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SCHOOL

HOW TO GUIDE

WINDOWS 11 - SETTING UP
COMPANY PORTAL

Before you Start

- Company Portal 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 Windows device into Company Portal and install school applications. This process may take up to 15 minutes to complete.
- 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.
- These instructions are for Windows 11 version 22H2 and above. You may find some of the screens look different to the ones provided here if you have a different version of Windows or if there are changes made to Intune.
- If the installation fails at any time, please re-open the Company Portal app and try again.

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.

If you have any problems with installing Company Portal or using it afterwards, please contact your school for assistance.

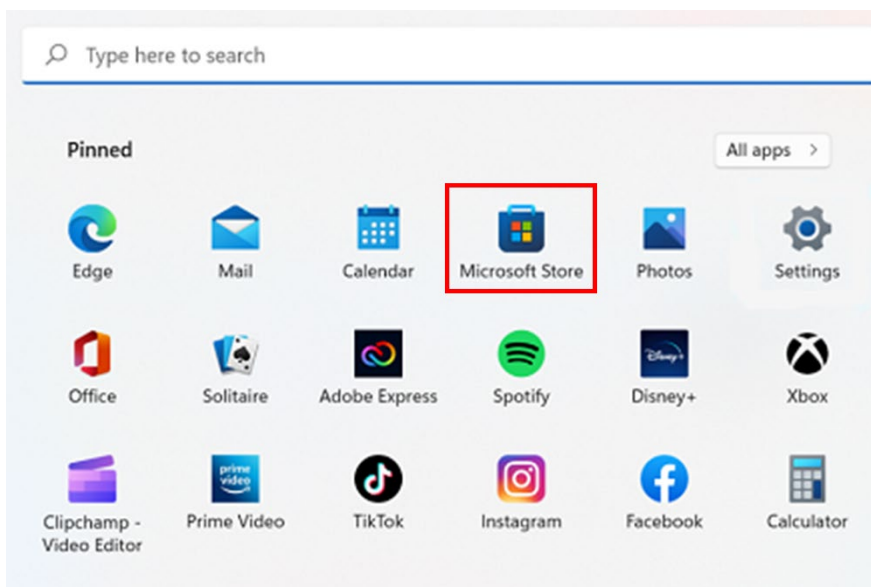
Step 1

Connect to the internet and select the Windows icon at the bottom of your screen



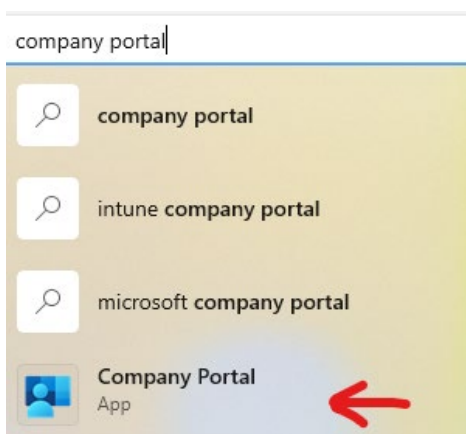
Step 2

Select the **Microsoft Store** icon, or search for it



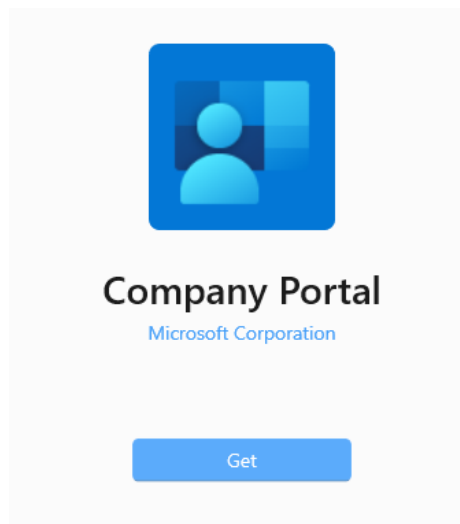
Step 3

Once the store has opened, search for **Company Portal** and select the following option:



