



SETUP GUIDE: INTUNE

This setup guide was created for Albany Creek State High school to be used only for the purpose of assisting school staff and students in setting up and configuring this application.

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Version 1.0

Written by Nic Moseley

Before you Start

- Intune is a secure mobile management system that allows you to access school emails, Wi-Fi, learning applications and websites on personal devices.
- Before you start, please have ready the email address and password that has been supplied to you by the school. If you do not have this information, you will not be able to successfully complete the installation. Please contact your school to obtain these details.
- If the installation fails at any time, please re-open the Intune app and try again.
- These instructions are for Ventura or later versions of macOS. You may find some of the screens look different to the ones provided here if you have an older version of macOS or there are changes made to Intune.

Please note: After the device has been onboarded and restarted, you may be asked to reset your device's password. You can attempt to reset it to the current password, however if this fails please try a different password.

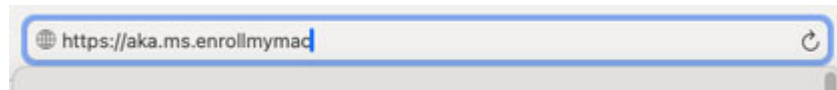
You may be asked to enter your school password for a Microsoft 365/Exchange account. This is to set up your emails.

If you have any problems with installing Intune or using it afterwards, please contact the school for assistance.

Installing Intune Company Portal

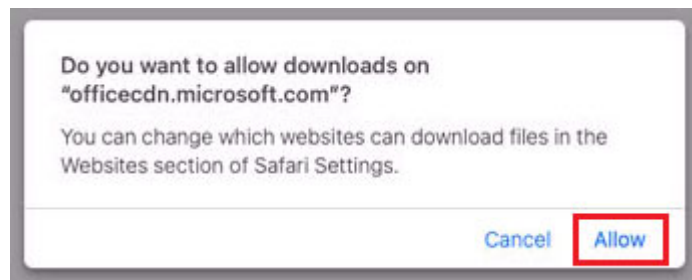
Step 1

To start, connect to the internet, then open Safari and go to: <https://aka.ms/enrollmymac>



Step 2

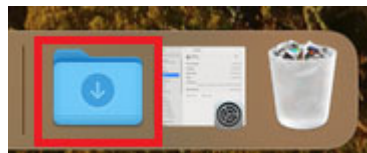
Select Allow to the "allow downloads" prompt



It may take a few seconds to complete.

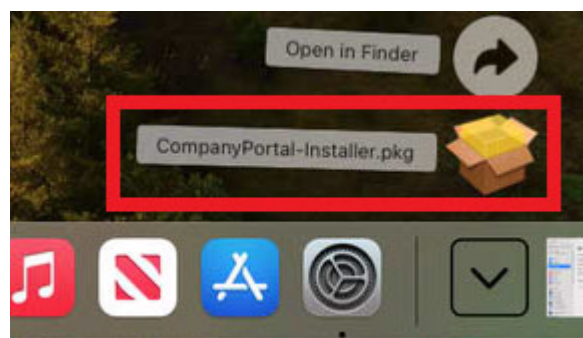
Step 3

Select the Folder icon at the bottom of your screen.



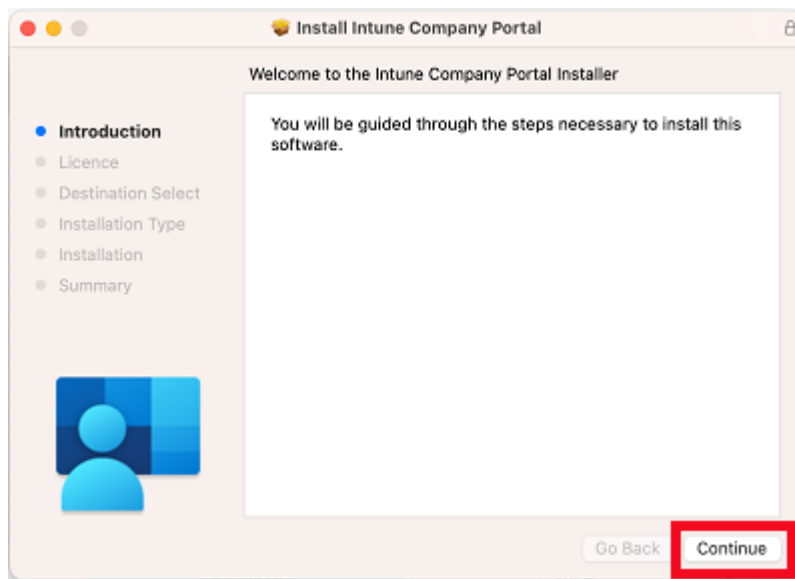
Step 4

Then select the Open box icon next to the Company Portal Installer file.



