

How to guide - Enrol your BYO macOS device into Intune

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 macOS device into Intune and install an application. This process may take up to 15 minutes to complete.

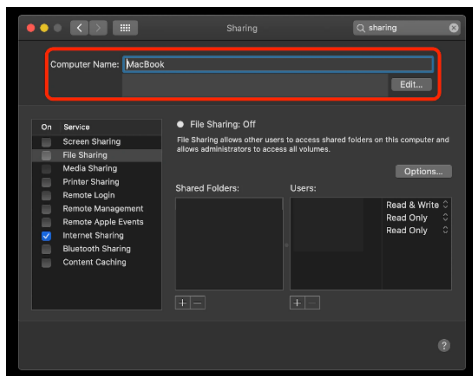
These instructions are for macOS and above. You may find some of the screens look different to the ones provided here if you have an older version of macOS or there are changes made to Intune.

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

Please note: If you have any problems with installing Intune or using it afterwards, please contact your school for assistance.

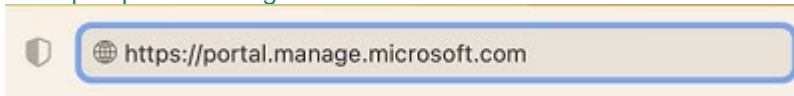
Step 1. Renaming your Mac laptop

1. From your Mac's menu bar, click the Apple logo on the top left
2. Select "System Preferences"
3. In the window, select "Sharing"
4. At the top of the window next to "Computer name" enter new name which will be **your MIS Logon name** (eg. jxsmit75)

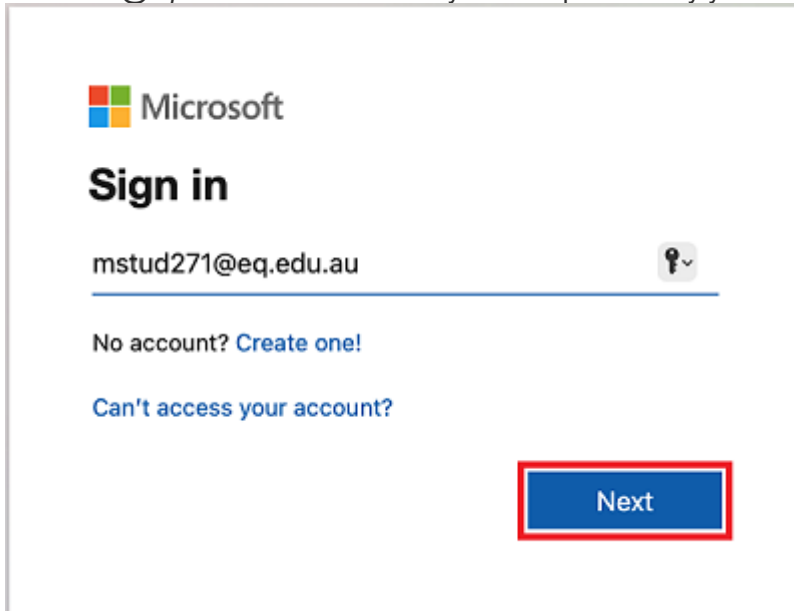


Step 2. Install Intune

1. To start, connect to the internet, then open Safari and go to: <https://portal.manage.microsoft.com>



2. Enter the @eq.edu.au email address you were provided by your school and select **Next**.

A screenshot of the Microsoft Sign in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is a text input field containing the email address "mstud271@eq.edu.au". To the right of the input field is a key icon with a downward arrow. Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the page is a blue button with the text "Next", which is highlighted with a red border.

3. Your username may auto fill or you will need to enter the school username and password you were provided. Then accept the terms and conditions and select **Sign in**

