OXLEY STATE SCHOOL

Bannerman Street, Oxley, Queensland, 4075

Phone : (07) 3716 2444 *Fax : (07) 3716 2400* *Email : principal@oxleyss.eq.edu.au*

OXLEY STATE SCHOOL BYO IPAD PROGRAM

Intune User Guide

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

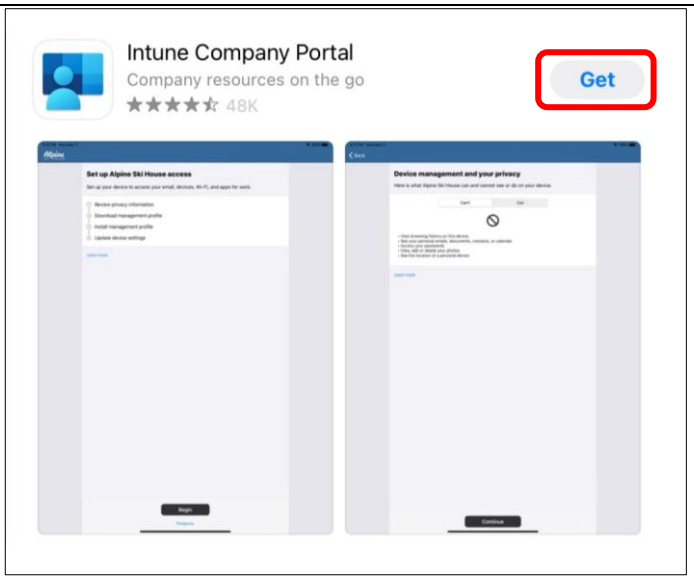
These instructions will show you how to enrol a BYO iPad device into Intune and install an application. This process may take up to 15 minutes to complete.

Before you start, please have the email address and password that was supplied to you by the school at the end of the school year ready. If you do not have this information, you will not be able to successfully complete the installation. Please contact the school to obtain these details.

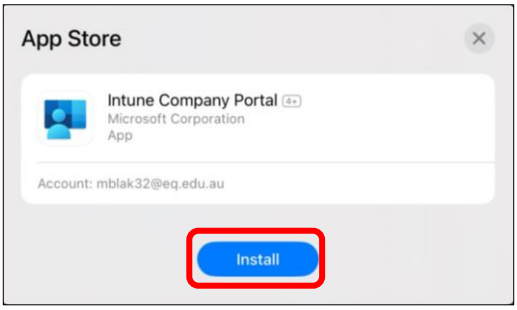
If the installation fails at any time, please re-open the Intune Company Portal app and try again.

Step 1. Install Intune

- **Open** the *App Store*
- **Search** *Intune Company Portal*
- **Select** *Get* or *Download*

