

# Connect your BYO MacOS device to your school account

These instructions will show you how to connect a BYO Mac device to your school account. This process may take up to 15 minutes to complete.

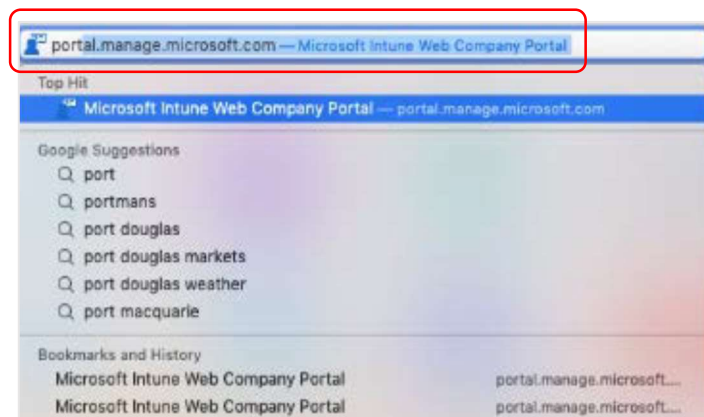
Before you start, please have ready your school email address and password. If you do not have this information, you will not be able to successfully complete the installation. Please contact your school to obtain these details.

These instructions are for High Sierra 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.

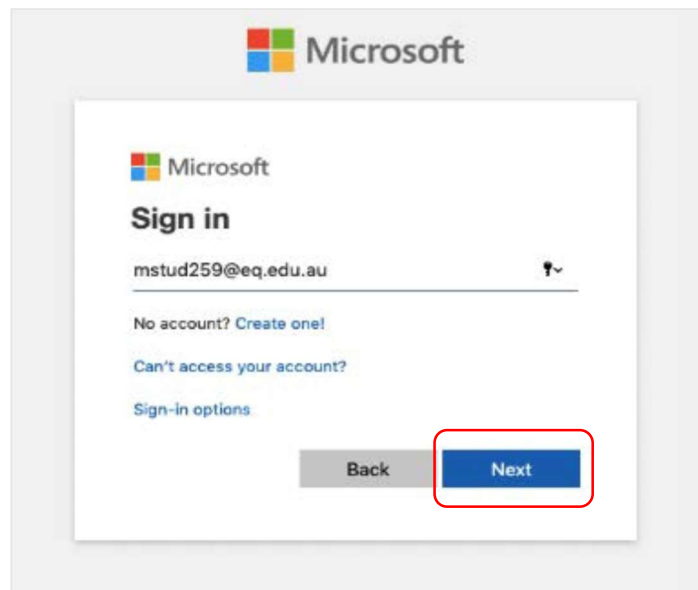
**Please note:** If you have any problems with installing Intune or using it afterwards, please see your school contact for assistance.

## Step 1. Connect your School Account

- a. To start, connect to the internet, open Safari and type in [portal.manage.microsoft.com](https://portal.manage.microsoft.com)

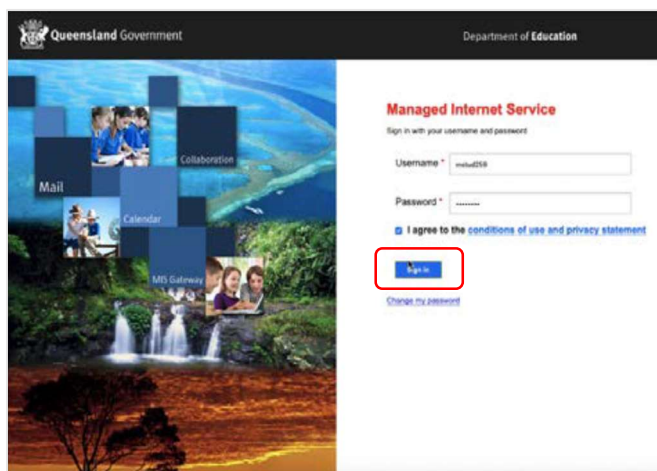


- b. Enter the `@eq.edu.au` email address you were provided by your school and select **Next**.



The image shows a Microsoft sign-in page. At the top is the Microsoft logo. Below it, the text "Microsoft" and "Sign in" are displayed. A text input field contains the email address "mstud259@eq.edu.au". Below the input field are links for "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button, which is highlighted with a red rectangular border.

