Parent's Guide
How to Set Up Your Student's Mac Device

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Introduction

This document explains how to enrol a BYO Mac device into Intune at home.

A BYO device is owned by you and not the school.

Once you have enrolled your child's device into Intune, they will be able to access the school's network and applications.

Notes

These instructions are for devices:

- owned by students (BYO)
- using MacOS 11: Big Slur

If during enrolment, the Intune company portal app closes, open it and try again.

Preparing to connect to Intune

- Update your Mac to the latest iOS
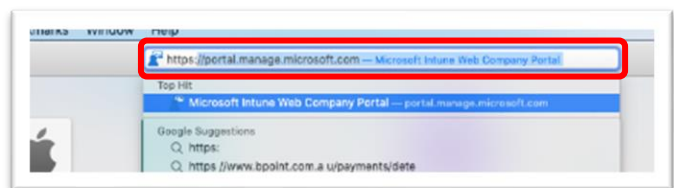- Ensure your Mac is set to the correct **Language and Region**

Enrolling your device into Intune

Step 1. Sign in to Microsoft Intune
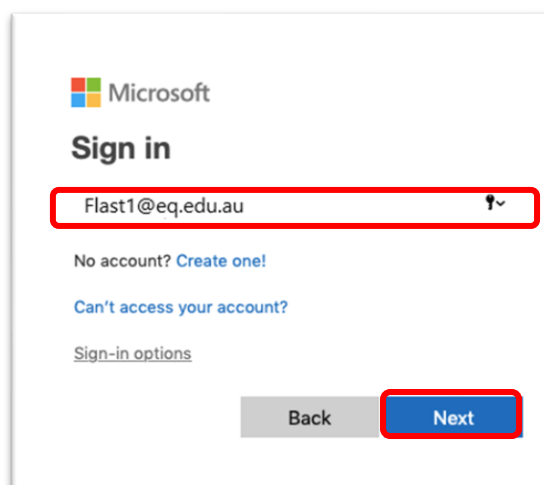
a. Connect to your home Wi-Fi.

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

b. Open Safari and type https://portal.manage.microsoft.com to access the Intune website.

c. Enter your child's Education Queensland @eq.edu.au email address. Select **Next**.

d. The Managed Internet Service window will appear.
   Enter your child's EQ user name and password.

e. Accept the *Conditions of use and privacy statement*

f. Select **Sign In**.

g. A prompt will pop-up asking you if you want to stay signed in.
   Select **Yes**.

Step 2. Install Microsoft Intune

a. Intune company portal should open.

b. Click the three horizontal lines (menu)

c. Select **Devices**.
   You might get a screen asking which type of device, before seeing the apps. If so, choose the Apple Mac device you are using e.g. **Mac**, **MacBook** etc
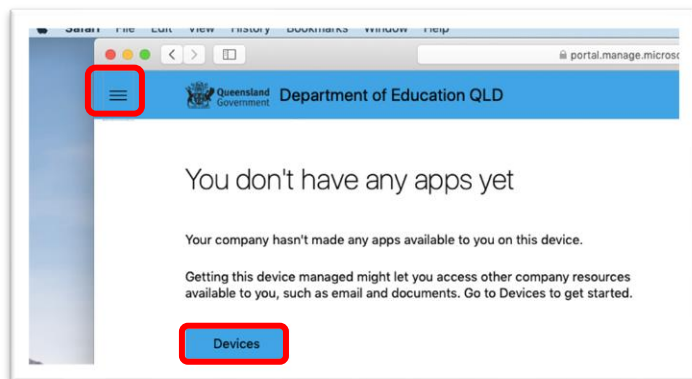
d. Select the banner displayed on the devices page. This will be either:

