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HOW TO GUIDE

APPLE MACBOOK - SETTING UP COMPANY PORTAL

Before you Start

- 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 10-15 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 Monterey or later versions of MacOS. You may find that some of the screens look different to the ones provided here if you have an older version of MacOS or if there are changes made to Intune.

- If the installation fails at any time, please re-open the Intune 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.
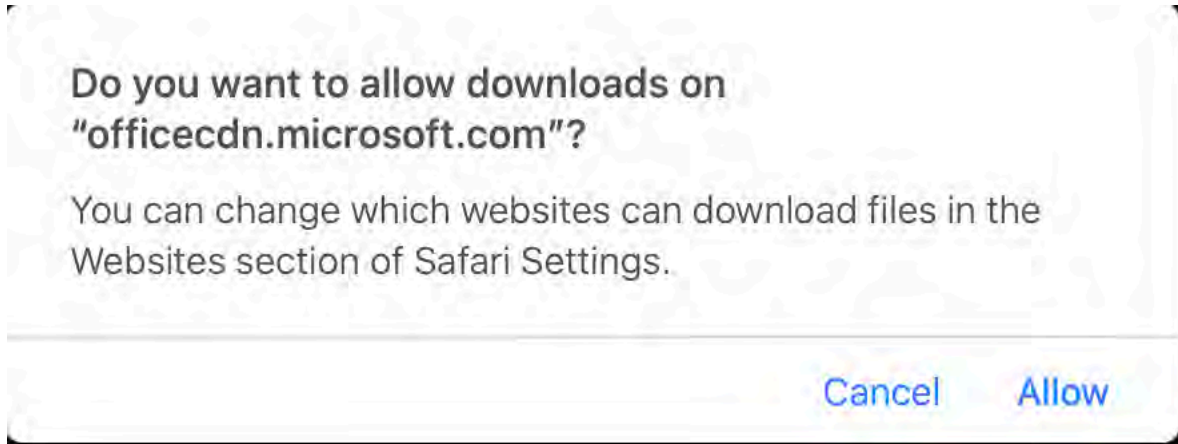
If you have any problems with installing Intune or using it afterwards, please contact your school for assistance.
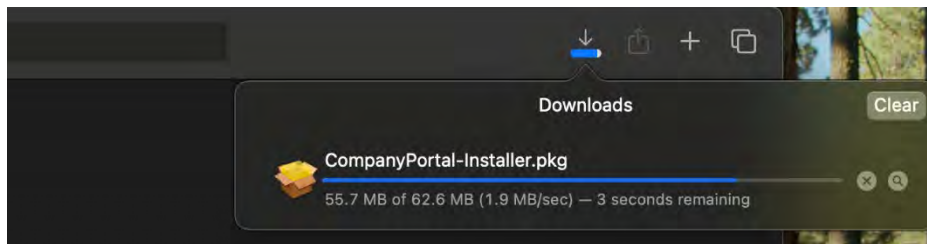
Installing Intune

Step 1

To start, connect to the internet, open **Safari** and type in **aka.ms/enrollmymac**

A message will appear asking if you want to allow downloads, select **Allow.**
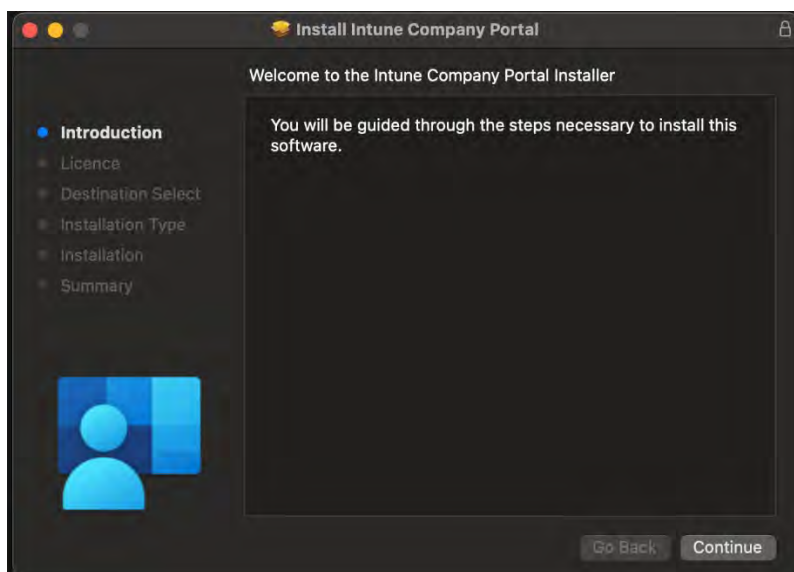

Step 2

You will see a program begin to download on your browser named CompanyPortal-Installer. Once the download is finished, double click the downloaded .pkg file.
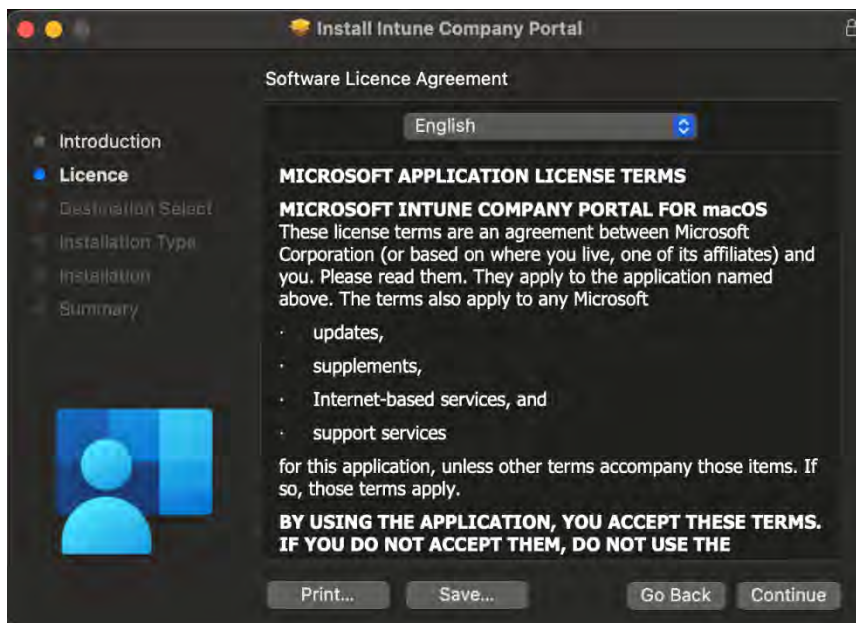

