



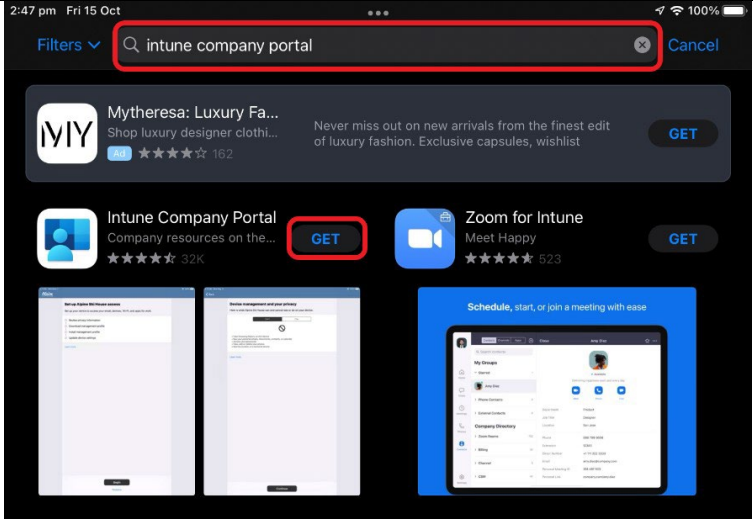
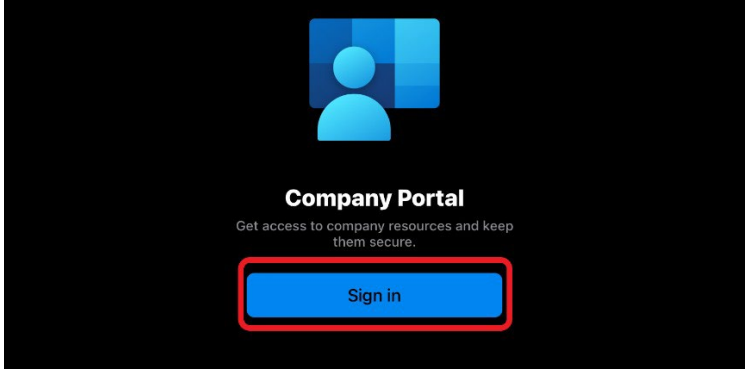
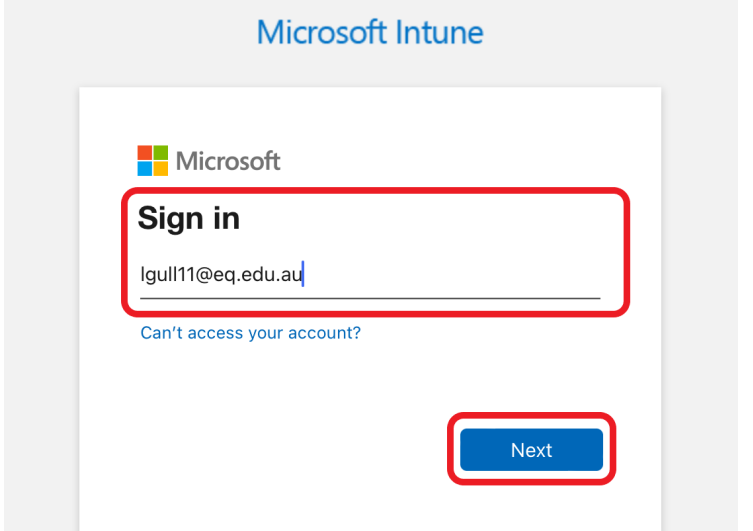
Step 2: Setting up iPad for school

Following the whole of Step 2 (31 steps) will allow you to:

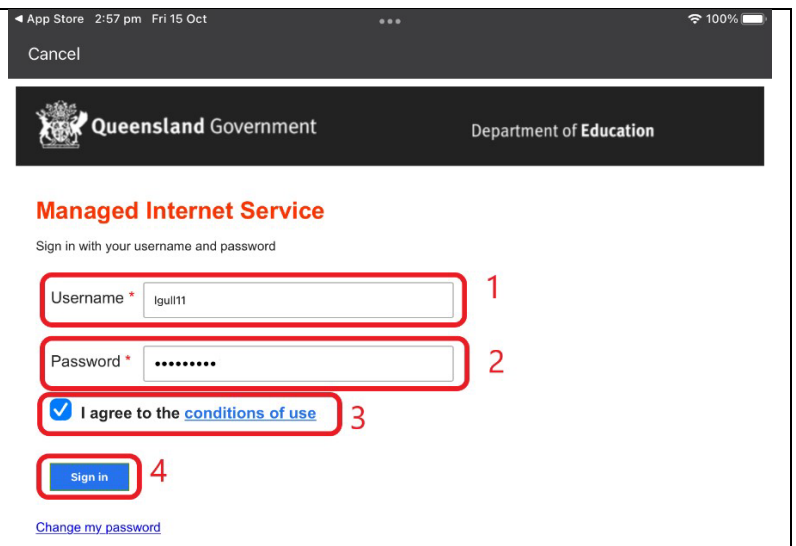
- Onboard your iPad
- Download the school Apps you will need
- At the end of the document, there are instructions to help with printing