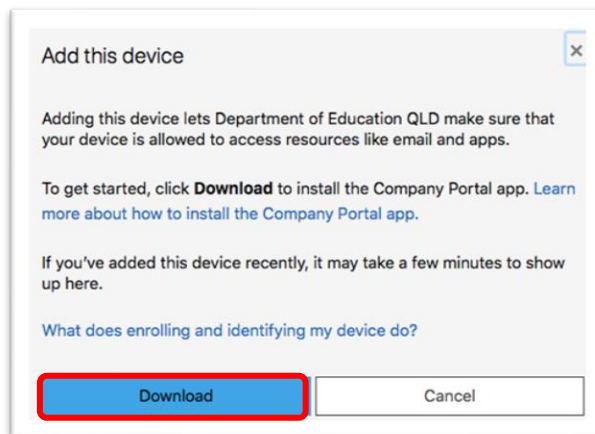**"You don't have any managed devices. Add this one by tapping here"**
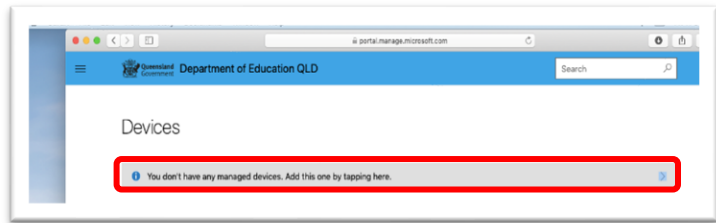
or

"Tap here to tell us which device you're using or add a new device"
depending on whether you have other devices enrolled into Intune already.

e. If you are adding a device for the **first** time, you will be prompted to download the Intune company portal to your device.
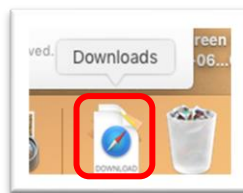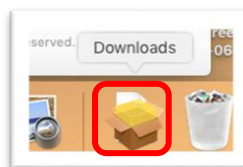Select **Download**.

f. Depending on your settings, you may be asked if "…you want to allow downloads…". Select **Allow.**

g. If you have already installed Intune company portal previously, **go to step 3 on page 8.**

h. To view the download in progress, select the blue download icon in the tray at the bottom of your screen, else wait for the brown download box to appear.
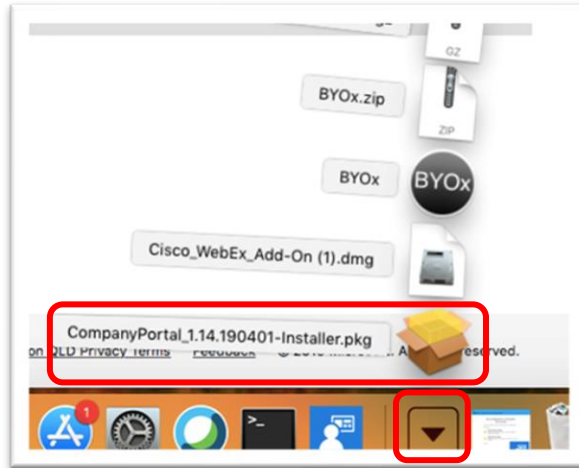

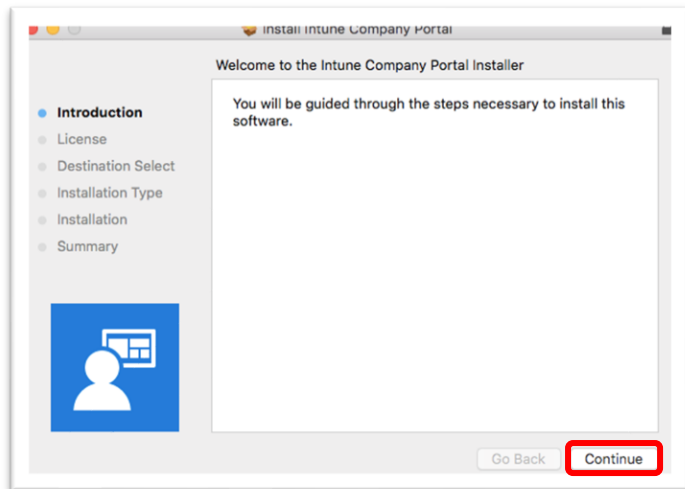i. Select the **brown download icon** in the tray, if it displays.

