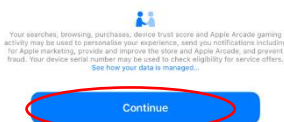# Installing apps through Intune Company Portal

This guide is the **third step** when setting up your child's iPad.

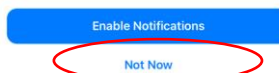You can also view these steps as a video made by the Department of Education here: https://mediasite.eq.edu.au/mediasite/Play/bbe46710d2c24274a0a99cba446a92031d

Step 1: Install Intune Company Portal

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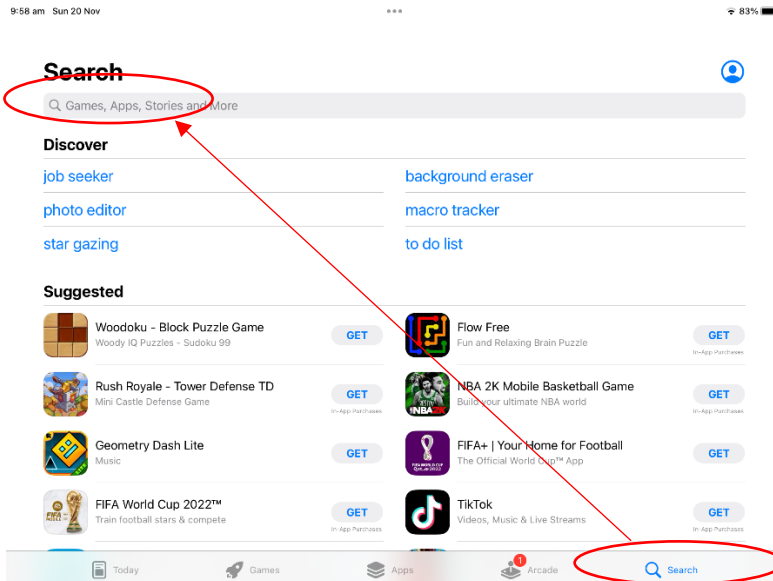 - o Select 'Not Now' when prompted for Notifications. you have opened the App store, you will need to press

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

9:58 am Sun 20 Nov   ⬤ 83% 🔋

Search   ⓐ

🔍 Games, Apps, Stories and More

Discover

job seeker	background eraser
photo editor	macro tracker
star gazing	to do list

Suggested

Woodoku - Block Puzzle Game Woody IQ Puzzles - Sudoku 99	GET	Flow Free Fun and Relaxing Brain Puzzle	GET In-App Purchases
Rush Royale - Tower Defense TD Mini Castle Defense Game	GET In-App Purchases	NBA 2K Mobile Basketball Game Build your ultimate NBA world	GET In-App Purchases
Geometry Dash Lite Music	GET	FIFA+ | Your Home for Football The Official World Cup™ App	GET
FIFA World Cup 2022™ Train football stars & compete	GET In-App Purchases	TikTok Videos, Music & Live Streams	GET In-App Purchases