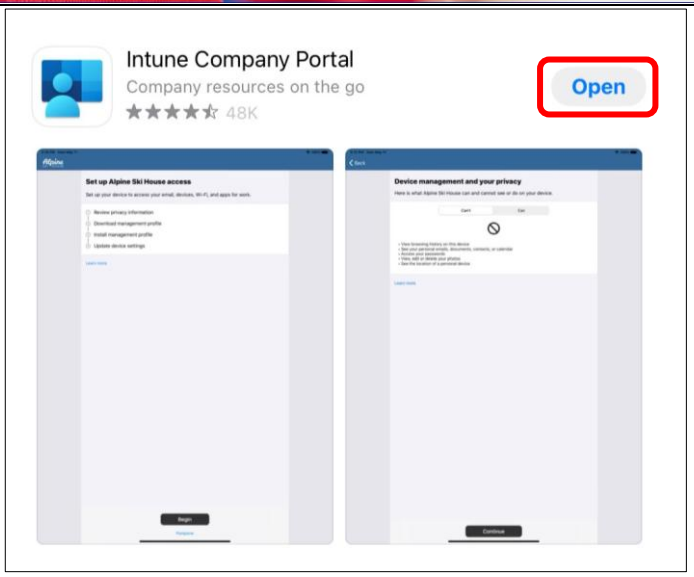


- **Tap** *Install*



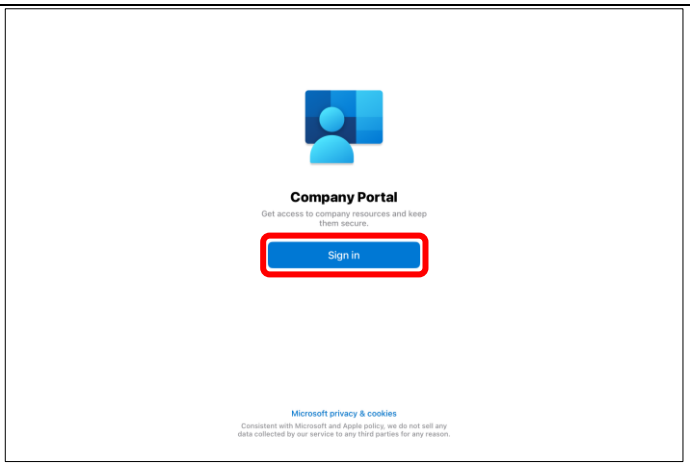
Step 2. Open Intune

- **Tap** *Open,* once the app has downloaded

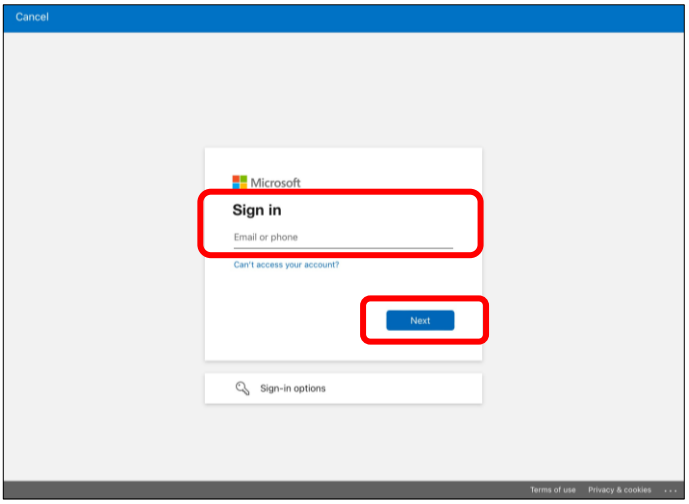


Step 3. Sign into Intune

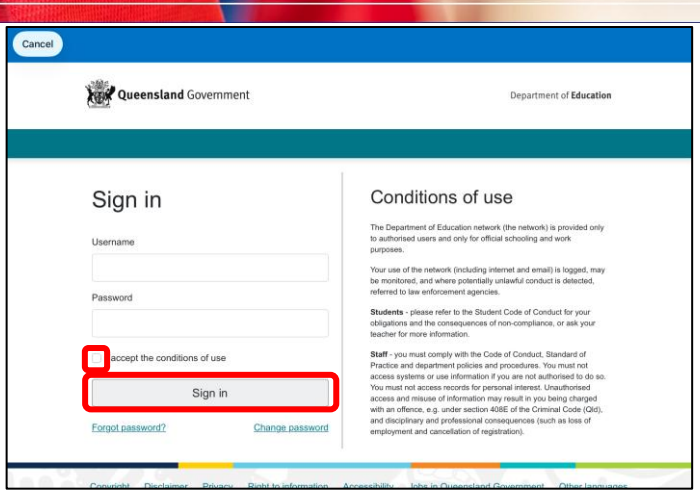
- **Tap** *Sign In*



- **Sign into** Intune with your child's email address supplied by the school at the end of the year (_____@eq.edu.au)
  Note: Do not sign in with a Microsoft account
- **Tap** *Next* to continue