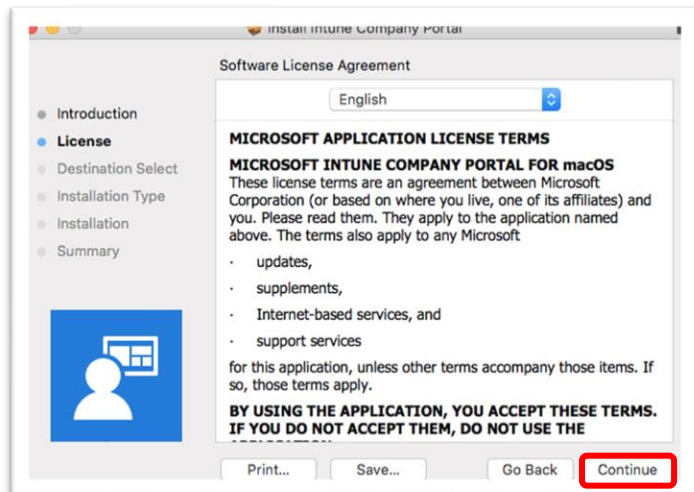j. Select the **installer** icon which appears in the tray.

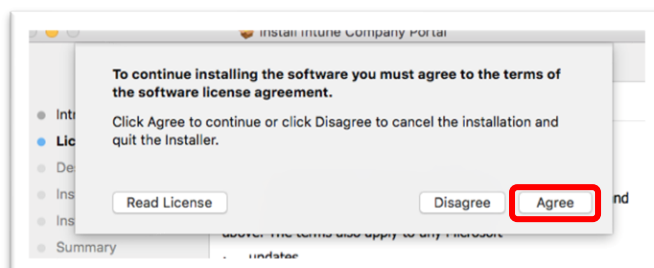k. Select **Intune company portal** installer from the list of downloads that display.
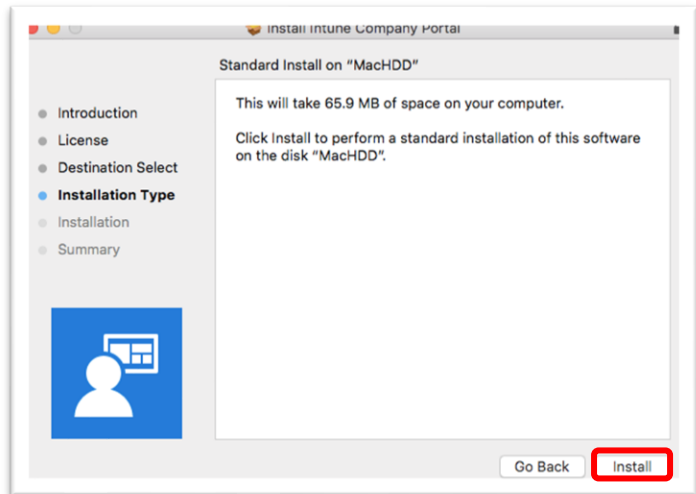

l. Select **Continue**.

m. Read the license terms. Select **Continue**.

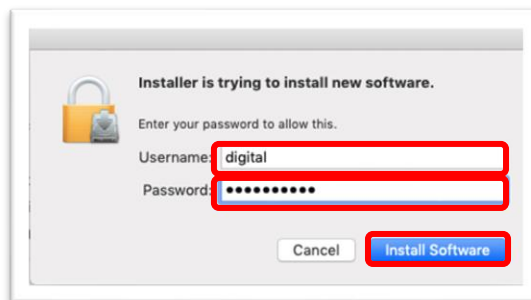n. Select **Agree** to accept the license terms in the popup window.
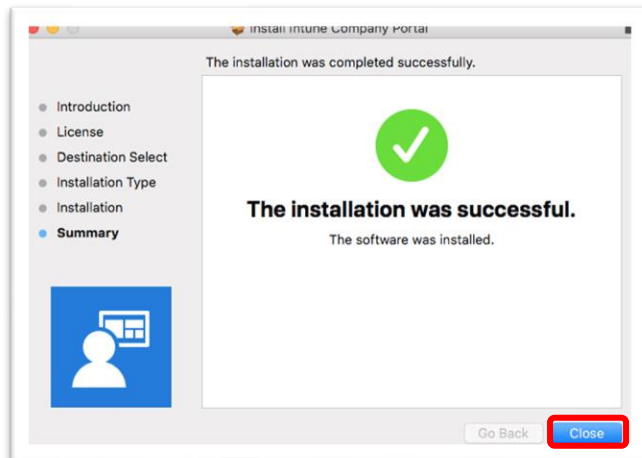
o. Select **Install.**

