This document explains how to:

- [enrol a BYO device into Intune](#) at home (A BYO device is owned by you and not the school)
- [install an app](#) on your device.

Once you have enrolled your device into Intune, you will be able to install school learning applications and access school email.

Notes

These instructions are for ipads:

- owned by students (BYO)
- using version 12.2+ of iOS.

If during the enrolment process, the Intune company portal app closes, open it and try again.
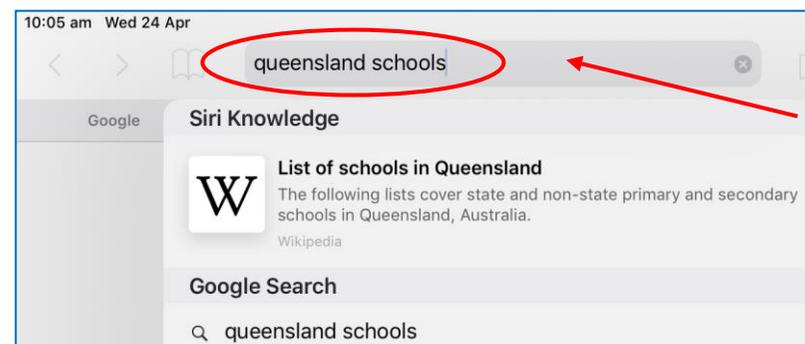
Enrolling your device into Intune

Step 1.   Check your internet connection

a. Test that you are connected to your home Wi-Fi by tapping the **Safari** icon

b. Search for something, for example, Queensland schools.

c. If your search was successful then the internet is working and you can continue.

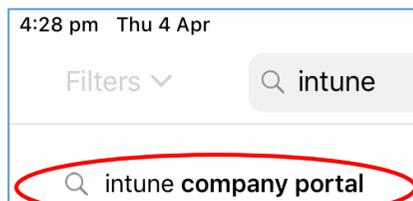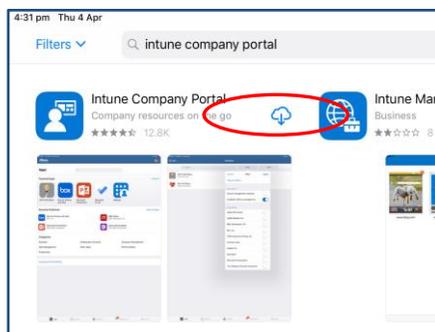Note: If you cannot enrol your device at home, ask your school for assistance.

Step 2. Install Intune

a. Tap the **App Store** icon.

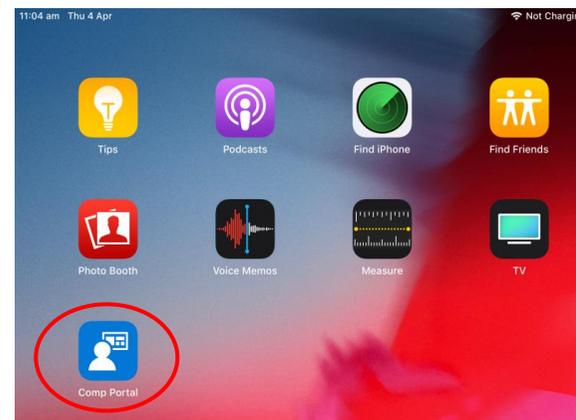b. Type Intune in the search bar and tap **intune company portal**.

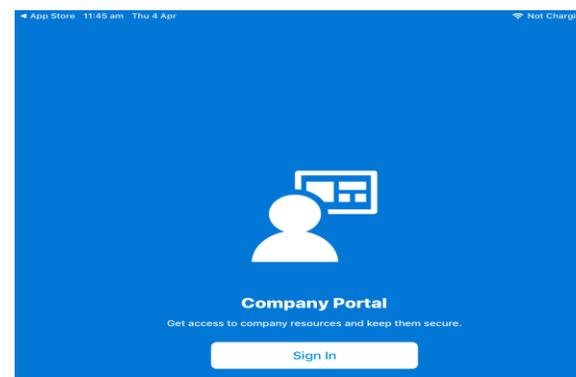c. Either tap **Get** or ⬇ to get the Intune company portal installed on your device.

Once installed, Intune is named "Comp Portal" on your device.

