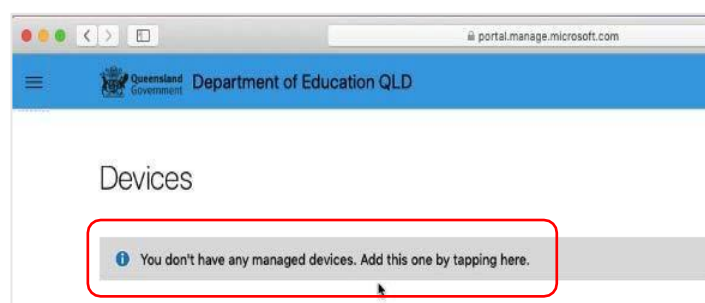


e. The Intune company portal will open, select **Devices**.

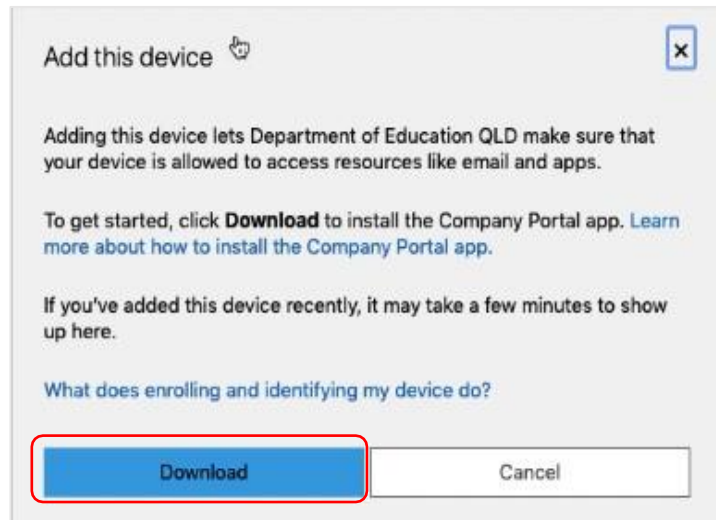


f. Two options will appear. Either option can be selected.

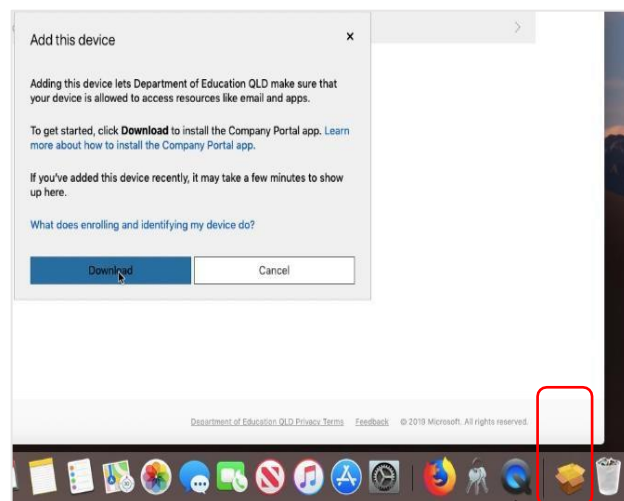
- You don't have any managed devices or
- Tap now to tell us which device you are using or add a new device.



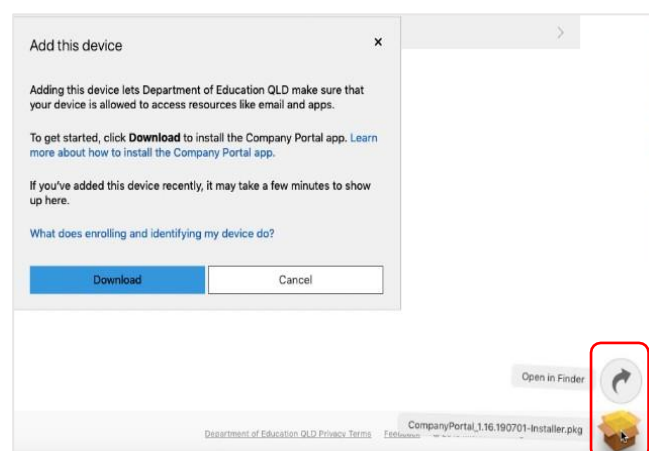
- g. Please select **Download**. It may take a few seconds to complete.