Managed Internet Service

Sign in with your username and password

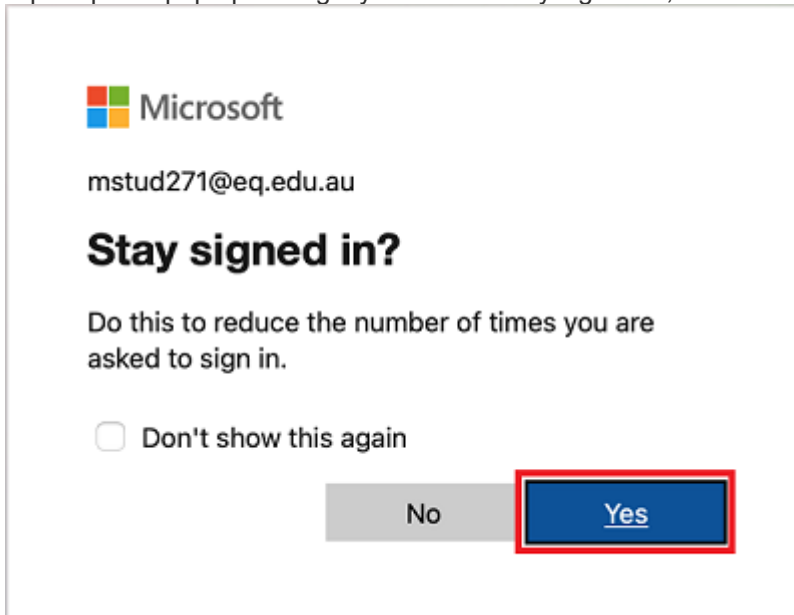
Username *

Password * 

I agree to the [conditions of use](#)

[Change my password](#)

4. A prompt will pop up asking if you want to stay signed in, select **Yes**.



The image shows a Microsoft dialog box with the following content:

- Microsoft logo and name.
- Email address: mstud271@eq.edu.au
- Section header: **Stay signed in?**
- Text: Do this to reduce the number of times you are asked to sign in.
- Radio button: Don't show this again
- Buttons: **No** (grey) and **Yes** (blue, highlighted with a red border).

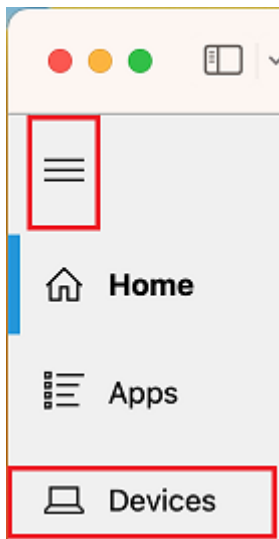
5. You will be prompted to select the type of device you are using. Click **Mac, MacBook, MacBook Pro, or MacBook Air** then select **Select**



The image shows a dialog box with the following content:

- Section header: **Which type of device are you using?**
- Text: Before we show you apps from your organization, we need to know what type of device you're using.
- Text: Select your device:
- Radio button: iPad, iPad Pro, or iPad Mini
- Radio button: Mac, MacBook, MacBook Pro, or MacBook Air (highlighted with a red underline)
- Button: **Select** (blue, highlighted with a red border).

6. Click on the menu in the top left hand and select **Devices**



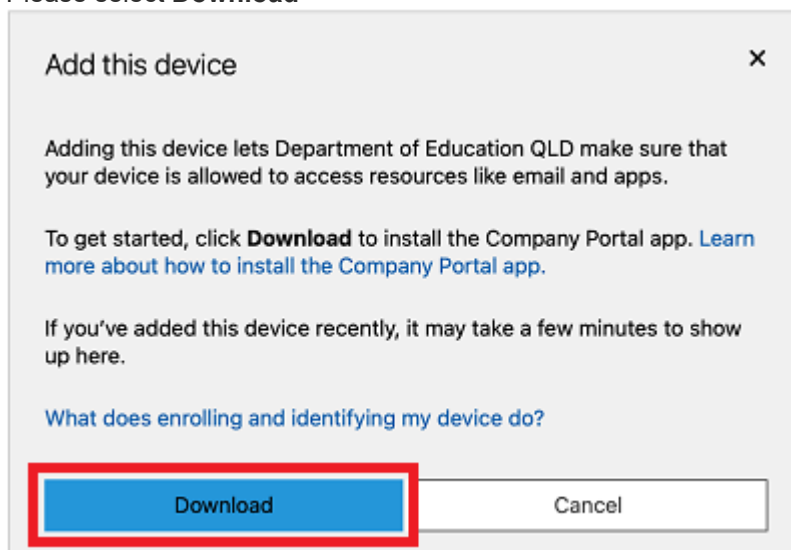
7. You may be presented with the notification - You don't have any managed devices or Tap now to tell us which device you are using or add a new device.