📅 Today   🚀 Games   📚 Apps   🕹 Arcade   🔍 Search

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

9:58 am Sun 20 Nov   ● ● ●

Filters ∨   🔍 company portal

Intune Company Portal
Company resources on the go
★★★★½ 42K   GET
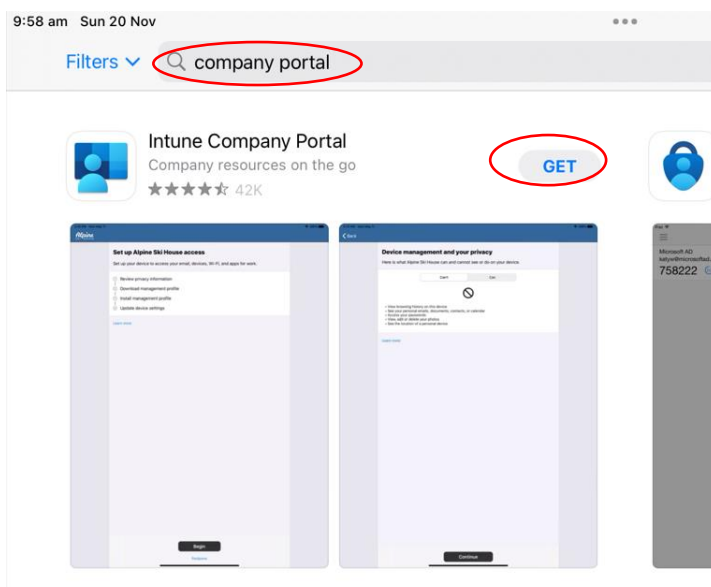
☐ If you have not yet signed in to the App store, you will be prompted to put in your Apple ID and Password. *If you have set up a child account through Family Sharing (see Guide 1), put in your child's Apple ID and password*
☐ Select 'Buy'

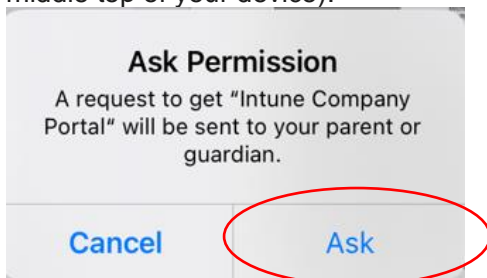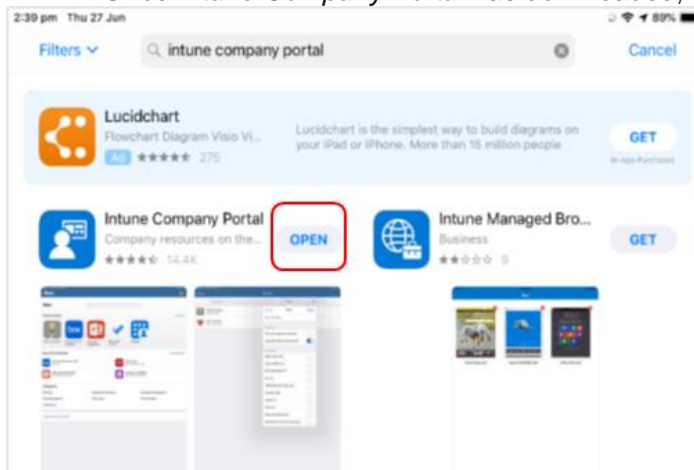Cancel   Buy

Sign-In Required

If you have an Apple ID, sign in with it here. If you have used the iTunes Store or iCloud, for example, you have an Apple ID.

Forgot Password?

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).

Ask Permission

A request to get "Intune Company Portal" will be sent to your parent or guardian.