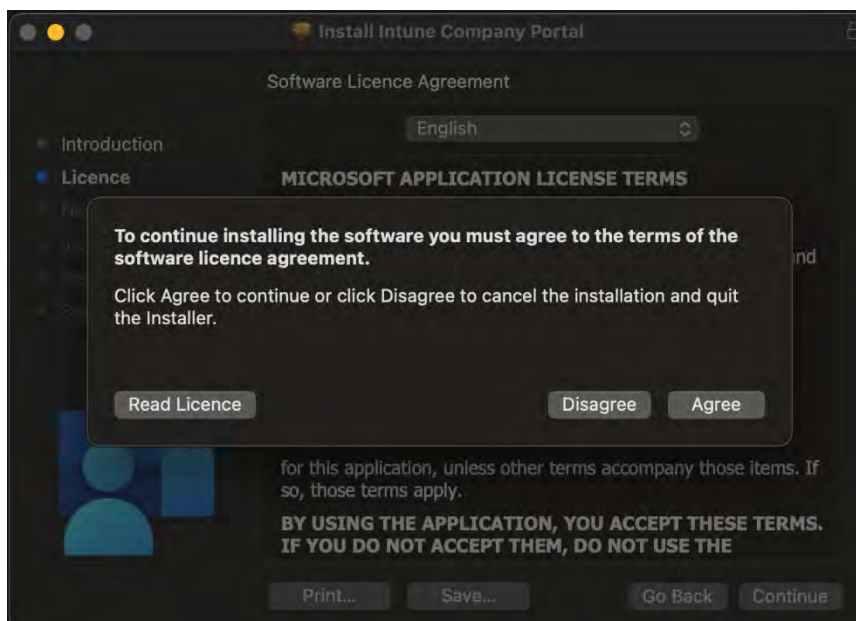### Step 3

On the box that appears, select **Continue**.

Step 4

You will see an agreement appear, when you have read it select **Continue**.
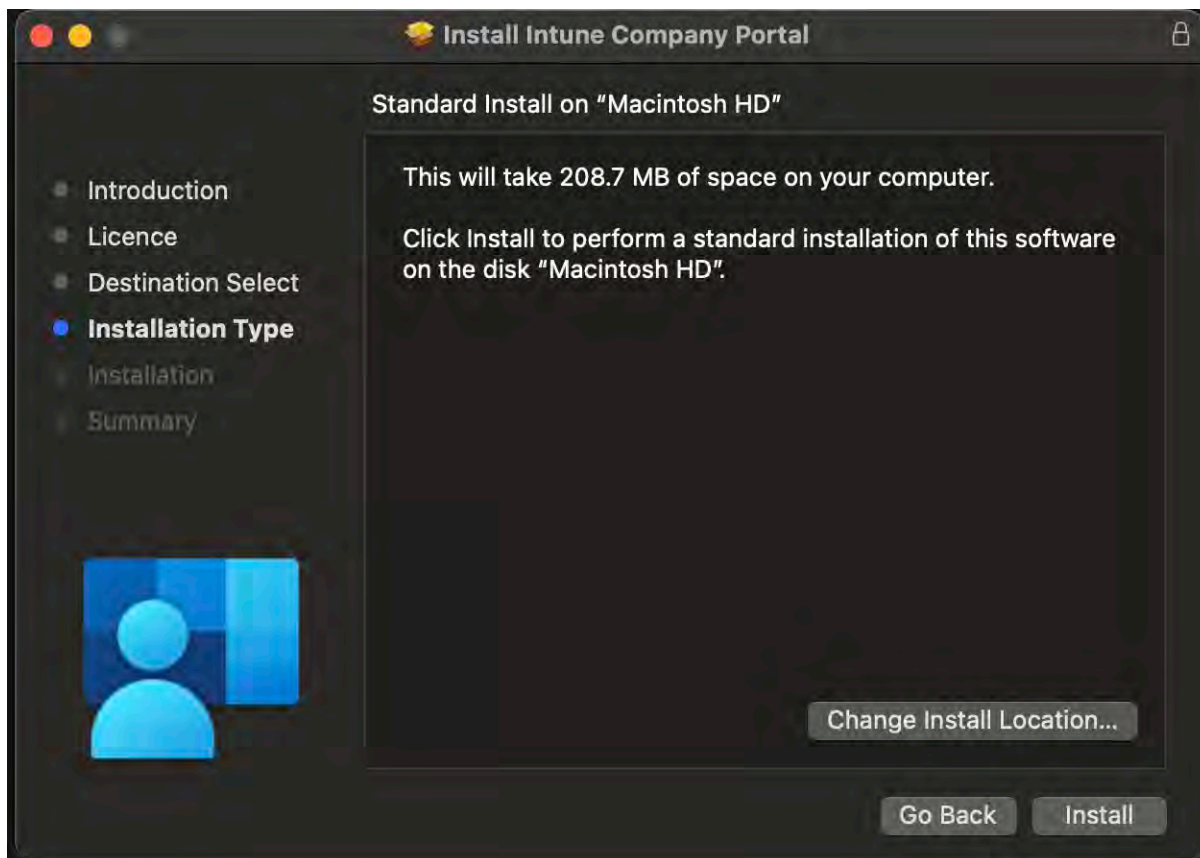