1. Onboard your BYOD iPad

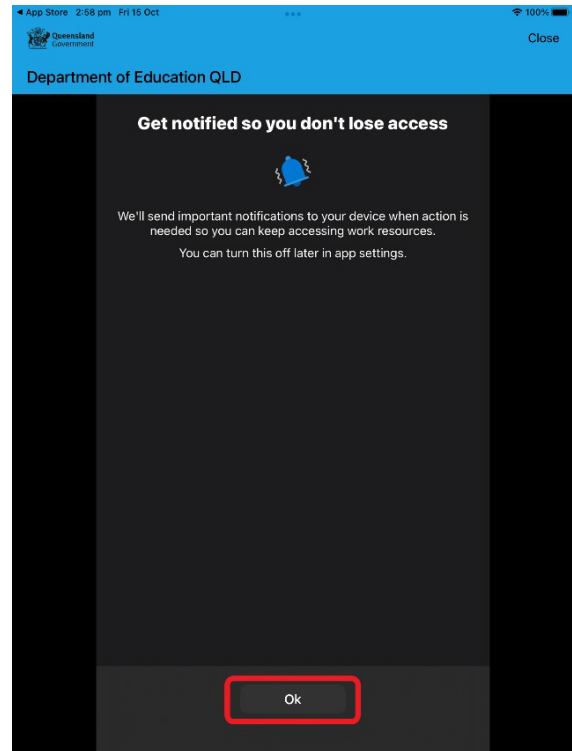
Follow the steps in this guide, the images are a reference for you, however the actual text on your device may differ.

<ol style="list-style-type: none">1. Open the App store and search for "Intune Company Portal".2. When the search completes, find the app and tap "Get".3. When the download completes, open the app.	 <p>The screenshot shows the App Store search results for 'Intune Company Portal'. The search bar at the top contains 'intune company portal'. The app 'Intune Company Portal' is highlighted with a red box around its 'GET' button. Other apps like 'Mytheresa: Luxury Fa...' and 'Zoom for Intune' are also visible.</p>
<ol style="list-style-type: none">4. When the app opens, tap "Sign In".	 <p>The screenshot shows the splash screen of the 'Company Portal' app. It features a blue person icon and the text 'Company Portal' and 'Get access to company resources and keep them secure.' A red box highlights the 'Sign in' button at the bottom.</p>
<ol style="list-style-type: none">5. Enter your school email address in the sign-in field, then tap "Next".	 <p>The screenshot shows the Microsoft Intune sign-in screen. The text 'Microsoft Intune' is at the top. Below the Microsoft logo, there is a 'Sign in' field containing the email address 'lgull11@eq.edu.au'. A red box highlights the 'Sign in' field and the 'Next' button at the bottom right.</p>

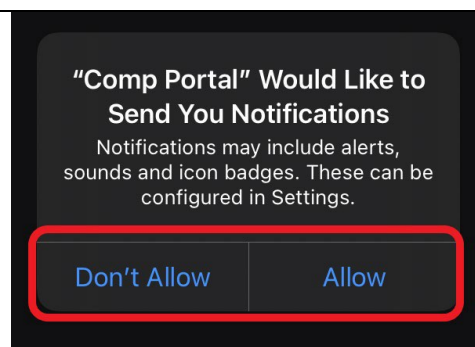
6. Your username should autofill, but if it doesn't, enter it here.
7. Enter your school password.
8. Check the box to agree to the conditions of use.
9. Tap "Sign In".



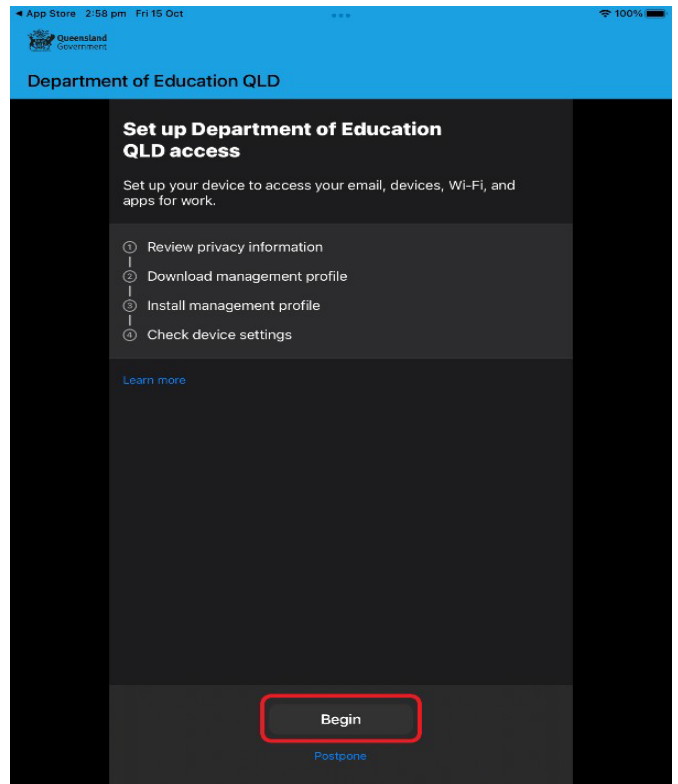
10. Tap "Okay" on this screen and the following popup should appear.