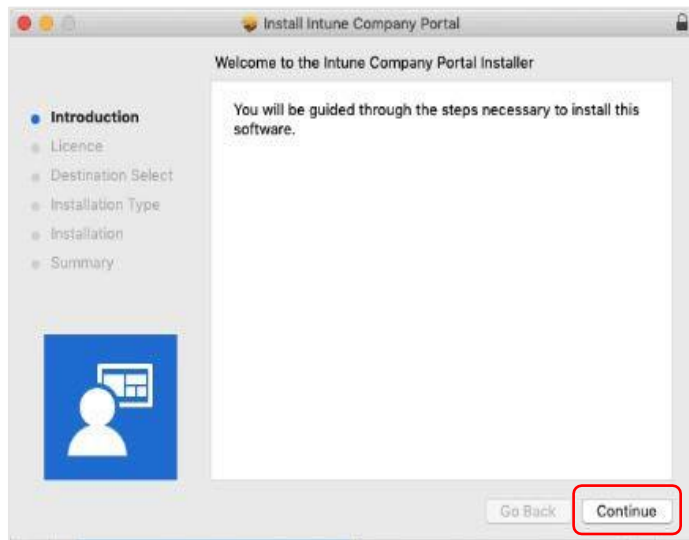
- h. Select the **Open box icon** at the bottom of your screen.



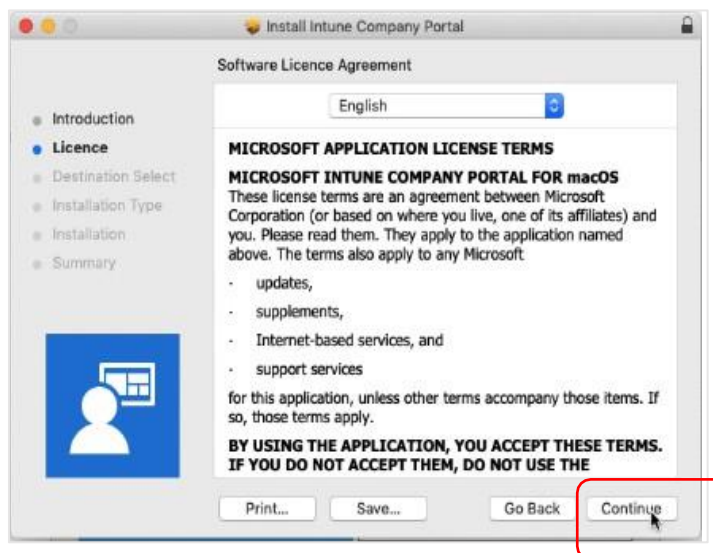
- i. Then select the Open box icon next to the Company Portal Installer file.



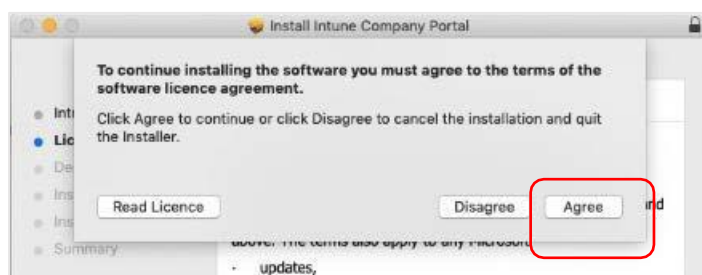
j. Please select **Continue**.



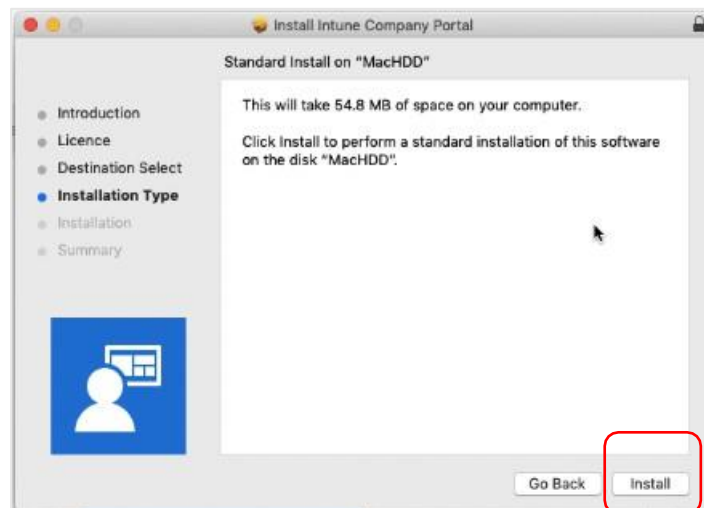
k. Please read the license terms and then select **Continue**.



