OXLEY STATE SCHOOL

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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 ready the email address and password that was supplied to you by the school at the end of the school year. 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 app and try again.
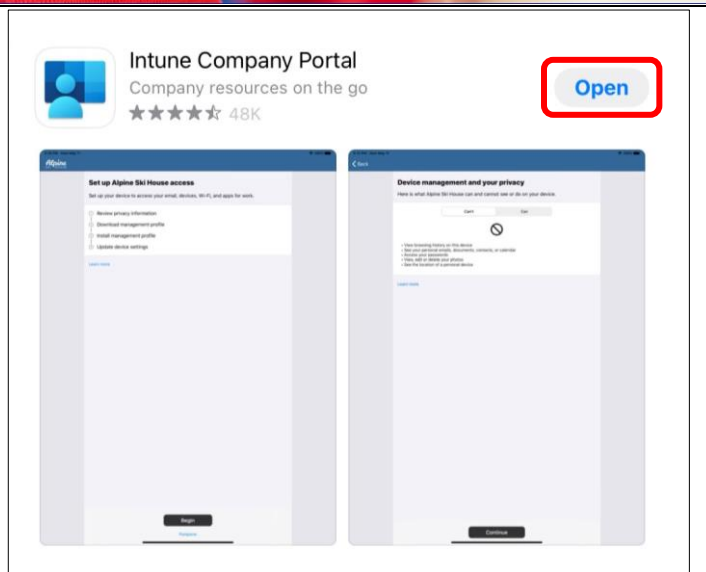
| Step 1. Install Intune	
Open the *App Store* **Search** *Intune Company Portal* **Select** *Get* or *Download* **Tap** *Install*	
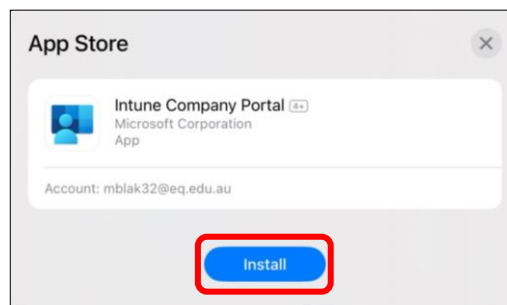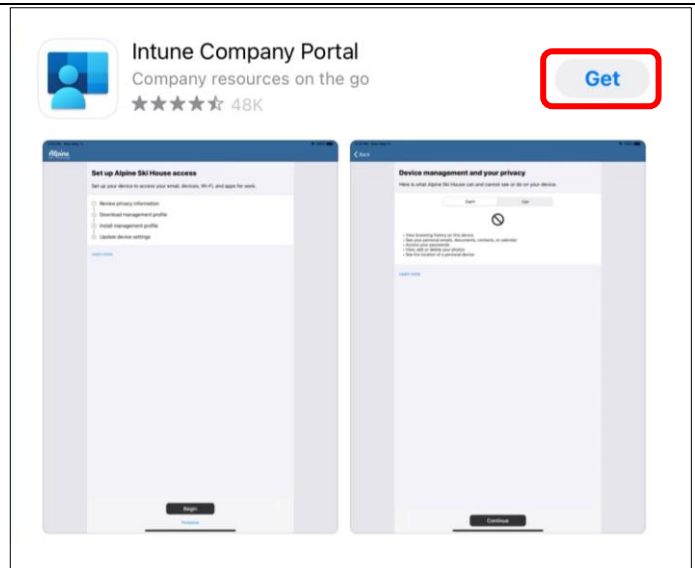
Step 2. Open Intune