p. Enter your **Devices** username and password (**not** students EQ credentials).

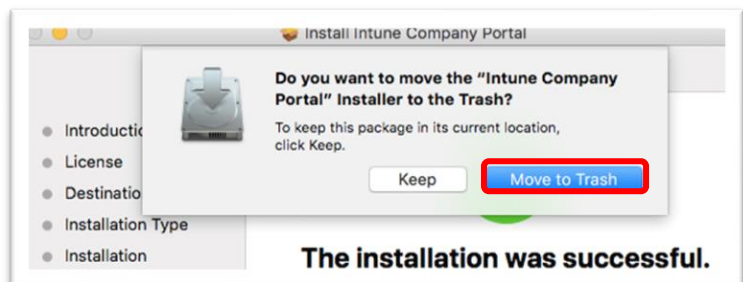q. Select **Install Software**.

r. You may get a **Required Data** notice. You can choose to **Learn More**.
Once ready, press **OK**.

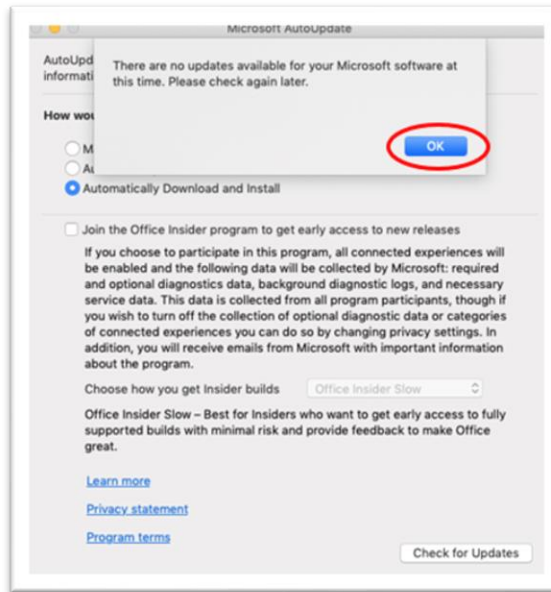s. The installation was successful. Now, select **Close**.

t. Intune company portal has completed installing.
Select **Move to Trash.**

u. As Intune is a Microsoft product, the Microsoft **auto update** will appear
    Select I**nstall** if there are updates waiting.
    Otherwise select **OK**.