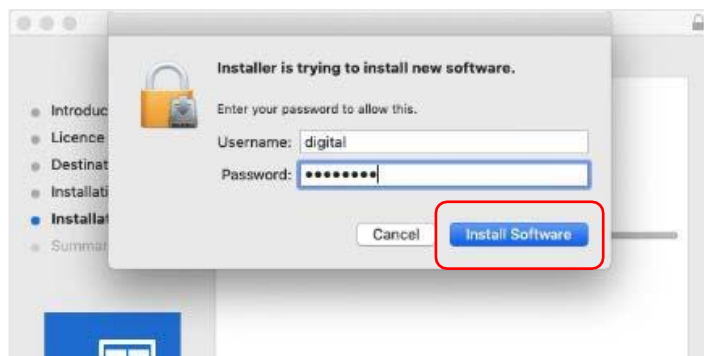
l. Select **Agree** to accept the license terms in the pop-up window.



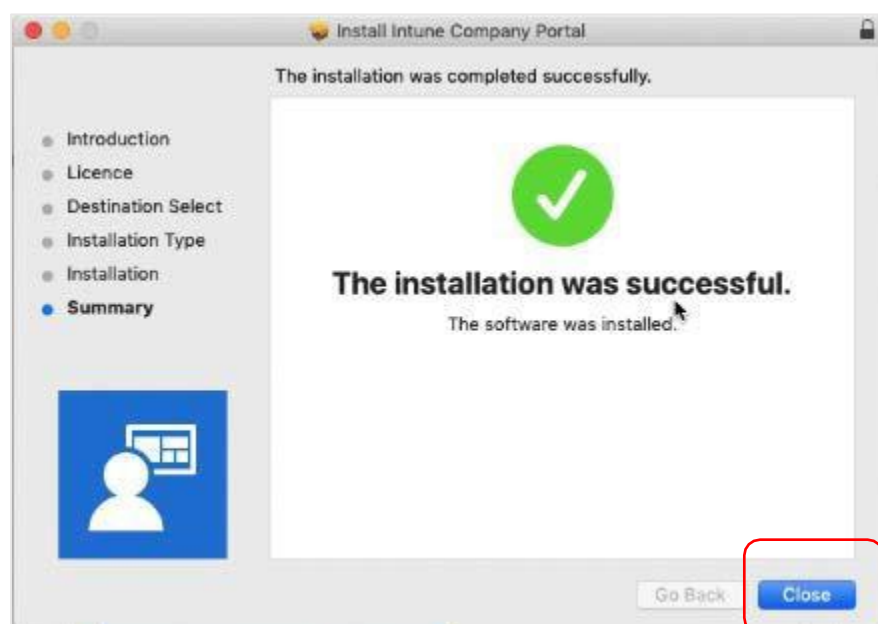
m. Next, select **Install**.



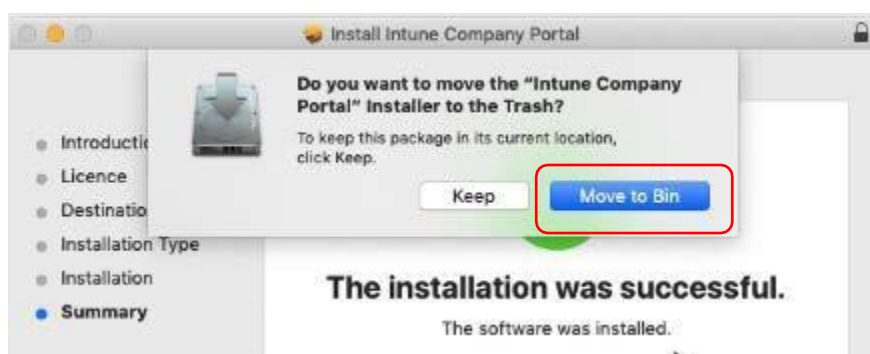
n. Please enter your username, password of your device and select **Install Software**.



o. When the installation has finished, select **Close**.

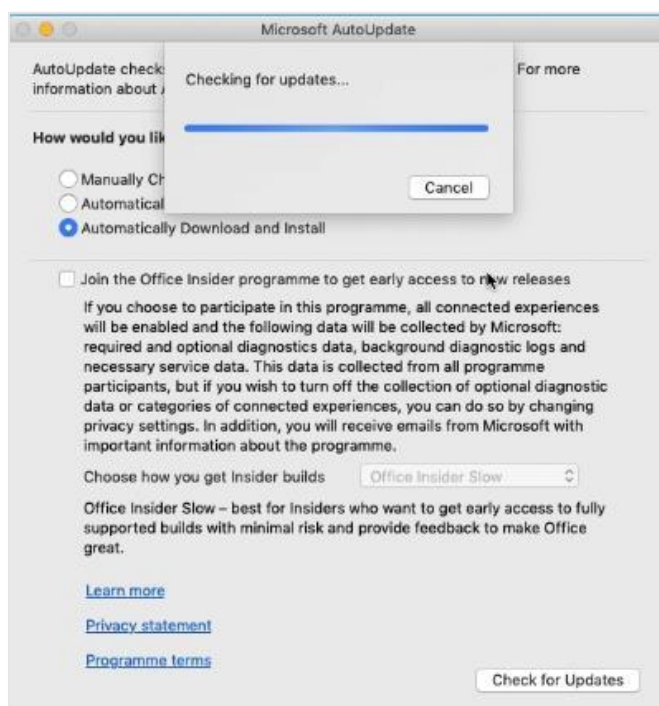


- p. Once the program has completed installing, please select **Move to Trash or Bin** option.