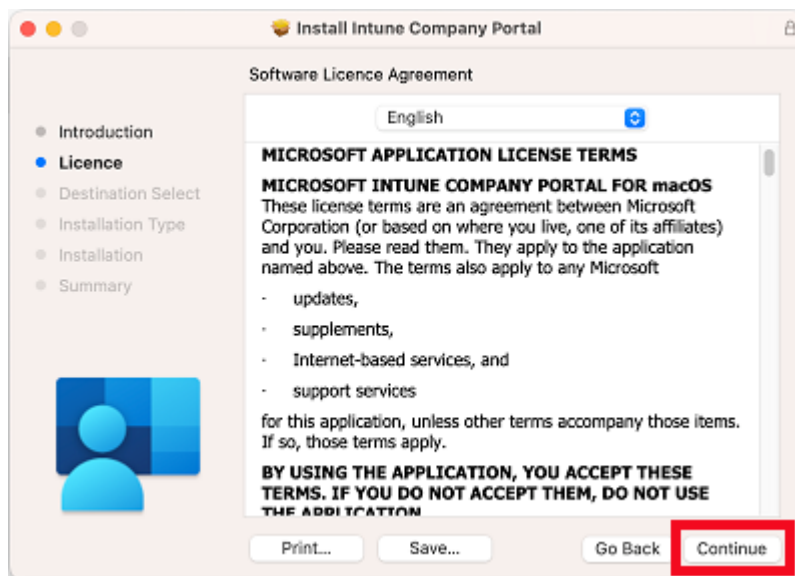
Step 5

Please select Continue.



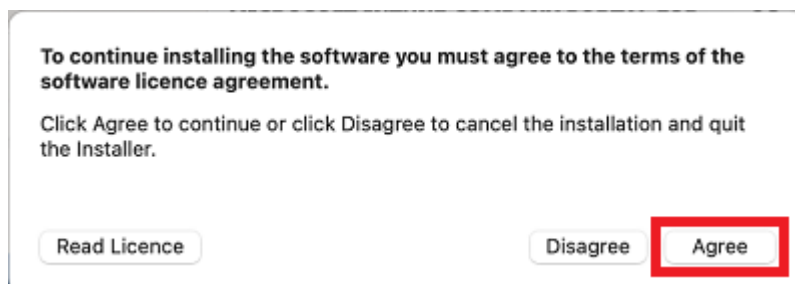
Step 6

Please read the license terms and then select Continue.



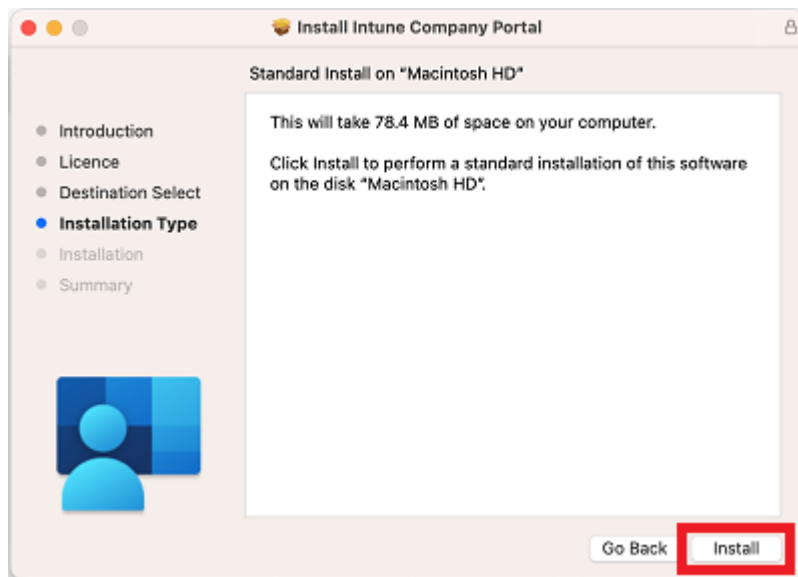
Step 7

Select Agree to accept the license terms in the pop-up window.



