

iPad Setup Instructions 2022

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 Getting Started 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

Queensland Government		Department of Education	
	Internet Service		
Sign in with your	usemame and password		
Username *	flast1		
Password *			
I agree	to the conditions of use and priva	acy statement	

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.

Carles	nsland Government	Department of Education
lanaged	Internet Service	
our passw	r your current password and ver rord must be reset before you and try again or contact your s	can log on. Please change your
ername ease enter a	nd confirm your new password	
Username	fruckS	
Current Password	Current Password	

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.

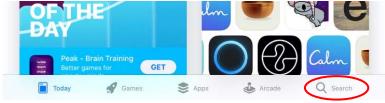
Congratulations! You have successfully changed your password.

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Cancel

Step 2. Install the Intune App

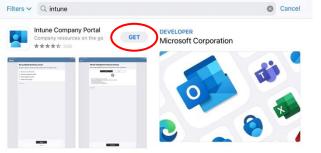
- a. From the Home Screen, tap the App Store 🖂
- b. Tap Search, located at the bottom left of the screen



c. Enter Intune Company Portal in the search box 5:33 pm Wed 8 Jan Filters ∨ Q Intune ⊗

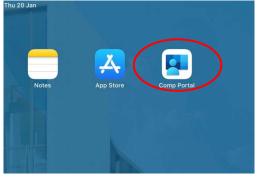
Q intune company porta	E.	

d. Tap the "Get or $$\widehat{\mbox{\rm or}}$$ " to install the Intune Company Portal App



Step 3. Sign into Intune

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



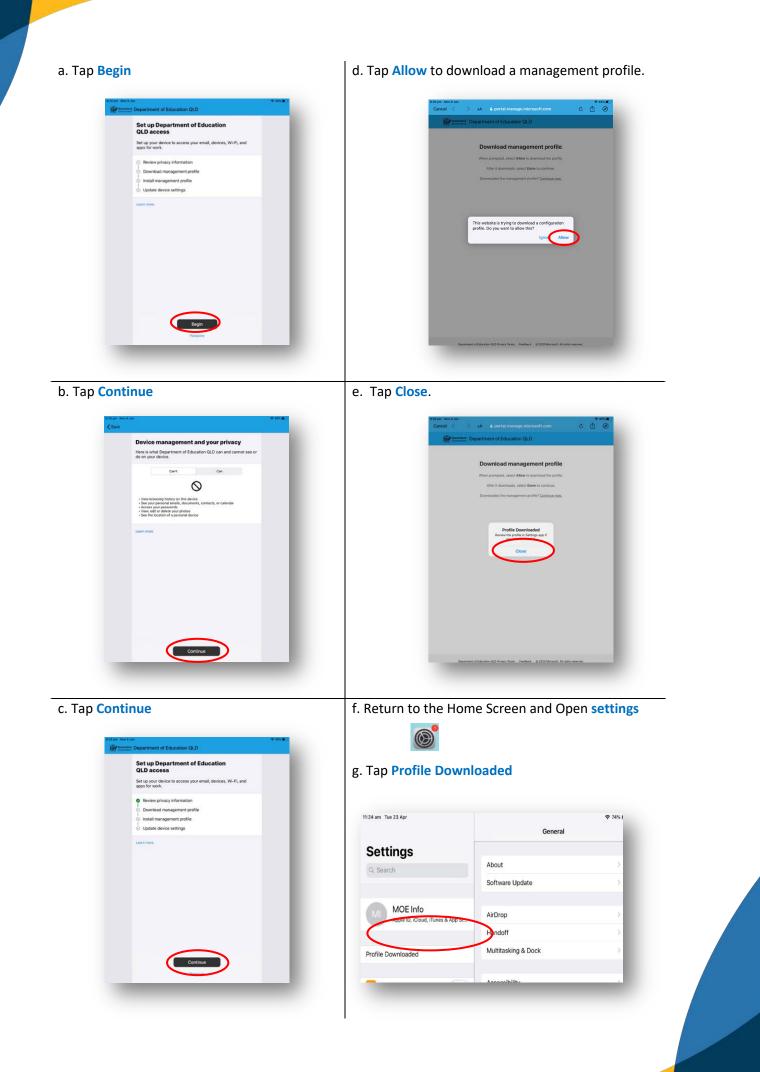
Enter your child's school email address. username@eq.edu.au e.g. <u>flast1@eq.edu.au</u>
Tap Next

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
Hicrosoft	This may take 5-10 seconds.
Sign in flast1@eq.edu.au Carr.vsraes.vour.account?	Microsoft
Sign in from another device	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