Cancel   Ask

☐   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.
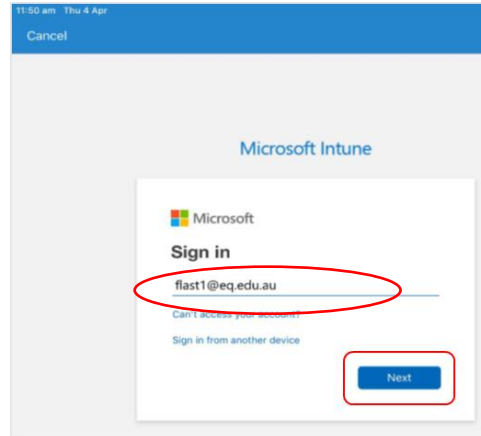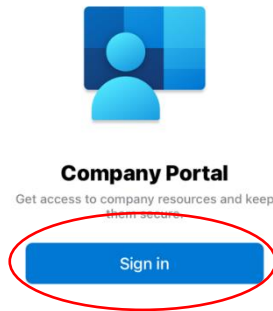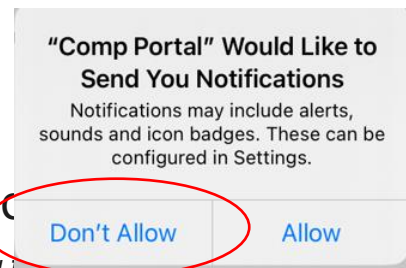
☐ Enter the Username and password you were supplied and then tick the box to accept the terms and conditions, then select **Sign in**.
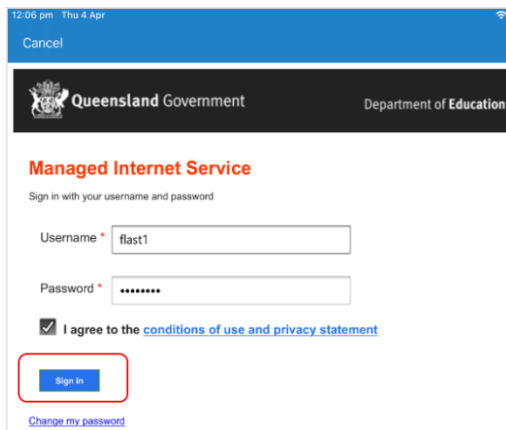
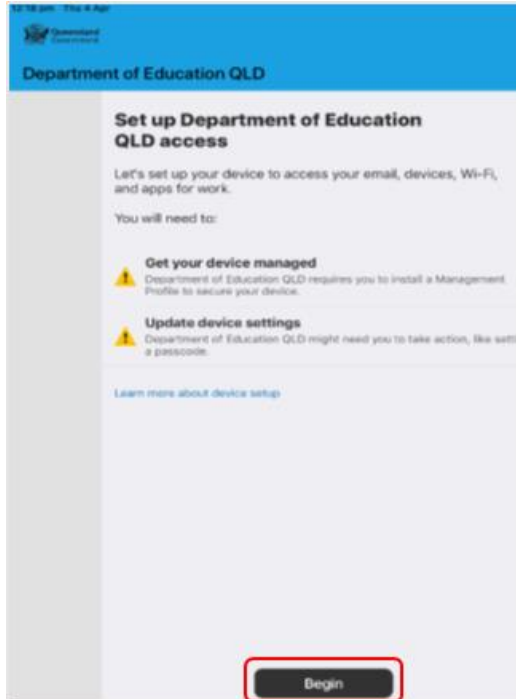☐ If prompted for notifications, press 'Don't Allow'

Step 2: Installing the Department

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**.
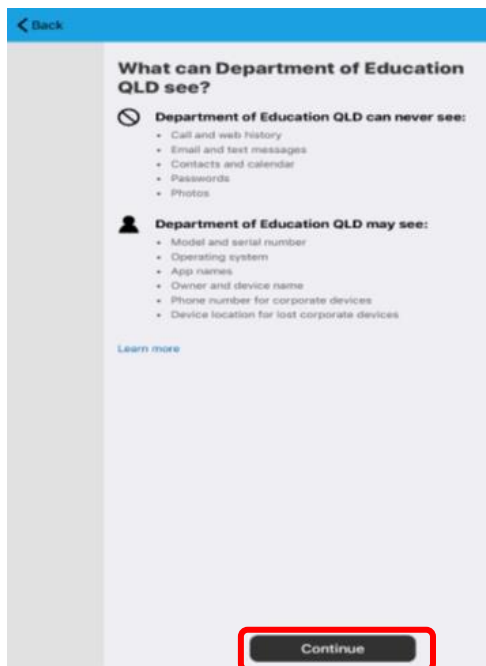
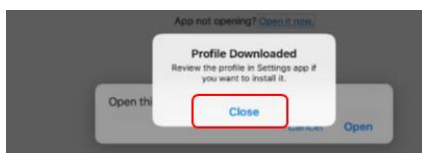- This screen outlines the next steps. Please select **Continue** to continue the installation.
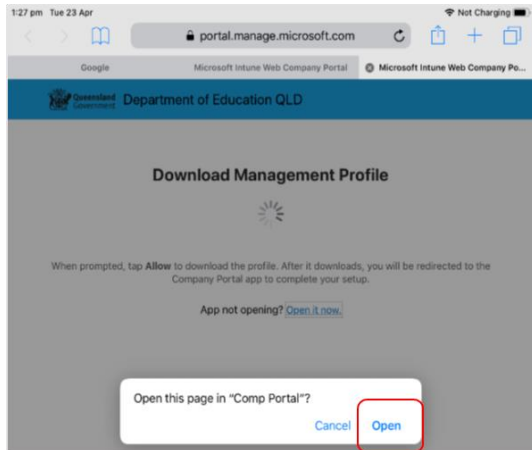
☐ Select **Allow** to download the Intune profile.