Step 3. Sign in to Microsoft Intune

a. Open the Microsoft Intune **Comp Portal** app.

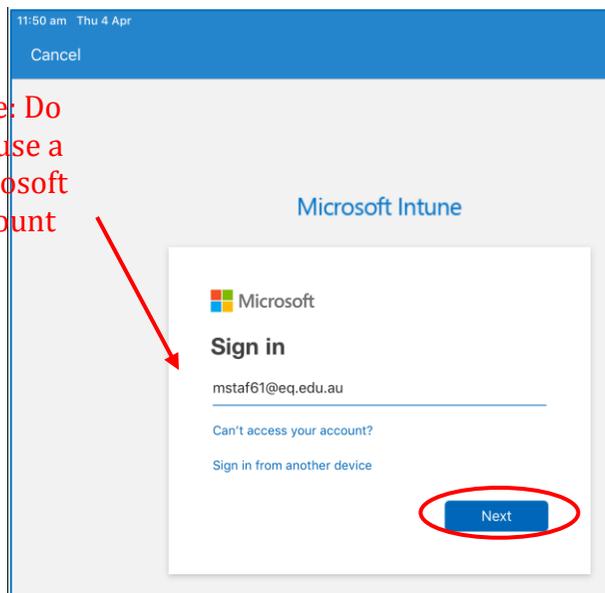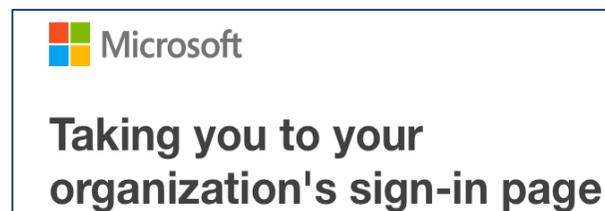b. The Company Portal **Welcome** screen will display. You may need to tap **Sign in** to continue.

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c. Enter your child's Education Queensland @eq.edu.au email address, then tap **Next**.
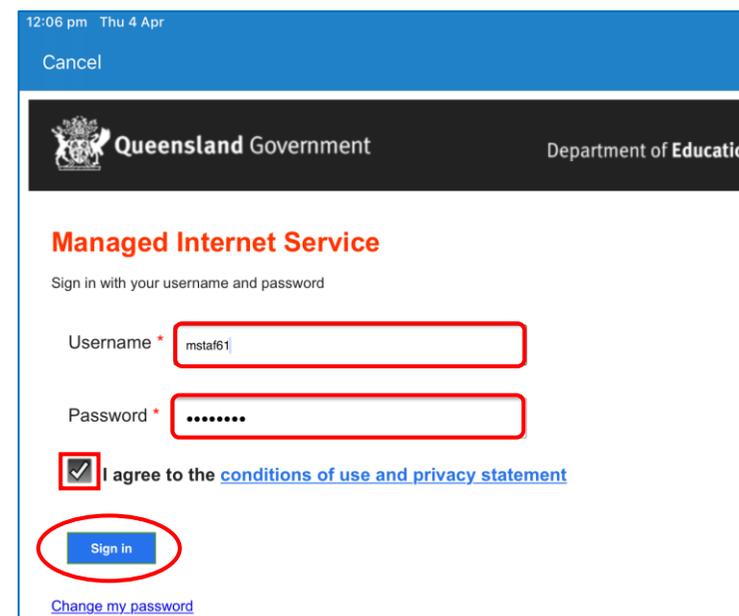
Note: Do not use a Microsoft account

d. Wait for the sign in page.