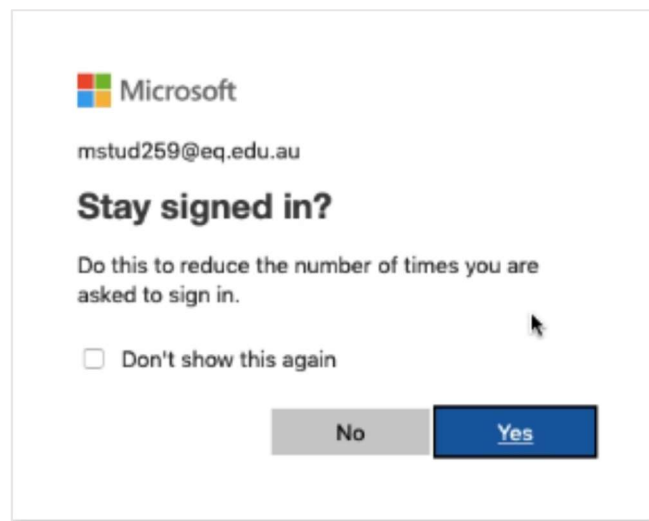
- c. Your username may auto fill or you will need to enter the school username and password you were provided. Then accept the terms and conditions and select **Sign in**.



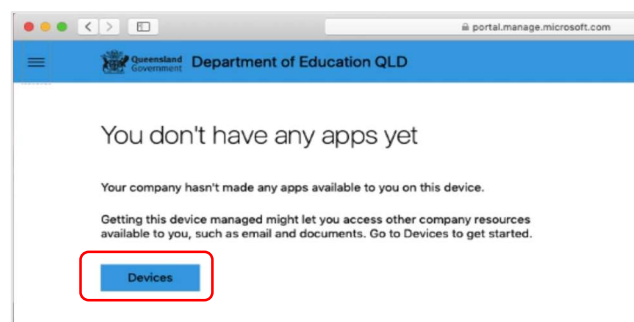
The image shows the Queensland Government Managed Internet Service sign-in page. The header includes the Queensland Government logo and "Department of Education". The page title is "Managed Internet Service". Below the title, it says "Sign in with your username and password". There are two input fields: "Username" with the value "mstud259" and "Password". Below the password field is a checkbox labeled "I agree to the conditions of use and privacy statement". A blue "Sign in" button is highlighted with a red rectangular border. Below the button is a link for "Change my password". The left side of the page features a collage of images related to education, including "Mail", "Collaboration", "Calendar", and "MIS Gateway".



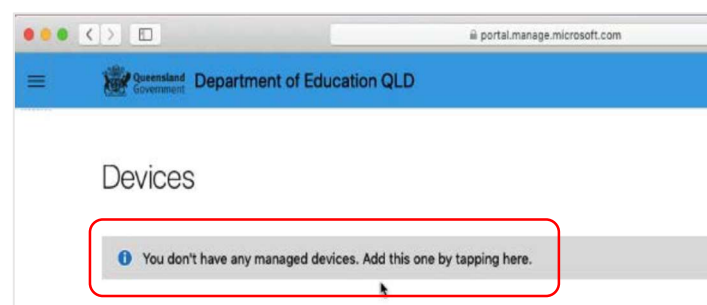
- d. A prompt will pop up asking if you want to stay signed in, select **Yes**.



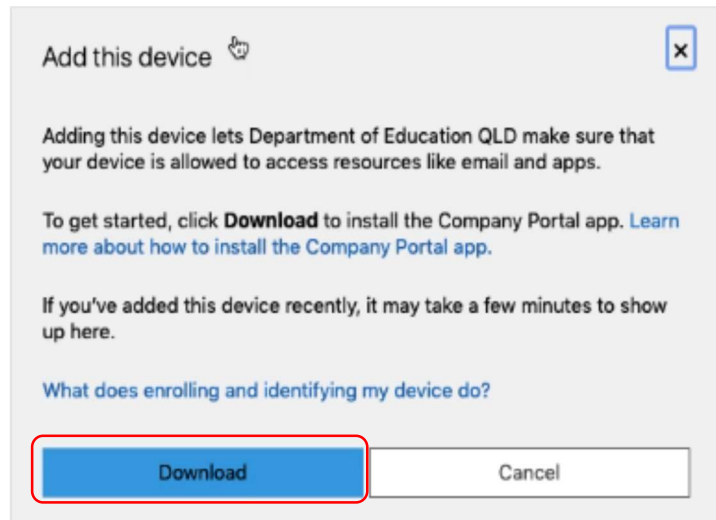
- e. The Intune company portal will open, select **Devices**.



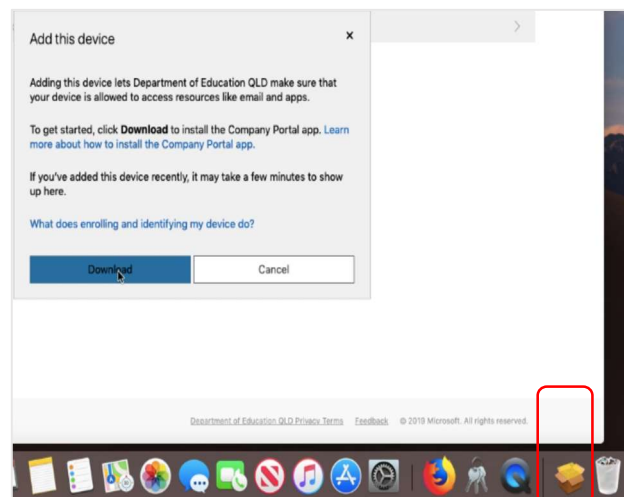
- f. Two options will appear. Either option can be selected.
- You don't have any managed devices or
  - Tap now to tell us which device you are using or add a new device.