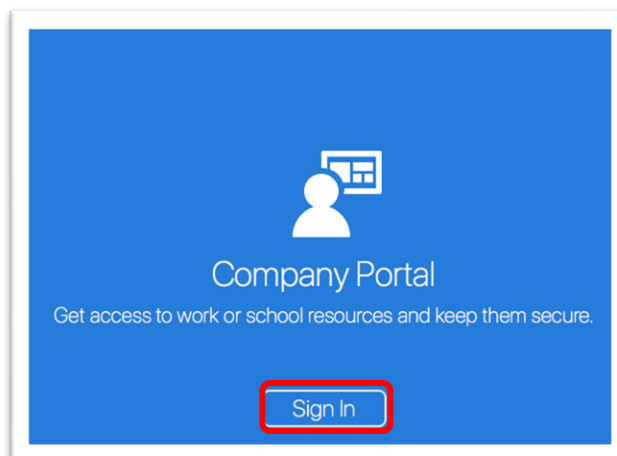v. If the Download window is still showing, press the **X** to close the window.
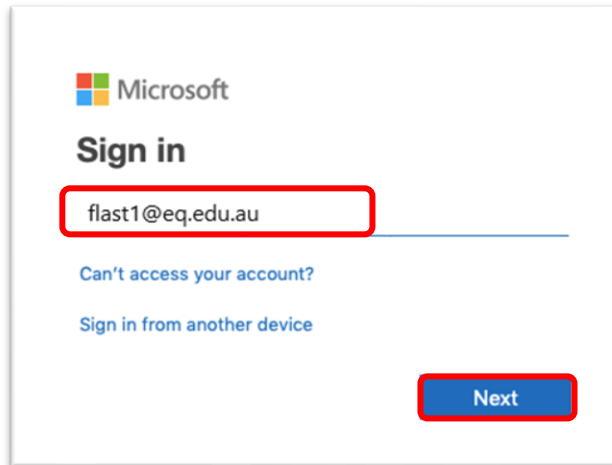
Step 3: Enrol in to Microsoft Intune

a. Select **Launchpad**

    - either a rocket or a 3x3 grid icon

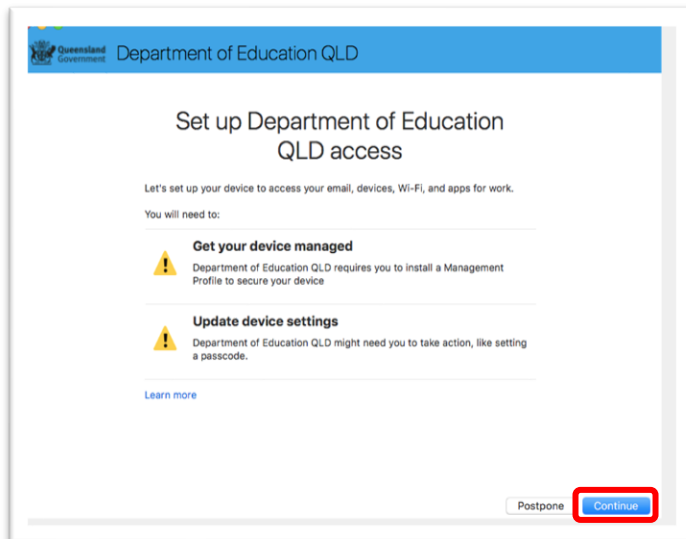b. Select **comp portal** app to open Intune company portal.
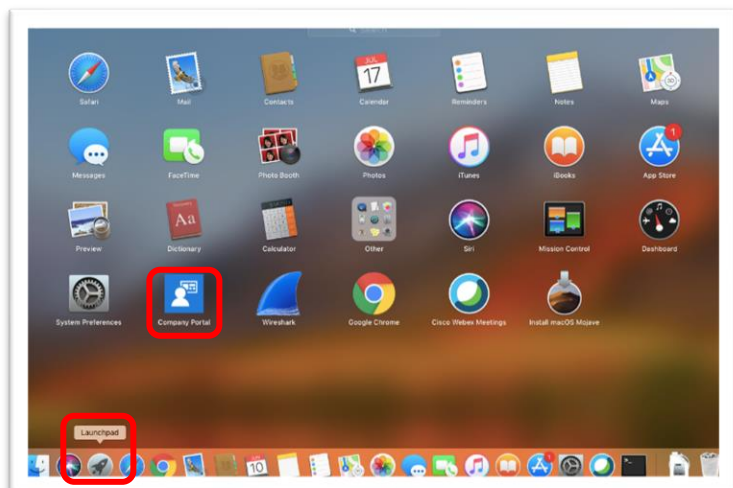
c. Select **Sign In**.

d. Enter your child's **EQ email account.**

e. Select **Next**.

f. Enter your child's **EQ username** and **unique password** for the Managed Internet Service.