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

Step 3. Sign into Intune

- **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
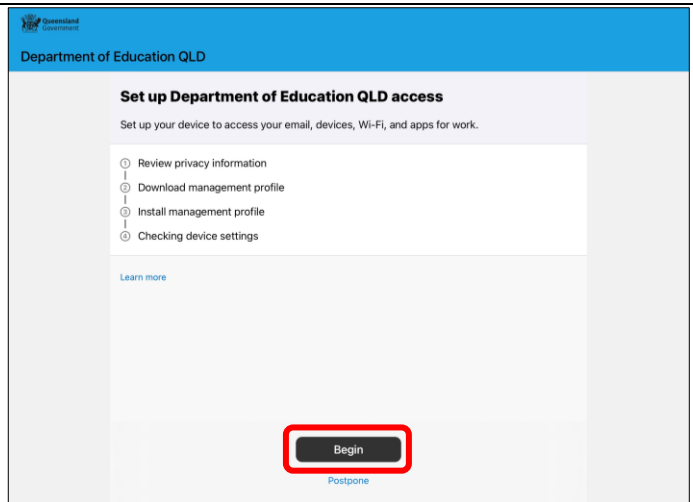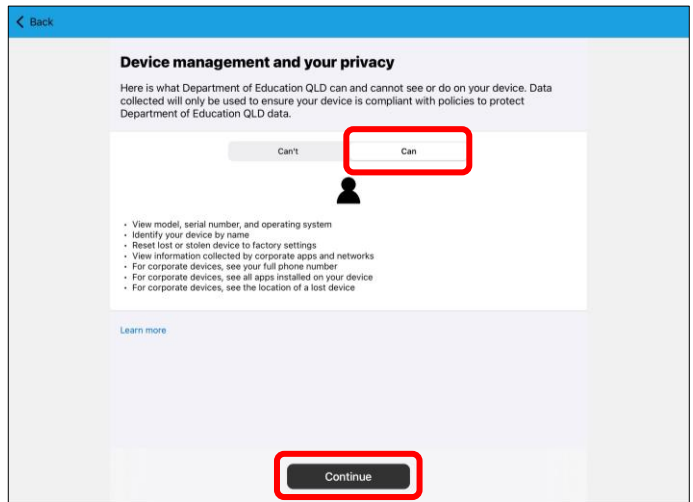- **Tap** *Sign in*
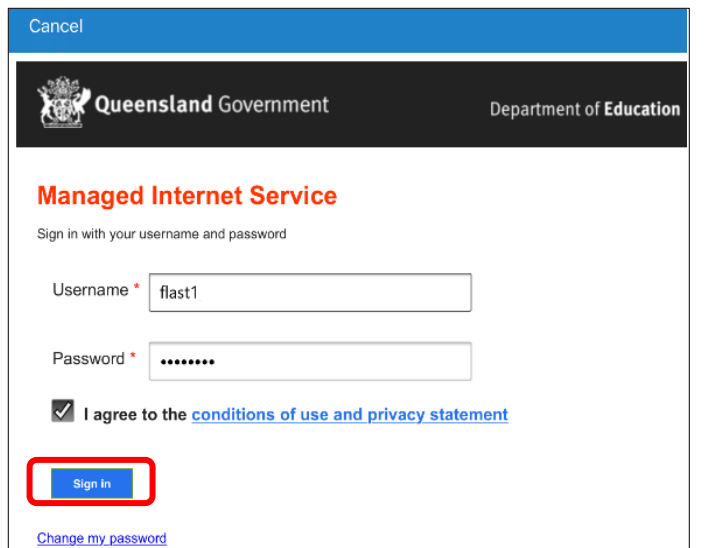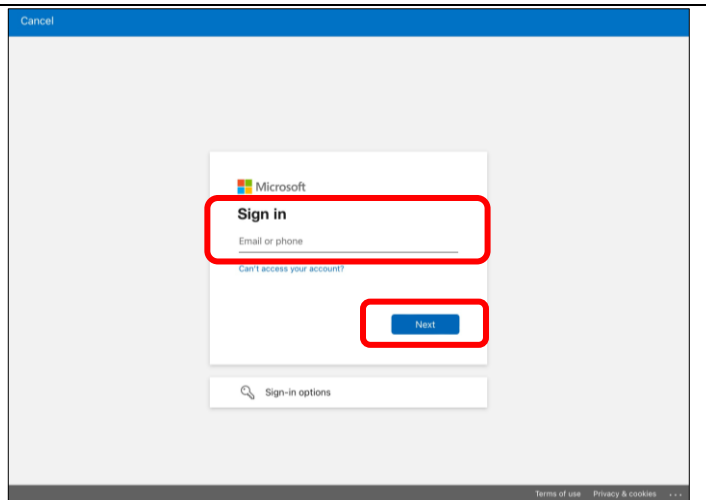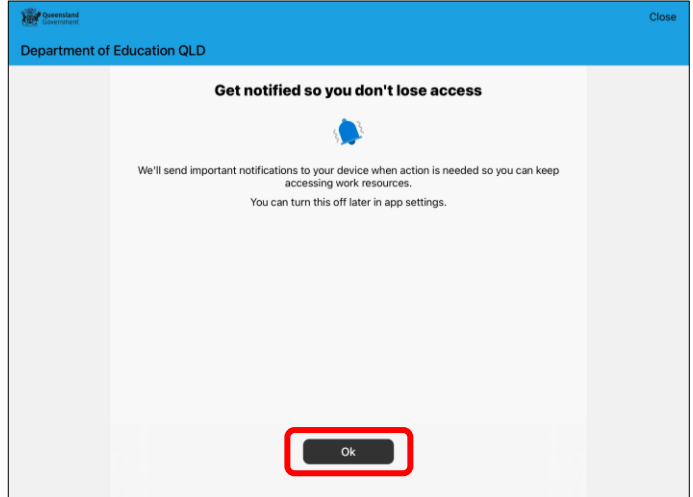
• **Tap** *Ok*	
Step 4. Download the management profile • **Tap** *Begin*	
• **Tap** *Can* • **Tap** *Continue*	