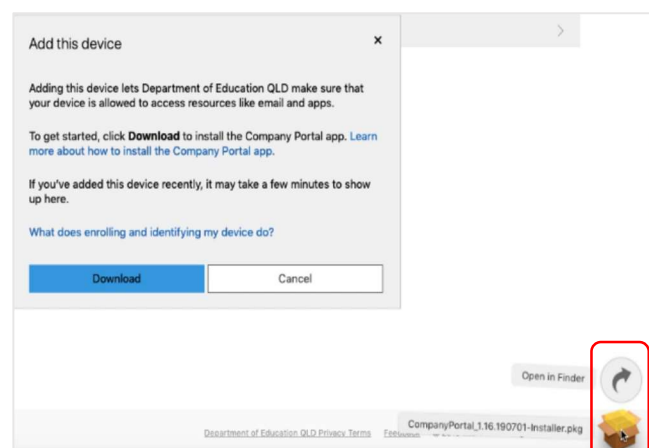
- g. Please select **Download**. It may take a few seconds to complete.



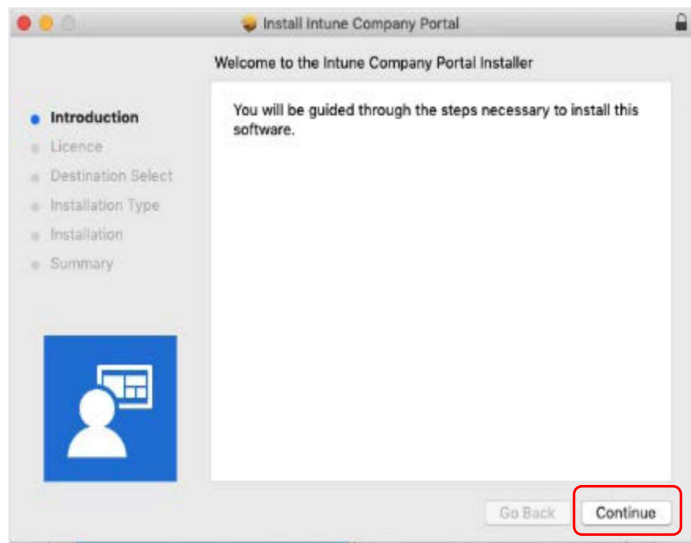
- h. Select the **Open box icon** at the bottom of your screen.



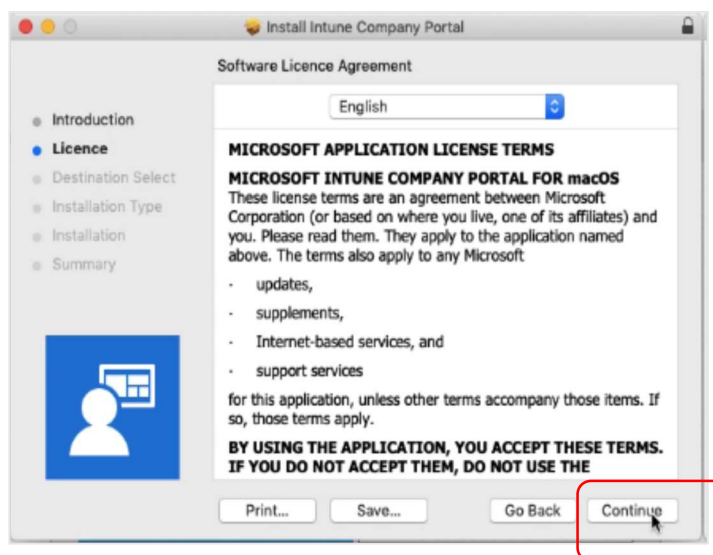
- i. Then select the Open box icon next to the Company Portal Installer file.



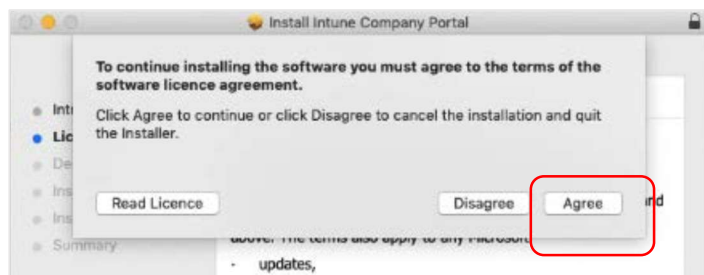
j. Please select **Continue**.