Step 4. Enter user name and password

a. The user name is auto filled. It is the first part of your child's school email address **username**@eq.edu.au. Enter your child's school password.
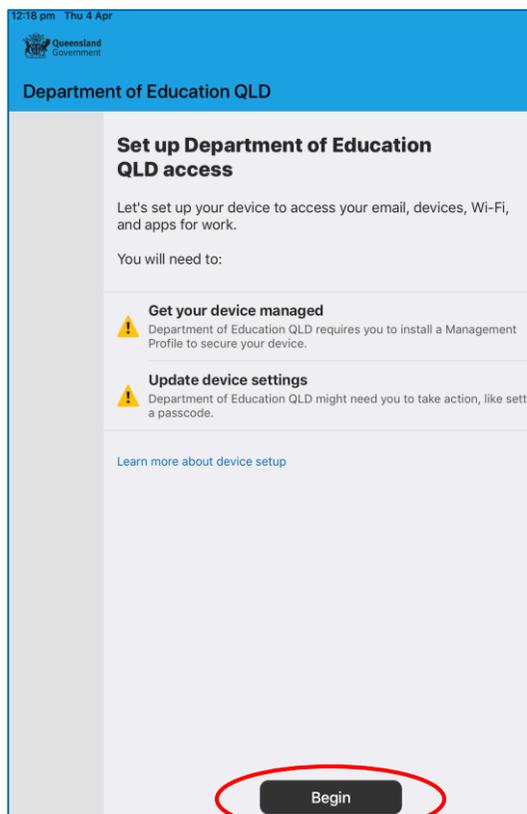
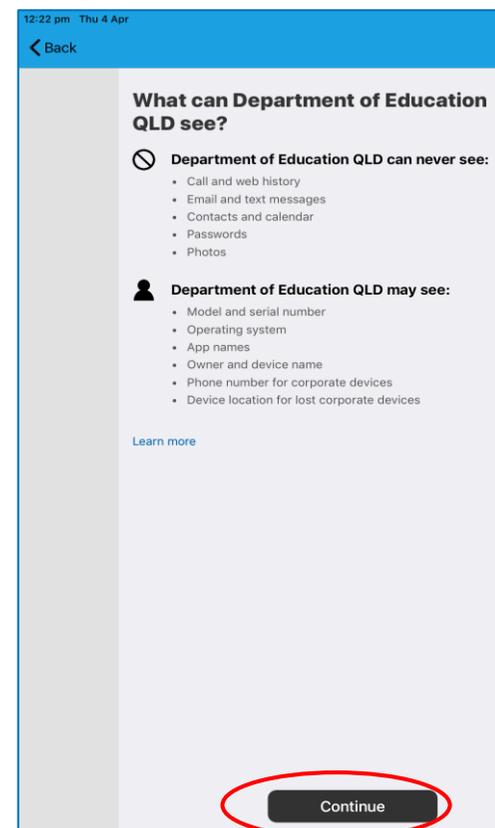b. Accept the terms and conditions and tap **Sign in**.

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Step 5.   Install management profile

a. Tap **Begin**.

b. See a list of what your IT administrator can or can't see on your enrolled device. Tap **Continue**.

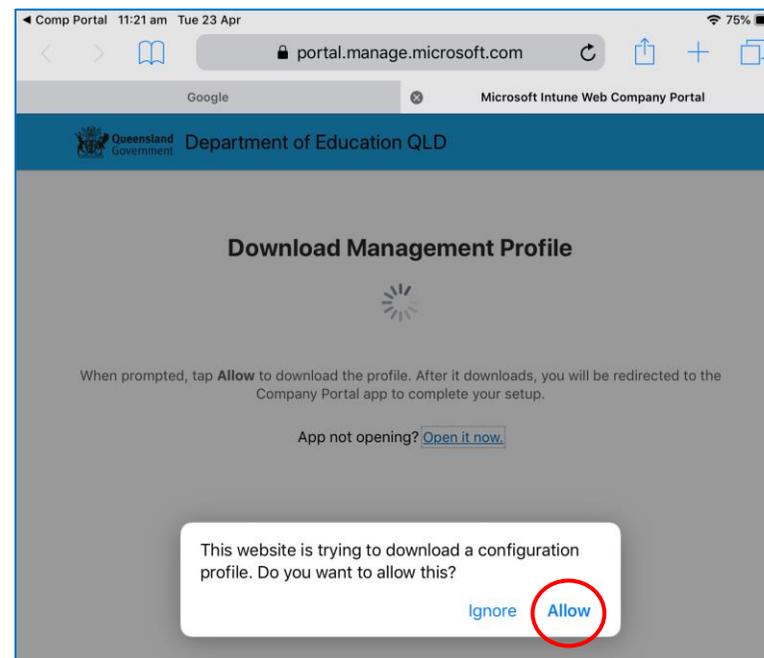c. Details of what's next are displayed. Tap **Continue**.
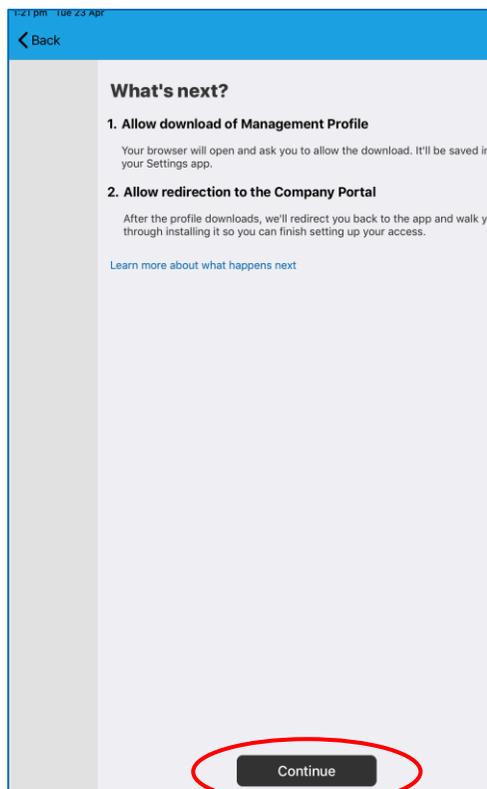
(If the **What's next** display on your screen looks different

