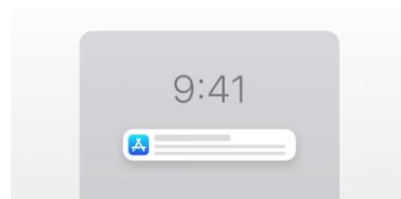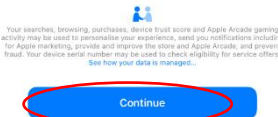# Connecting to Intune Company Portal

If you wish to use company portal to also download apps using school licences, please see the guide – 'Installing apps through Company Portal' via the website link above.

Step 1: Installing the Company Portal app

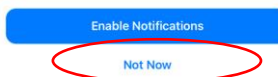You can also view these steps as a video made by the Department of Education here: https://mediasite.eq.edu.au/mediasite/Play/bbe46710d2c24274a0a99cba446a92031d

☐ Open the App Store
☐ If this is the first time:
   o Press Continue
   o Select 'Not Now' when prompted for Notifications. you have opened the App store, you will need to press

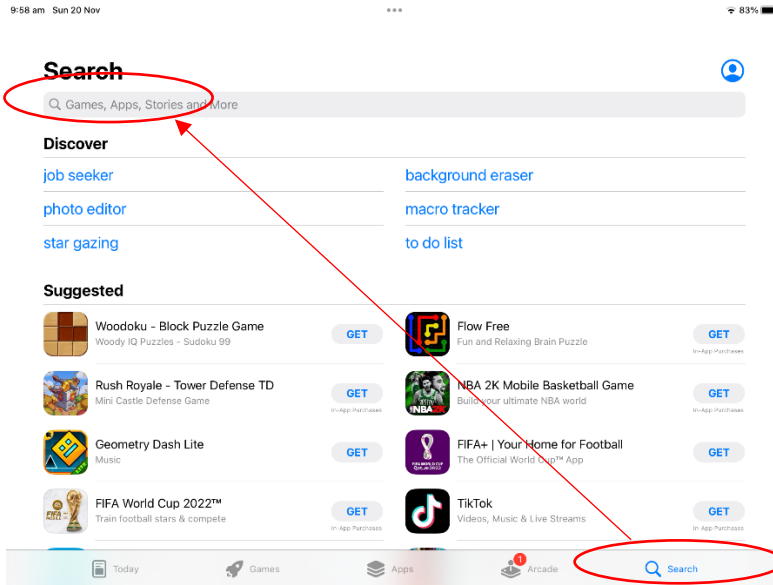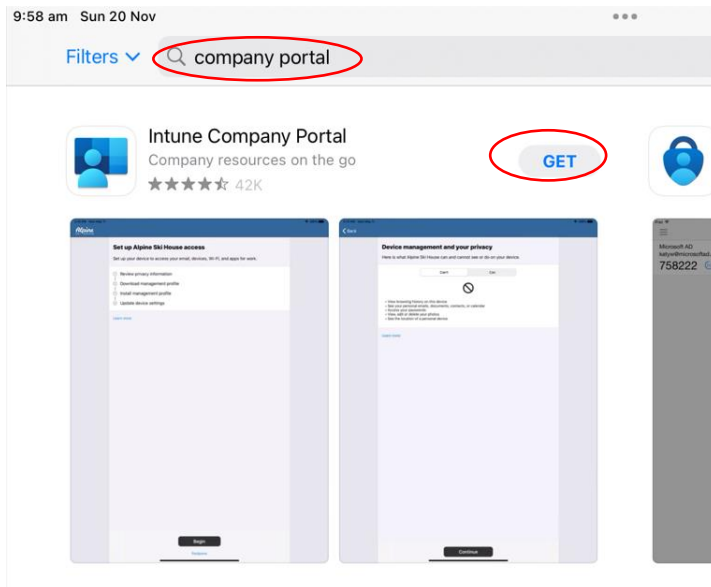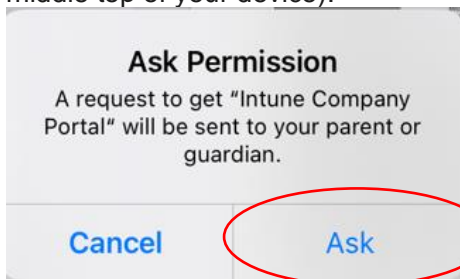☐ Press on the 'Search' button and then click in the 'Search bar'