Step 5
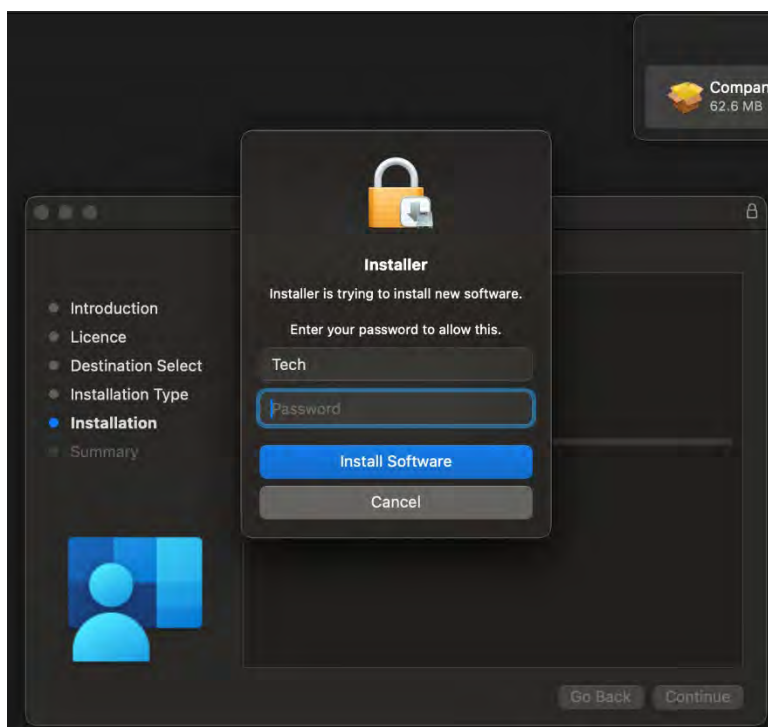
Select **Agree**

Step 6

The box will show you how much space the app will take, select **Continue**
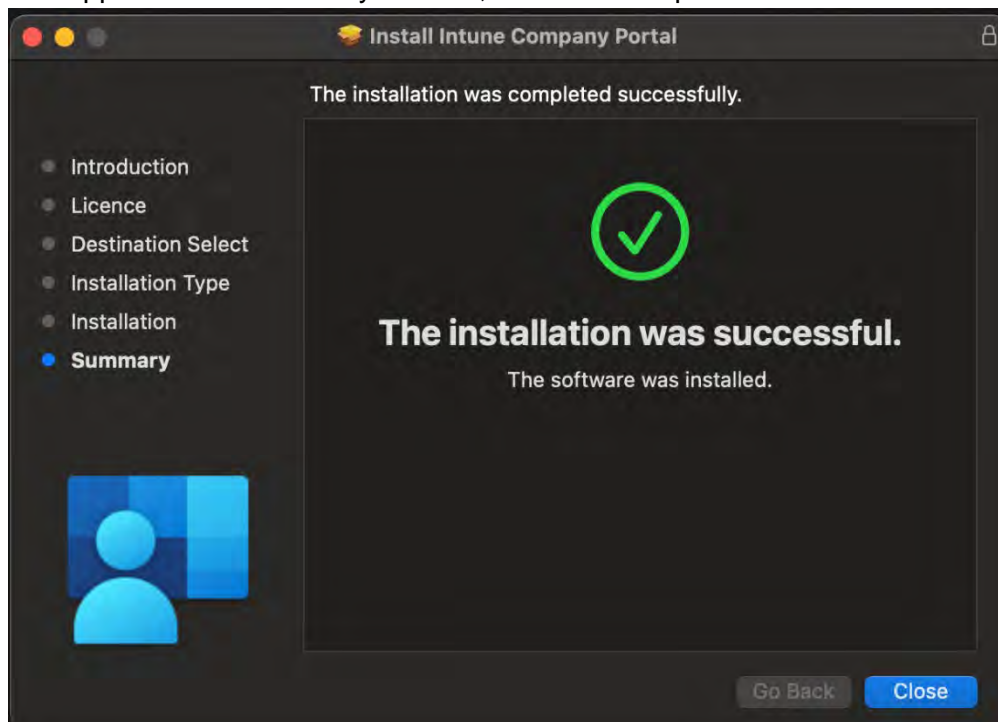