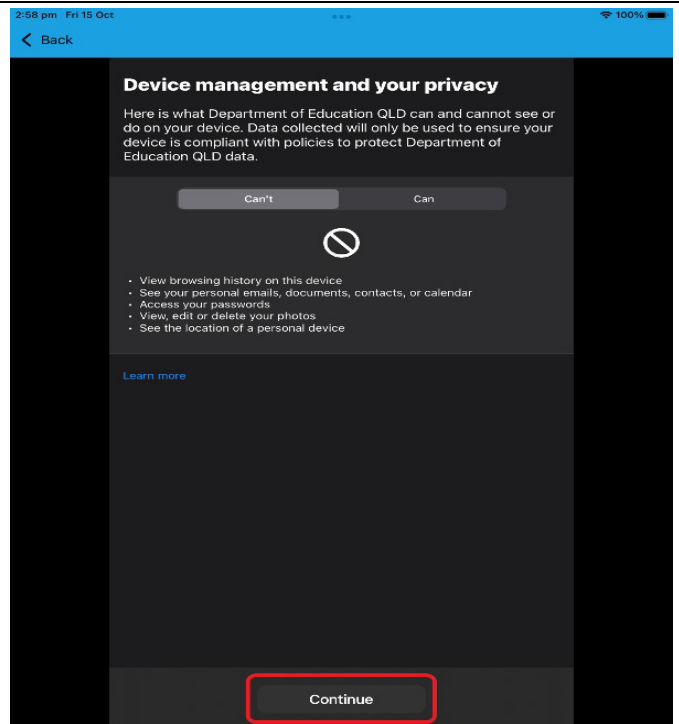
11. Either Allow or Don't Allow notifications. They are recommended, but not required.



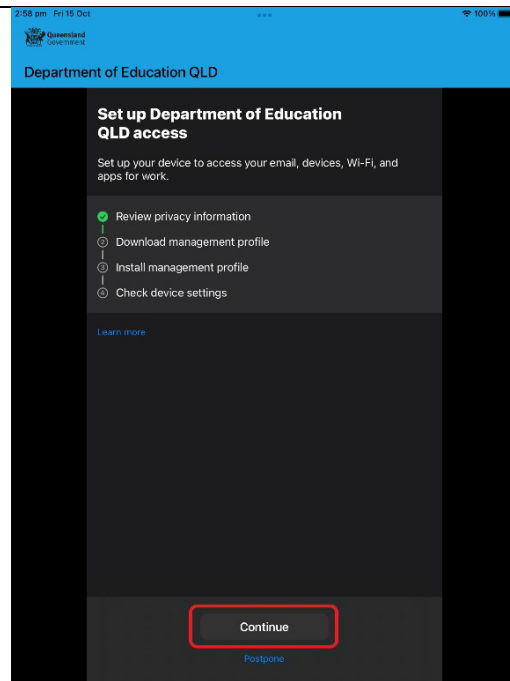
12. Tap “Begin” on this screen. This will start the joining process to link your device to your account at school.



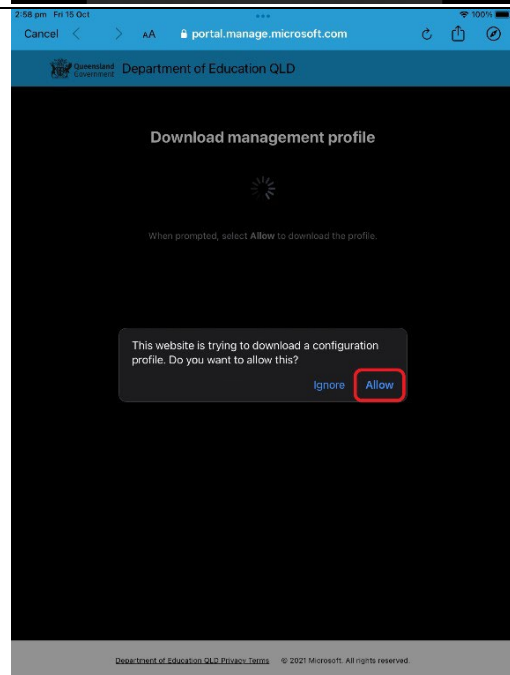
13. This screen details what the management profile can and cannot do on your device. Tap “Continue”.



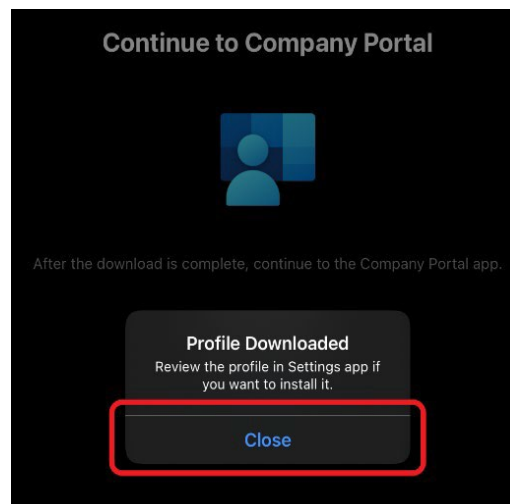
14. Tap "Continue".