Nundah State School

- ☐ Search for '*Company Portal*'.
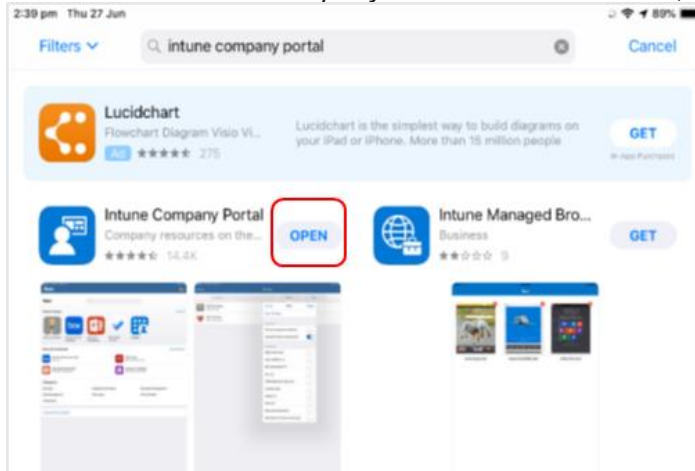- ☐ Then select '*Get*'

Please Note: If you have enabled the 'Ask to Buy' Feature, you will be prompted to send a request to purchase (even though this app is free). This request will need to be completed on the parent's device. It can usually be found in the 'Notification Centre' (swipe down from the middle top of your device).
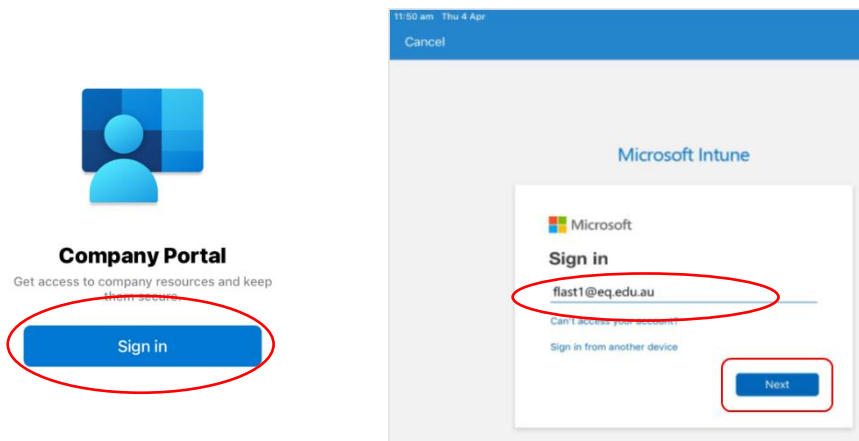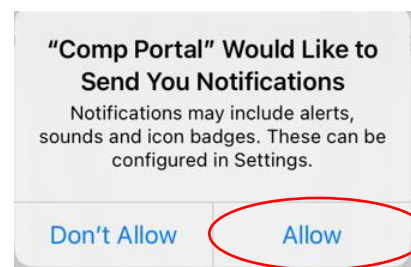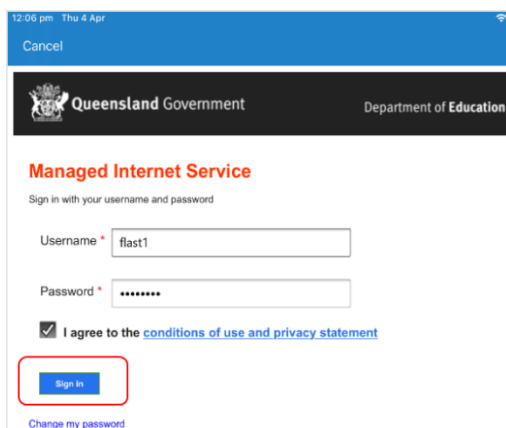
☐ Once *Intune Company Portal* has downloaded, select '**Open**'

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

☐ Enter the Username and password you were supplied and then tick the box to accept the terms and conditions, then select **Sign in**.