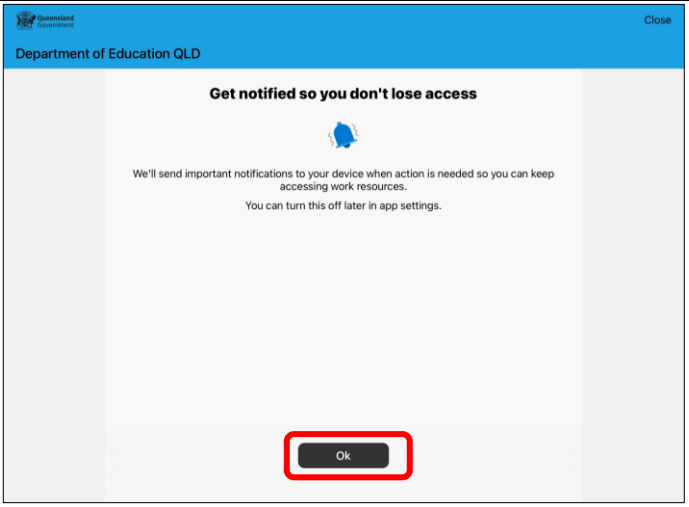


- **Enter** the supplied school username and password and accept the terms and conditions
  Note: The student's username is the same as their email address, without the @eq.edu.au
- **Tap** *Sign in*

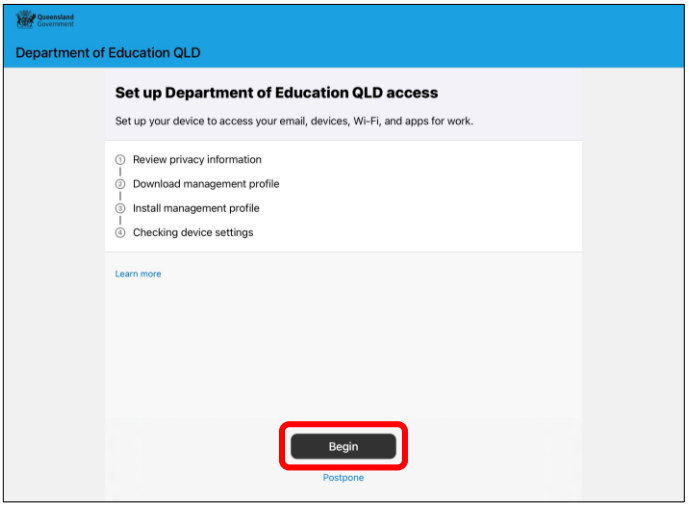


Step 4. Download the management profile

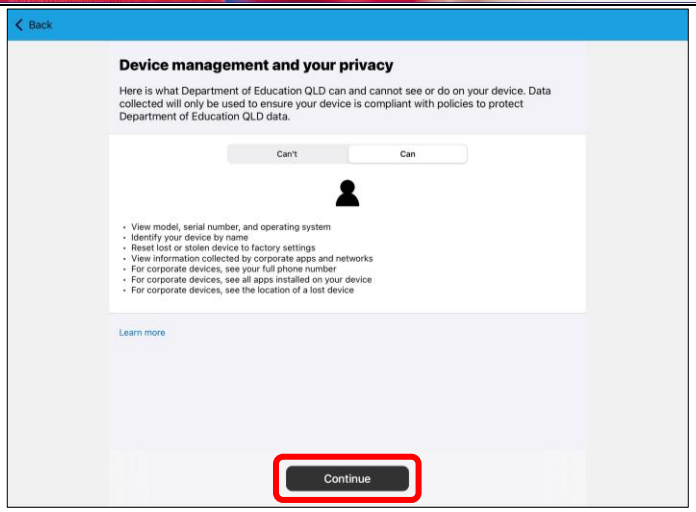
- If you see the following prompt regarding notifications, **Tap** *Ok*



