



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 [Student Code of Conduct](#) and [ICT Acceptable Use Agreement](#)
- 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 it@fortitudevalleyssc.eq.edu.au or 07 3016 8888 for assistance.

Step 1. Setting your Child's Password

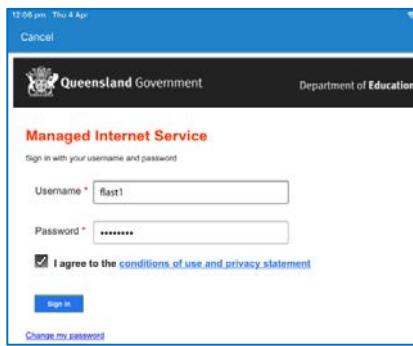
- a. From the home screen open a web browser e.g. **Safari**



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

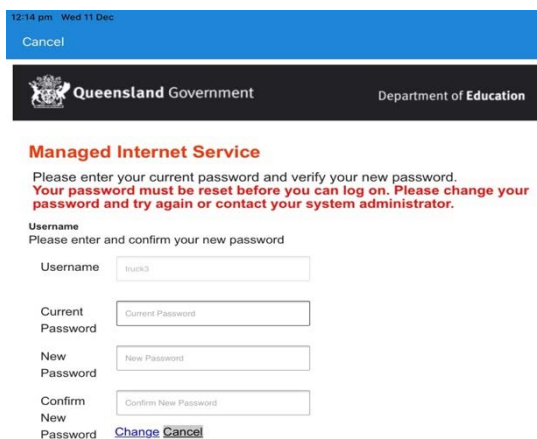


- c. Enter your child's username e.g. *flast1* and "*temporary password*" or *password* and **Tap** I agree to the terms and conditions and tap **Sign-In**



- 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.




NOTE: The new password must:

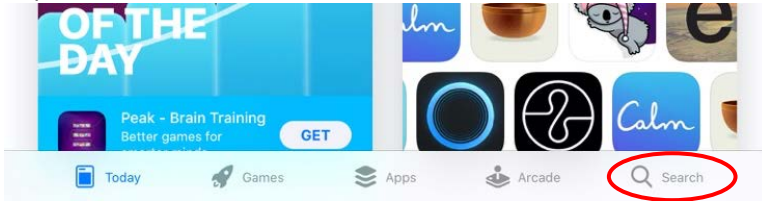
- not contain the student's name
- be at least eight characters and contain:
 - a number
 - a capital letters
 - a special character

- 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

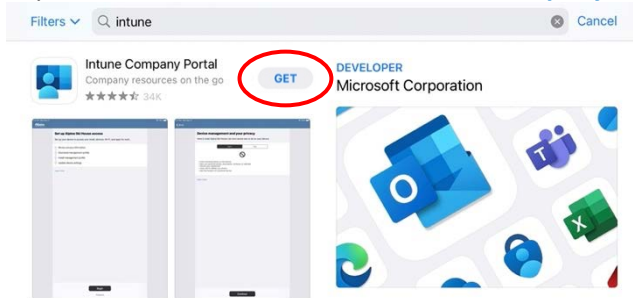
- From the Home Screen, tap the **App Store** 
- Tap **Search**, located at the bottom left of the screen