Step 7

Before the app can install, you may have to give permission by entering the administrator username and password and selecting **Install Software**.
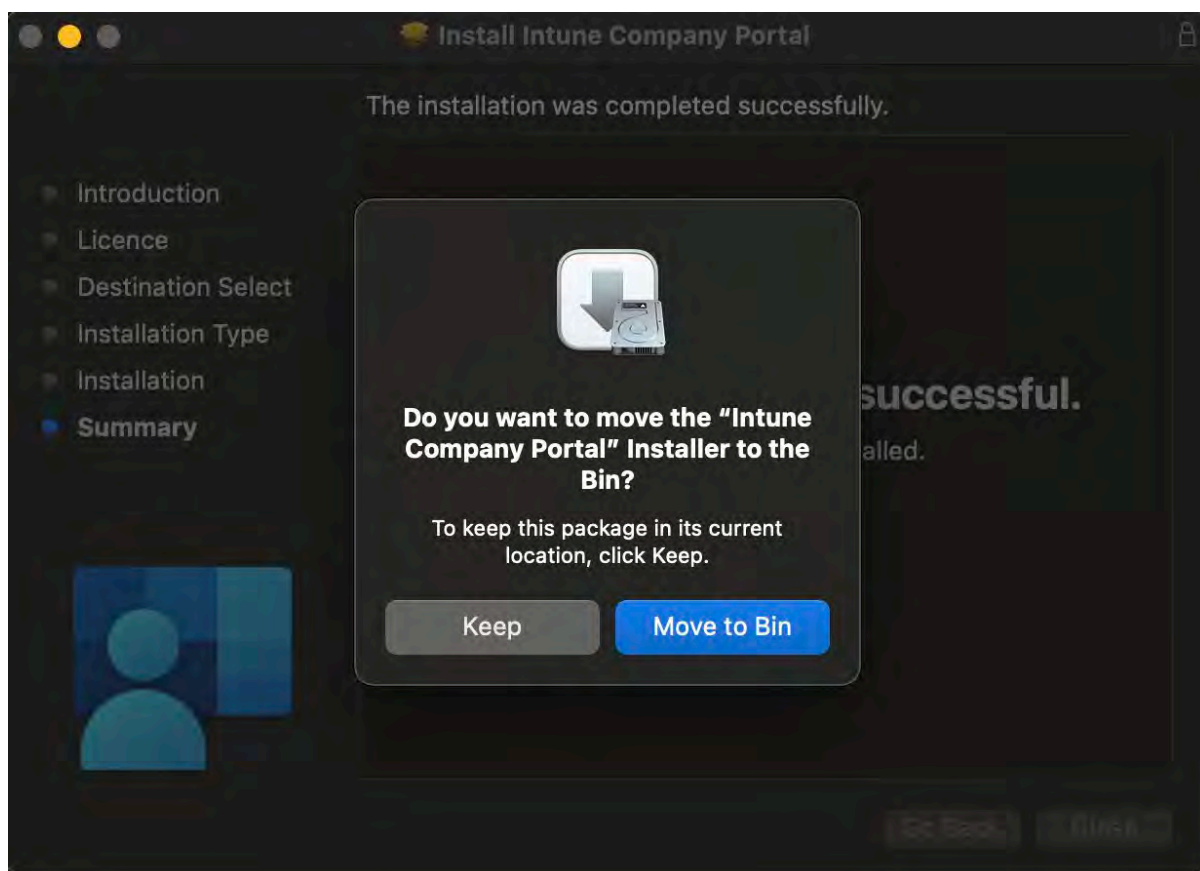
Step 8

The app will now install on your Mac, once it is complete select **Close**.
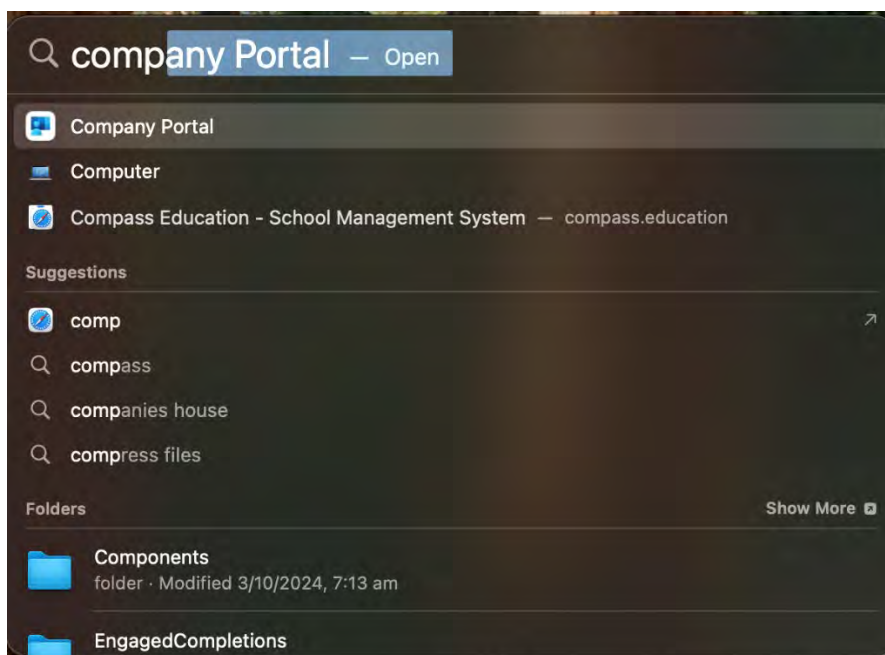

Step 9

You will be prompted to remove the installer program, select **Move to Bin**.
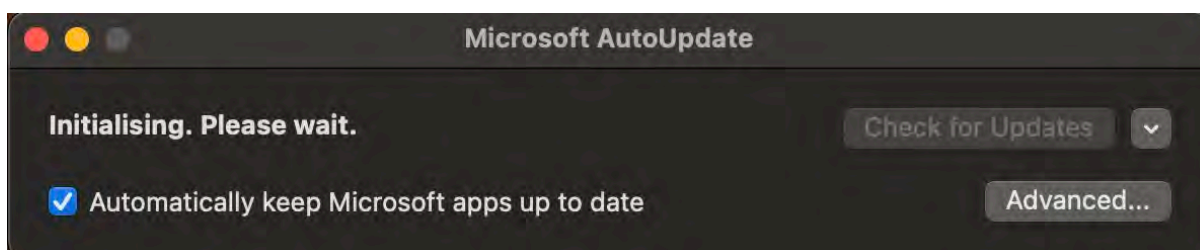
Step 10