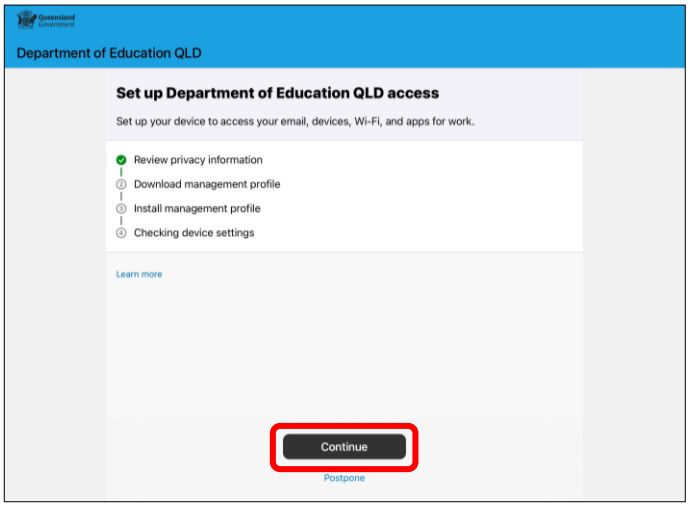
- **Tap** *Begin*



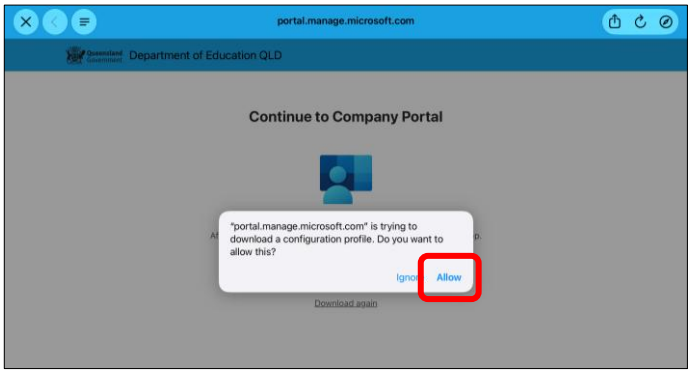
- **Tap** *Continue*



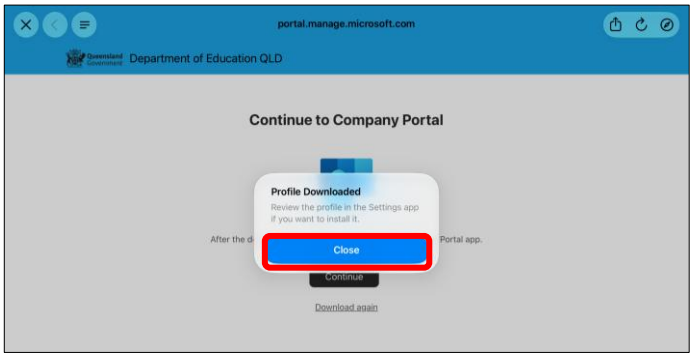
- **Tap** *Continue*



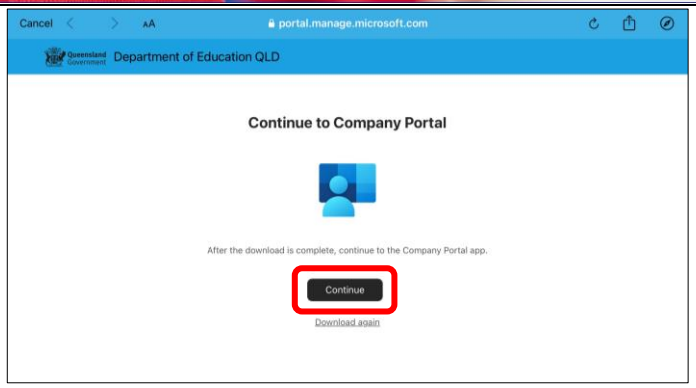
- **Tap** *Allow*



- **Tap** *Close*

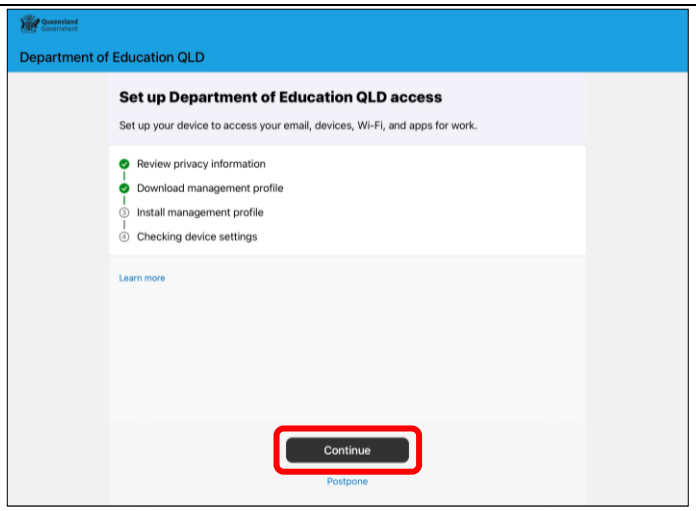


- **Tap** *Continue*



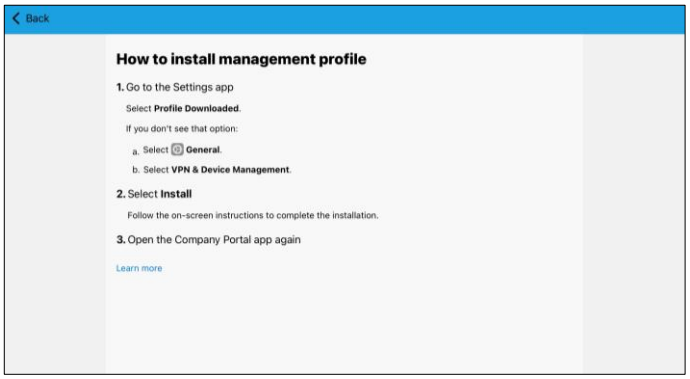
Step 5. Install the management profile