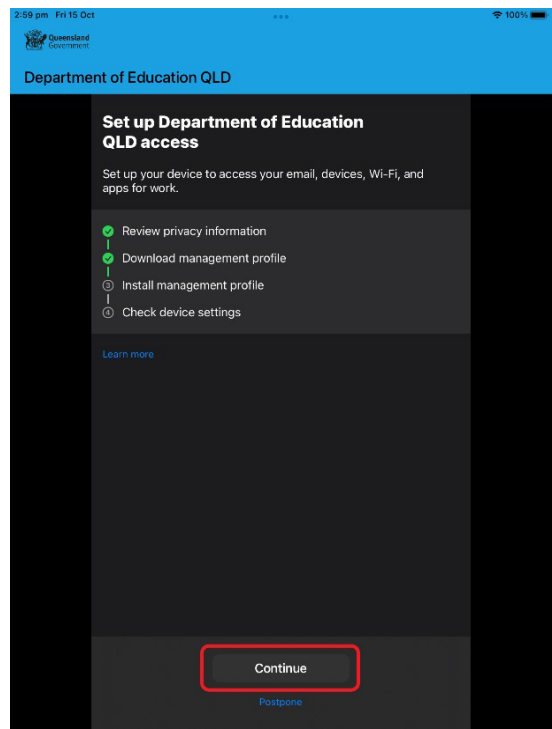
15. The app will need permission to download the management profile. Tap "Allow" to begin the download.



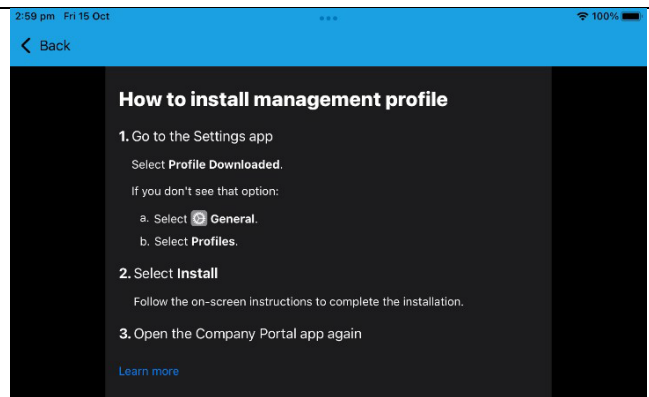
16. Once the download has completed, tap "Close".



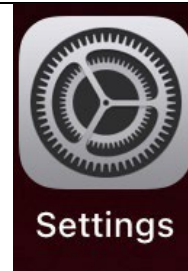
17. Tap "Continue".



18. This page shows instructions on how to install the profile. Press the iPad's home button (iPad 6th-8th Generation) or swipe up from the bottom of the screen (iPad Air/Pro) to minimise the app.