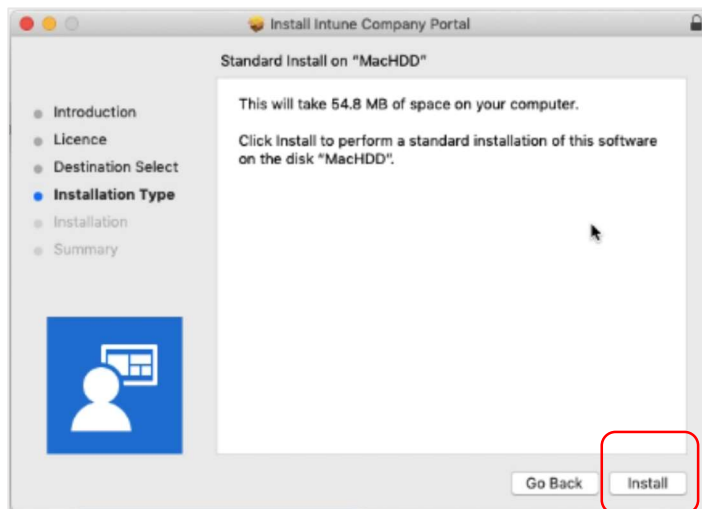
k. Please read the license terms and then select **Continue**.



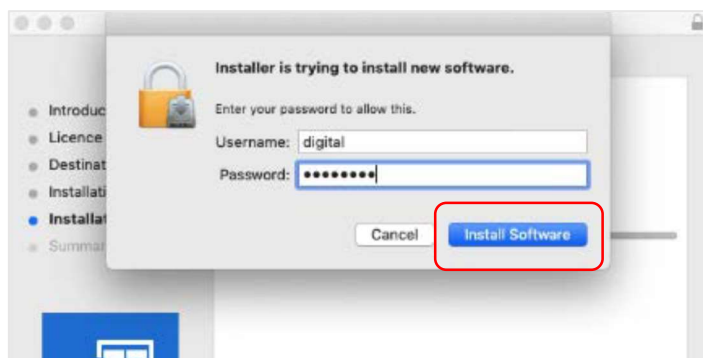
l. Select **Agree** to accept the license terms in the pop-up window.



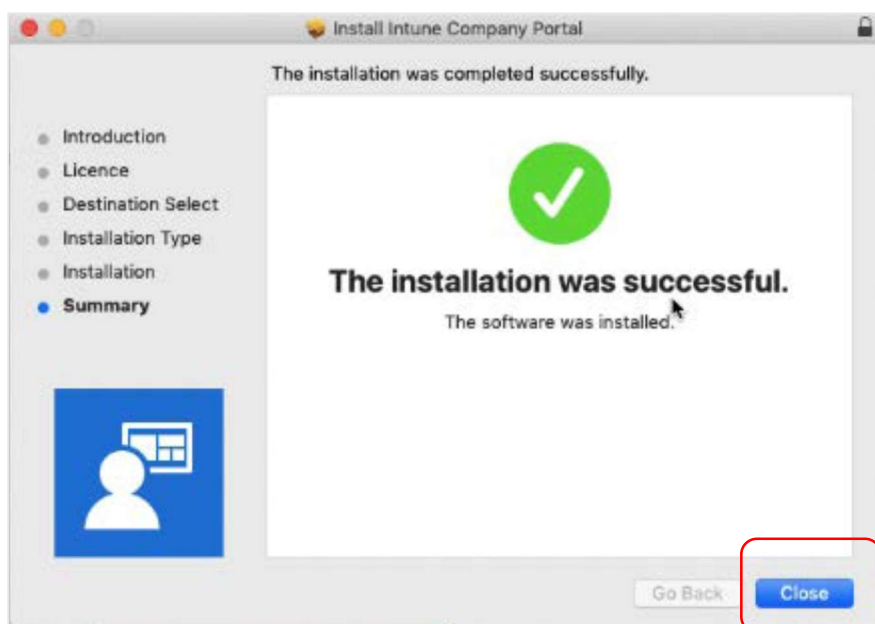
m. Next, select **Install**.



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

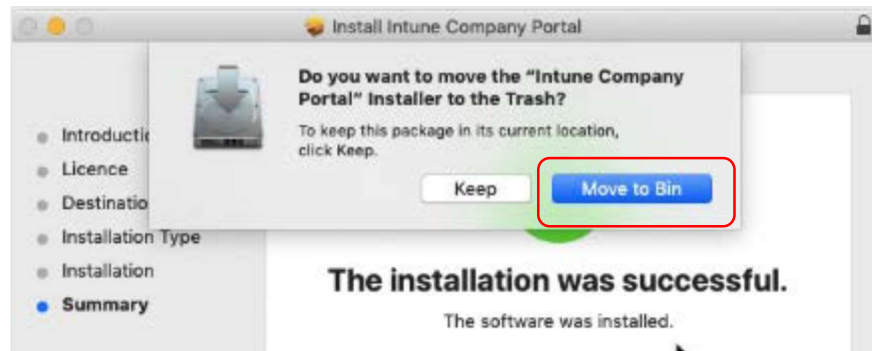


o. When the installation has finished, select **Close**.