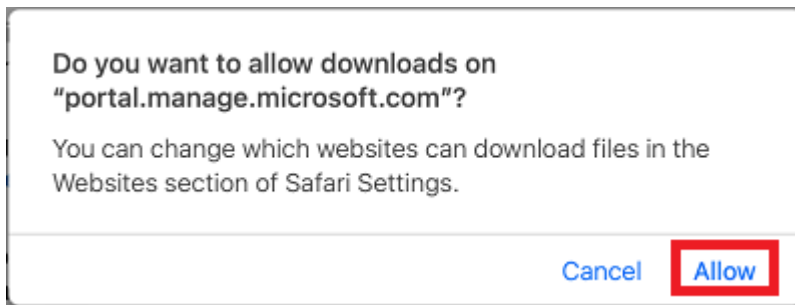
Devices



8. Please select **Download**

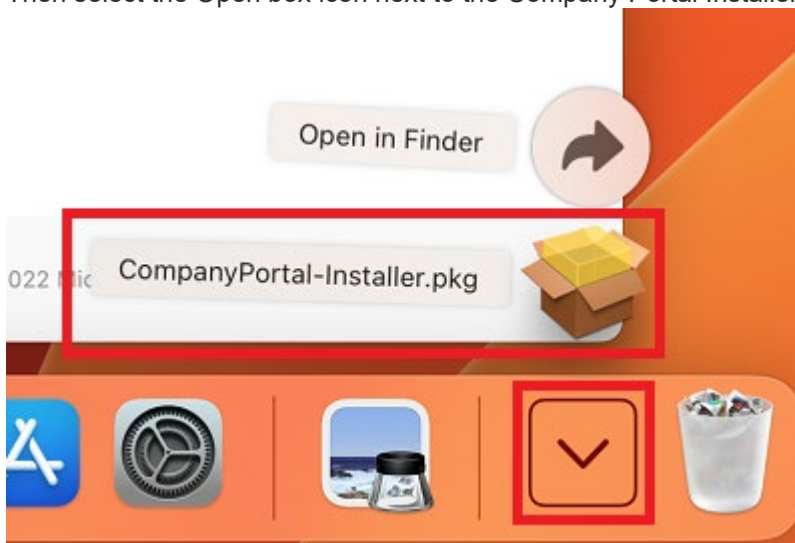


9. Select **Allow** to the allow downloads prompt.

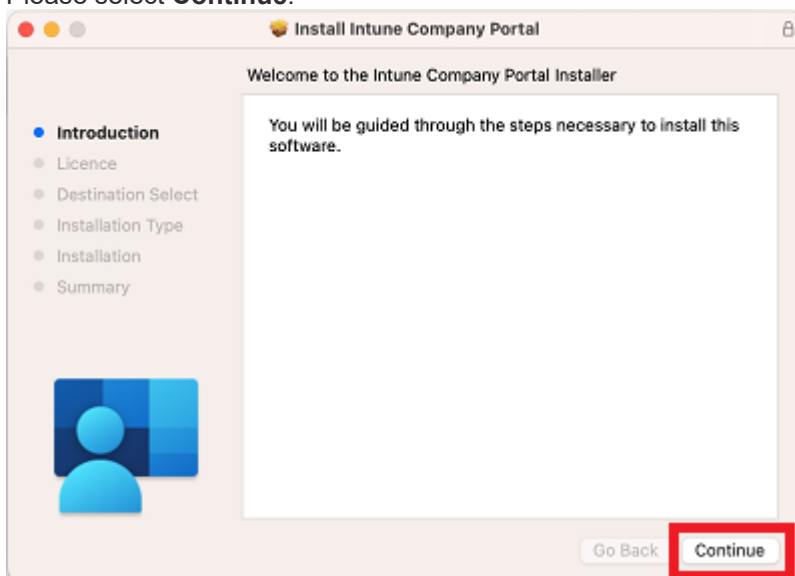


It may take a few seconds to complete.