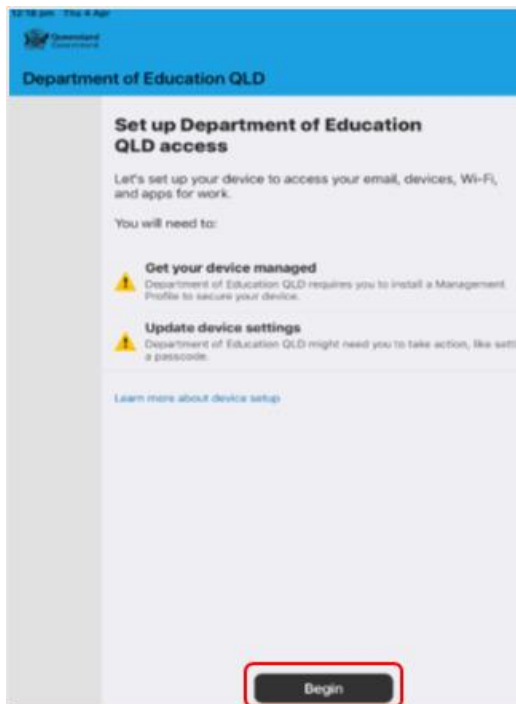☐ If prompted for notifications, press 'Don't Allow'

Step 2: Installing the Department of Education Profile

This attaches the device to the student's account allowing them to access licences for the school apps. It also provides a secure connection the school network.
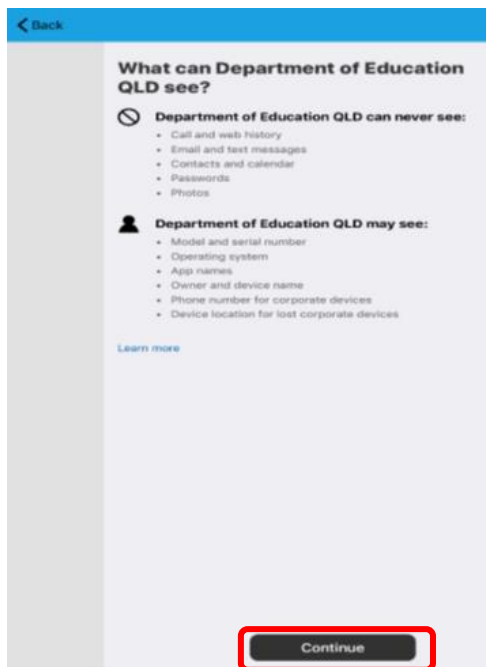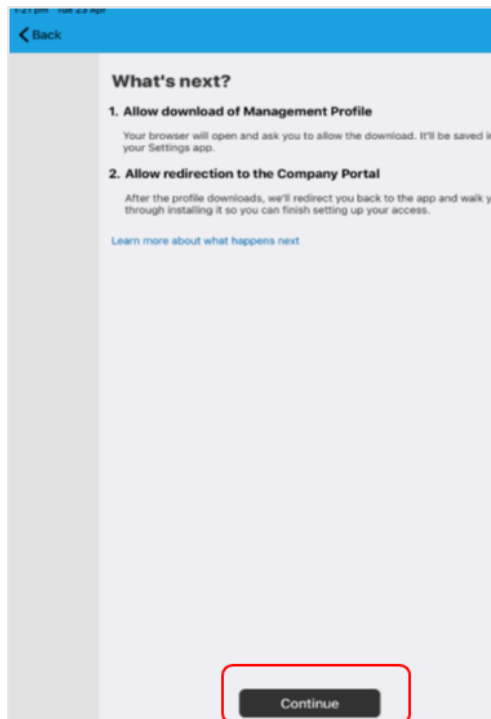
☐ Please select **Begin**.

☐ This screen explains what the school IT administrators can and cannot see on your iPad. Please select **Continue**.
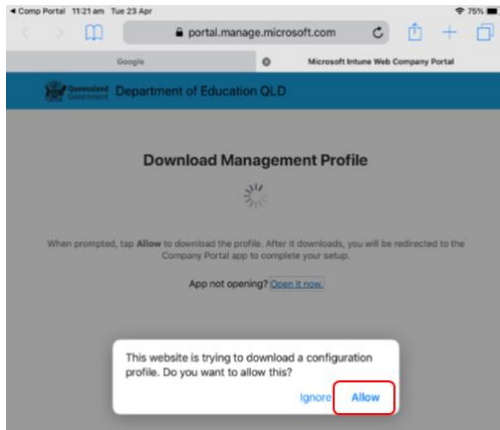
☐ This screen outlines the next steps. Please select **Continue** to continue the installation.