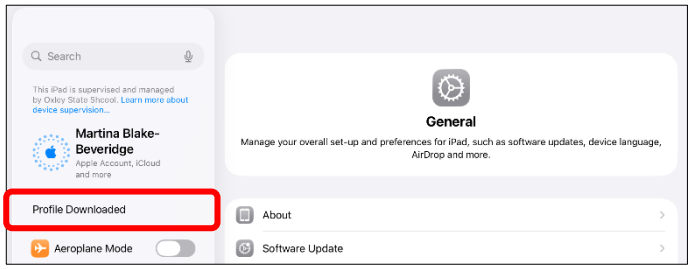
- **Tap** *Continue*
- **Follow** the prompts provided in the app, on *How to install management profile*



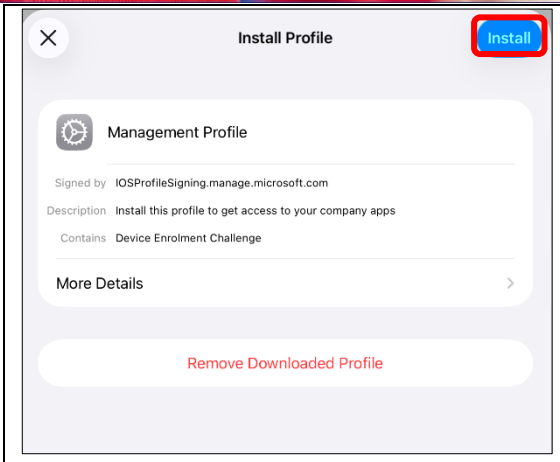
- In the *Settings* app, **tap** *Profile Downloaded*

  Note: If you do not see "*Profile Downloaded*" on the top left-hand side of the Settings menu, select *General*, Select *VPN & Device Management* and tap *Management Profile*