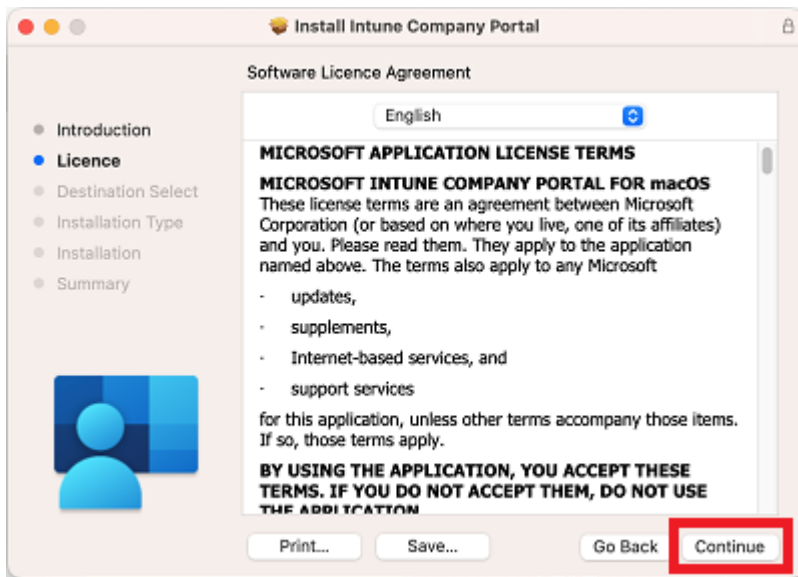
10. Select the **Open box icon** at the bottom of your screen.
11. Then select the Open box icon next to the Company Portal Installer file.



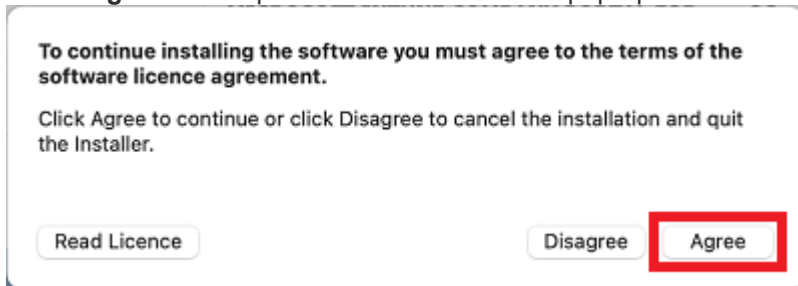
12. Please select **Continue**.



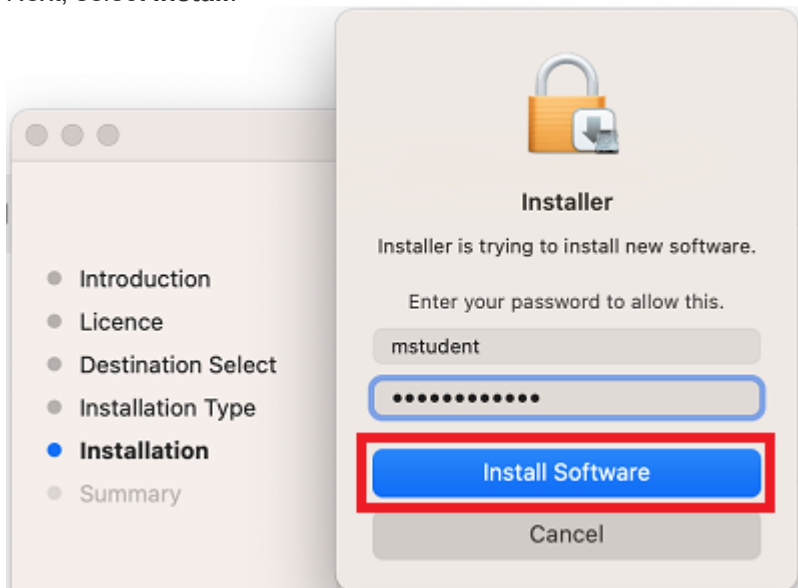
13. Please read the license terms and then select **Continue**.