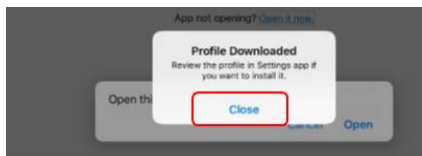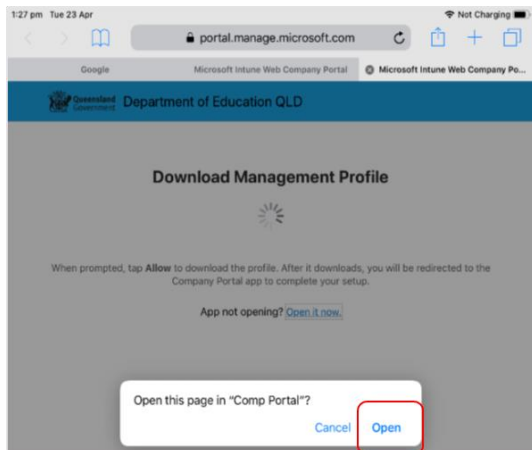☐ Select **Allow** to download the Intune profile.

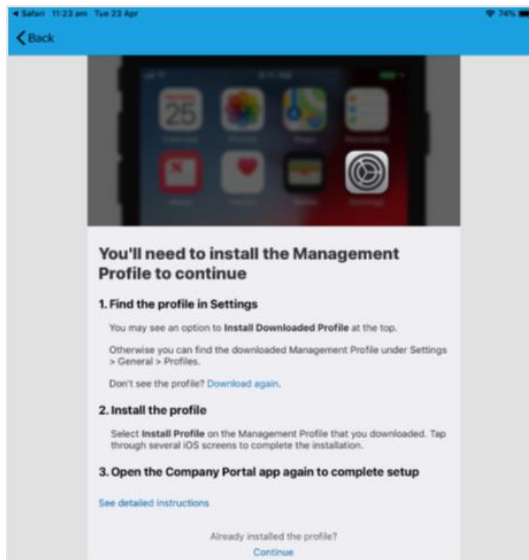☐ Your Intune profile has now been downloaded and can be closed. Please select **Close**.

☐ If prompted, please select **Open**.
☐ Select **Allow** to download the Intune profile.

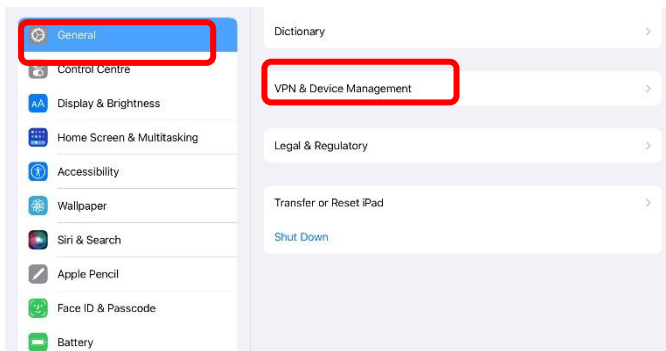☐ Press the home button or swipe up from the bottom to the middle of the screen to minimise this window.

☐ Open your settings app on your home screen and if you are requested, enter your password.

☐ On your Settings screen, please select **Profile Downloaded** button on the left menu.

If you cannot see the Profile Downloaded button:

☐ Select '*General'* from the left menu
☐ Press '*VPN & Device Management'*

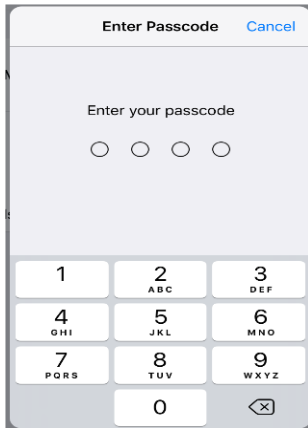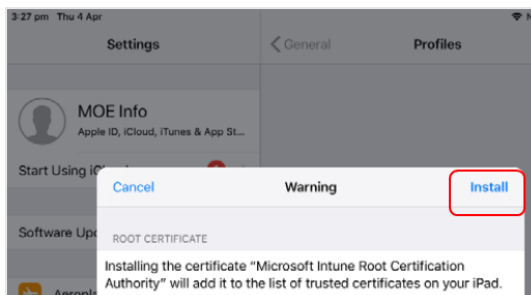Then, please select **Install** on the install profile screen.