g. **Accept** the *Conditions of use and privacy statement.*
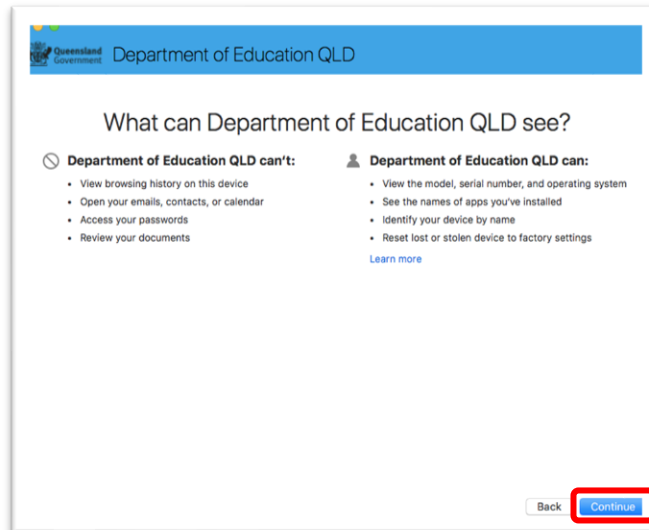
h. Select **Sign In**.
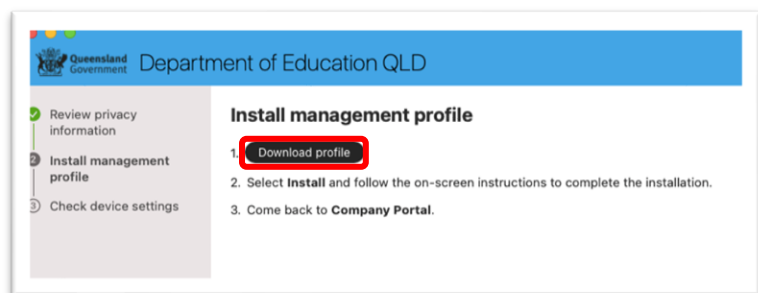

i. Select Begin/**Continue**

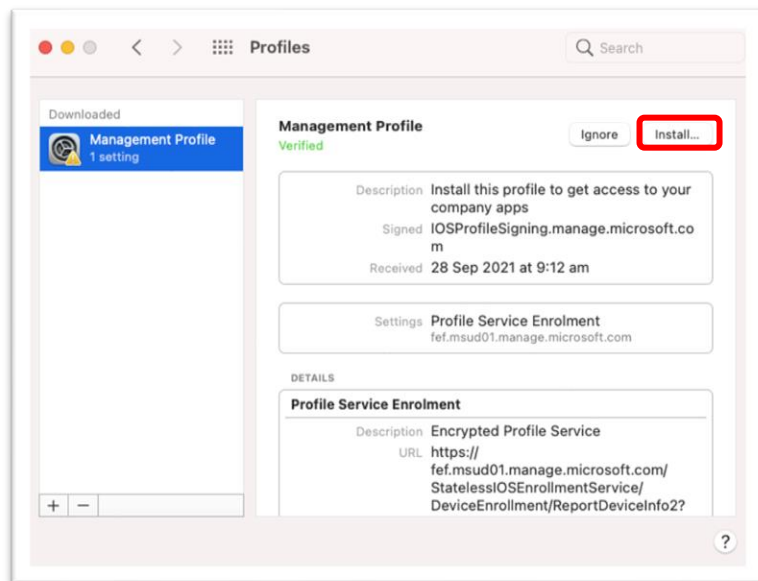j. Review what the Department of Education QLD can see.
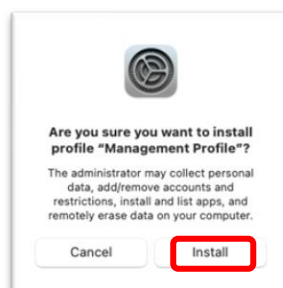
k. Select **Continue**
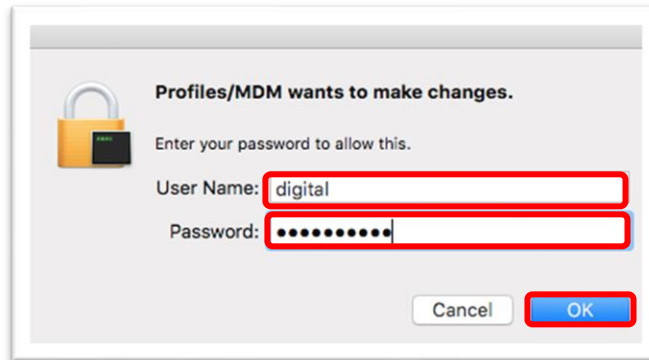