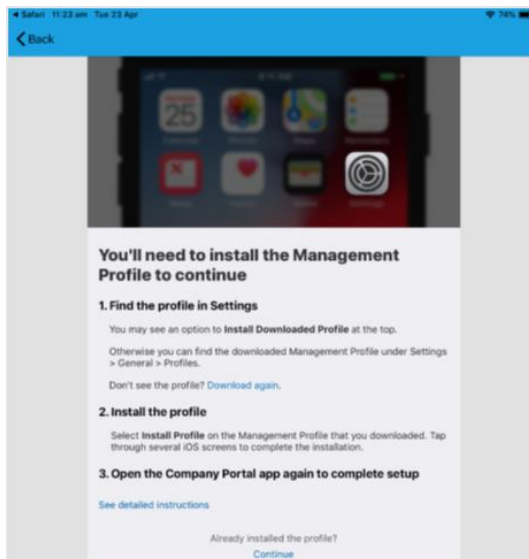☐ Your Intune profile has now been downloaded and can be closed. Please select **Close**.

☐ 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.

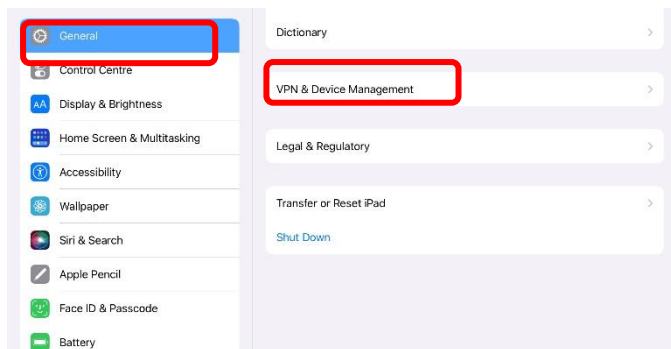☐ Open your settings app on your home screen and if you are requested, enter your password.