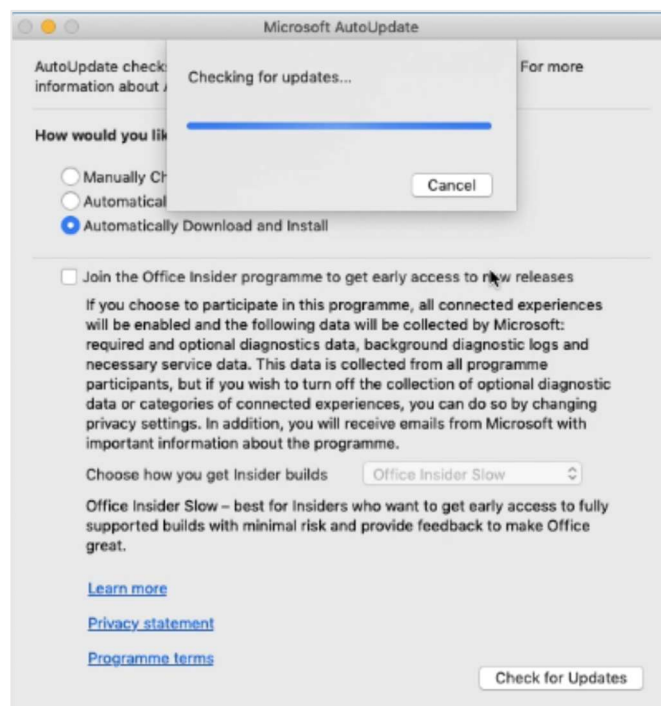


- p. Once the program has completed installing, please select **Move to Trash or Bin** option.



- q. The Microsoft auto update will appear. Select **Install** if there are updates waiting. Otherwise, select **OK**. You may need to repeat this step a few times.

Once there are no more updates, you can close the Microsoft Auto Update program.

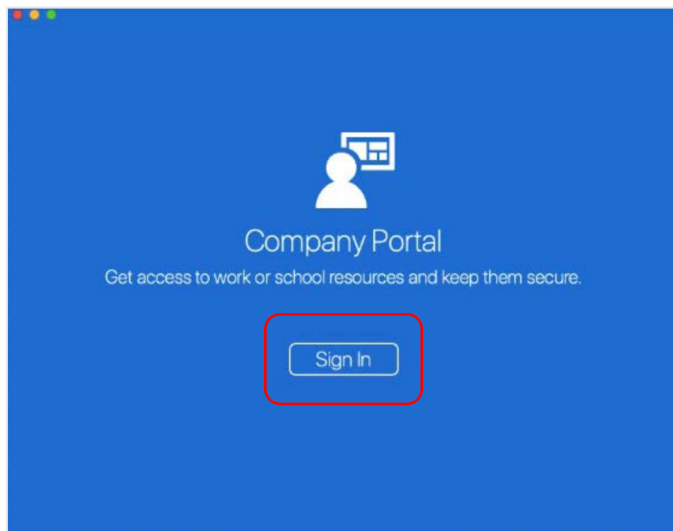


## Step 2. Setup Company Portal App

- a. Select **Launchpad** and then select the **Company Portal** app.

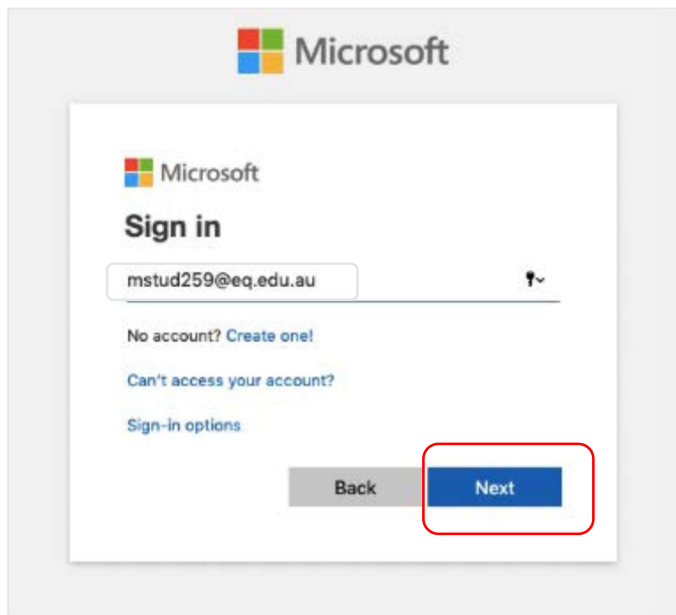


- b. Then, select **Sign In**.