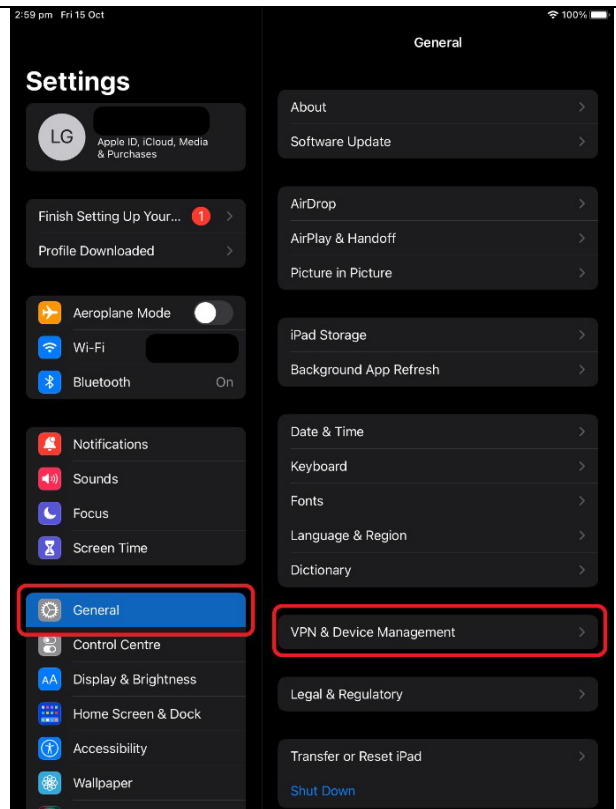


19. Find and open the Settings app.

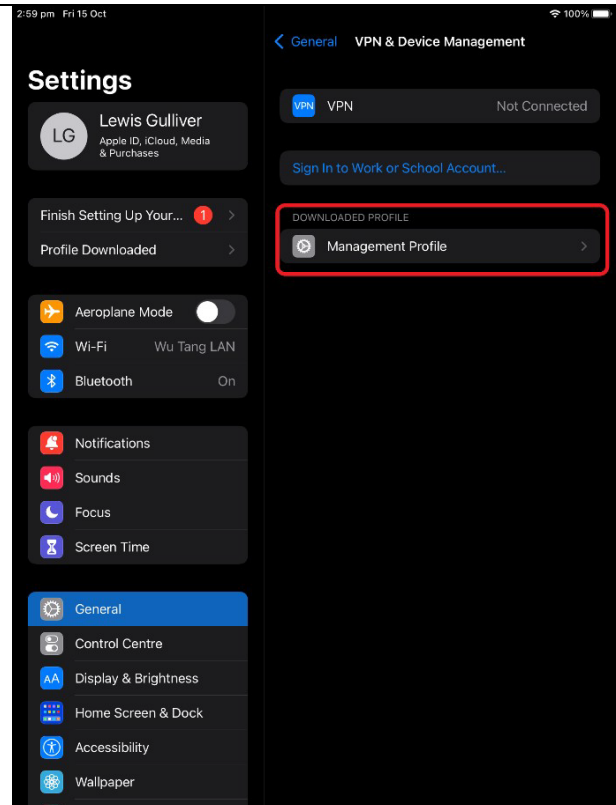


20. In the settings app, Tap the "General" tab.

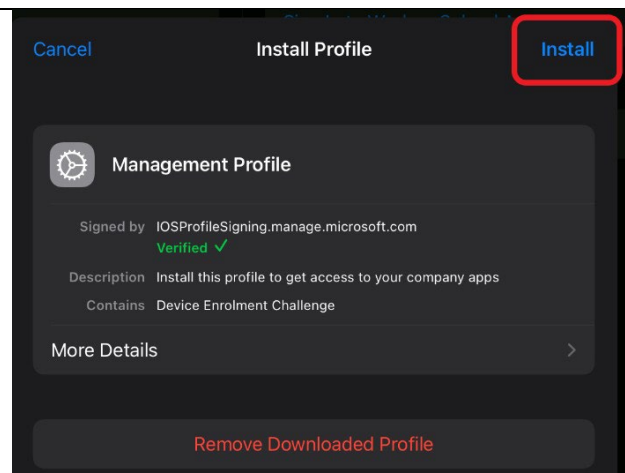
21. In General, tap on "VPN & Device Management".

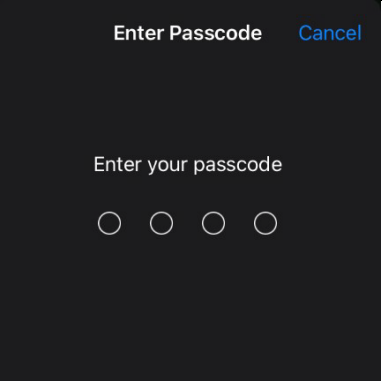
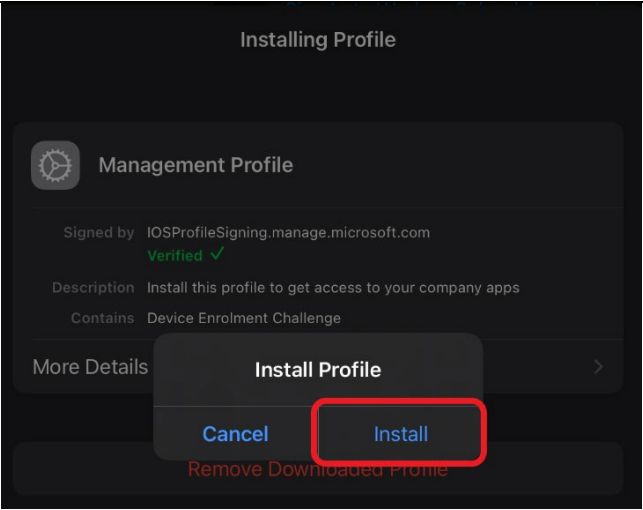
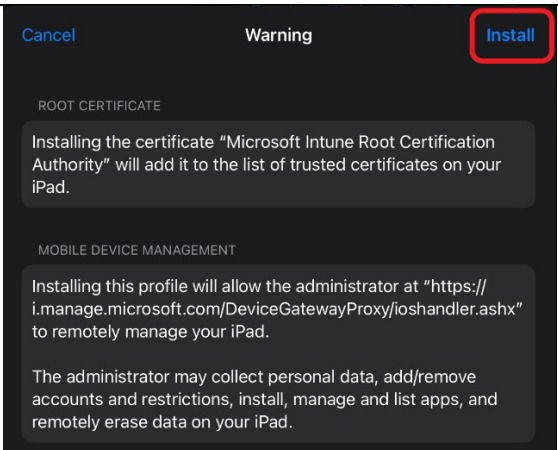
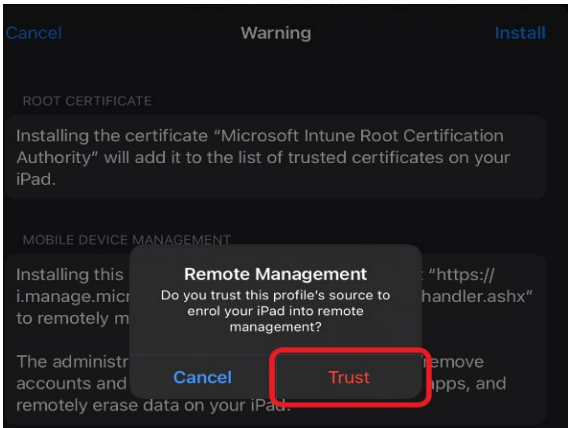


