

iPad Setup Instructions 2021

This guide demonstrates how to:

- Set your Child's Password
- Join Intune, our Mobile Device Manager
- Setup your child's Department of Education email account
- Install FVSSC digital resources

Before you begin:

Ensure you have:

- Reviewed our <u>Student Code of Conduct</u> and <u>ICT Acceptable Use Agreement</u>
- An Apple ID for your Child Refer to the <u>iPad Help and Support</u> section of our website for more information regarding Apple IDs.

You will need:

- An iPad running iPadOS with the latest updates installed.
- An Internet Connection
- Your child's school username and password

Note: This process may consume up to 3GB of data, please ensure you have an appropriate data plan to avoid excess usage charges. If you do not have access to a suitable internet connection, please contact the school via <u>it@fortitudevalleyssc.eq.edu.au</u> or 07 3016 8888 for assistance.

Step 1. Setting your Child's Password

a. From the home screen open a web browser e.g. Safari



b. Using the Search bar navigate to owa.eq.edu.au



c. Enter your child's username e.g flast1 and "temporary password" or password and Tap I agree to the terms and conditions and tap Sign-In

Quee	nsland Government	Department of Education
	Internet Service	
sign in with your u	sername and password	
Username *	flast1	
Password *	•••••	

d. Enter your child's temporary password then enter your preferred new password.

Your child will need to know this password to access FVSSC's digital resources, please assist your child to create a memorable password and record it securely.

Quee	nsland Government	Department of Education
lanaged	Internet Service	
our passw	r your current password and ver ord must be reset before you nd try again or contact your s	can log on. Please change your
	nd confirm your new password	
Username	truck3	
Username Current Password	truck3 Current Paseword	

NOTE: The new password must:

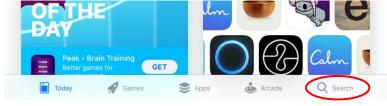
not contain the student's name

- be at least eight characters and contain:
- •a number
- a capital letters
- a special character
- e. Tap the change password button once and wait for the *success screen*, it may take 10–15 seconds and return to the home screen once changed.

Congratulations! You have successfully changed your password.

Step 2. Install the Intune App

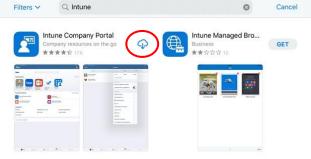
- a. From the Home Screen, tap the App Store 🛃
- b. Tap Search, located at the bottom left of the screen



c. Enter Intune Company Portal in the search box

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	~ Interio	9	

- ----
- d. Tap the **"Get** or **"**" to install the **Intune Company Portal** App



Step 2. Sign into Intune

a. From the home locate and open the Comp Portal app



b. Enter your child's school email address. username@eq.edu.au e.g. flast1@eq.edu.au

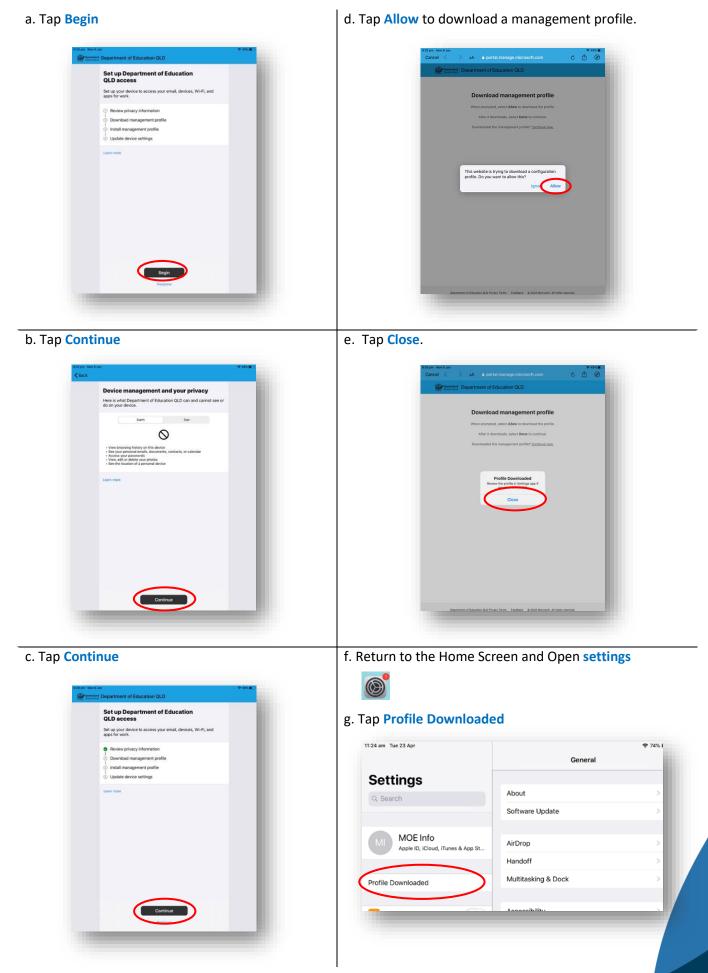
11:50 am Thu 4 Apr	
Cancel	
Microsoft Intune	Once you've entered the EQ email address, Intune will begin redirecting you the Organization's Sign in Page
Microsoft Sign in flast1@eq.edu.au Can't access your account? Sign in from another device Next	This may take 5-10 seconds. Microsoft Taking you to your organization's sign-in page

c. Enter your child's username and password. Tap I agree to the terms and conditions and tap Sign-In