After you have deleted the installer program, you will now have to open the Company Portal App. This can be done by looking for it in the Launchpad menu of your Mac, or doing a search for it by pressing Command + Space together and typing Company Portal.
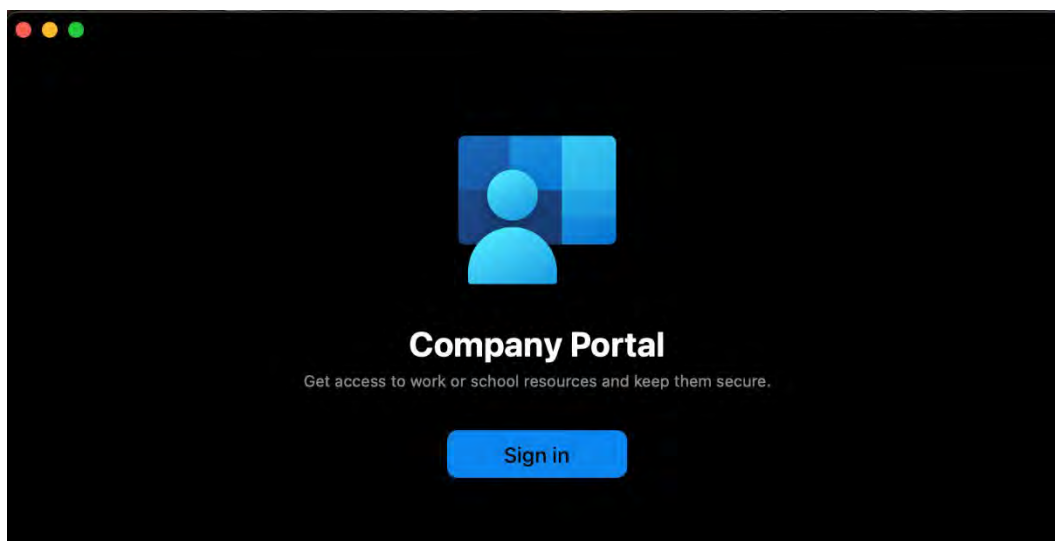

NOTE: You may also see another box pop up regarding Microsoft AutoUpdate. If the box prompts you to update, please do so. It will only take a minute to complete. Once completed, the box can safely be closed out of.
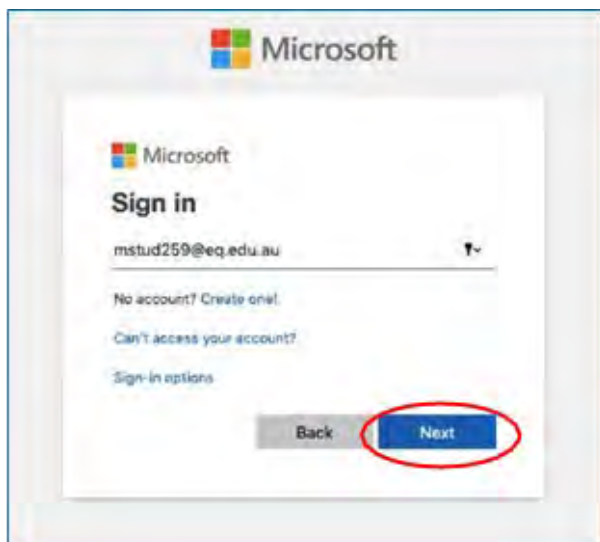

Step 11

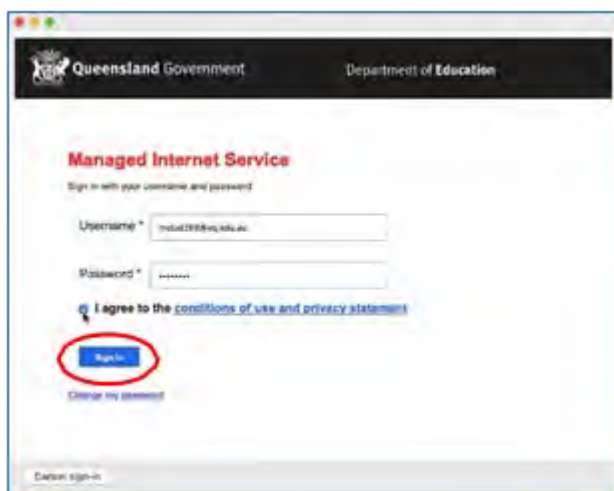Once Company Portal opens, select **Sign in**.

Step 12

You may be asked to provide your school email address, enter it and click **Next**.
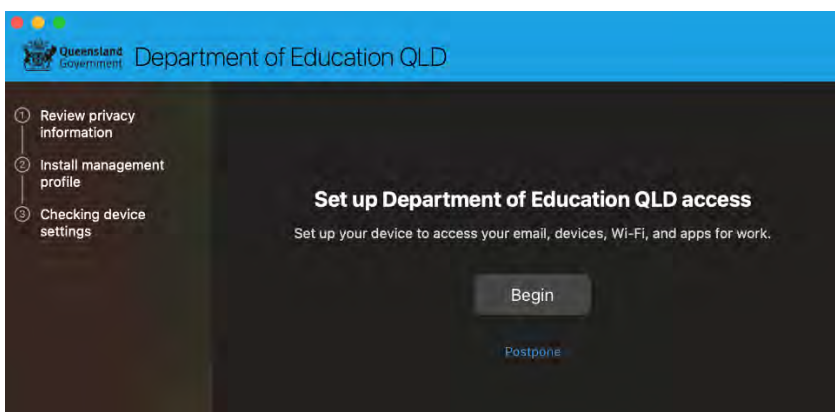

Step 13

Now enter your school username and password and select **Sign In**.