from the one above, then you may be on a different version

of iOS. Tap **Continue** and then **Allow** and go to **step j** on

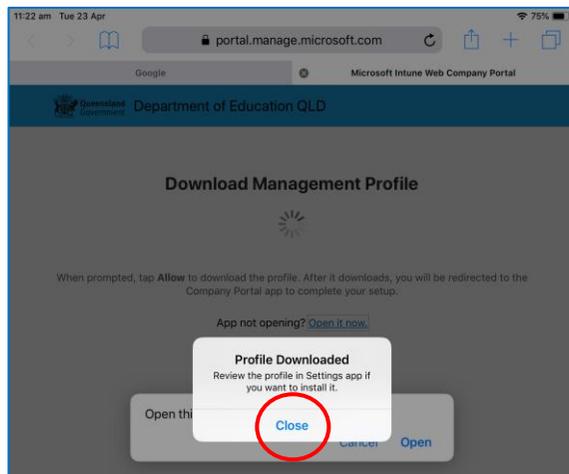page 7 to install the management profile.)

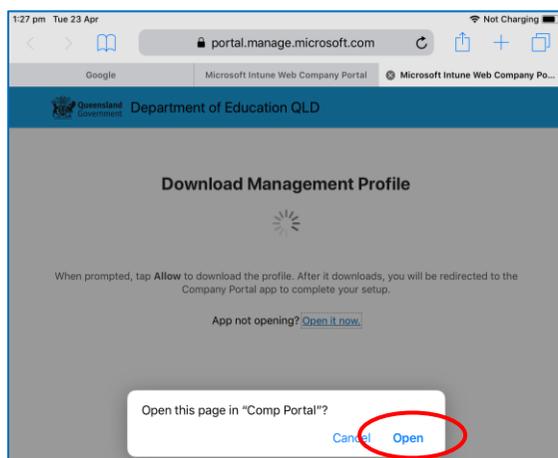d. Tap **Allow** to download a management profile.
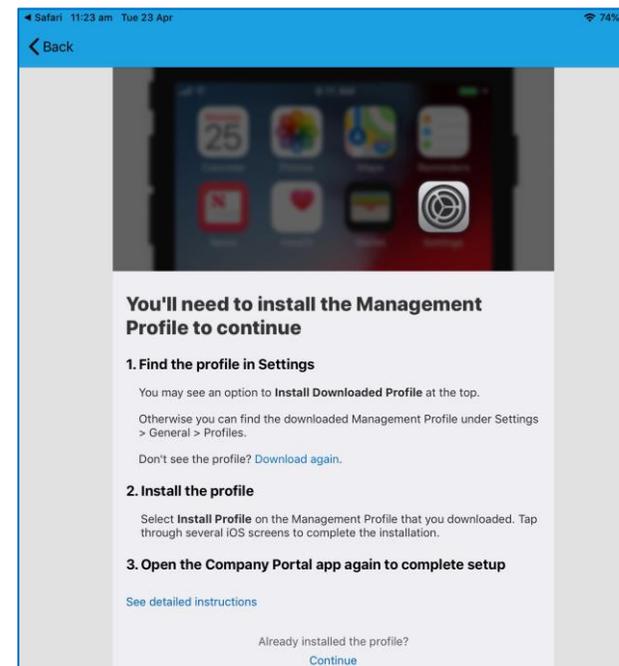
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e. Profile has been downloaded. Tap **Close**.

f. Tap **Open** to open the company portal.

g. A screen is displayed, providing instructions on installing the profile. Press the home button to minimize this window.