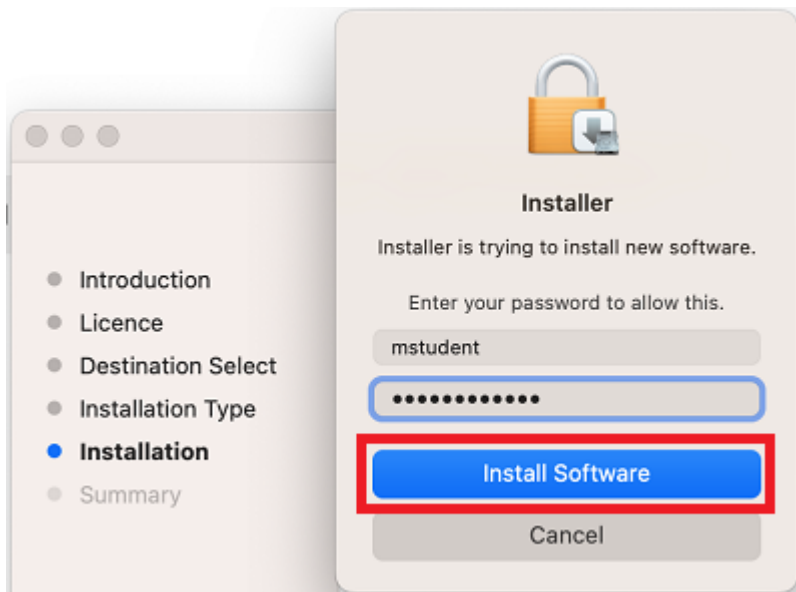
14. Select **Agree** to accept the license terms in the pop-up window.



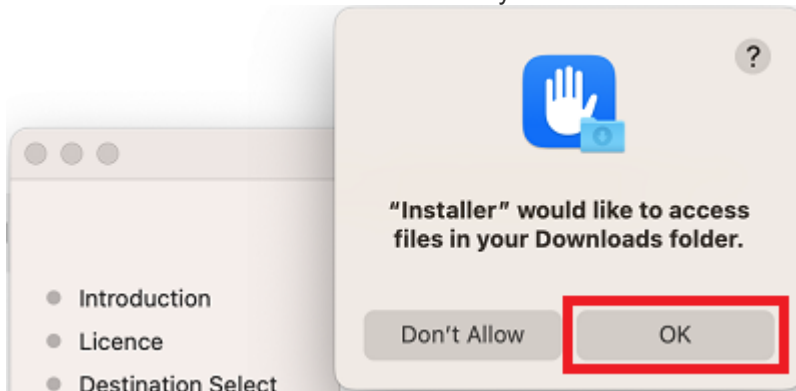
15. Next, select **Install**.



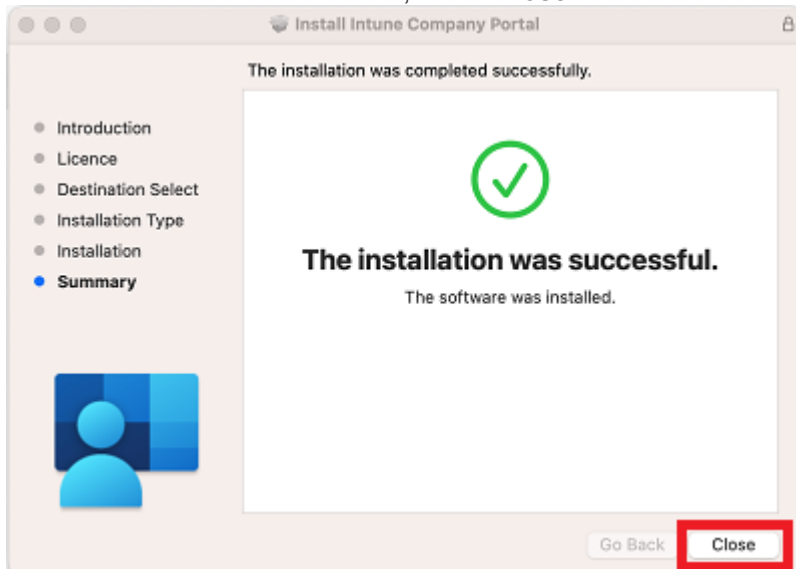
16. Please enter your username, password of your device and select **Install Software**.