Please note that your username is your school email **without** @eq.edu.au on the end eg: mstud259
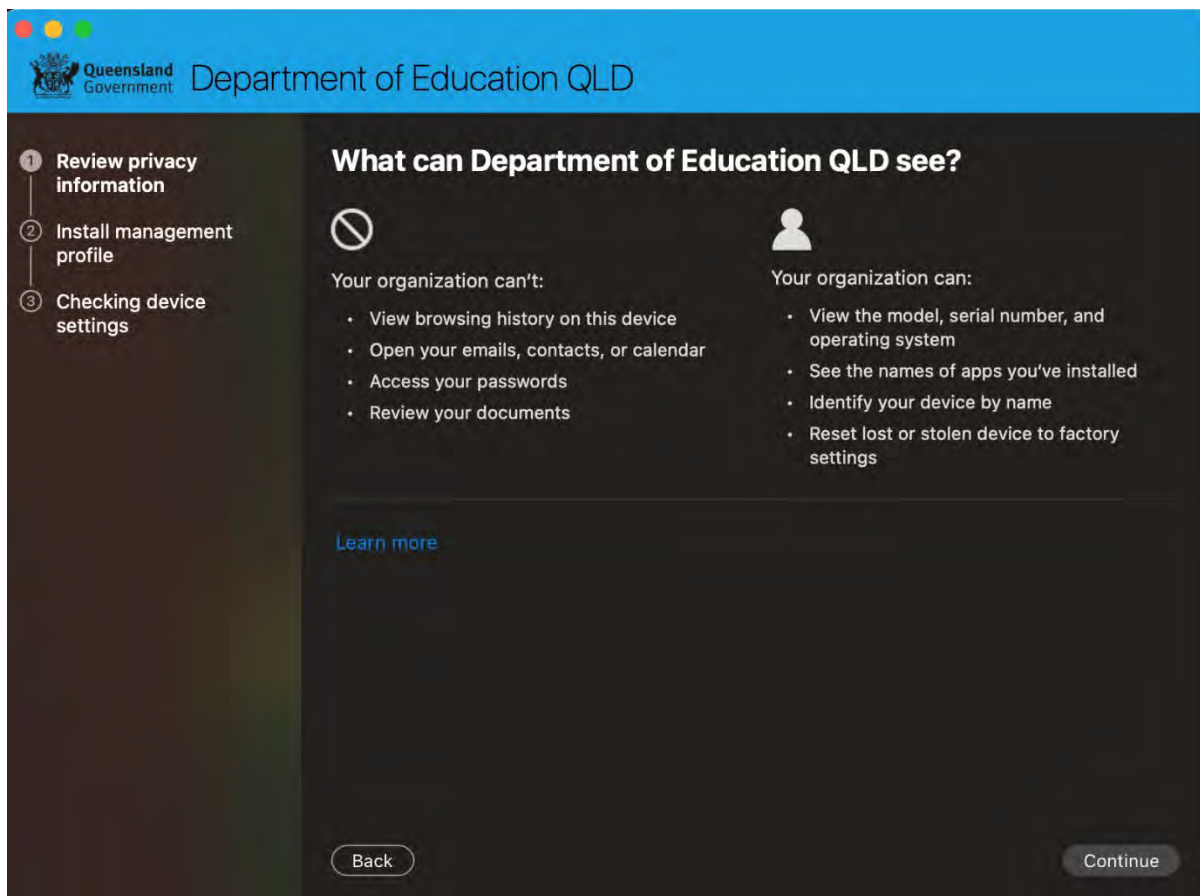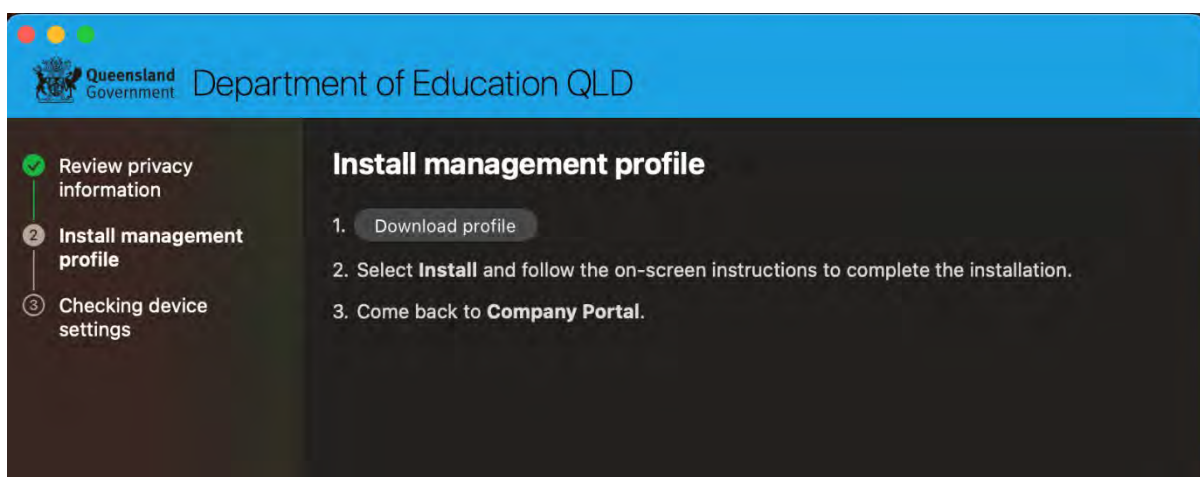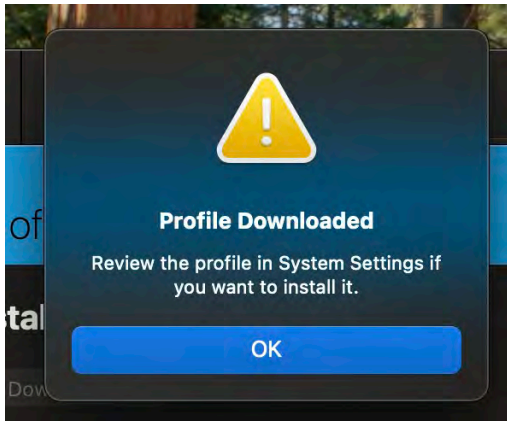

Step 14
Select **Begin.**

Step 15
Select **Continue**.