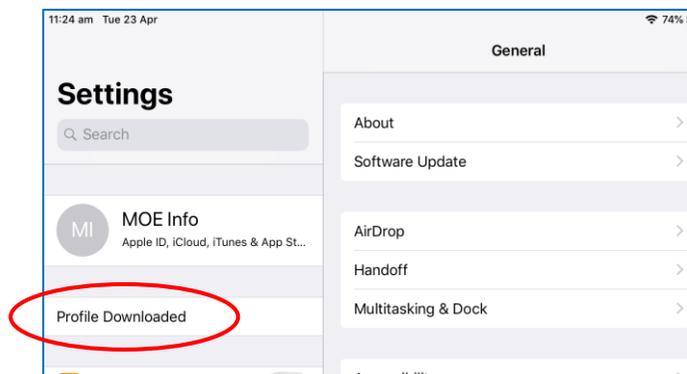h. Open the settings by tapping the settings icon.
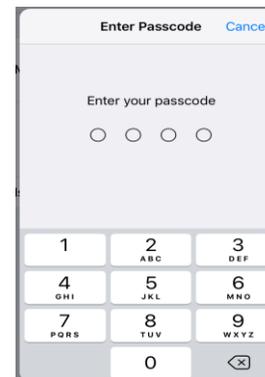
i. Enter your password if requested.

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j.   Tap **Profile Downloaded.**

k.   On the install profile screen, tap **Install**.

l.   If prompted, enter your device passcode.
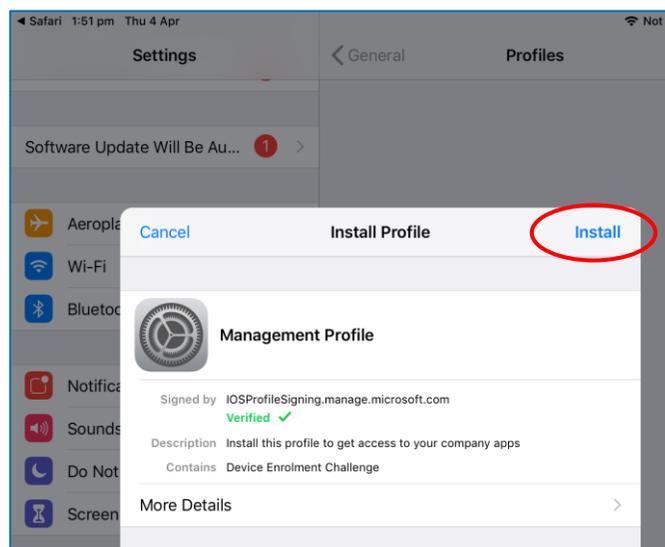
m. On the install profile popup, tap **Install**.