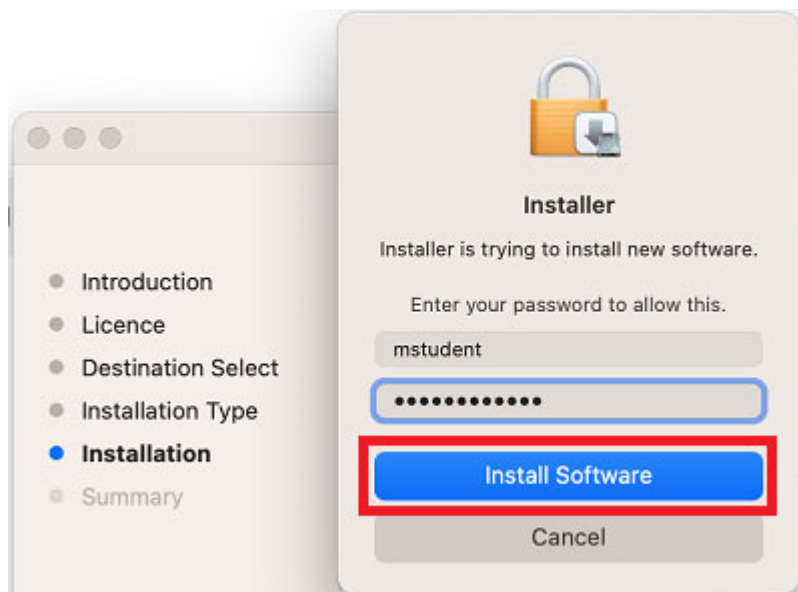
Step 8

Next, select Install.



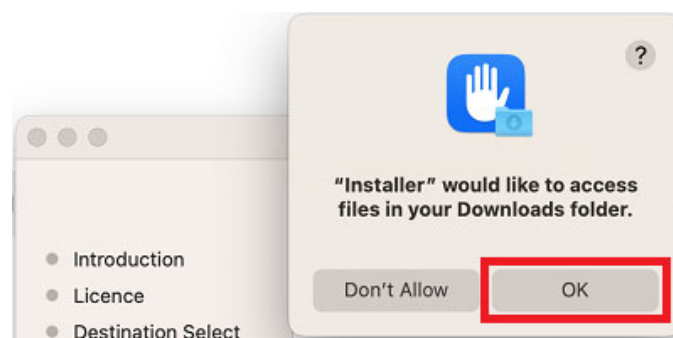
Step 9

Please enter your username, password of your device and select Install Software.



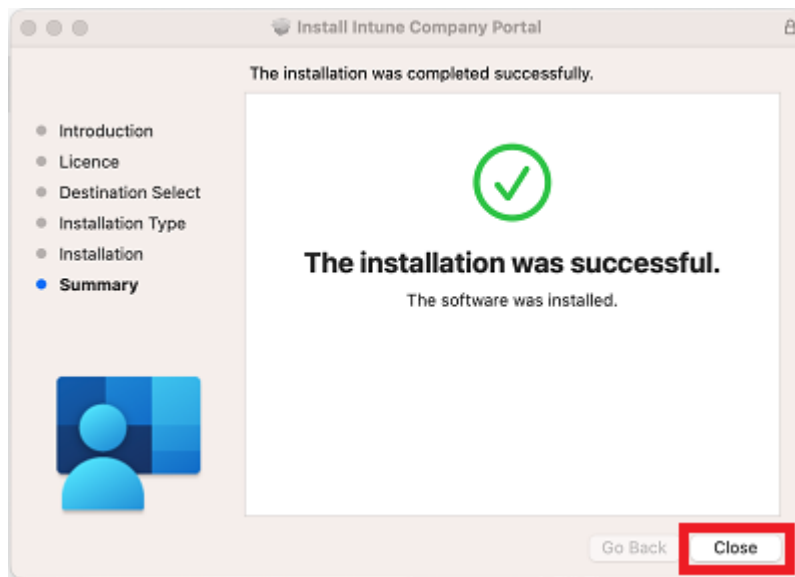
Step 10

Select OK to allow the Installer access to your Downloads folder



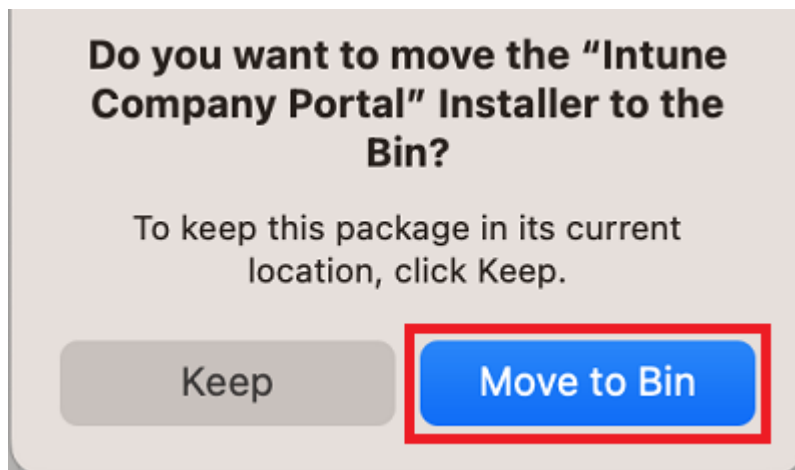
Step 11

When the installation has finished, select Close.