Step 16
Select **Download Profile**. You will then see a pop up box with Profile Downloaded, select **OK**.

Step 17

Open up to the Mac app System Preferences and do a search for **Profiles** or **Device Management** (the name may change depending on which version of MacOS is running). Please note this box may appear automatically. Once there, you will see a Management Profile that is showing as "Not Installed". **Double click this profile**.
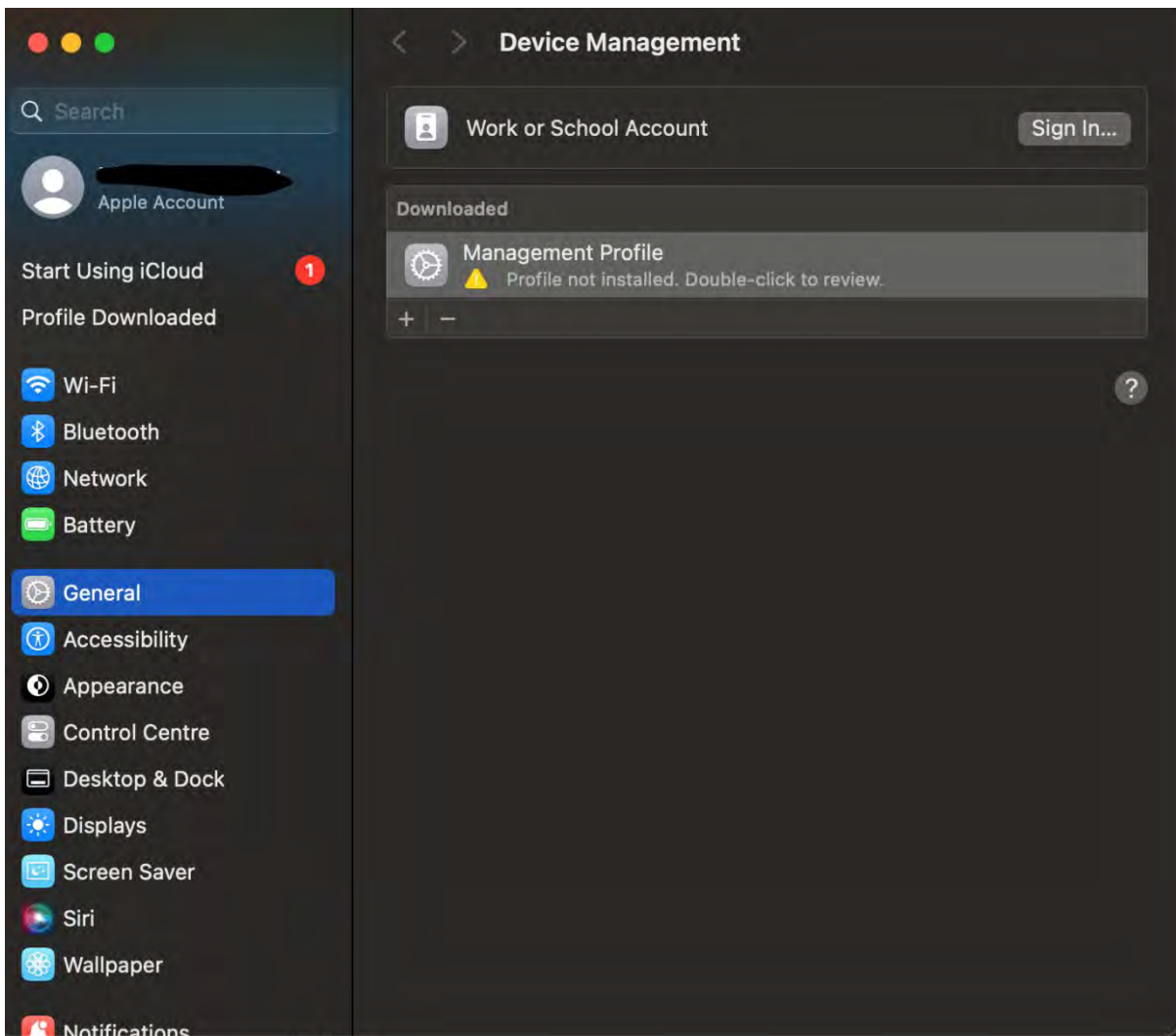
Step 18
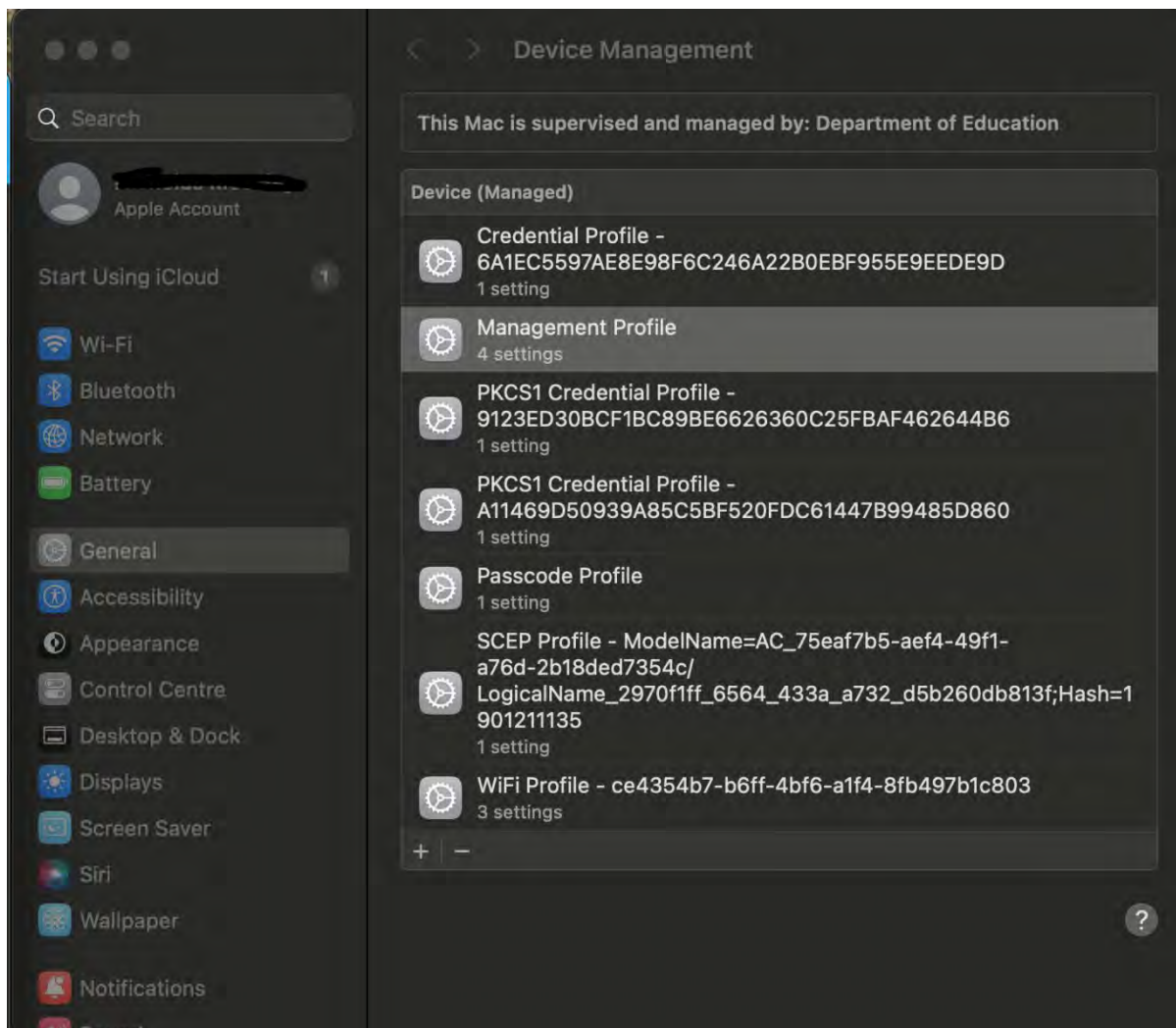You will see a new box appear, select **Install**.