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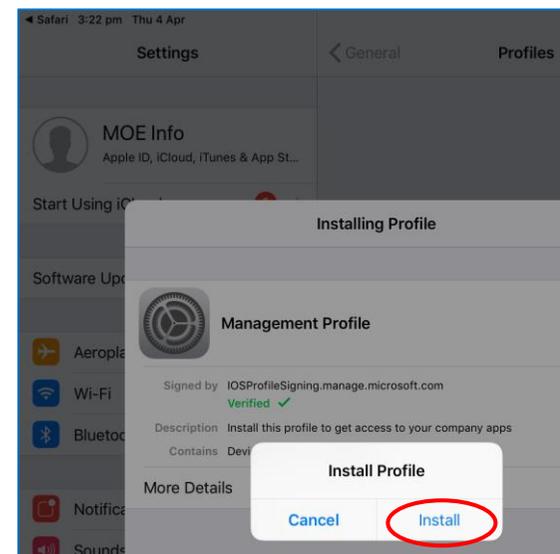
n. A standard system warning is displayed. To continue with installation, tap **Install**.
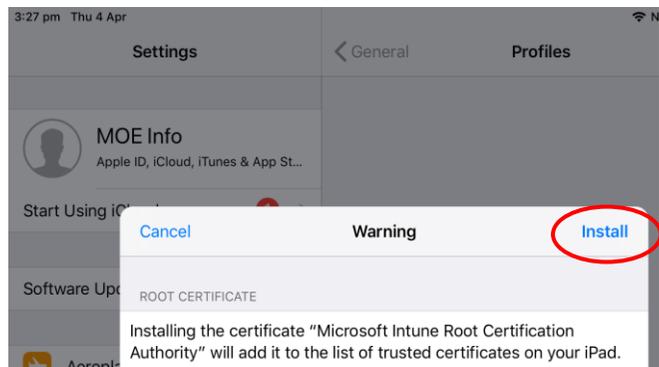
o. If you are prompted to trust remote management, tap **Trust**.
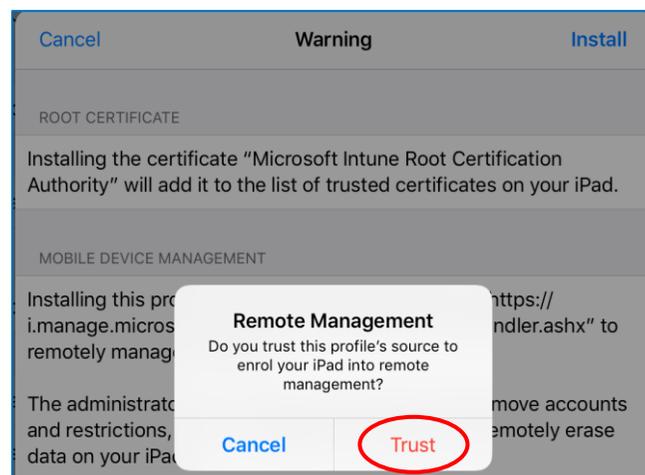
p. When the screen changes to show that the profile has finished installing, tap **Done**. An "Enrolling device" message displays on the screen.

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Step 6. Configure device settings
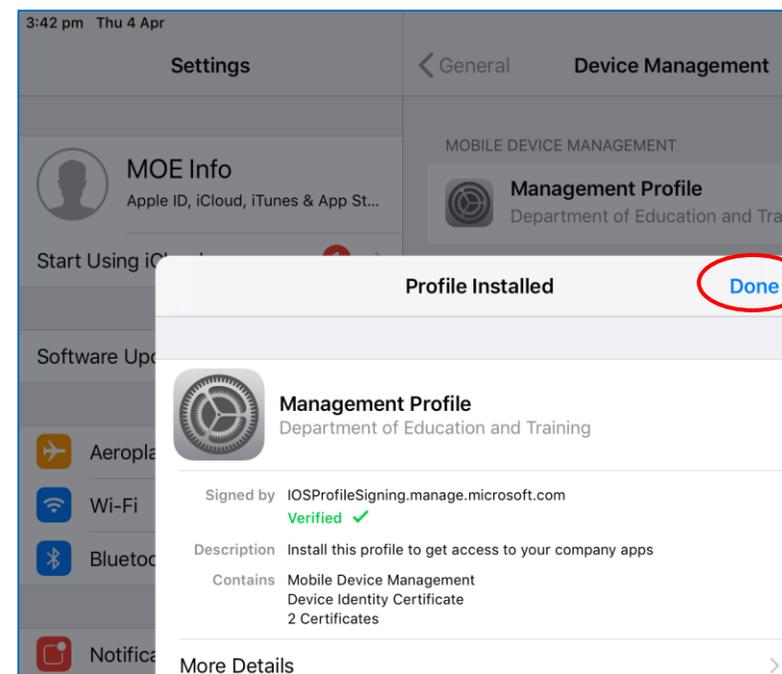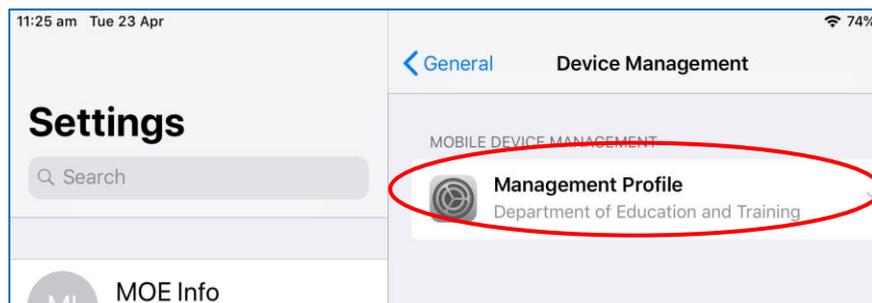
a. The Settings page will be displayed. Notice under Device Management, the management profile has been installed. Press the home button to minimise the settings window.