- Enter **Intune Company Portal** in the search box

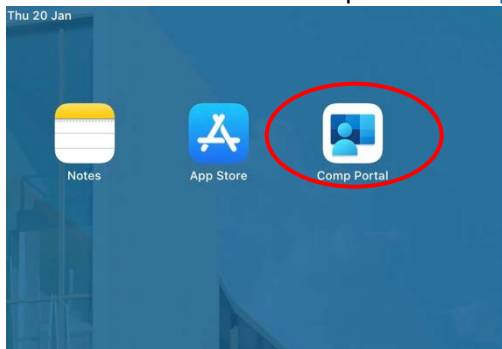


- Tap the **“Get or ”** to install the **Intune Company Portal** App

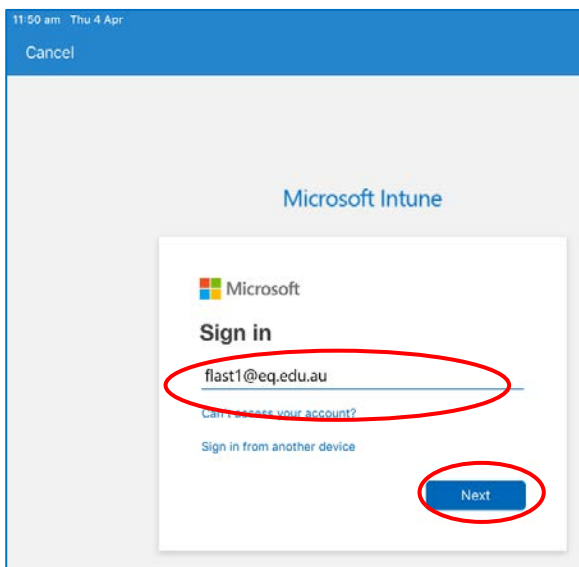


Step 3. Sign into Intune

- 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
Tap Next



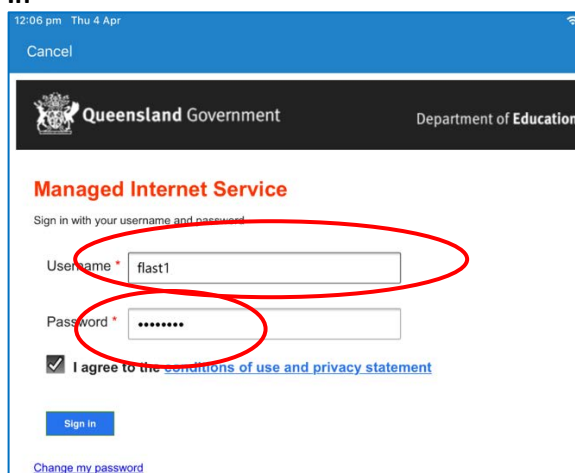
Once you've entered the EQ email address,
Intune will begin redirecting you the
Organization's Sign in Page

This may take 5-10 seconds.



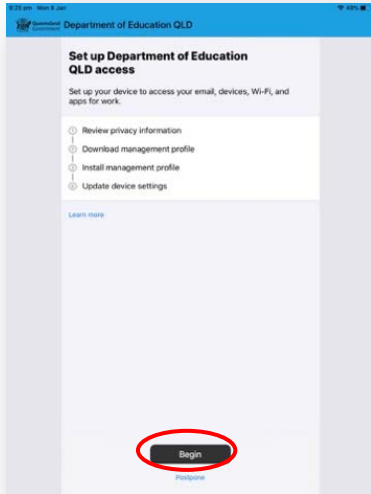
**Taking you to your
organization's sign-in page**