Step 19
You will be asked to enter an admin username and password again, do so and press **Enrol**..
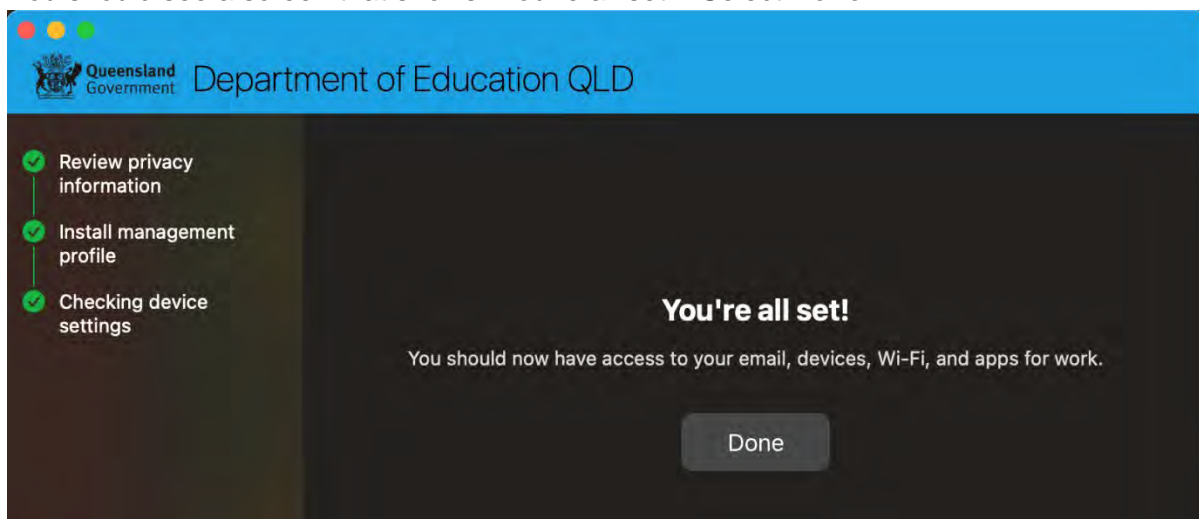
Step 20

After clicking enrol, you will be back at the Device Management or Profile screen (depending on your version of MacOS). You will have to wait a minute or two for the profile to unpack. After it is complete, it should look like this:

Go back to the Company Portal app.

Step 21

You should see a screen that shows "You're all set!". Select **Done**.

The installation of Company Portal is now complete. You will be able to connect to school WiFi and download school provided apps.

Please ensure that BYOx Mapper and AC Student Intranet are installed as they give the student the necessary access to school work and resources.

NOTE: Upon logging off and logging back onto the device, you may be asked to change your device's password. This is part of the management profile. You can attempt to "change" the password to what it already is (eg: Old PW: 12345, New PW: 12345), however if this does not work then you will have to change it to something different.

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 2 – Written by Josh Gregory
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