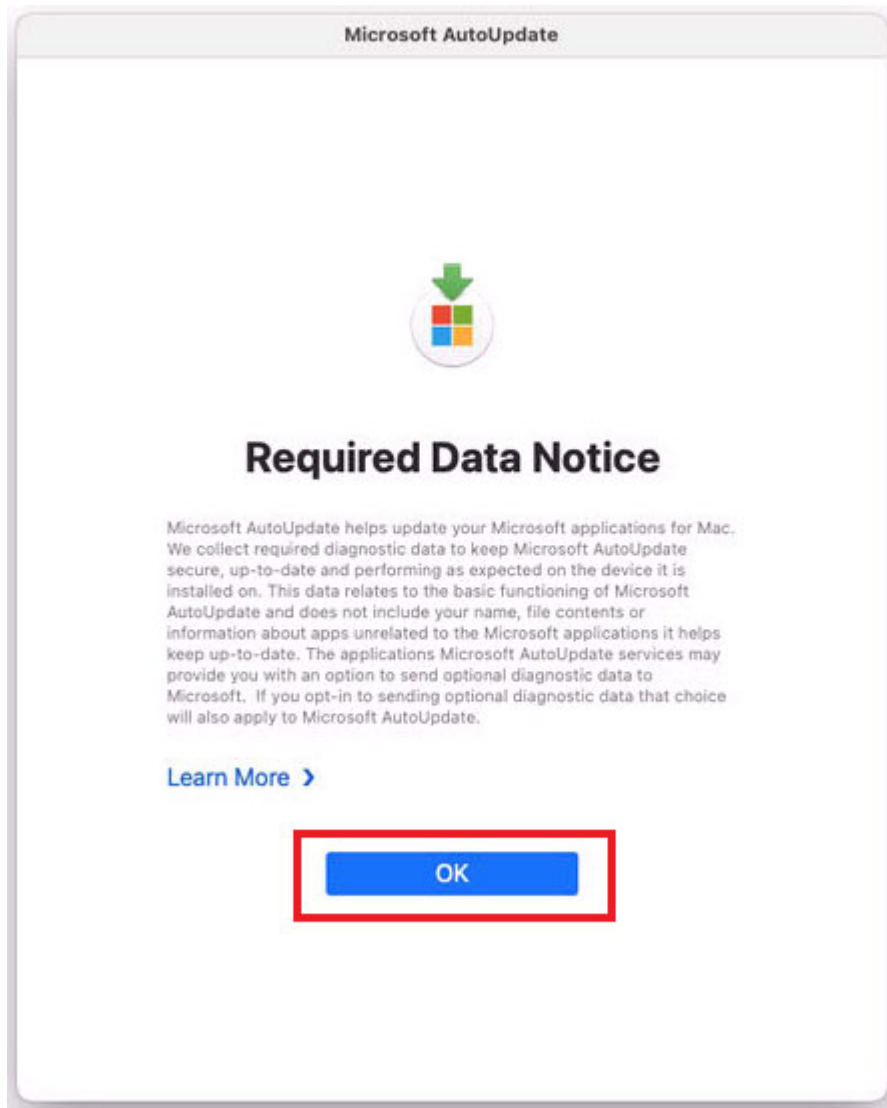
Step 12

Once the program has completed installing, please select Move to Bin.