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

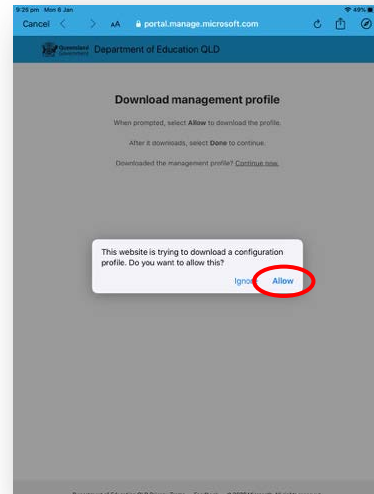


Step 4. Installing the Intune Profile

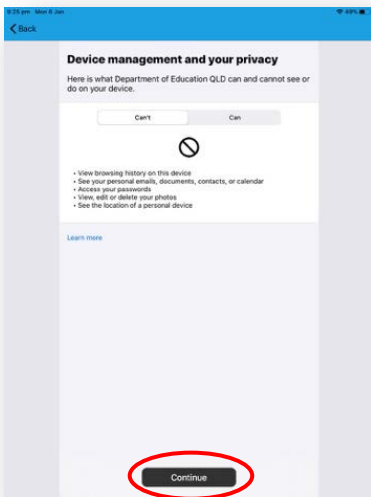
a. Tap **Begin**



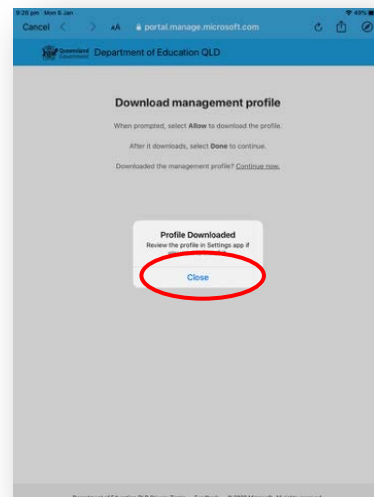
d. Tap **Allow** to download a management profile.



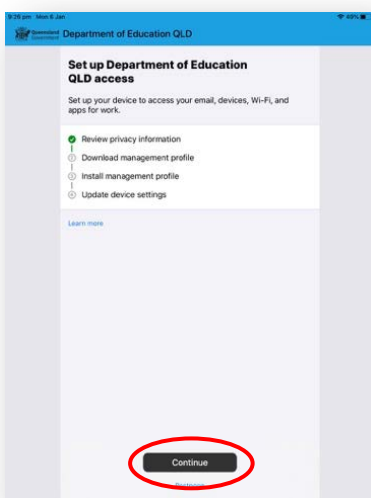
b. Tap **Continue**



e. Tap **Close**.



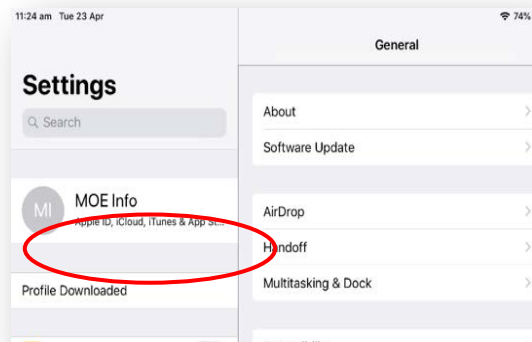
c. Tap **Continue**



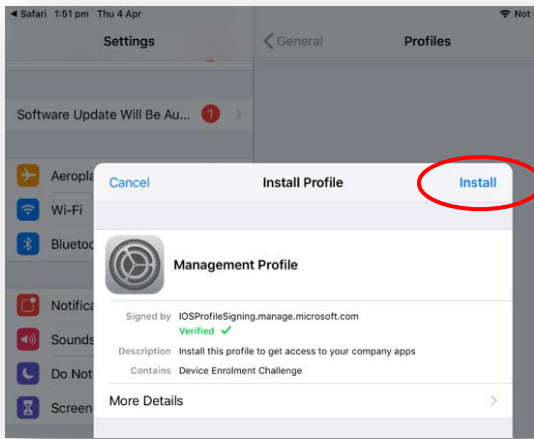
f. Return to the Home Screen and Open **settings**