- q. The Microsoft auto update will appear. Select **Install** if there are updates waiting. Otherwise, select **OK**. You may need to repeat this step a few times.

Once there are no more updates, you can close the Microsoft Auto Update program.

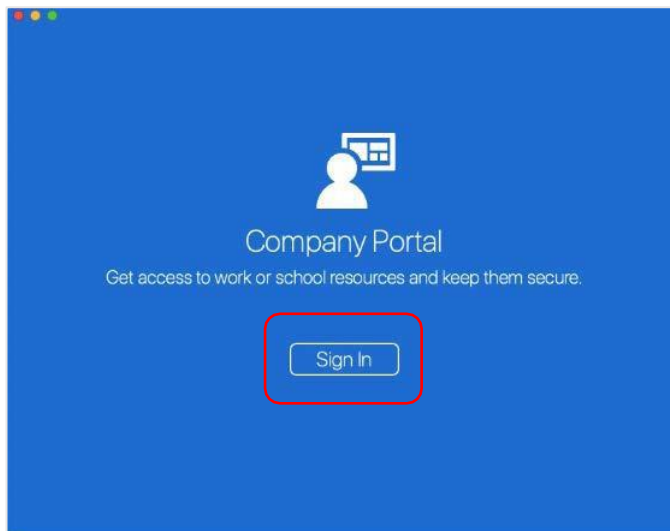


Step 2. Enrol your device into Intune

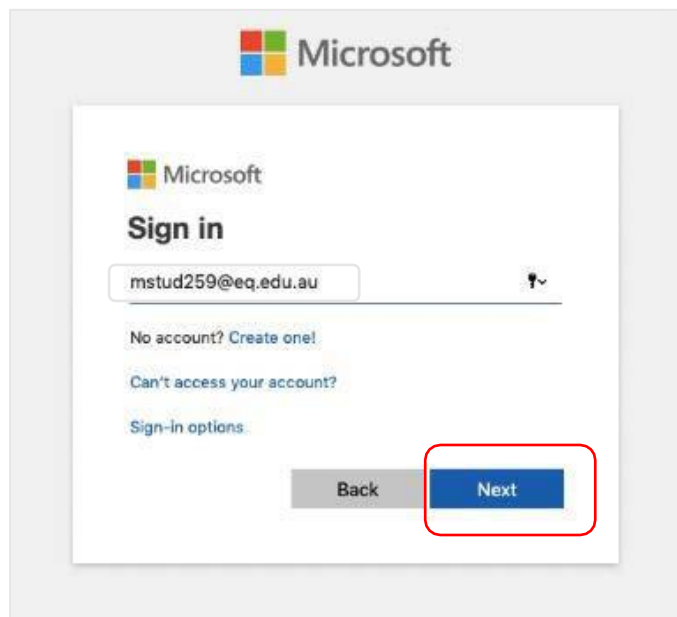
- a. Select **Launchpad** and then select the **Company Portal** app.



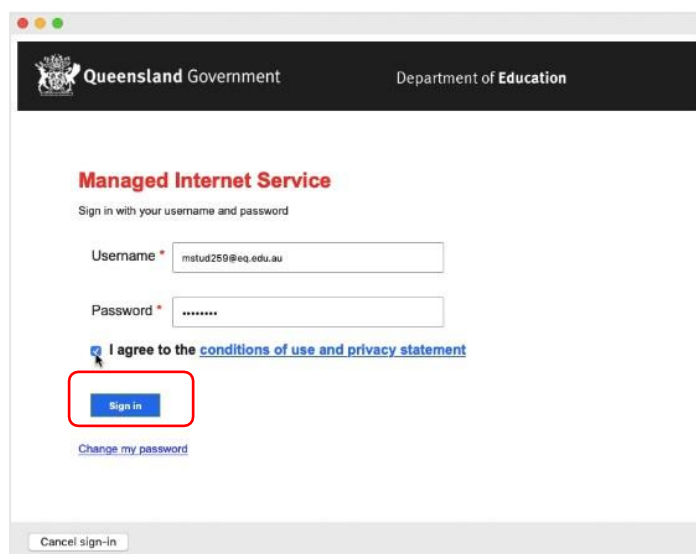
- b. Then, select **Sign In**.