Note: If you are presented with a pop-up asking whether you want to open in company portal, instead of the screen above, you may be on an older version of iOS. In this case, tap **Open** and then tap **Continue** and go to step c.

b. Tap **Comp Portal** to open the company portal app.
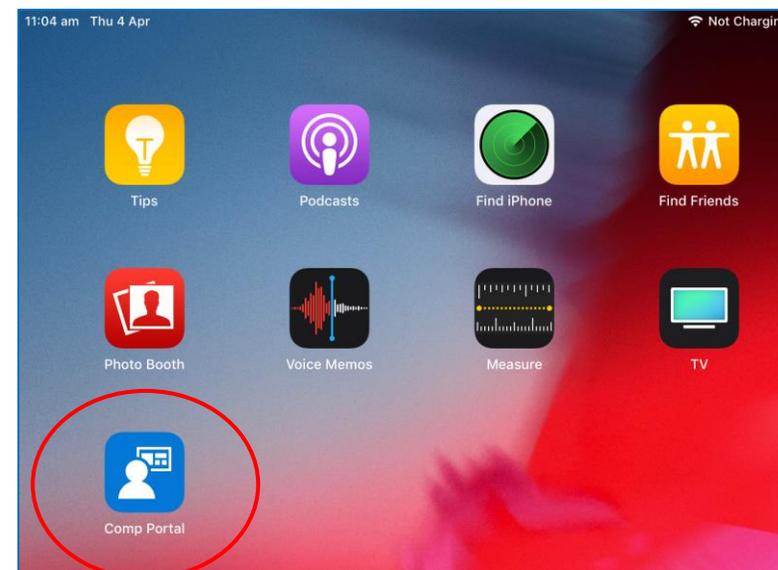
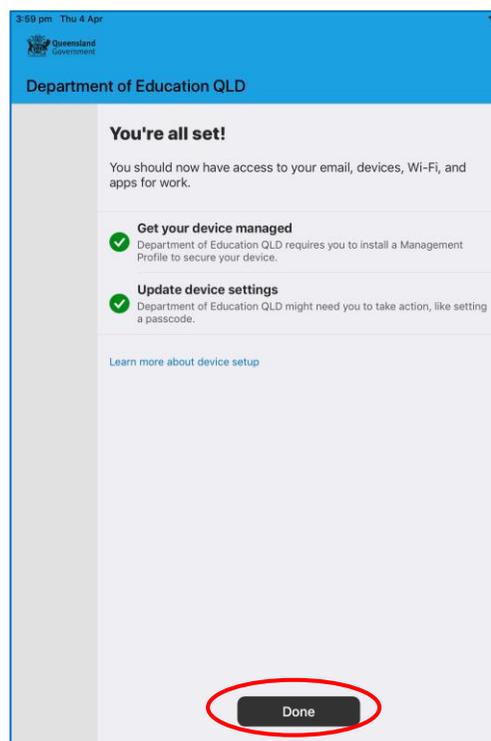c. The original instruction window may display for a few moments.

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Step 7.   Device settings updated

a.   The enrolment steps are complete when all the items in the list show a green circle. Tap **Done**.