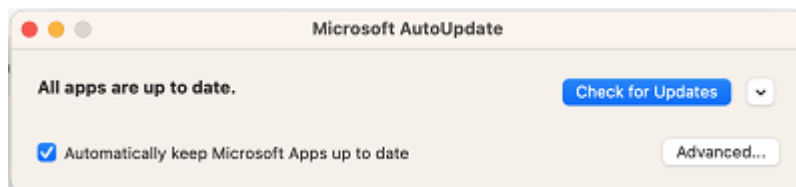
Step 13

Microsoft AutoUpdate will appear. Select OK



Step 14

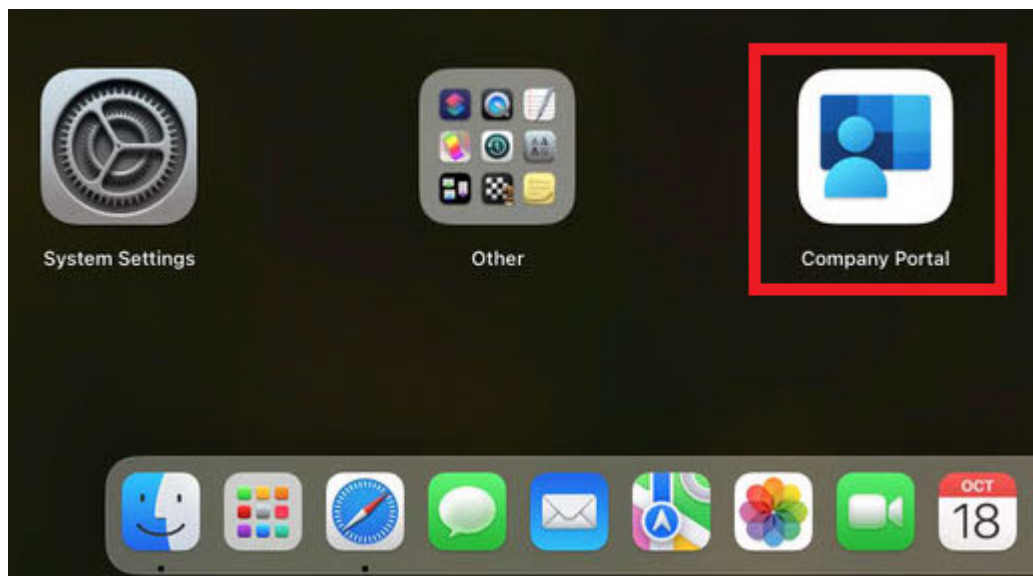
Update if there are updates waiting. You may need to repeat this step a few times. Once there are no more updates, you can close the Microsoft AutoUpdate program.



Enrol your device into Intune

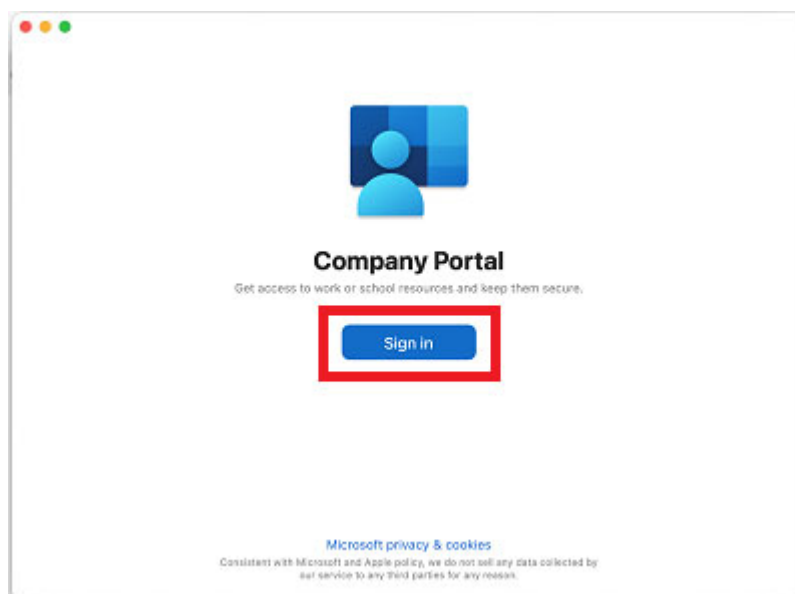
Step 1

Select Launchpad and then select the Company Portal app.



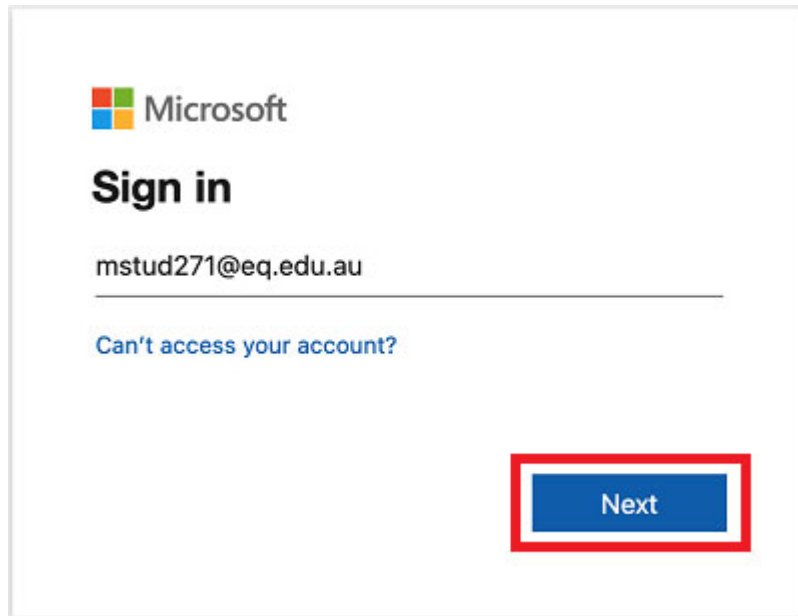
Step 2

Then, select Sign in.