☐ 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.
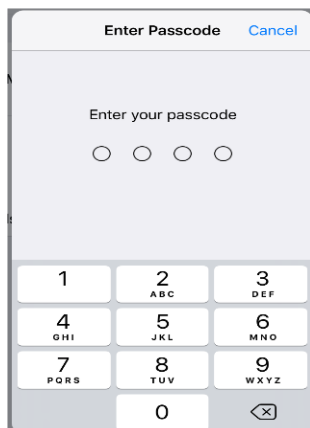
When you see a warning displayed, please select **Install** to continue with the installation.
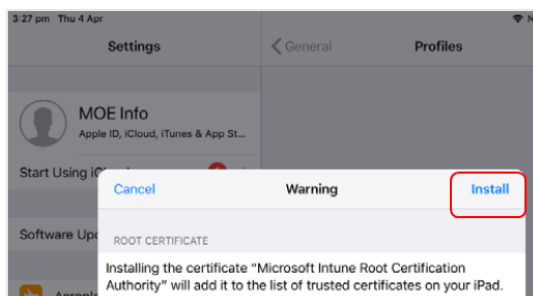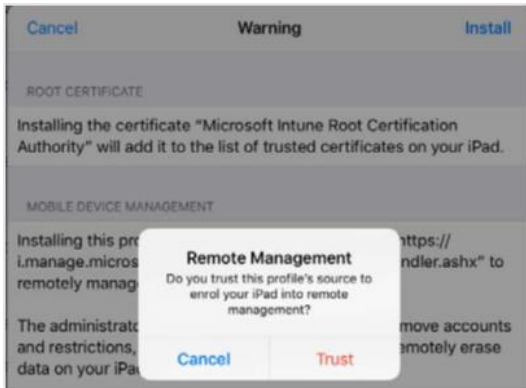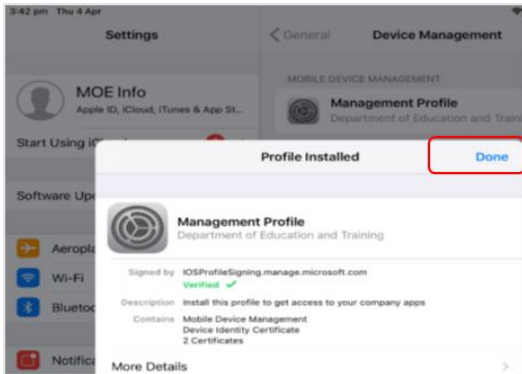
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If you are prompted to enrol into remote management, please select **Trust**. This will start installing the profile.
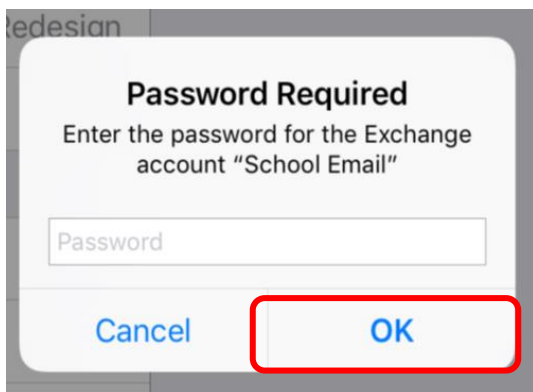

When the screen changes to show the profile has finished installing, select **Done**. An 'Enrolling device' message will then appear.
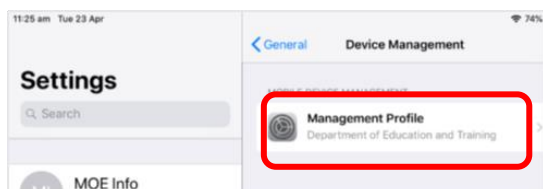

You may be prompted to enter your 'School Email' password. **This is the same password that you used to log in to 'Intune Company Portal'**

☐ 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.
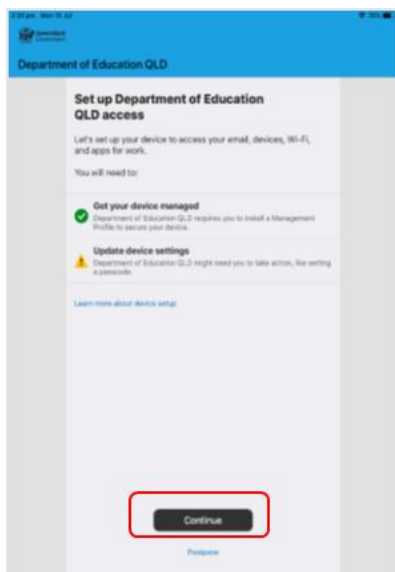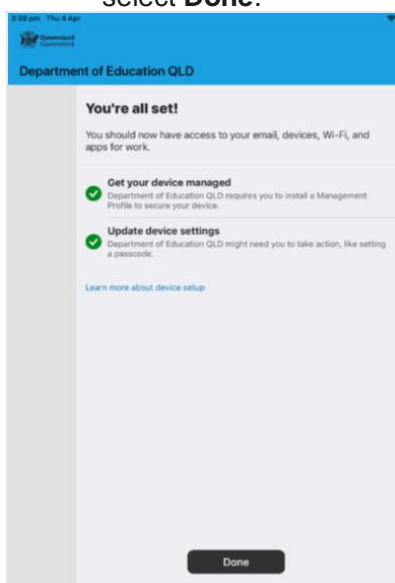
.