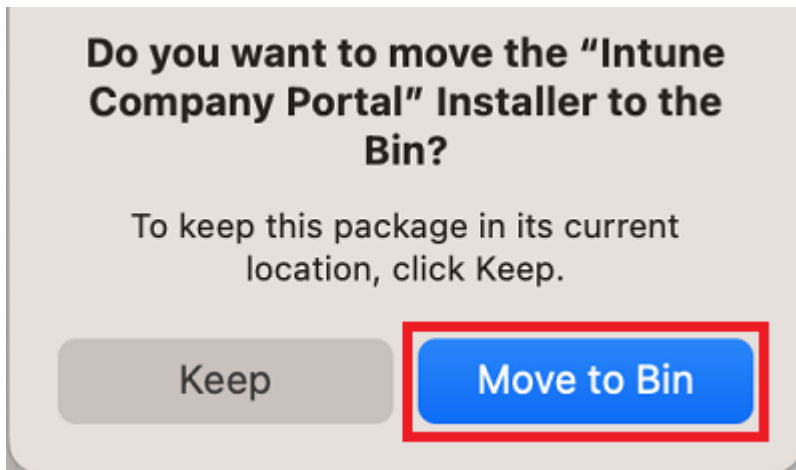
17. Select **OK** to allow the Installer access to your Downloads folder



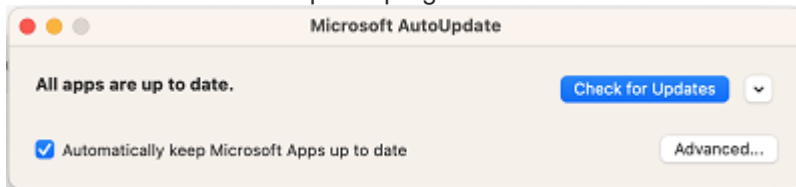
18. When the installation has finished, select **Close**.



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



20. Microsoft AutoUpdate will appear. Select **OK** and then **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.

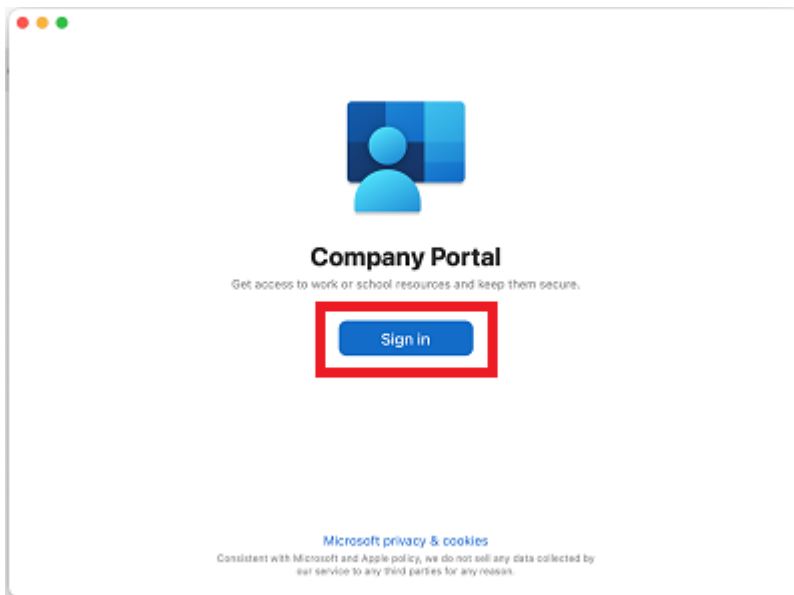


Step 3. Enrol your device into Intune

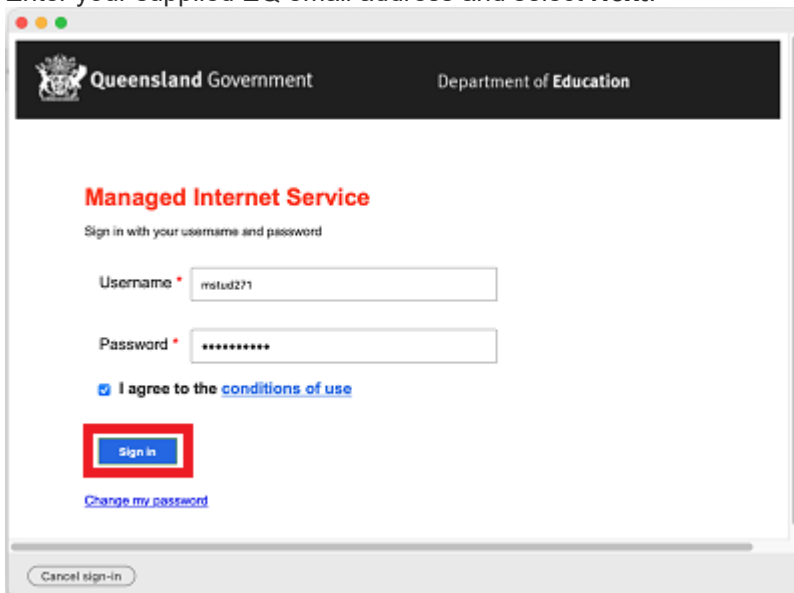
1. Select **Launchpad** and then select the **Company Portal** app.