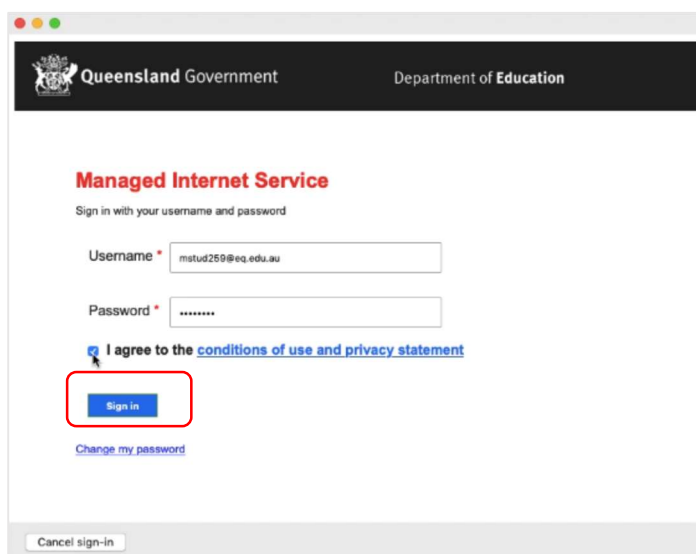




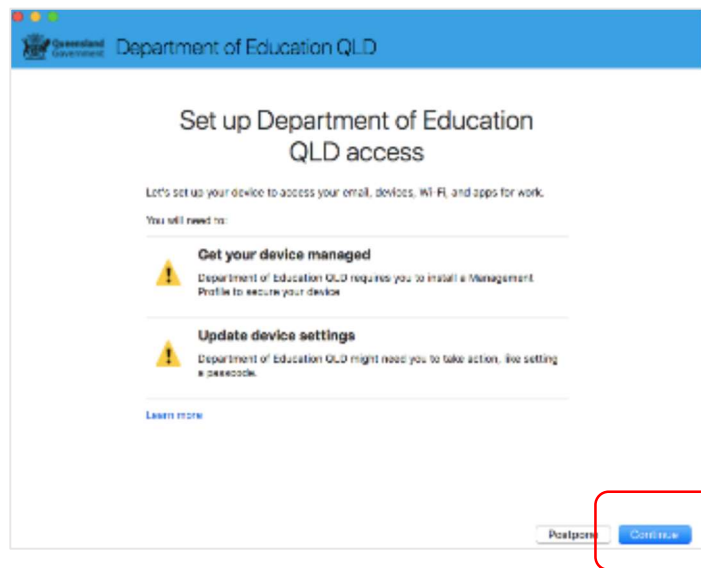
- c. If presented with the Microsoft Sign in screen, enter your supplied EQ email address. Then, select **Next**.



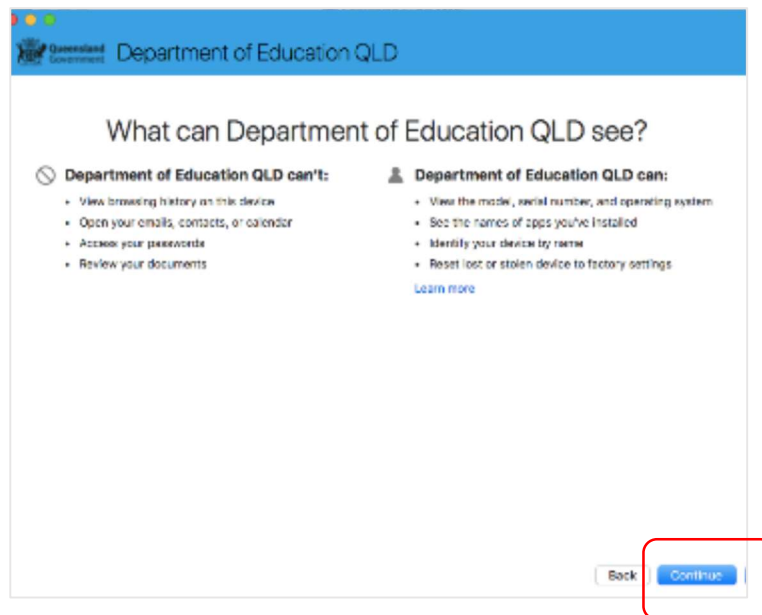
- d. Enter the username, password and accept the terms and conditions. Then select **Sign In**.