- **Tap** *Continue*
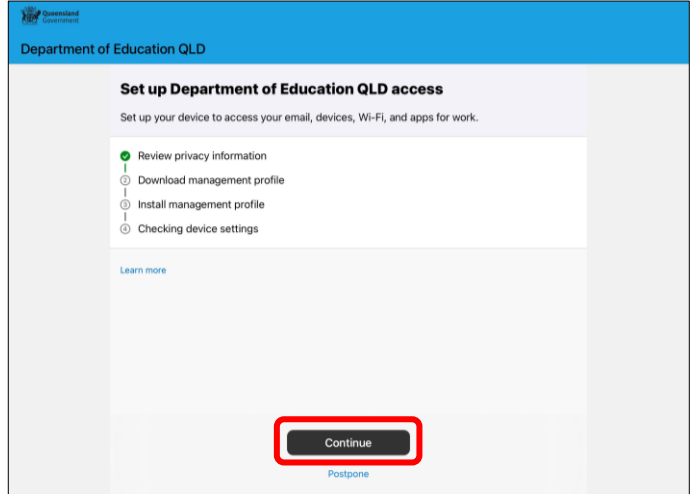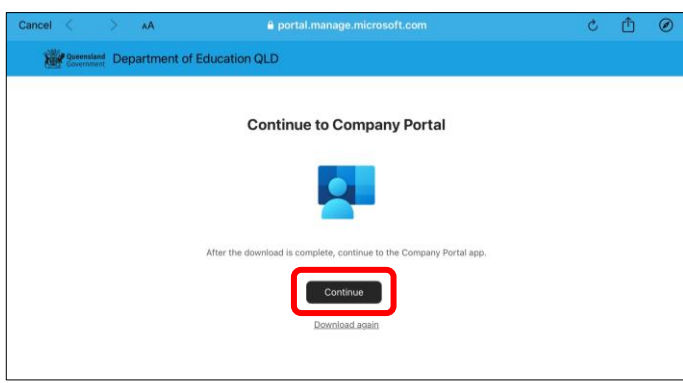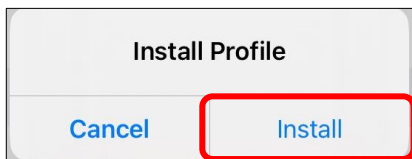