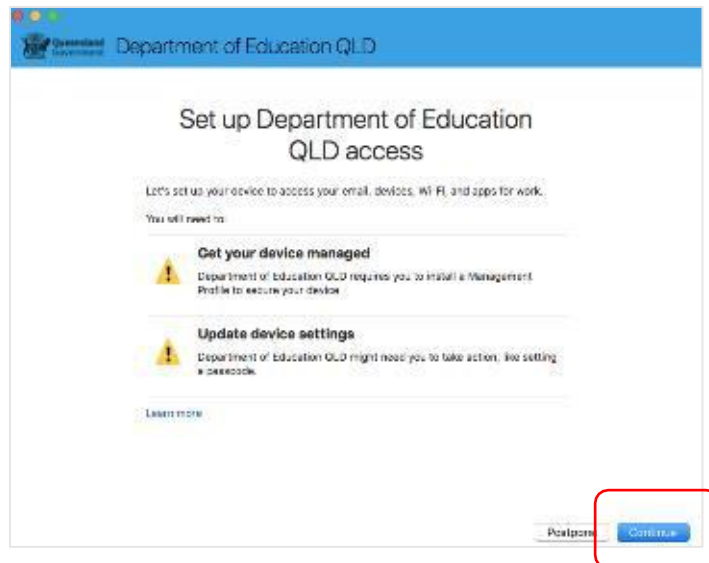
- c. If presented with the Microsoft Sign in screen, enter your supplied EQ email address.
Then, select **Next**.



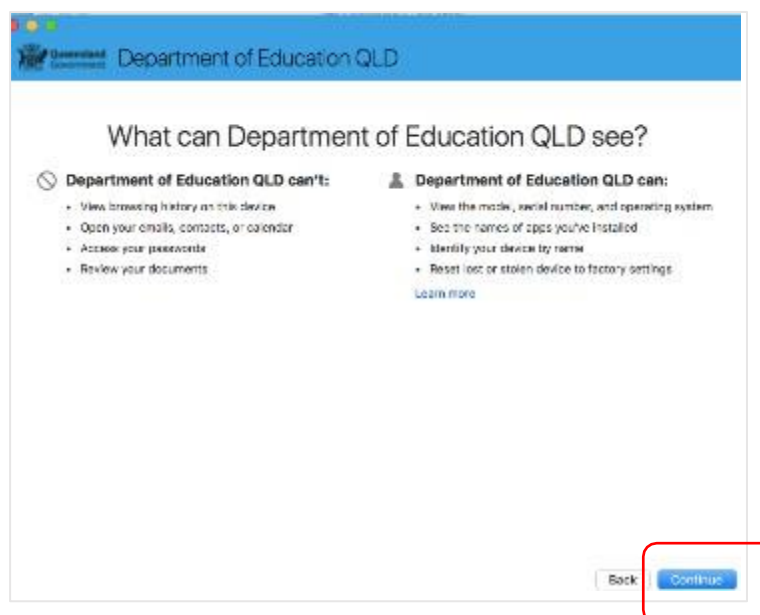
- d. Enter the username, password and accept the terms and conditions. Then select **Sign In**.



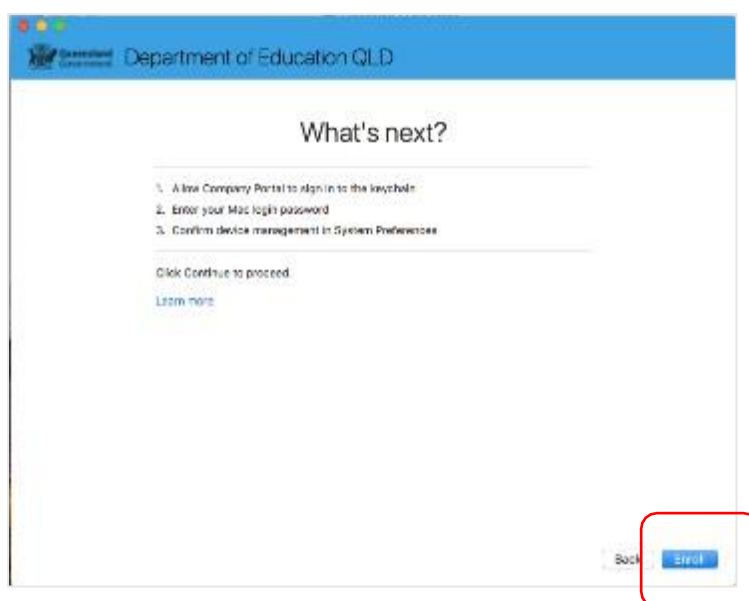
e. Then, select **Continue**.