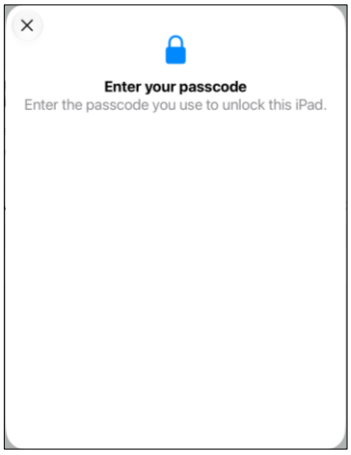




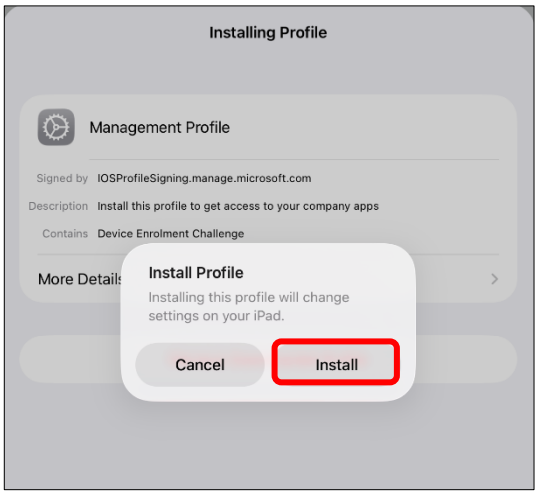
- **Tap** *Install*



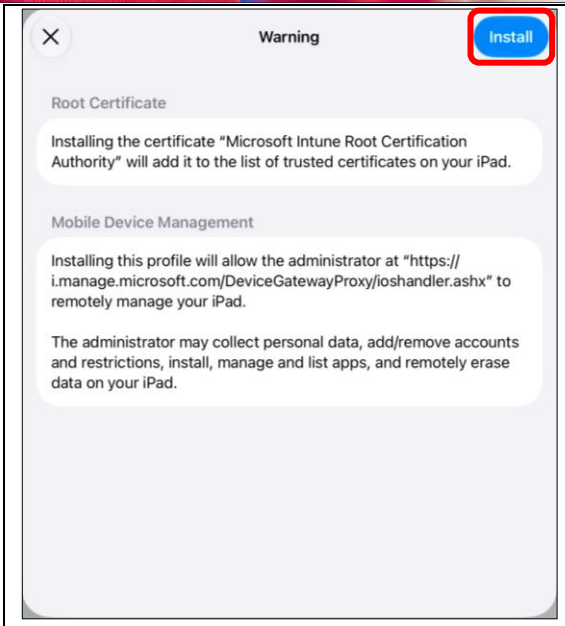
- **Input** your passcode if prompted



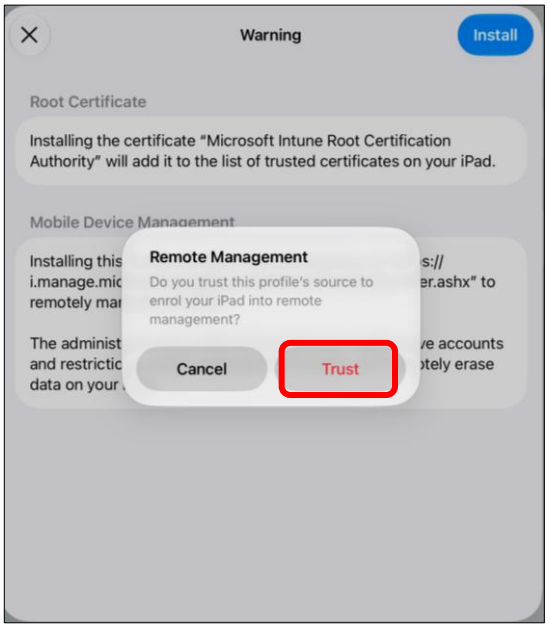
- **Tap** *Install*



- **Tap** *Install*

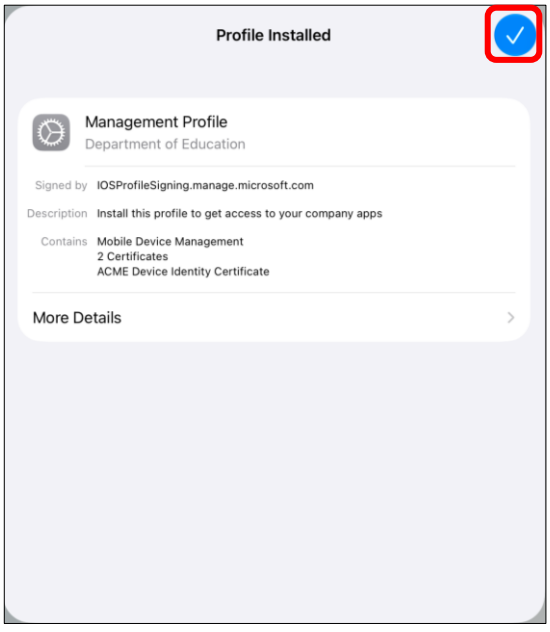