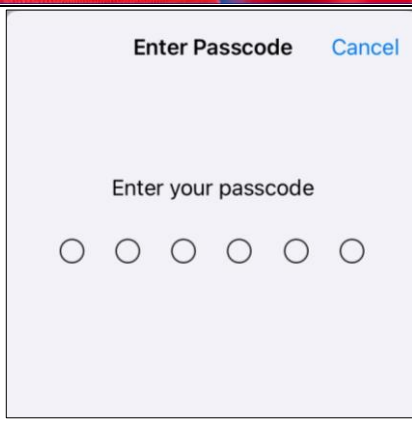- **Tap** *Allow*
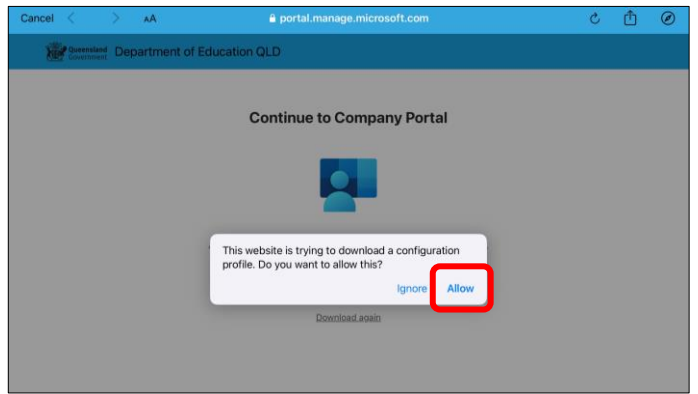
- **Tap** *Close*
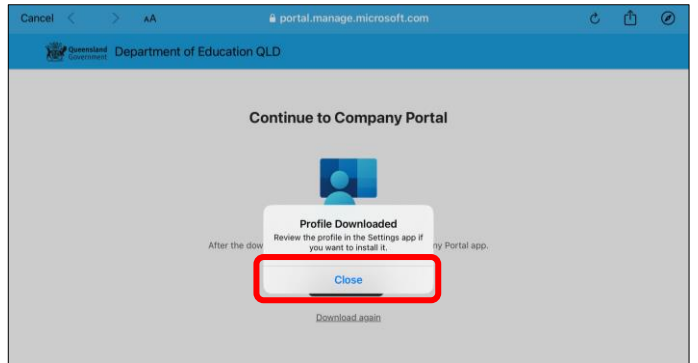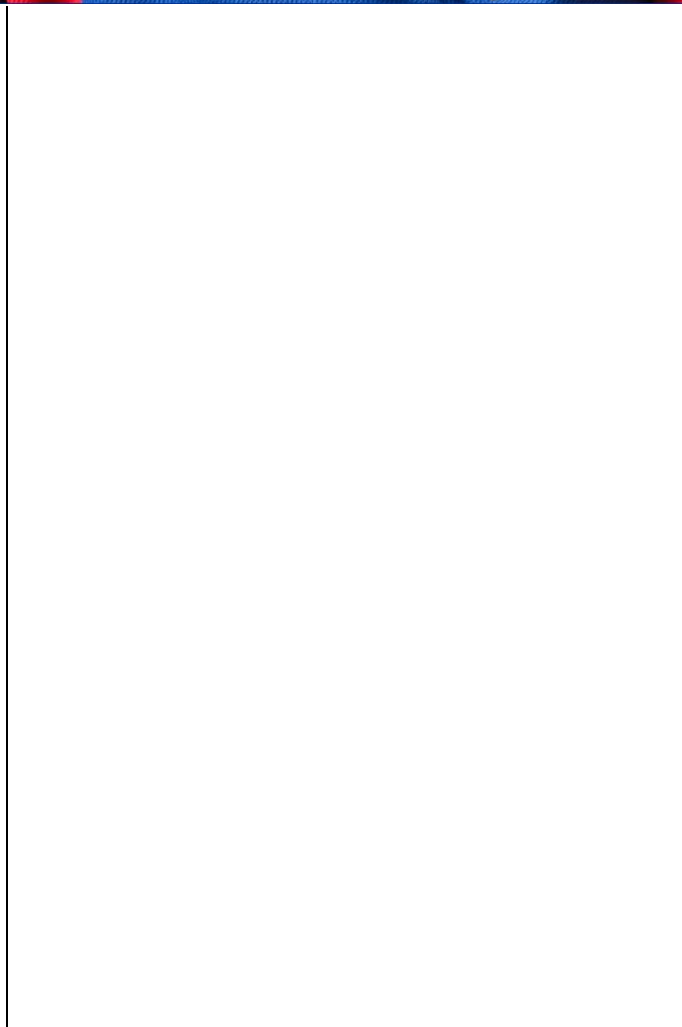