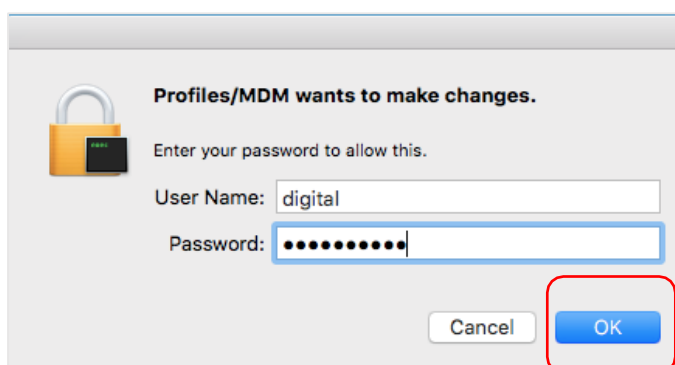
f. This explains what your school IT administrator can and cannot see on your Mac device. Select **Continue**.



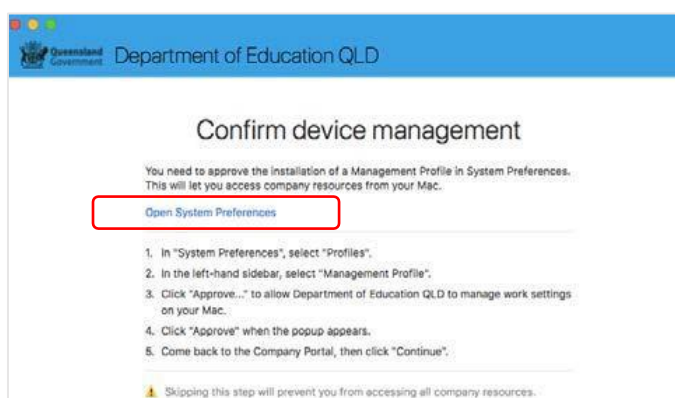
- g. This screen outlines the next steps. When 'What's next?' appears, select **Enrol** to finish the installation. This may take a few minutes to complete.



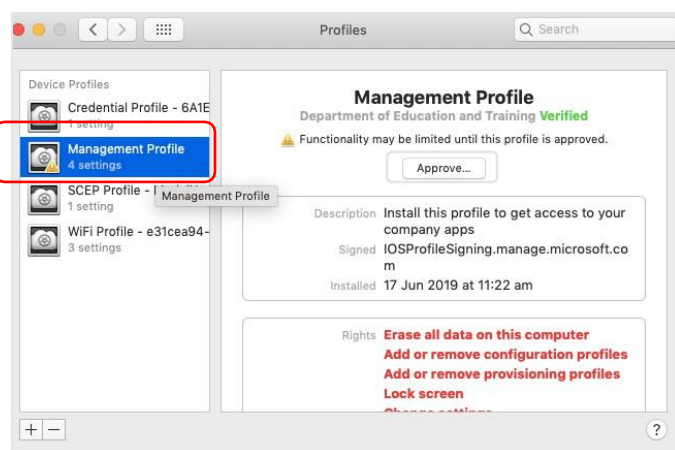
- h. Enter the username and password for your device and select **OK**. It may take a few minutes for the management profile to be installed.



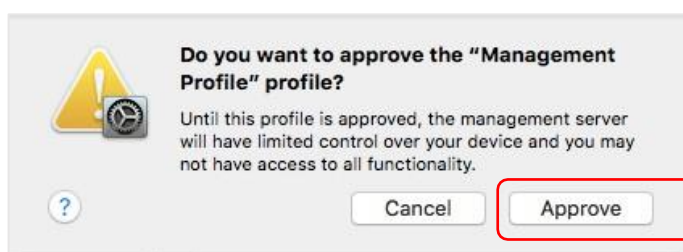
- i. Then, select **Open System Preferences**.



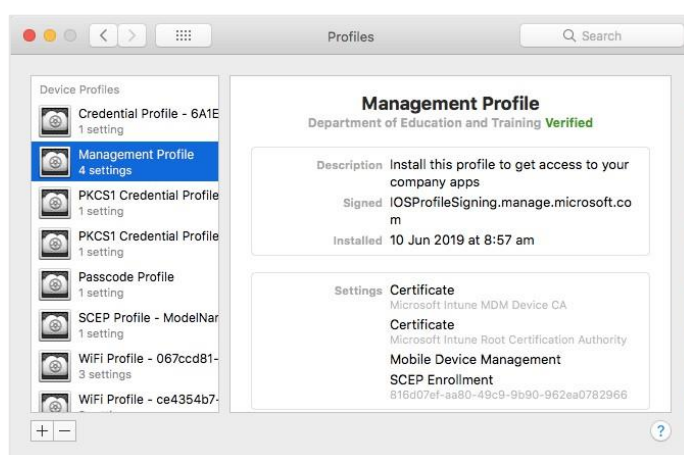
- j. Select **Management Profile** and then **Approve**.