Step 3

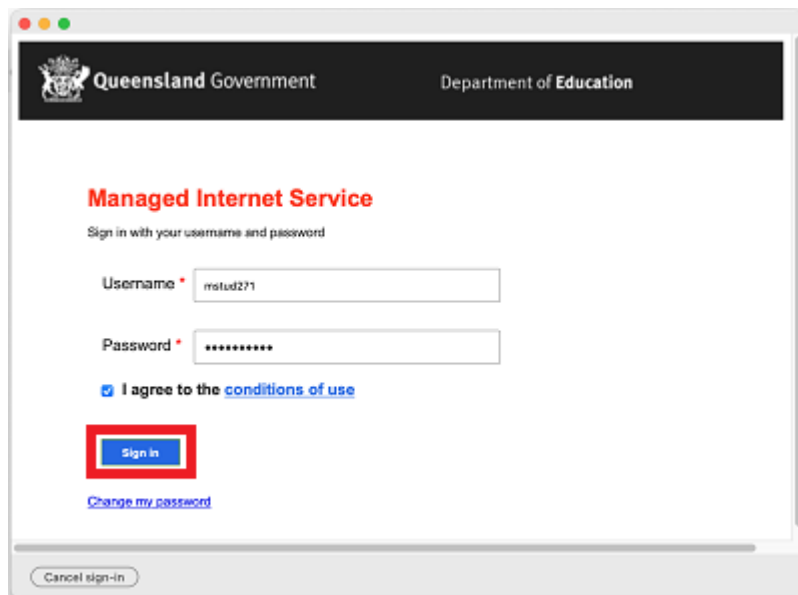
Enter your supplied EQ email address and select Next.



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, the email address "mstud271@eq.edu.au" is entered into a text field. Below the text field is a horizontal line. Underneath the line is a blue link that says "Can't access your account?". At the bottom right of the page, there is a blue button with the word "Next" written on it. This button is highlighted with a red rectangular border.

Step 4

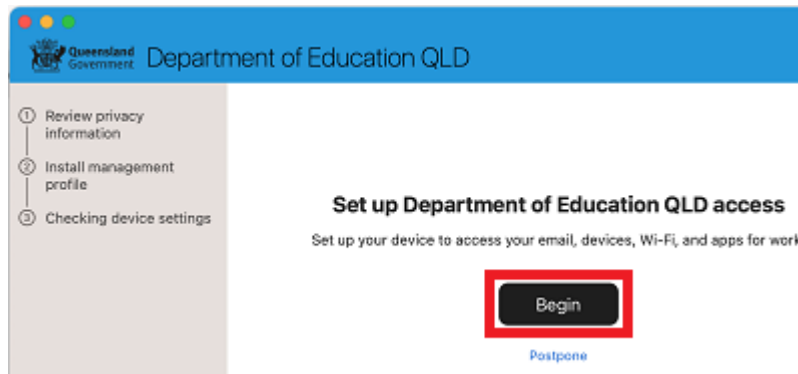
Enter the username, password and accept the terms and conditions. Then select Sign in.



The image shows a web browser window displaying the Queensland Government Department of Education sign-in page. The page has a black header with the Queensland Government logo and the text "Queensland Government" and "Department of Education". Below the header, the text "Managed Internet Service" is displayed in a bold, red font. Underneath, the text "Sign in with your username and password" is displayed. There are two text input fields: "Username" with the value "mstud271" and "Password" with a masked password "*****". Below the password field is a checkbox that is checked, with the text "I agree to the conditions of use". Below the checkbox is a blue button with the text "Sign in". This button is highlighted with a red rectangular border. At the bottom left of the page, there is a blue link that says "Change my password". At the bottom of the browser window, there is a "Cancel sign-in" button.

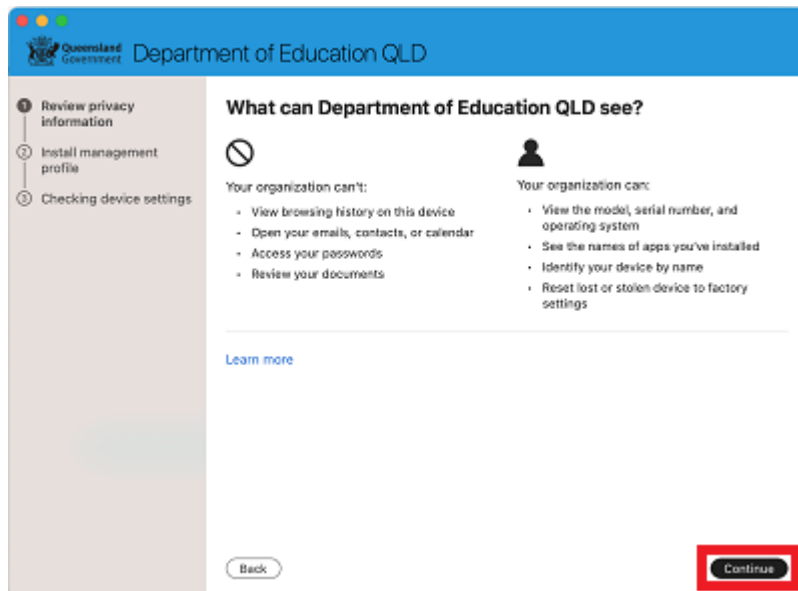
Step 5

Select Begin.