- **Tap** *Trust*



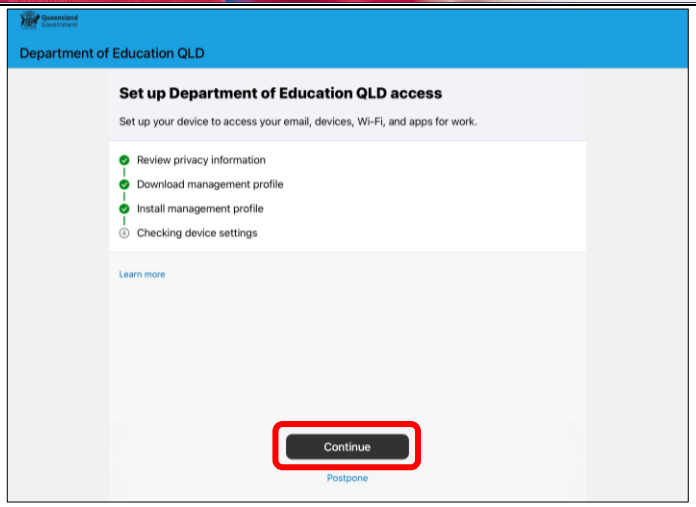
- **Tap** *the Tick*

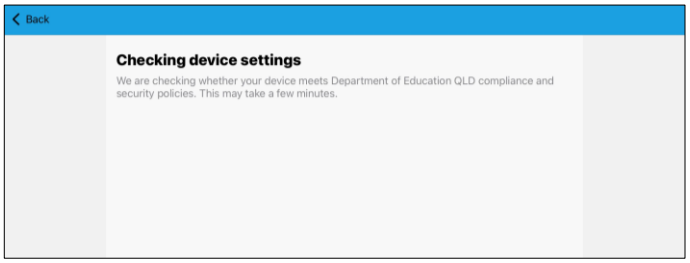
  Note: If prompted to enter the password for the *Exchange account* _____@eq.edu.au, tap *Edit Settings* and *Continue*, and log in using your child's school supplied username and password