22. In "VPN & Device Management", tap "Management Profile".



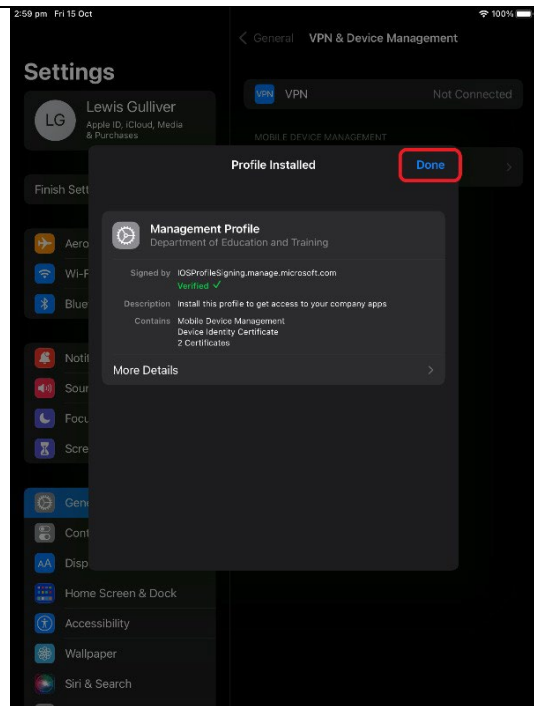
23. Tap "Install" to begin installation of the profile.



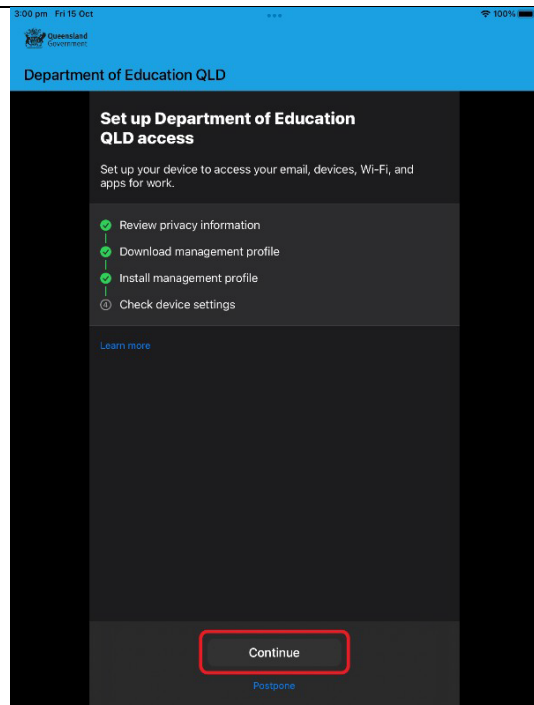
<p>24. Enter your iPads passcode/password when prompted.</p>	
<p>25. Tap "Install" on the popup.</p>	
<p>26. Tap "Install" again.</p>	
<p>27. Tap to trust the remote management profile.</p>	

28. The management profile is now installed. Tap “Done” and press the home button/swipe up to minimise the settings app.

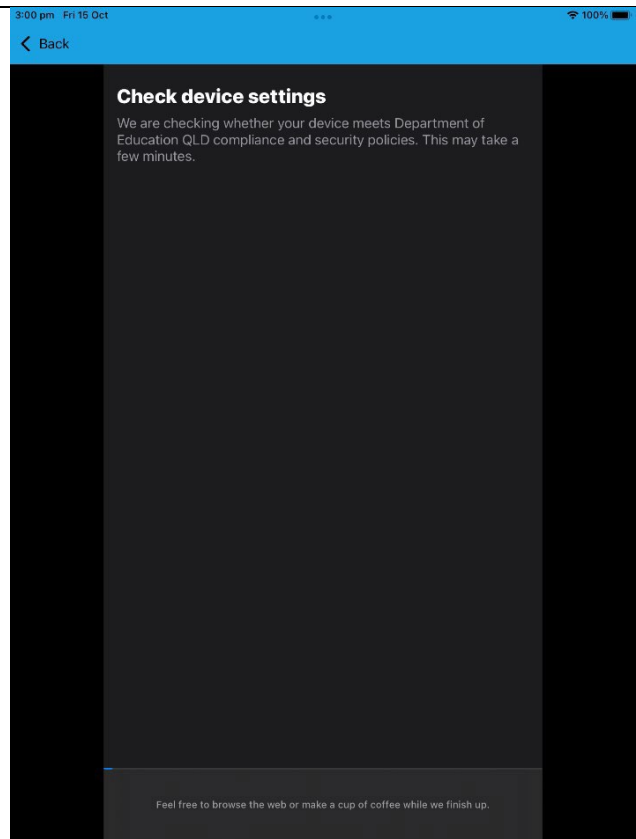
29. Reopen the Company Portal app.