Cancel	
Queensland Government	Department of Education
Managed Internet Service	
Userhame flast1	
Password *	
✓ I agree to the conditions of use and privacy stand stand privacy stand s	<u>tatement</u>
Change my password	

Tap Next

Step 3. Installing the Intune Profile



- h. Tap Install, on the install profile screen Safari 1:51 pm Thu 4 Apr Settings Profiles Software Update Will Be Au... 1 Aeropla Cancel Install Profile Install 🛜 Wi-Fi Bluete (Management Profile Notific Signed by IOSProfileSigning.manage.microsoft.com Verified ✓ Sound Install this profile to get access to your company apps C Do Not Contains Device Enrolment Challenge More Details Scree
- k. Tap Install Profile Settings Thomas Ruck () N Installing this profile will allo i.manage.microsoft.com/De remotely manage your iPad Profile Down 🞦 Act Wi-Fi Blueton Pers VPN . Sounds
 Do Not
 Screen Tim Control Centre



Enter your passcode
1 2 3 ABC 3
4 5 6 GHI JKL MNO
7 8 9 PORS TUV WXYZ
0 🛛

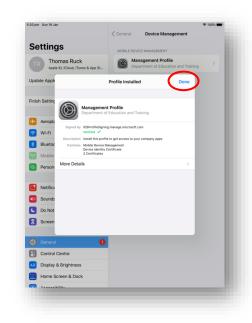
I. On the remote management screen, tap Trust

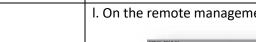
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	omas Ruck le ID, ICloud, iTunes & Ap		jement Profile	
Pad Not Bac	Cancel	Warning	Install	
inish Setting	MOBILE DEVICE MAN	AGEMENT		
Profile Down		e will allow the administra t.com/DeviceGatewayPro rour iPad.		
Aeropla	The administrator	nay collect personal data	, add/remove accounts	
Wi-Fi	data on your iPa	Remote Managemer	ıt	
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Mobile		Cancel		
Person				
VPN				
Notifica				
Sounds				
Do Not				
Screen	Time			
General	0	0		
Control	Centre			

j. Tap Install



m. Tap Done





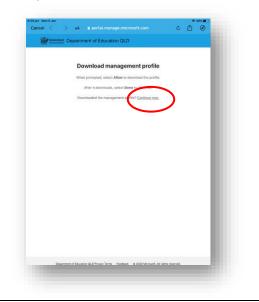
n. Return to the **Home Screen** and then open the **Intune Company Portal** app

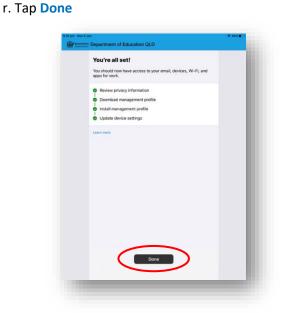


q. The setup will begin confirming the device setting this may take 2-3 minutes

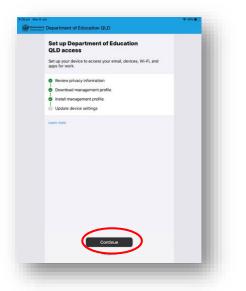
Back		
S		
	Confirming device settings	
The	s may take a few minutes. You can do other things on your device while Department of Education QLD device setup completes.	
	Conforming Partice Antipop	_

o. Tap Continue now





p. Tap Continue



Step 4. School Email Setup

a. From the Home Screen tap Settings



d. Tap your email account e.g flast1@eq.edu.au



b. Tap Password & Accounts

c. Tap School Email



e. Enter your password in the **password box** and tap done



f. You email account is now setup



5:39 pm Sun 19 Jan ♦ 100% Settings Passwords & Accounts Website & App Passwords 0 General Control Centre AutoFill Passwords ACCOUNTS Display & Brightness ACCOUNTS iCloud iCloud Drive, Contacts, Calendars, Safari and 6 more... Home Screen & Dock Accessibility School Email Wallpaper Add Account Siri & Search Ouch ID & Passcode Fetch New Data Battery Privacy iTunes & App Store Wallet & Apple Pay Passwords & A 🖂 Mail Contacts Calendar Notes Reminders Voice Memos

Step 5. Install Apps and Digital Resource

Note: Intune automatically begin installing a number of apps e.g. Microsoft OneDrive, Teams, Word and PowerPoint. To install *additional digital resources*, follow the steps below.

a. From the Home Screen and then open the Intune Company Portal app



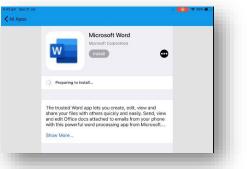
b. Tap View All

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Department of Education QLD	
Apps Q	
Recently Published	View All Apps
Microsoft Word Microsoft Corporation	
Categories	
Other Apps	

c. The list of available apps will be displayed, tap the app that you wish to install e.g. Microsoft Word

Apps	All Apps		
Q, Search	Filter	Sort	
Microsoft Word Microsoft Corporation			

d. Tap, Install



e. A confirmation screen will be displayed. Tap Install.