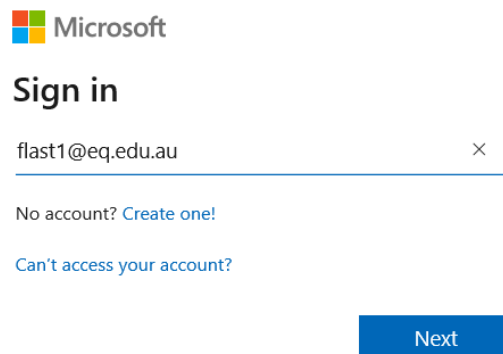
Step 4

Select **Get** and wait for the program to download



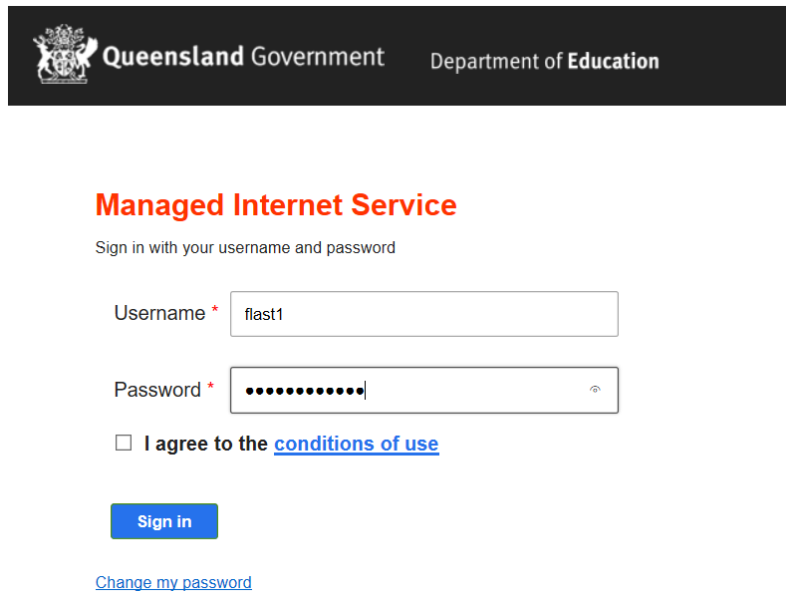
Step 5

After it has finished downloading, select Open. You will be asked to sign into your school email using your @eq.edu.au email address. Click **Next**.



Step 6

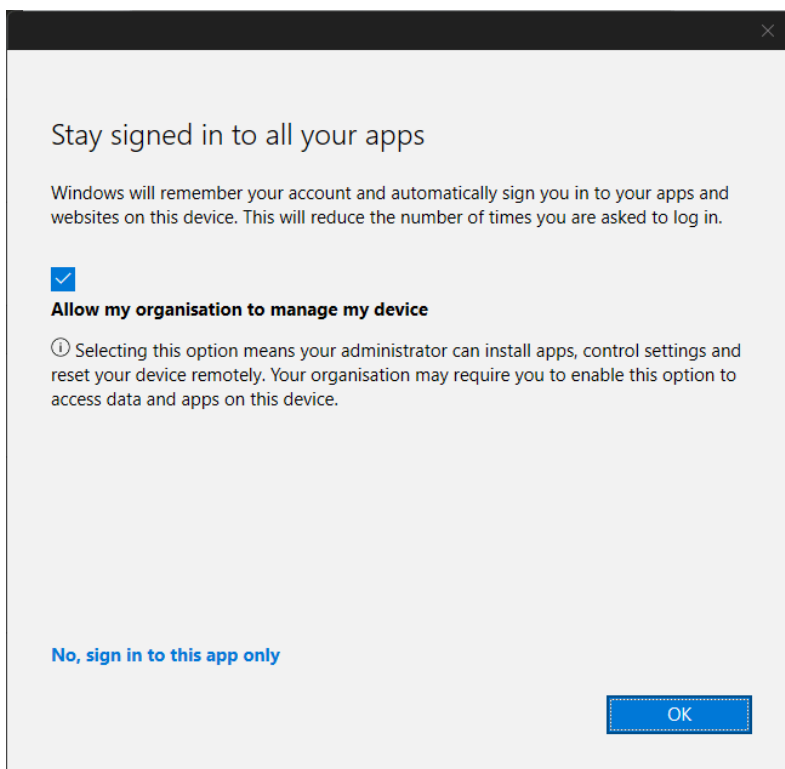
Enter your school username and password, select the box that says “I Agree” and select **Sign In**



The screenshot shows the login interface for the Queensland Government Department of Education. At the top, there is a dark header with the Queensland Government crest and the text "Queensland Government" and "Department of Education". Below this, the title "Managed Internet Service" is displayed in red. Underneath, it says "Sign in with your username and password". There are two input fields: "Username *" with the text "flast1" and "Password *" with masked characters. Below the password field is a checkbox labeled "I agree to the [conditions of use](#)". A blue "Sign in" button is positioned below the checkbox, and a link "Change my password" is located at the bottom left of the form area.