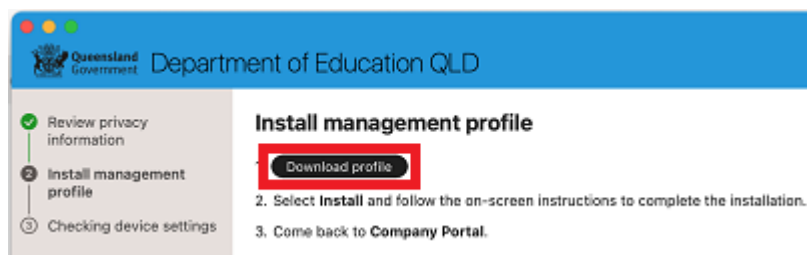
Step 6

This explains what your school IT administrator can and cannot see on your Mac device. Select Continue.



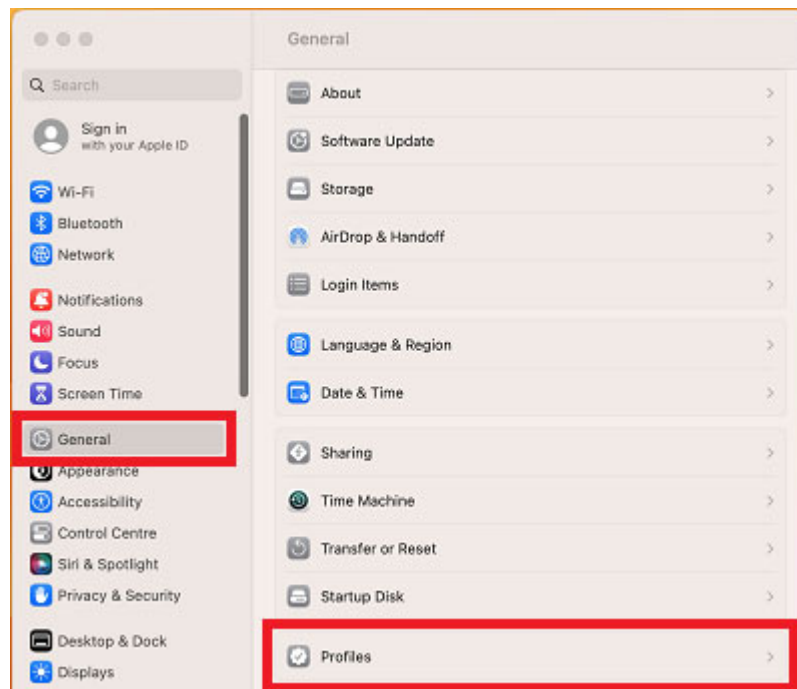
Step 7

Select Download profile.