l. Select **Download profile**

m. Click on **Install** to install the *Management Profile*.
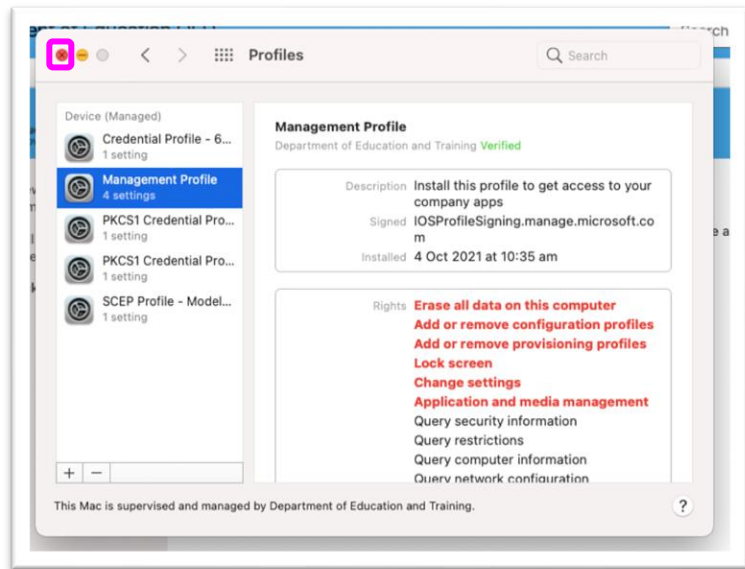

n. Click **Install** to confirm.

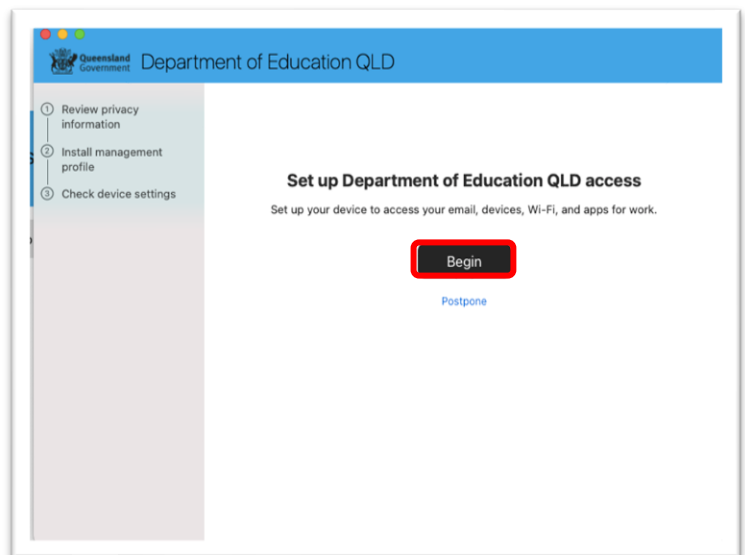o. Enter the username and password **for your device**.

p. Select **OK**

q. The *system preference* screen is displayed.

r. Close the window by hovering over the red circle in the top left hand corner,

s. Select the **x** that appears.

t. The *Intune Company Portal* app window will still be open.