2. Then, select **Sign in**.



3. Enter your supplied EQ email address and select **Next**.



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

The screenshot shows a web browser window with the Queensland Government logo and 'Department of Education' in the top left. The main heading is 'Managed Internet Service' in red. Below it, the text says 'Sign in with your username and password'. There are two input fields: 'Username' with the value 'mstud271' and 'Password' with masked characters. A checkbox is checked with the text 'I agree to the conditions of use'. A blue 'Sign in' button is highlighted with a red box. Below the button is a link 'Change my password' and a 'Cancel sign-in' button at the bottom.

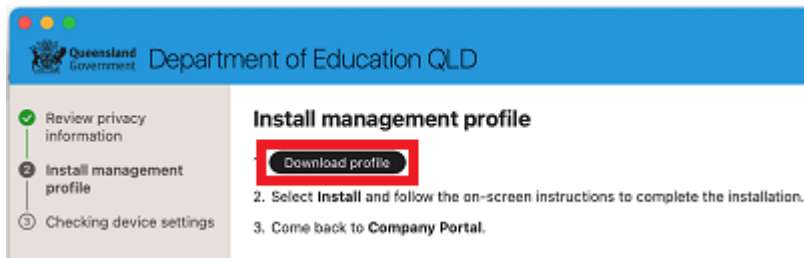
5. Select **Begin**.

The screenshot shows a blue header with the Queensland Government logo and 'Department of Education QLD'. On the left, a sidebar lists three steps: '1 Review privacy information', '2 Install management profile', and '3 Checking device settings'. The main content area has the heading 'Set up Department of Education QLD access' and the subtext 'Set up your device to access your email, devices, Wi-Fi, and apps for work.' A black 'Begin' button is highlighted with a red box, and a 'Postpone' link is below it.

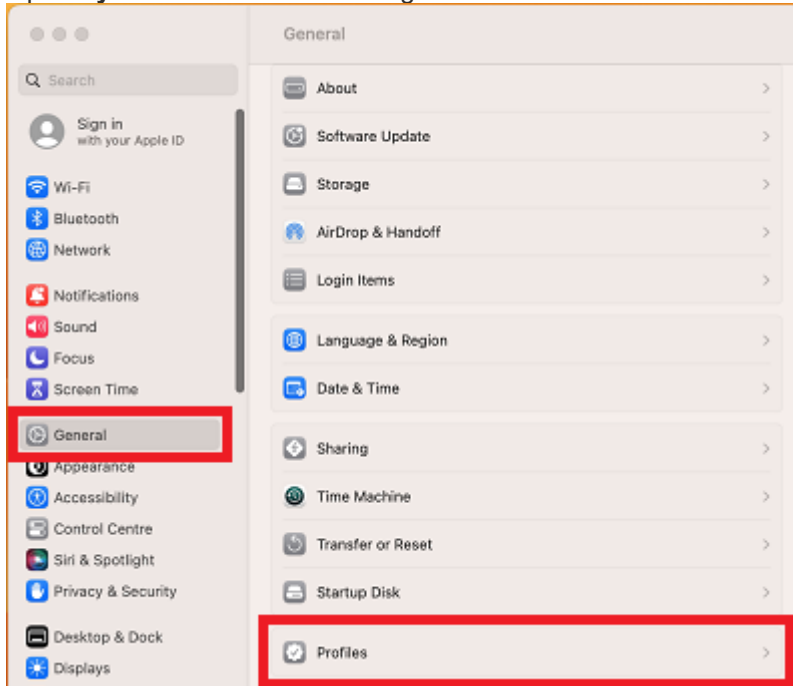
6. This explains what your school IT administrator can and cannot see on your Mac device. Select **Continue**.