- **Tap** *Continue*
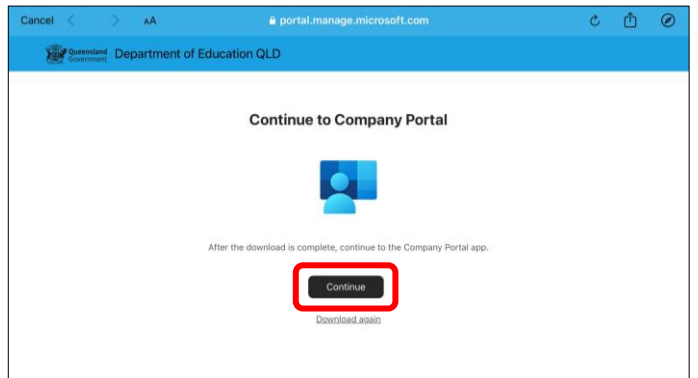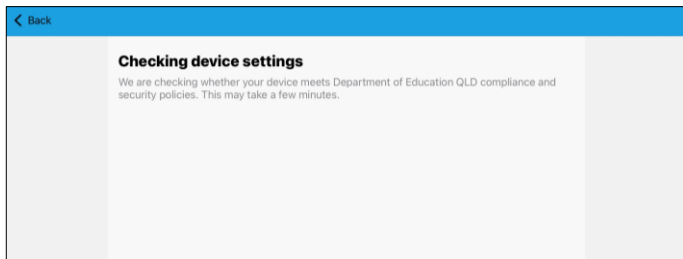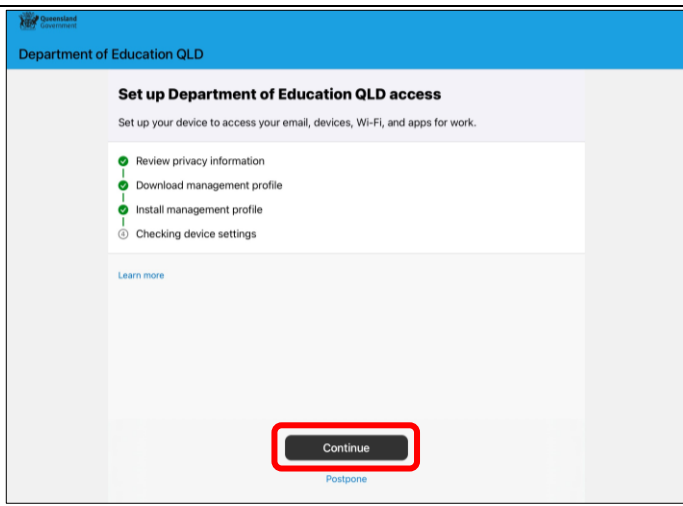
Step 5. Install the management profile

- **Tap** *Continue*

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

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Enter Passcode   Cancel

Enter your passcode

○ ○ ○ ○ ○ ○

Install Profile

Cancel   Install

Continue to Company Portal

After the download is complete, continue to the Company Portal app.

Continue

Download again
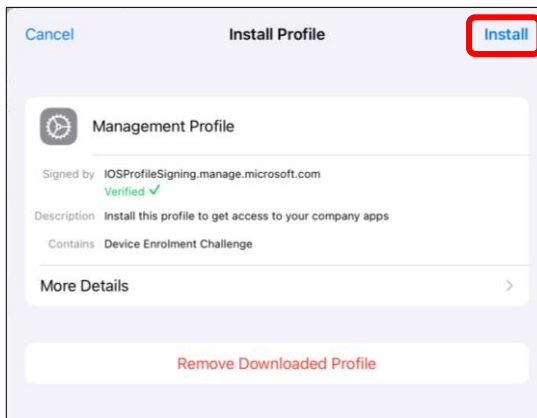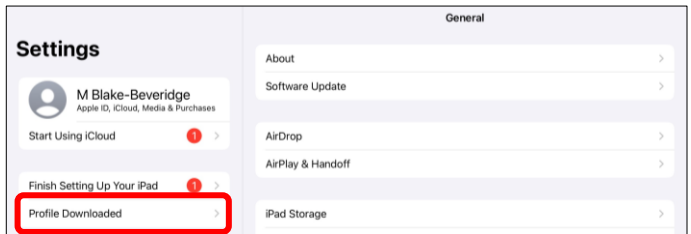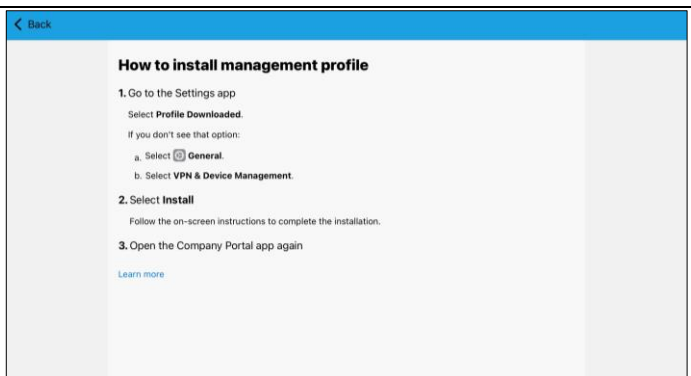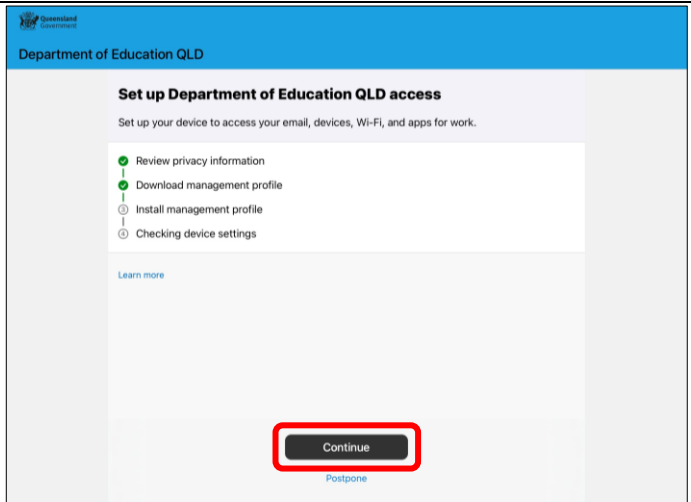
Step 6. Check device settings

