# Intune Company Portal



#### Cost: Free

## What is Intune?

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

#### Installing 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.

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.

#### Step 1. Install Intune

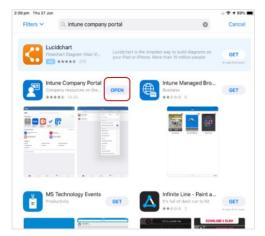
To start, connect to the internet, Open the Camera App and scan the below barcode

Or download Intune Company Portal from the App store



### Step 2: Sign into the Application

Please select **Open** to open the Company Portal.



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

50 am Thu 4 Apr Cancel	
	Microsoft Intune
	Microsoft Sign in flast1@eq.edu.au
	Can't access your account? Sign in from another device

The username should appear in the Username field. Enter the school password you were supplied and accept the terms and conditions, then select **Sign in**.

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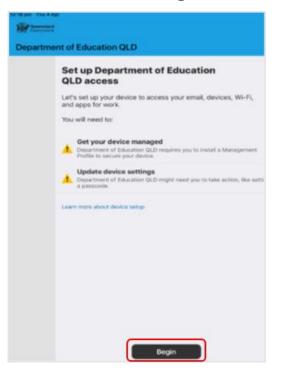
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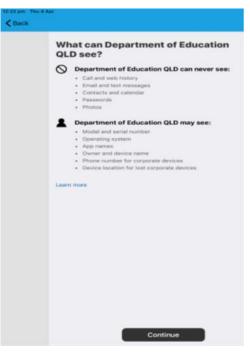
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Next, we will install the Intune Comp Portal app.

Please select Begin.



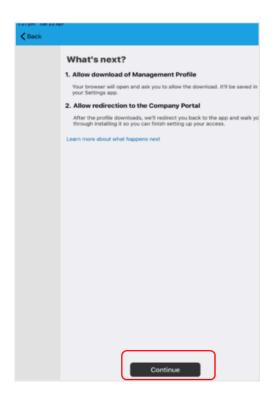
This explains what your school IT administrator can and cannot see on your iPad. Please select **Continue**.



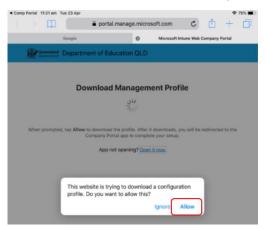
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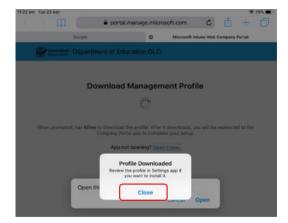
This screen outlines further steps. Please select **Continue** to continue the installation.



Select Allow to download the Intune profile.



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

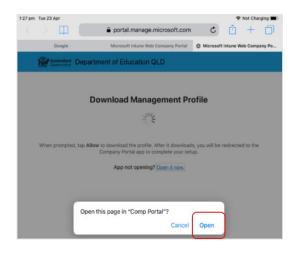


Please select **Open**. Select **Allow** to download the Intune profile.

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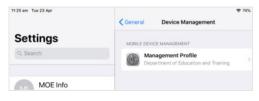
Press the home button to minimise this window.

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Back		
	You'll need to install the Management Profile to continue	
	1. Find the profile in Settings	
	You may see an option to <b>Install Downloaded Profile</b> at the top. Otherwise you can find the downloaded Management Profile under Settings > General > Profiles.	
	Don't see the profile? Download again.	
	2. Install the profile	
	Select <b>Install Profile</b> on the Management Profile that you downloaded. Tap through several IOS screens to complete the installation.	
	3. Open the Company Portal app again to complete setup	
	See detailed instructions	
	Already installed the profile?	
	Continue	

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



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



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

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If prompted, enter your iPad passcode.

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Please select **Install** on the Install Profile pop-up.

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

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

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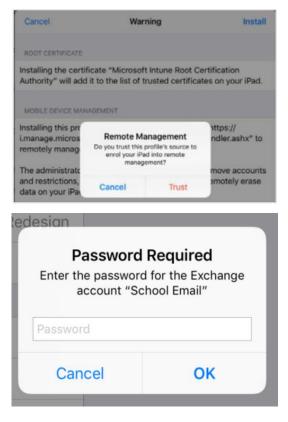
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At any time after this point where you have enrolled, you may see this screen requesting you to enter your school password. Please enter this and select **OK**.

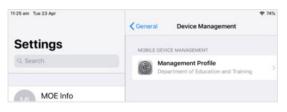
You can then continue the installation at whatever stage you were before the screen appeared.



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

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Set	tings	< General	Device Mana	gement
MOE Info Apple 50, iCloud, (Tunes & App St		MOBILE DEVICE MANAGEMENT Management Profile Department of Education and		
Start Using it	-	Profile Installe	d	Done
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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.



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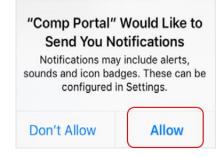
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Select the **Comp Portal** icon to re-open the company portal app.



Select **Allow** to give the Company Portal permission to send notifications.



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

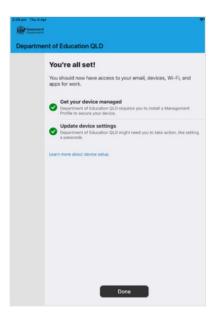
A message explaining that the Company Portal is confirming device settings may display.

	•
ent of Education QLD	
Set up Department of Education QLD access	
Let's set up your device to access your email, devices, Wi-Fi, and apps for work.	
You will need to:	
Out your device managed Department of Education Q.2 regulates you to indicit a Management Broffle to secure point device.	
Update device settings Department of Education GLS regist over on take action, for setting a presenter.	
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Continue	

W Intune is finished when there is a tick next to all the items listed. On this screen please select **Done**.

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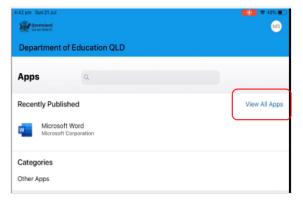
It may take up to 15 minutes to finish installing. You can use the iPad in the meantime but please keep it connected to the internet. After this finishes installing, the iPad is ready for you to install the other apps needed for school.

### Step 3. Install an app

This section will show you how to install the free apps you have been advised you need for school.

You now will be able to view the apps your school has recently published.

Select View All Apps to display a full list of apps your school has indicated you will need.



In this example, we will be downloading Microsoft Word.

Select the app you want to install.

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Q, Search	Filter	Sort
Microsoft Word Microsoft Corporation		

Information about the app will be displayed. Select Install.

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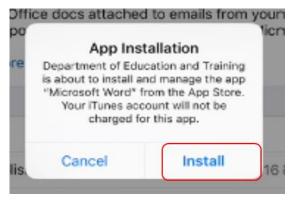
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	The trusted Word app lets you create, share your files with others quickly an and edit Office does attached to email with this powerful word processing ap Show More	d easily. Send, view Is from your phone	
	Size	0 bytes	
	Date published	16 Jul 2019	
	Device management required	Yes	
	MORE APPS IN		
	Other Apps		

A confirmation screen will be displayed after a minute or two. Select 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.



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.





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

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