u. Select **Begin**

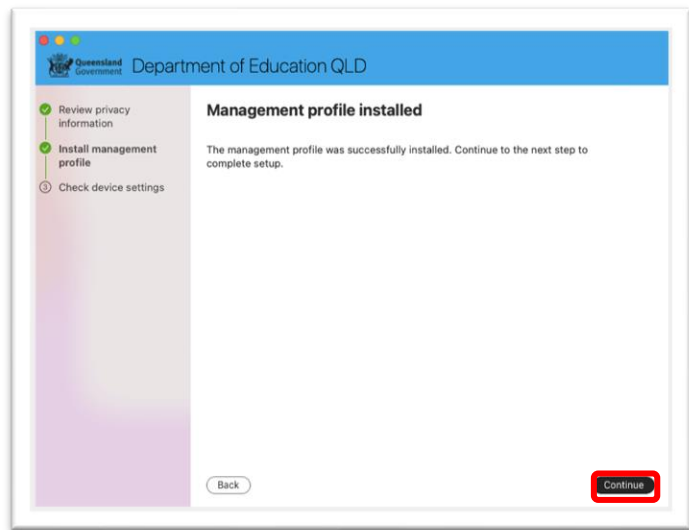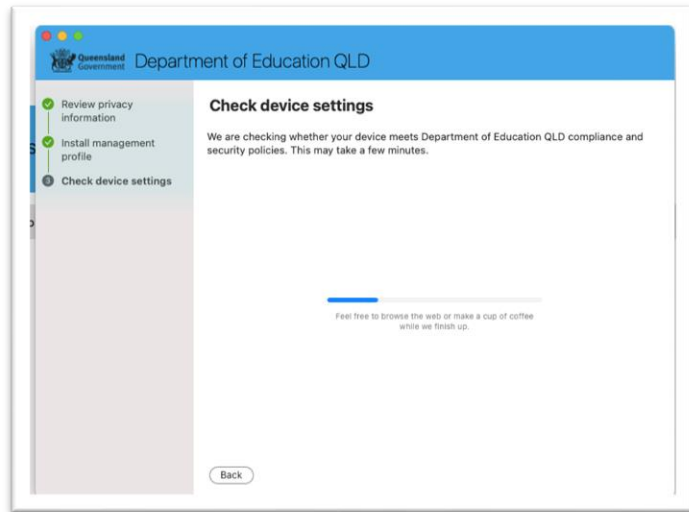**Ensure you keep your Mac on whilst this process is run.**

v. Your device settings will be checked for compliance and security.

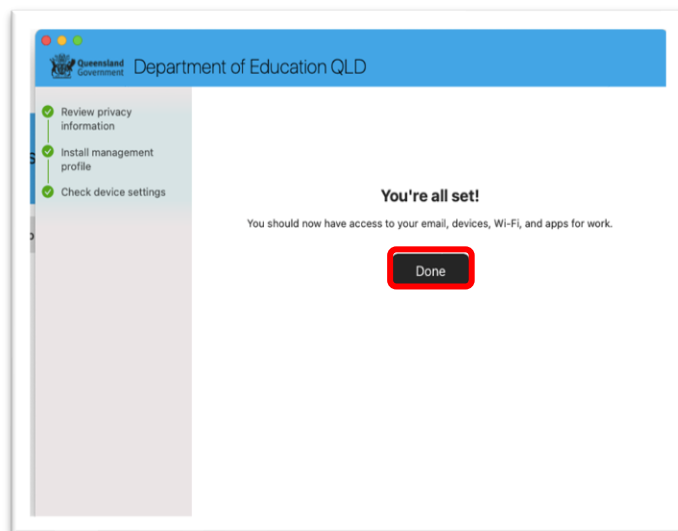If required, Intune will update your Mac's settings.

Remember, to keep your Mac on whilst this process is run.

w. When the update is completed, select **Continue**.

x. When **You're all set!** is displayed, click **Done.**

Your Device is now enrolled into Intune

Congratulations, you have successfully installed and connected your child's Mac to our Intune Company Portal.

Thank you for taking the time to prepare you student in their future studies.