You can now use your iPad for other purposes, but keep the device connected to the internet for 15 minutes for installation to complete.
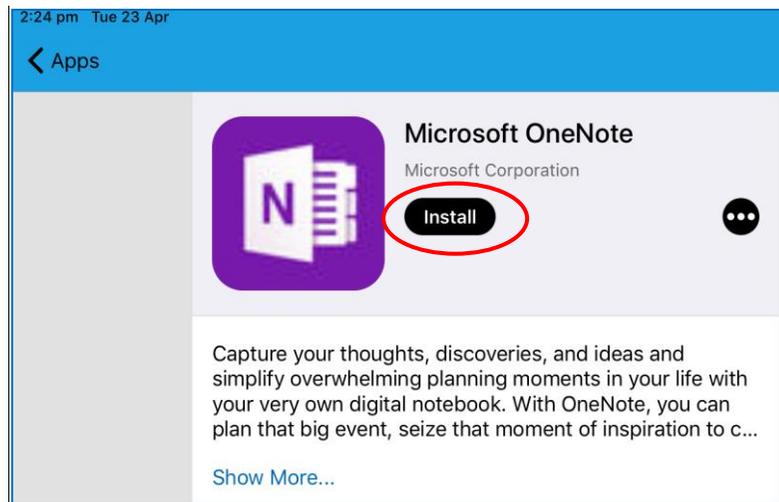

<u>Install an app</u>

a.   Following enrolment, the app store will display. Tap the app which you want to install, for example, Microsoft OneNote.
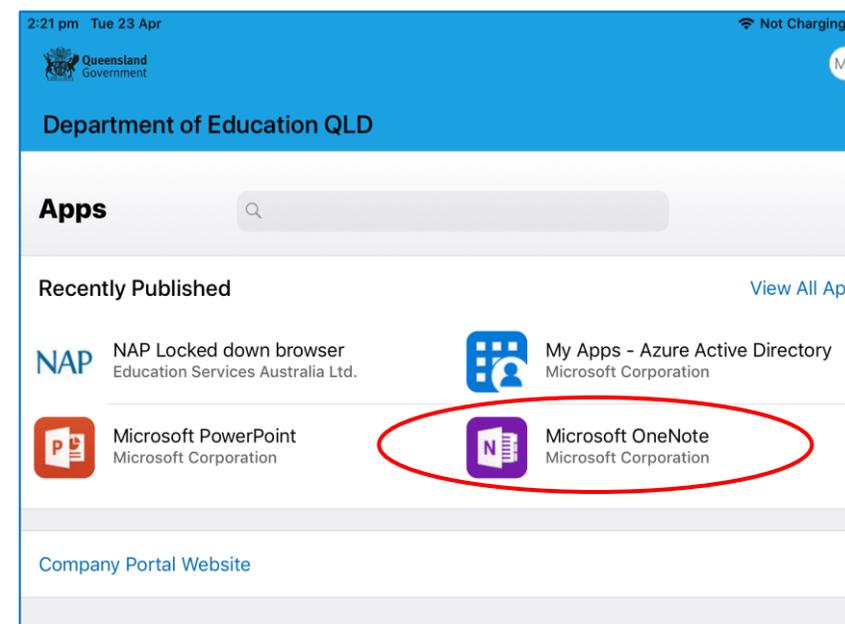
b. Information about the app will be displayed. Tap **Install**.

c. A confirmation screen will be displayed. Tap **Install**.

d. Press home to minimise the company portal window and see if the app you downloaded is available for use. Sometimes the status shows downloading or pending, but the app is installed.

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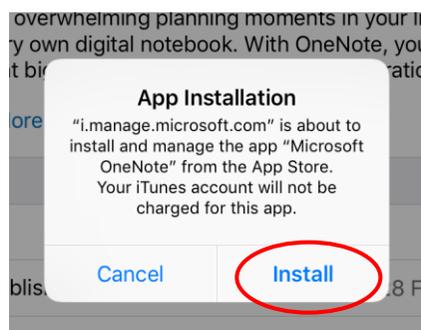# Helpful Resources

Microsoft User Guides

Note: Microsoft has user guides and help documents for using Intune. Some of the links and documents below are Microsoft documents and the school or Education Department is referred to as a "company".

Helpful Links

1. What happens when you enrol your device with Intune?

2. What happens if you un-enrol your device from Intune?

3. Intune iOS Enrolment Instructional Video

Things you can do when your device is enrolled in Intune

- Un-enrol your device from Intune

Note: when you un-enrol, you will lose any apps installed through Intune and the data inside these apps.

- Reset (erase) your lost or stolen device

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