Queer	nsland Government	Department of Educat
	Internet Service	
Sign in with your us	sername and password	
Usenname *	flast1	
Password *		
🗸 I agree t	o the conditions of use and privat	cy statement

Step 4. 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... 🌒 E Aeropla Cancel Install Profile Install 😒 Wi-Fi Blueto (\bigcirc) Management Profile Notific Signed by IOSProfileSign .manage.microsoft.com Sound: Description Install this profile to get access to your company apps Contains Device Enrolment Challenge C Do Not More Details Screen
- k. Tap Install Profile Settings Thomas Ruck () M Cancel Installing this profile will all i.manage.microsoft.com/Di remotely manage your iPad Profile Do D Aon 🛜 Wi-Fi Bluet Mobil Per -. Do N Screen Tim Control Centre

i. Enter your **passcode** if prompted



I. On the remote management screen, tap

Settings	DOWNLOADED PROF	LE	
Thomas Ruck Apple ID, ICloud, ITur		ent Profile	
Pad Not Bac Cancel	Warning	Install	
Finish Setting MOBILE DEVI	CE MANAGEMENT		
Profile Down i.manage.m	s profile will allow the administrator crosoft.com/DeviceGatewayProxy/ii inage your iPad.		
Aeropla The adminis	trator may collect personal data, ad	d/remove accounts	
😪 Wi-Fi data on you	Remote Management	Contract Contractor	
Bluetoc	Do you trust this profile's source to enrol your iPad into remote management?		
Mobile	Cancel		
Person	Cancel		
VPN			
Notifica			
Sounds			
Do Not			
Screen Time			
🗿 General	0		
Control Centre			

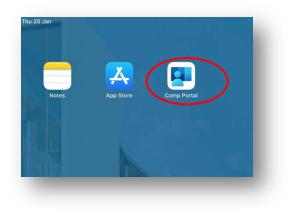
Trust

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

		♥ 42% ■○
Back		_
		_
	Confirming device settings	
	This may take a few minutes. You can do other things on your device while Department of Education GLD device sintup completes.	
		_
+		_

o. Tap Continue now

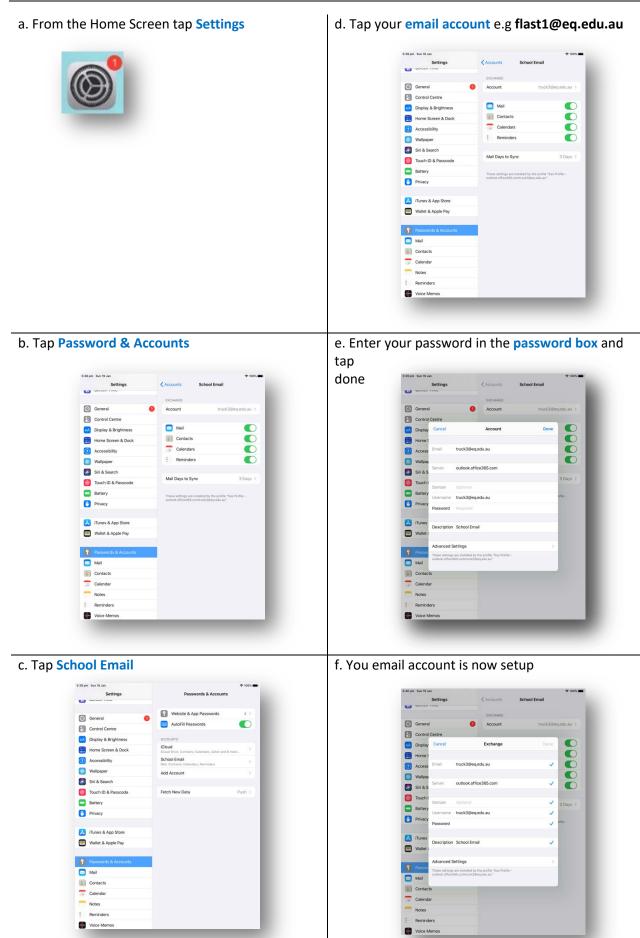




p. Tap Continue



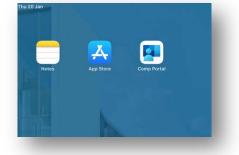
Step 4. School Email Setup



Step 5. Install Apps and Digital Resource

Note: Intune will 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

42 pm Sun 21 Jul Commission Commission	• 49% • MS
Department of Education QLD	
Apps a	
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.