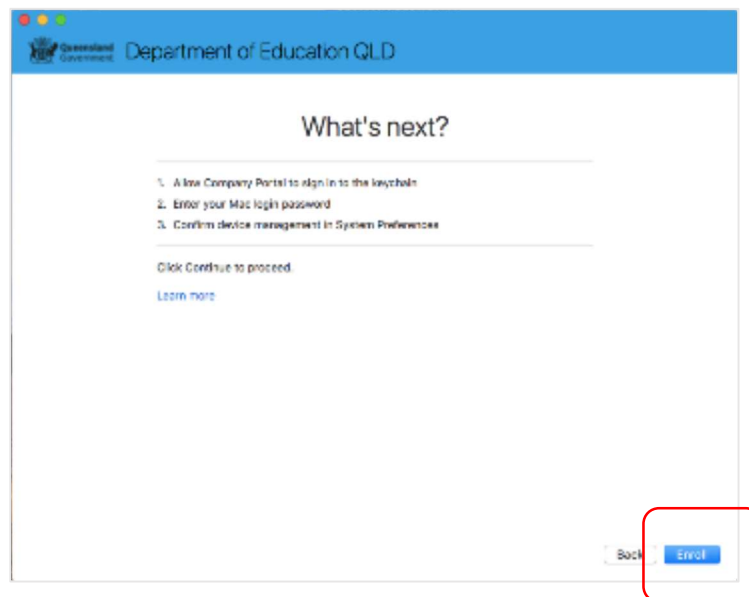
e. Then, select **Continue**.



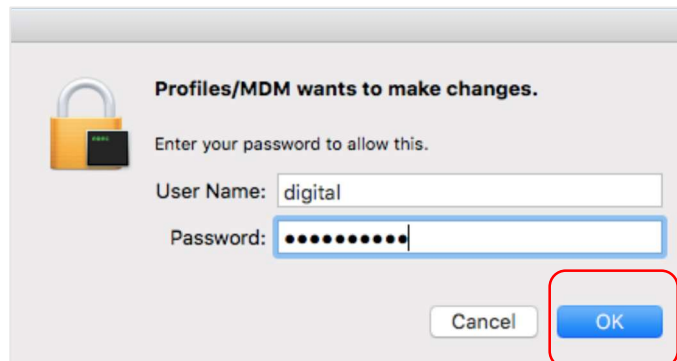
f. This explains what your school IT administrator can and cannot see on your Mac device. Select **Continue**.



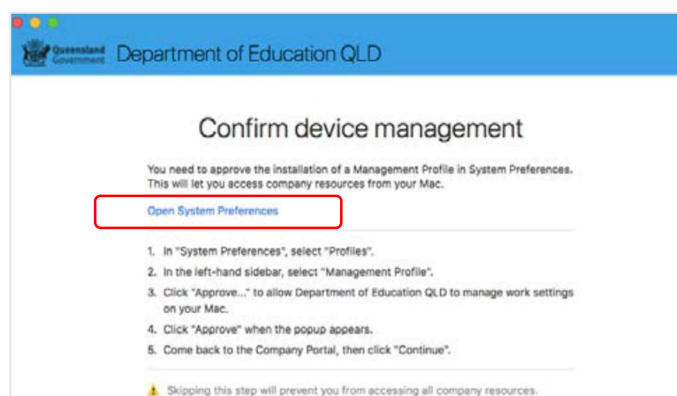
- g. This screen outlines the next steps. When 'What's next?' appears, select **Enrol** to finish the installation. This may take a few minutes to complete.



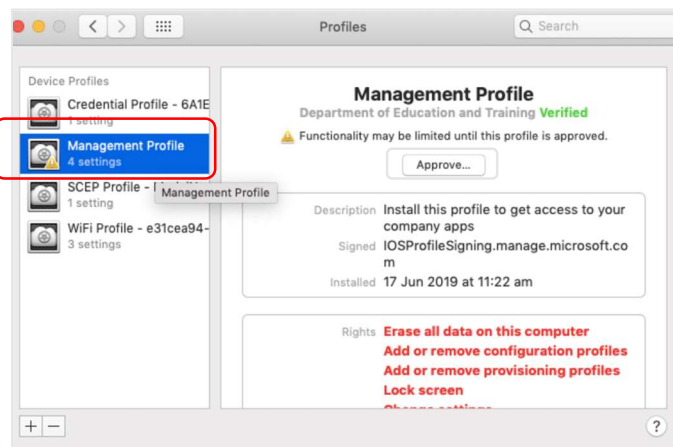
- h. Enter the username and password for your **device** and select **OK**. It may take a few minutes for the management profile to be installed.



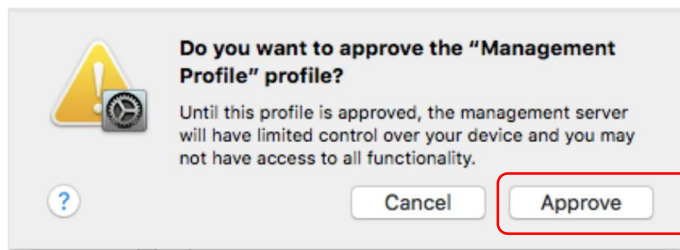
- i. Then, select **Open System Preferences**.