- k. Confirm you want to approve the Management Profile and select **Approve**.



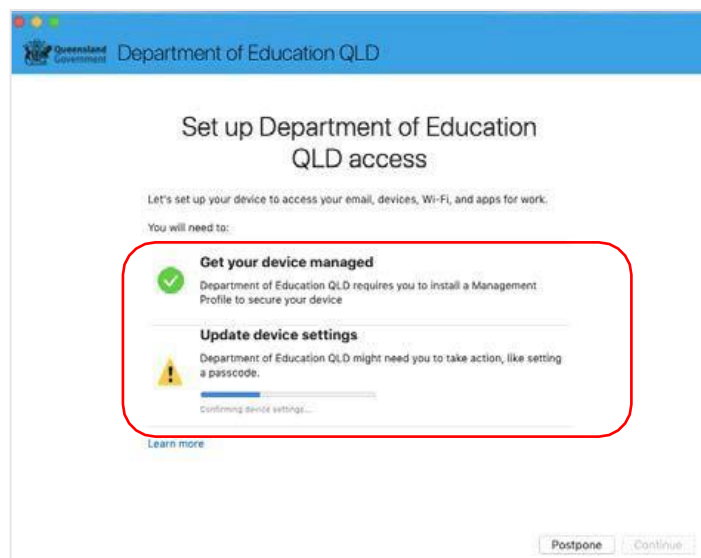
- l. The system preference screen will be displayed and you can close this window.



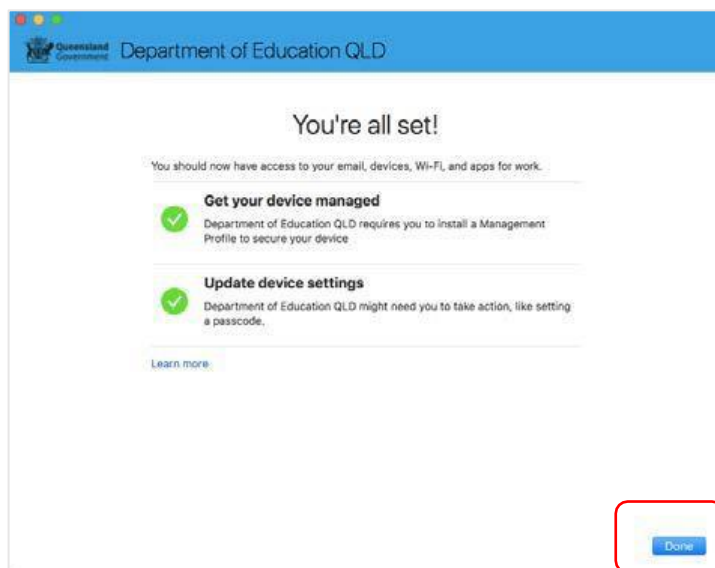
m. The Intune company portal app window will still be open. Select **Continue**.



n. Wait as the Company Portal updates the device settings.



- o. When the tick appears against Update device settings, your device has finished enrolling into Intune. Select **Done**. It may take up to 15 minutes to finish installing. You can use the device in the meantime but please keep it connected to the internet.



Close the Company Portal.

You have now finished installing Intune.

How to set up printing

At this stage printing from a Mac OS device is completed via the web print portal found on the [student intranet site](#). To print via the web print portal, the document you wish to print must first be saved as a PDF file and uploaded to the portal at which stage you will be able to login to a printer to release your print job.

Important Links

It is suggested that you save the below link to your favourites to allow for easy access to school resources