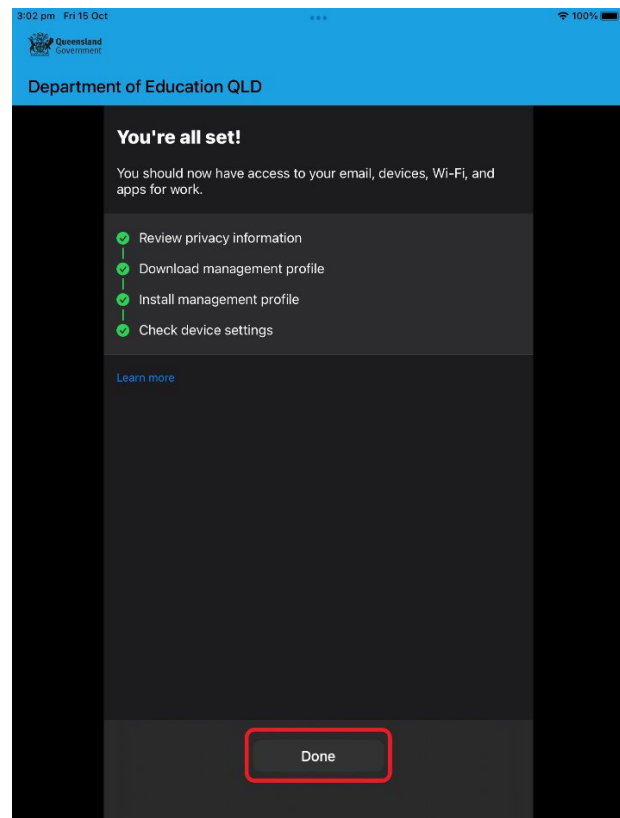
30. Once back in the Company Portal, the app will automatically detect the installed profile. Tap “Continue”.



31. The Company Portal will now check your device's settings for compatibility with the school network. This may take up to a few minutes.

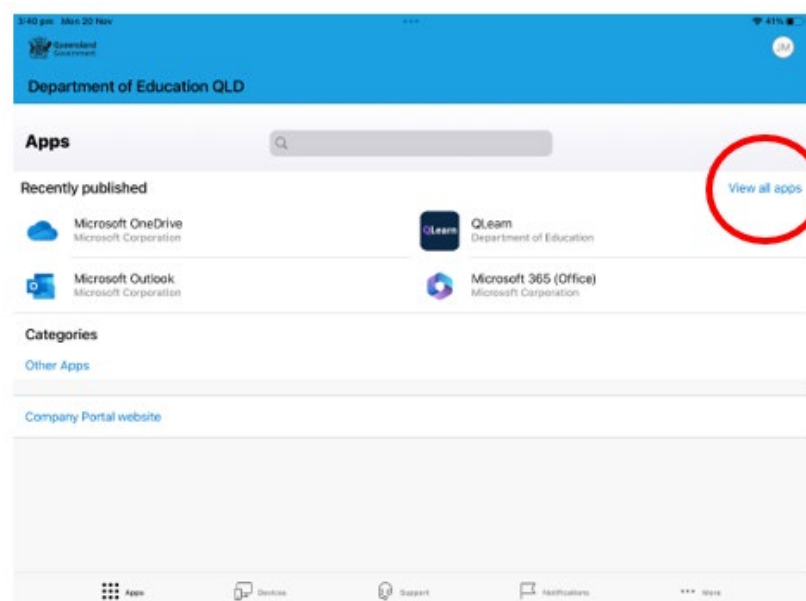
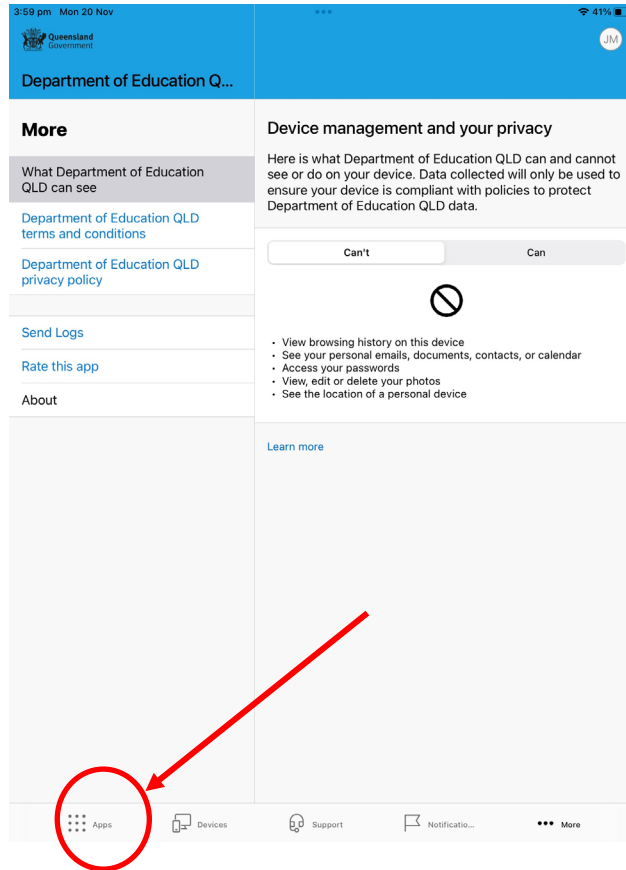


- 32. Once the check completes, tap "Done".
- 33. Your device is now registered to your school account and will have access to the network at school.