Step 7

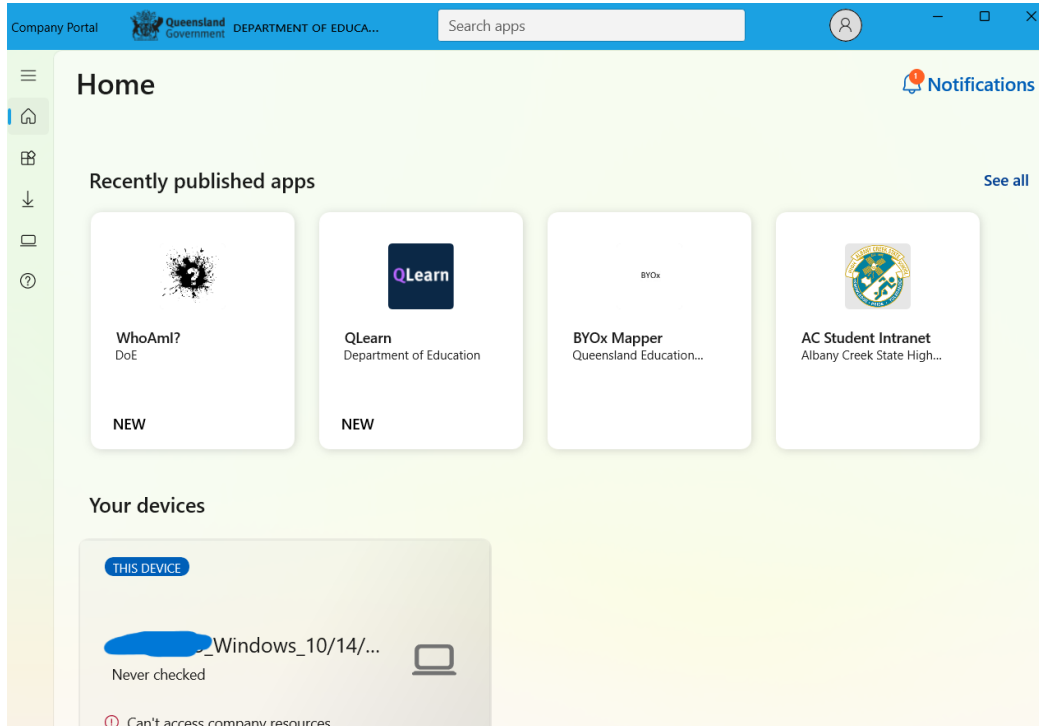
You will see a box pop up with a message saying “Stay signed into all your apps”, **make sure the box stays checked and select OK**



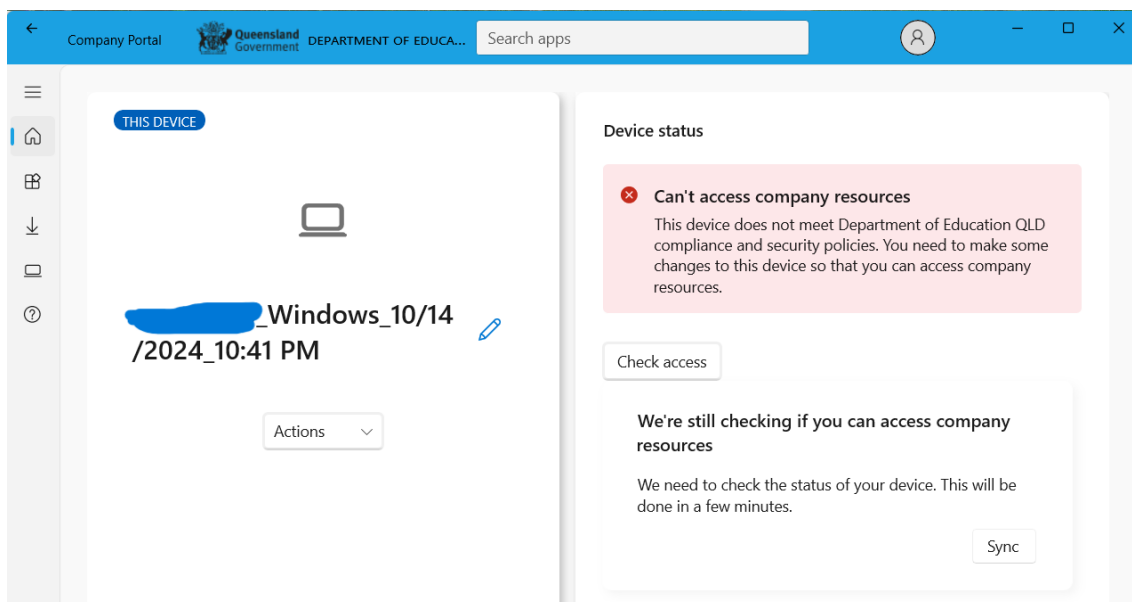
The screenshot shows a Windows dialog box with a close button (X) in the top right corner. The main heading is "Stay signed in to all your apps". Below this, it states: "Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to log in." There is a checked checkbox (blue square with a white checkmark) next to the heading "Allow my organisation to manage my device". Below this, an information icon (i) is followed by the text: "Selecting this option means your administrator can install apps, control settings and reset your device remotely. Your organisation may require you to enable this option to access data and apps on this device." At the bottom left, there is a link "No, sign in to this app only". At the bottom right, there is a blue "OK" button.

Step 8

Once you have completed the previous step, your laptop should be able to connect to the school's wifi - EQNET. From within the Company Portal app, you will now need to download BYOx Mapper and the AC Student Intranet apps.



Note: You may see the tile with your device's name say "Can't access company resources". This should change to "Can access company resources" in a minute or two, however if it does not, clicking on the tile will show you what needs addressing before it goes through.



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

Version 1 – Written by Josh Gregory

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