The screenshot shows the same blue header as the previous page. The sidebar on the left is the same. The main content area has the heading 'What can Department of Education QLD see?'. It is divided into two columns. The left column, under a 'no' icon, lists what the organization can't see: 'View browsing history on this device', 'Open your emails, contacts, or calendar', 'Access your passwords', and 'Review your documents'. The right column, under a 'person' icon, lists what the organization can see: 'View the model, serial number, and operating system', 'See the names of apps you've installed', 'Identify your device by name', and 'Reset lost or stolen device to factory settings'. A 'Learn more' link is below the text. At the bottom, there is a 'Back' button and a 'Continue' button, which is highlighted with a red box.

7. Select **Download profile**.



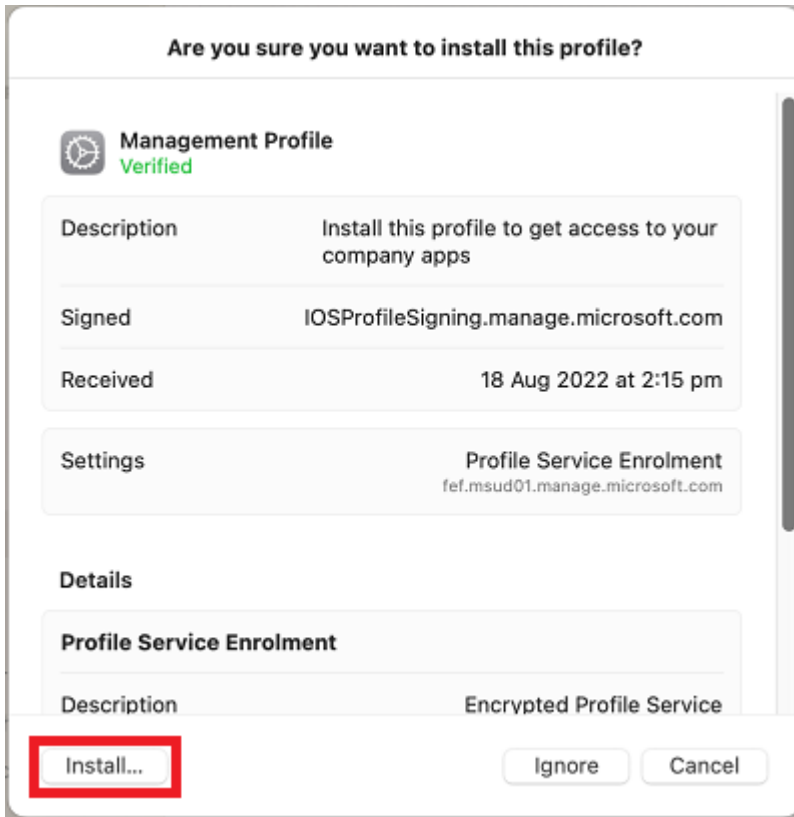
8. Open **System Preferences** then go to **General** and then **Profiles**



9. Double click the **Management Profile**



10. Select **Install...**



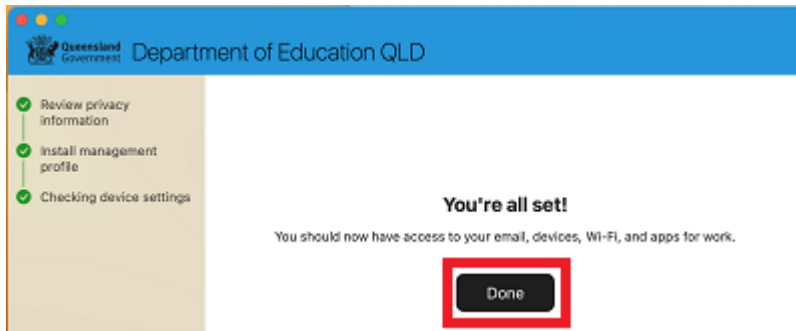
11. Enter the username and password for your device and select **Enrol**. It may take a few minutes for the management profiles to be installed.



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



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.



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