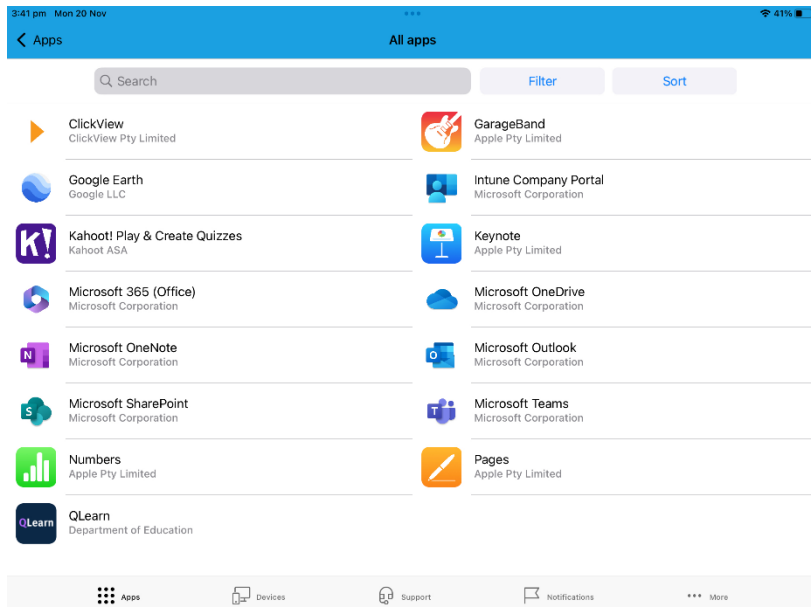


2. Downloading School Apps via Company portal

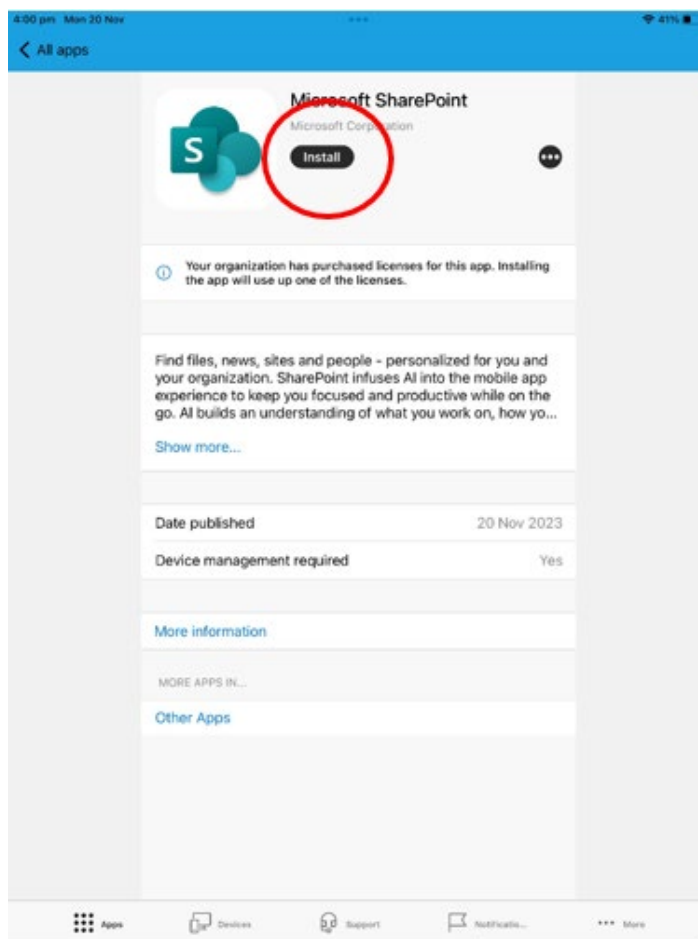
1. Open the Company portal App
2. At the bottom of the screen select Apps



3. All of the available apps should appear. Click on the app you would like to install.



4. Click on install to install the app to your device.






5. Complete the same process for all the apps you require on your device.

6. If there are apps you should have access to but the app is not present speak with an IT staff member. Alternatively you can download them from the App Store.

Printing on the school network

Please note: This guide is for school printing only

1. Open the app you want to print from and tap the share icon  

2. Scroll down and tap  or **Print**

3. Select a printer. There will be a code which includes the room number or LIB for library.

For example p2021**a05**hp40 is the printer for room A05. The library printer for students is p2021**lib**hp40.

4. Select the number of copies and other options like pages you want to print.

5. Tap Print in the top-right corner.

6. If you're prompted, enter your school username and password.