☐ Follow the prompts to install the profile onto your iPad

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.
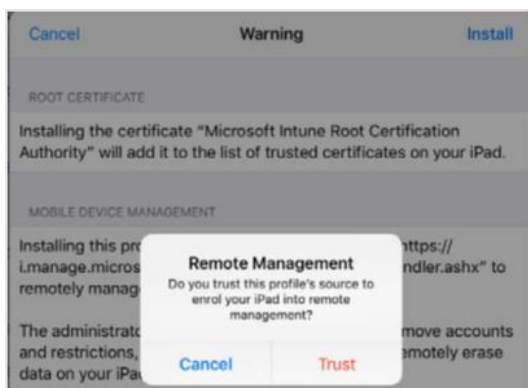
If prompted, enter your iPad passcode.

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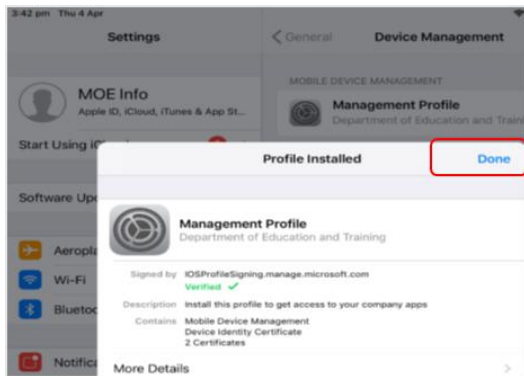

If you are prompted to enrol into remote management, please select **Trust**. This will start installing the profile.

When the screen changes to show the profile has finished installing, select **Done**. An 'Enrolling device' message will then appear.
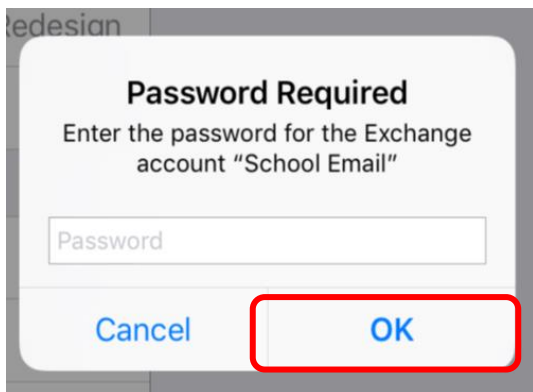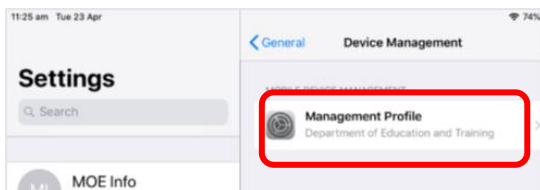
You may be prompted to enter your 'School Email' password. **This is the same password that you used to log in to 'Intune Company Portal'**

☐ Enter the password and click 'OK'

Your settings page will be displayed and you'll see the Department of Education management profile has been installed. Press the home button or swipe up from the bottom to the middle of the screen to minimise the settings window.
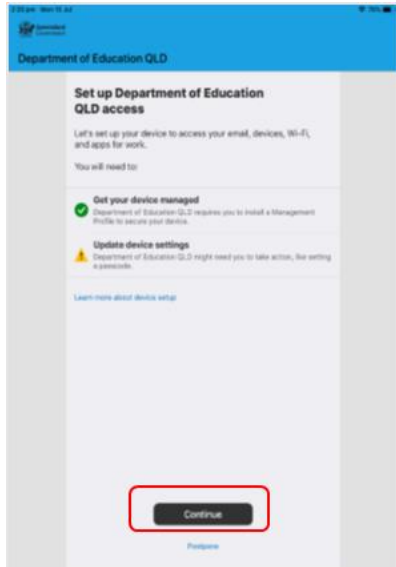

r home screen to re-open the company portal app.

☐ Select **Continue** to complete set-up.
   A message explaining that the Company Portal is confirming device settings may display.

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