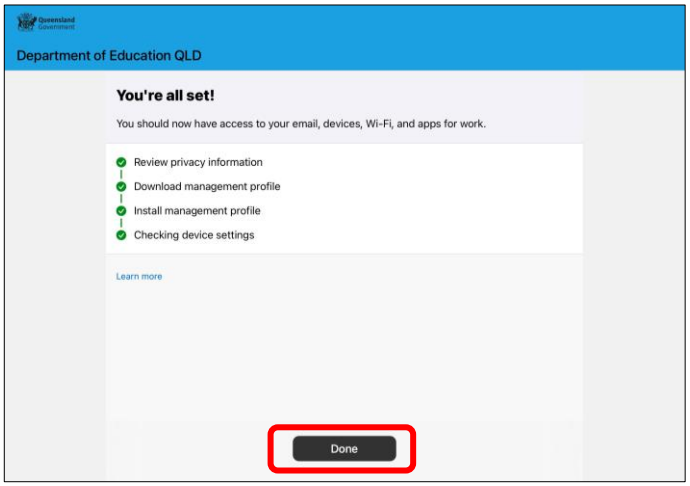
Step 6. Check device settings

- **Open** the *Company Portal* App
- **Tap** *Continue*



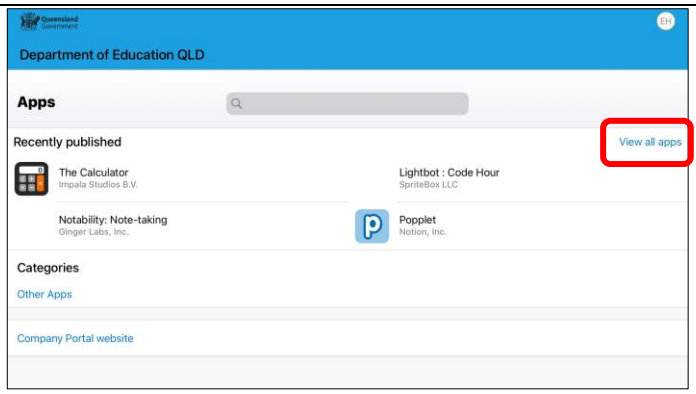


- **Tap** *Done*

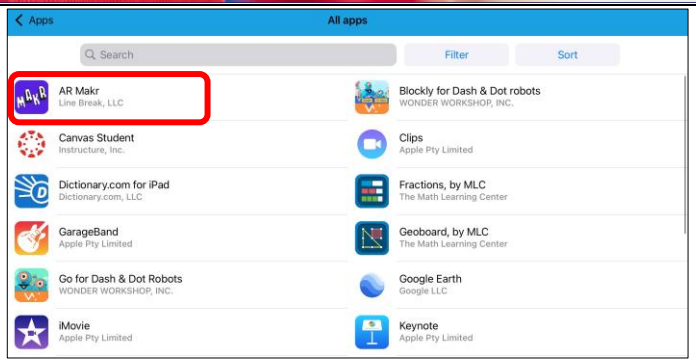


Step 7. Install apps

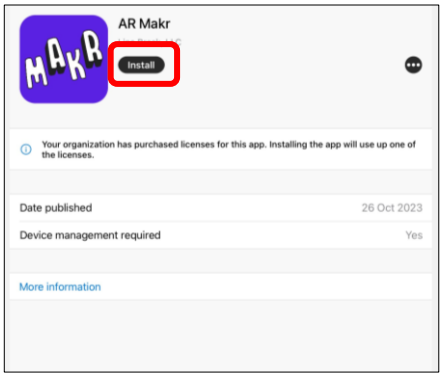
- **In** the *Company Portal* App
- **Tap** *View all apps* to display a full list of apps your child will need



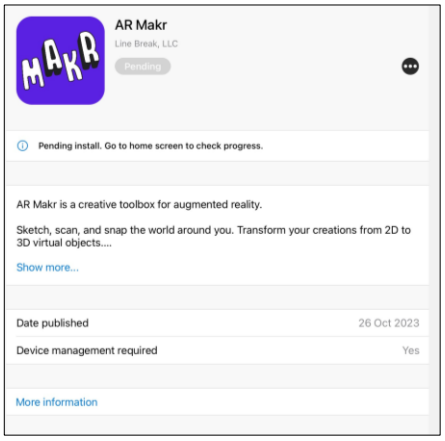
- **Tap** on an app to install it
  (AR Makr is provided as the example)



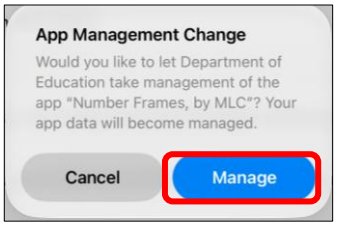
- **Tap** *Install*



- You will see a pending screen for a moment



- **Tap** *Manage*
- **Repeat** *Step 7* for ALL listed apps



Note: After downloading ALL listed apps, follow the instructions on Page 7 of the ***BYO iPad Parent Handbook*** for information on which folders to sort the apps into (e.g. Apple, Microsoft, Maths, English, Coding, Creating and Other). For support on how to create folders visit https://support.apple.com/en-us/HT200290.

All school apps are to appear on the first page of the iPad. Home apps may appear on subsequent pages only. Please limit the number of home apps on the iPad.

If further support is required after reading and following the instructions outlined in the iPad Program documentation, technical support sessions will be available in the week prior to the commencement of school in January 2027. Please contact ict@oxleyss.eq.edu.au to book an appointment and for all other queries.