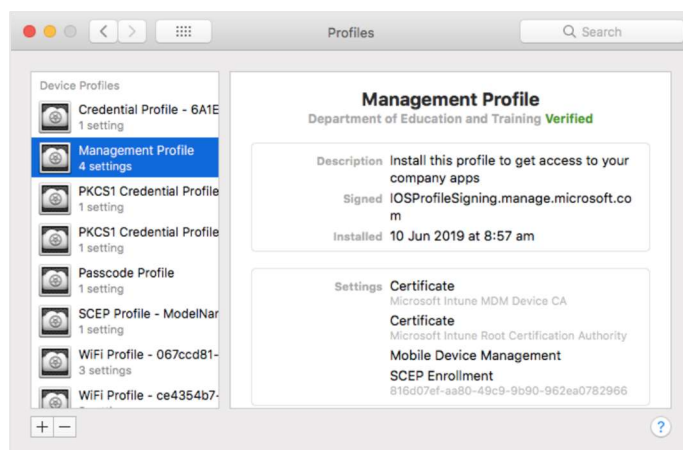
- j. Select **Management Profile** and then **Approve**.



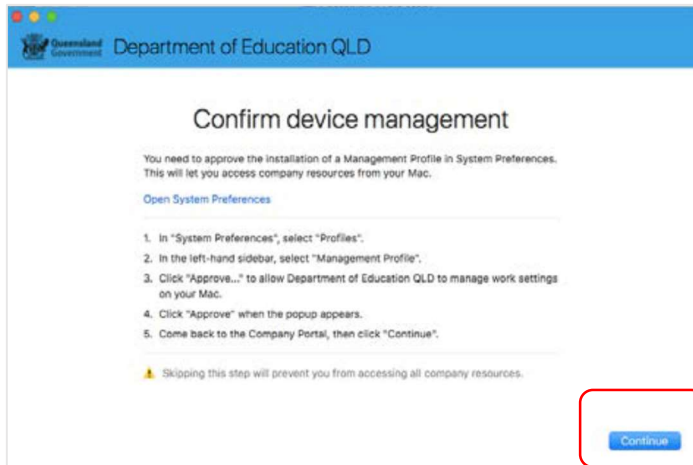
- k. Confirm you want to approve the Management Profile and select **Approve**.



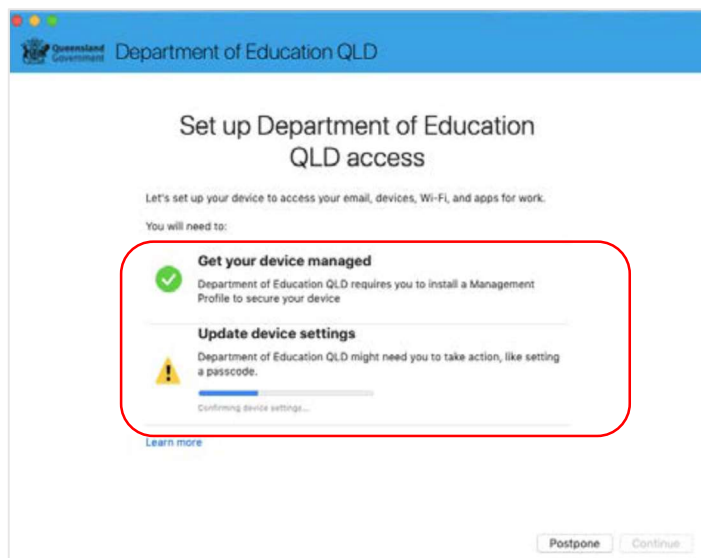
- l. The system preference screen will be displayed and you can close this window.



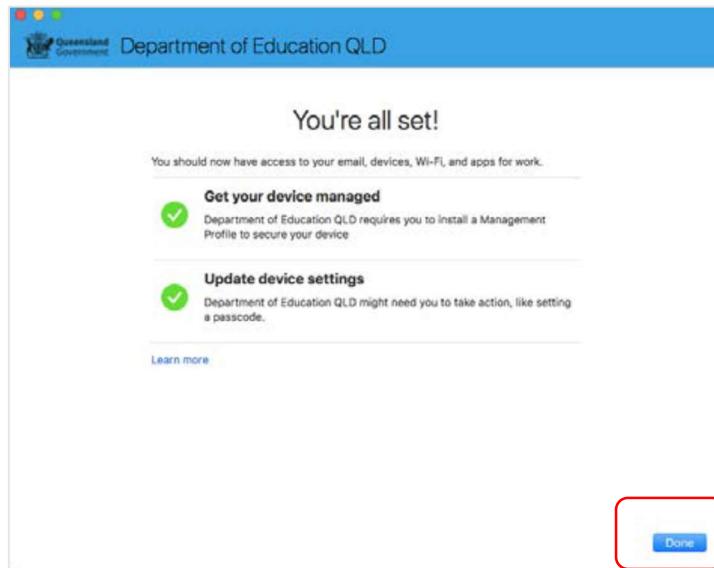
- m. The Intune company portal app window will still be open. Select **Continue**.



- n. Wait as the Company Portal updates the device settings.



- o. When the tick appears against Update device settings, your device and Company Portal has finished setting up. Select **Done**.



**Close** the Company Portal.