Student Intranet - <https://qedu.sharepoint.com/sites/2040/student/>

How to install Microsoft Office 365 Apps

Step 1

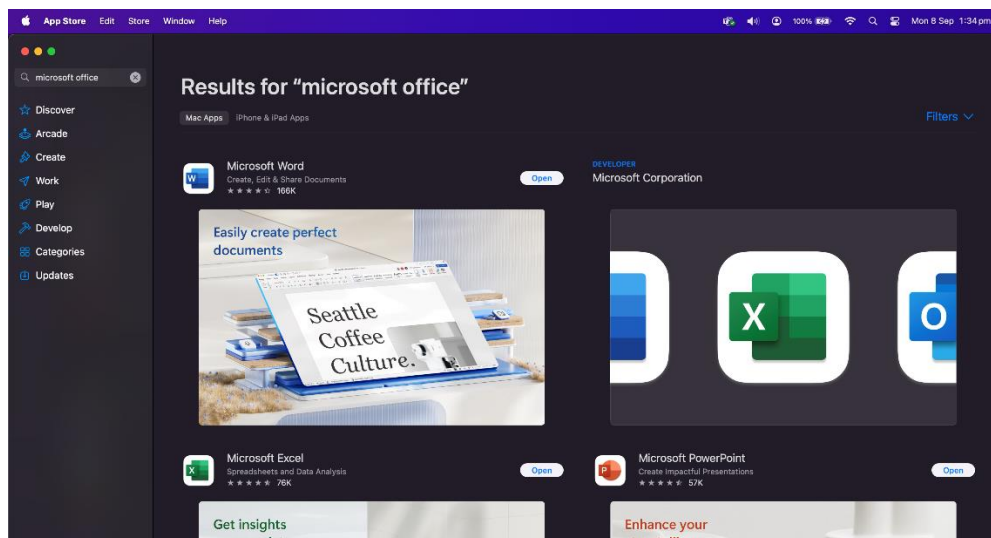
Open the App Store application within macOS

Step 2

Search for the Microsoft Office 365 Apps

Step 3

Click 'Get' on the product you wish to install



Step 4

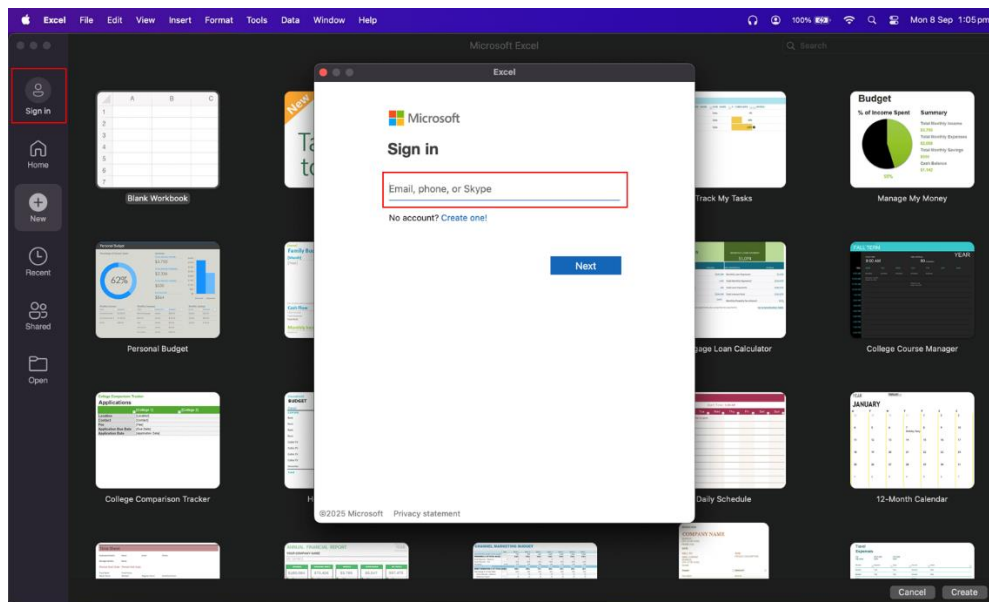
You will be prompted to sign in with your AppleID if not already. Sign in as necessary

Step 5

Once it has finished downloading, **click** Open

Step 6

Click on the 'Sign in' button in the top left to sign into your DoE account



Step 7

Sign in using your DoE email account

username@eq.edu.au

Step 8

You will be prompted for your username and password on the online authentication page. Type your username and password, tick the box to agree to the conditions of use, and click "sign in"



Queensland Government

Department of Education

Sign in

Username

Password

☒ I accept the conditions of use

Sign in

[Forgot password?](#) [Change password](#)

Conditions of use

The Department of Education network (the network) is provided only to authorised users and only for official schooling and work purposes.

Your use of the network (including internet and email) is logged, may be monitored, and where potentially unlawful conduct is detected, referred to law enforcement agencies.

Students - please refer to the Student Code of Conduct for your obligations and the consequences of non-compliance, or ask your teacher for more information.

Staff - you must comply with the Code of Conduct, Standard of Practice and department policies and procedures. You must not access systems or use information if you are not authorised to do so. You must not access records for personal interest. Unauthorised access and misuse of information may result in you being charged with an offence, e.g. under section 408E of the Criminal Code (Qld), and disciplinary and professional consequences (such as loss of employment and cancellation of registration).

Your application is now installed and activated. Updates will be handled by the Apple App Store.

Please note that this software will only remain active while you have a valid enrolment with the Queensland Department of Education.