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

Set up Department of Education QLD access

Set up your device to access your email, devices, Wi-Fi, and apps for work.

- ✓ Review privacy information
- ✓ Download management profile
- ✓ Install management profile
- ○ Checking device settings

Learn more

Continue

Postpone

< Back

Checking device settings

We are checking whether your device meets Department of Education QLD compliance and security policies. This may take a few minutes.

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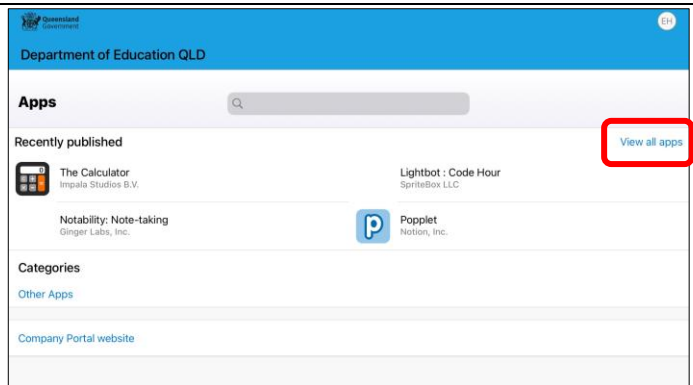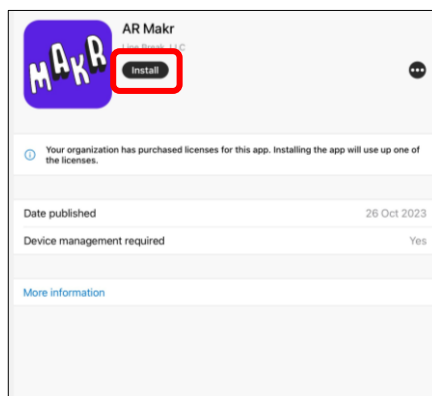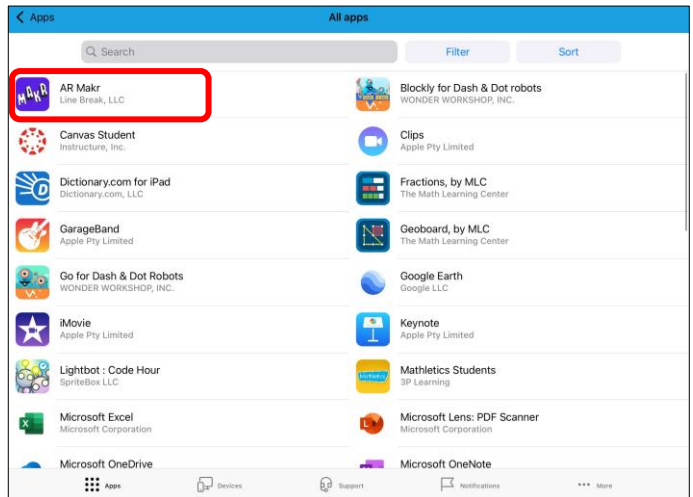
- **Tap** on an app to install it
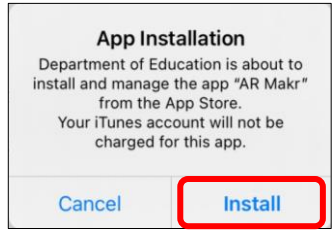 (AR Makr is provided as the example)

- **Tap** *Install*

Success Through Effort Updated: October 2023

- You will see a pending screen for a moment

- **Tap** *Install*
- **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 how to sort apps into required folders (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 2024. Please contact ict@oxleyss.eq.edu.au to book an appointment and for all other queries.