☐ Select the **Comp Portal** icon on your 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**.

If you would like to use school licenses to download apps, please continue through Section 3. Otherwise, you may move to the next document: Setting up Screen Time and Parental Controls.

Step 3. Install an app

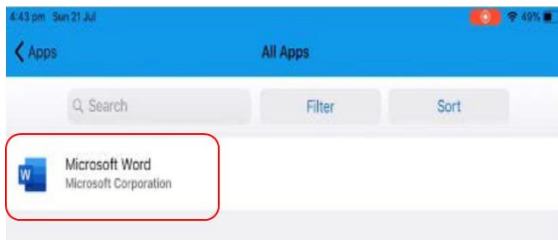This section will show you how to install the apps you have been advised you need for school.

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.
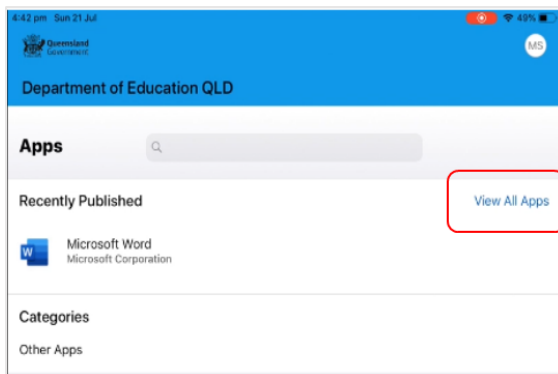
In this example, we will be downloading Microsoft Word.
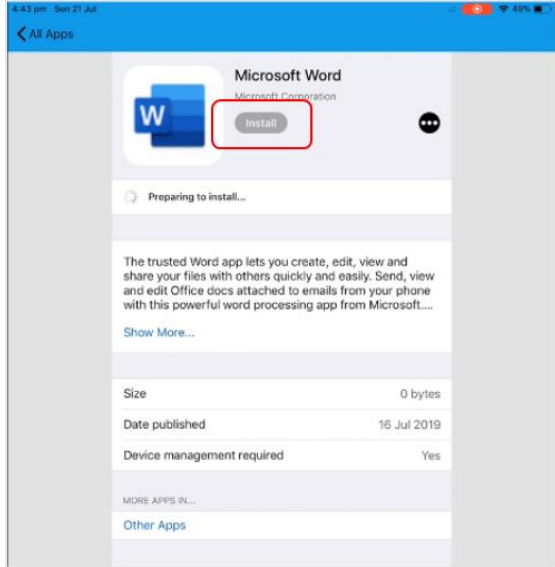
- ☐ Select the app you want to install.

Information about the app will be displayed.
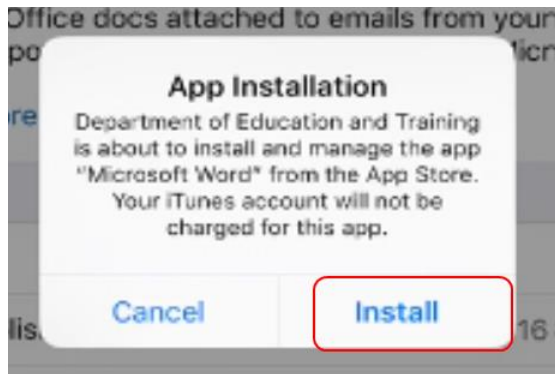
- ☐ Select **Install**.

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☐ 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 the home button or swipe up from the bottom of the screen to minimise the 'Company Portal' app and see if your app is available.

Repeat this process to install additional apps.

If you need help with installing Intune Company Portal or an app, please contact studentsupport@nundahss.eq.edu.au

Congratulations, you have completed

'Installing apps through Intune Company Portal'

Next: refer to instructions on *Setting up Screen Time and Parental Controls.*