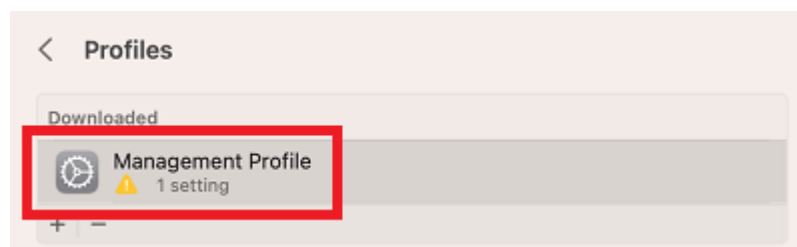
Step 8

Open System Preferences then go to General and then Profiles



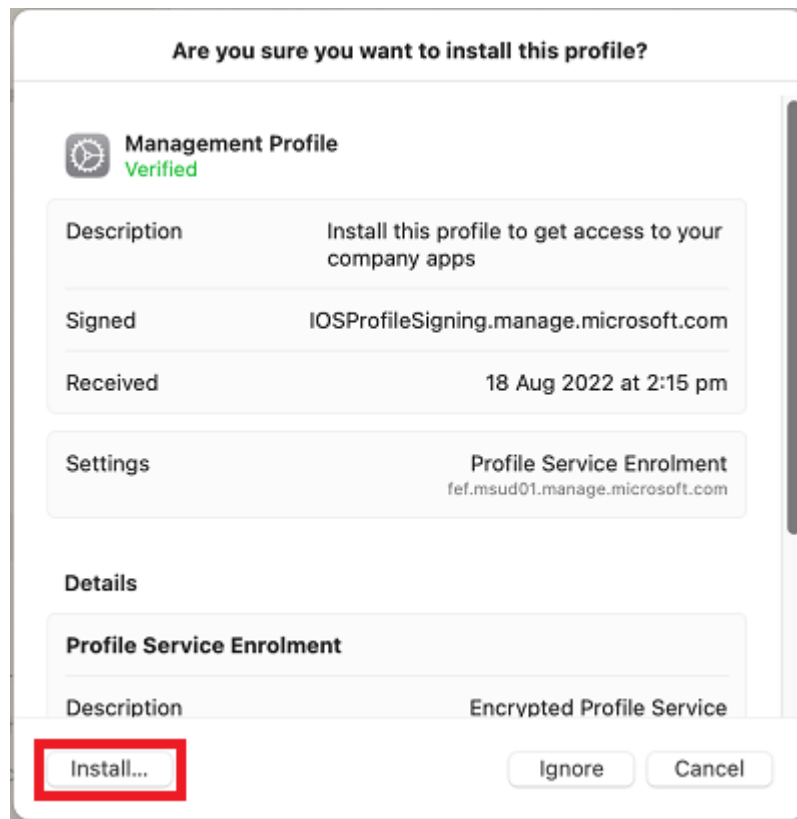
Step 9

Double click the Management Profile



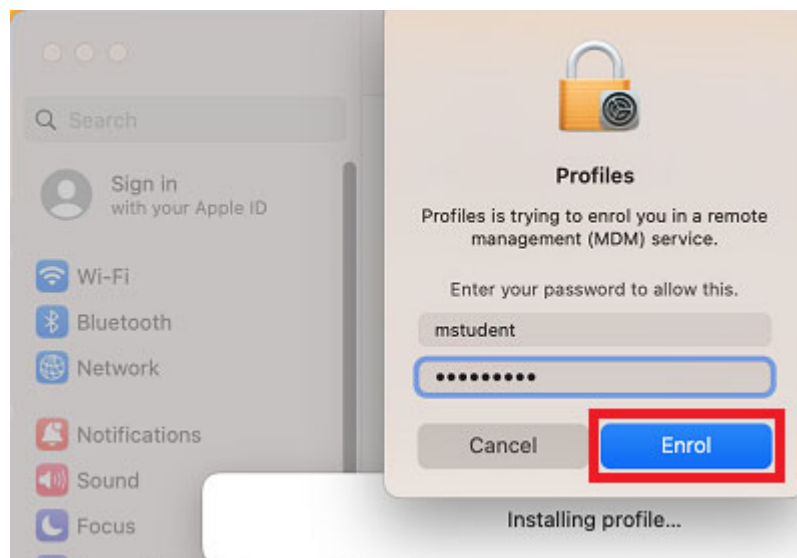
Step 10

Select Install...



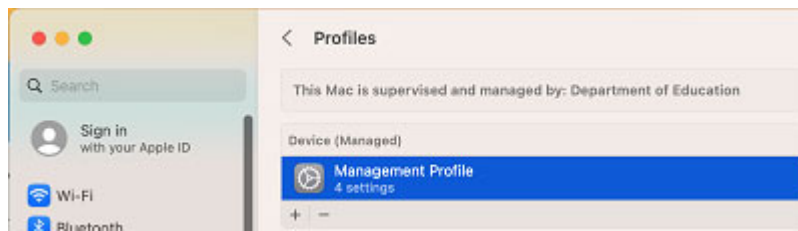
Step 11

Enter the username and password for your device and select Enrol. It may take a few minutes for the management profiles to be installed.



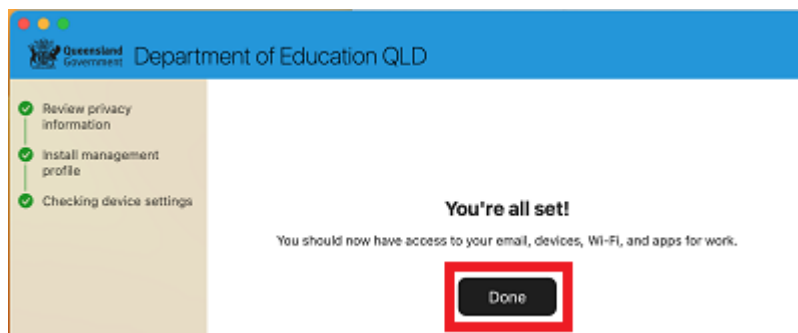
Step 12

When complete, it will show that it is now supervised and managed by the department.



Step 13

Go back to Company Portal and wait as it updates the device settings, then select Done. It may take up to 15 minutes to finish installing. You can use the device in the meantime but please keep it connected to the internet.



Close the Company Portal.
You have now finished installing Intune.

Feedback

We invite feedback if something was confusing, or if you feel we left anything out, you can contact us at: technicians@albanycreekshs.eq.edu.au