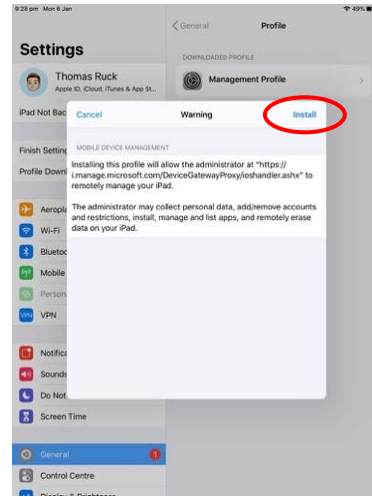
g. Tap **Profile Downloaded**



h. Tap **Install**, on the install profile screen



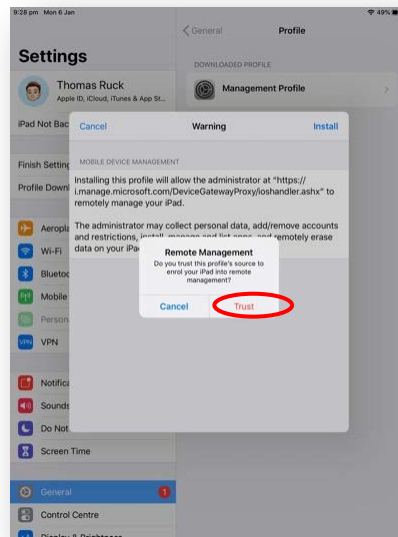
k. Tap **Install**



i. Enter your **passcode** if prompted

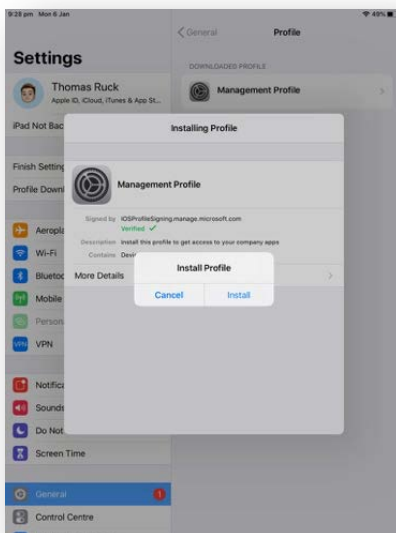


l. On the remote management screen, tap

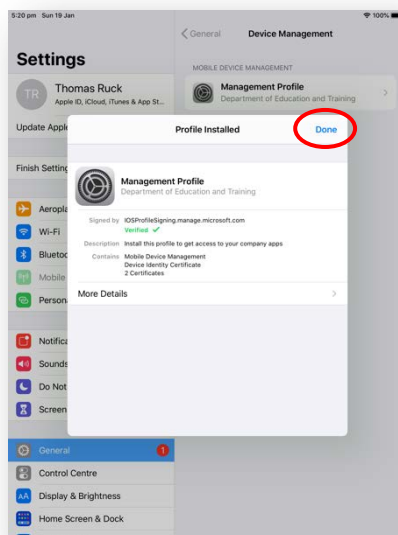


Trust

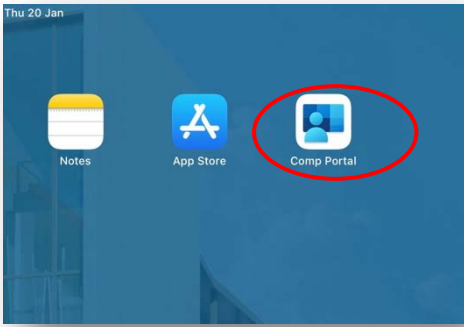
j. Tap **Install**



m. Tap **Done**



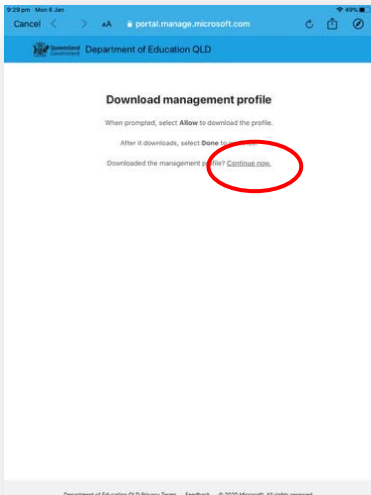
n. Return to the **Home Screen** and then open the **Intune Company Portal** app



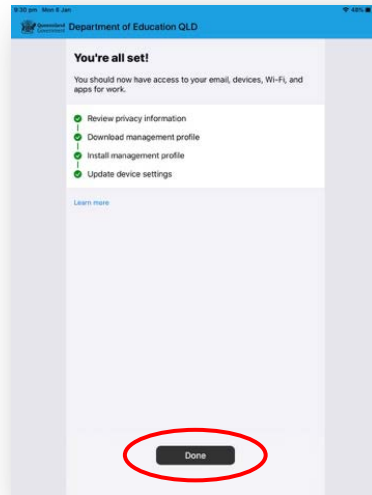
q. The setup will begin confirming the device setting this may take 2-3 minutes



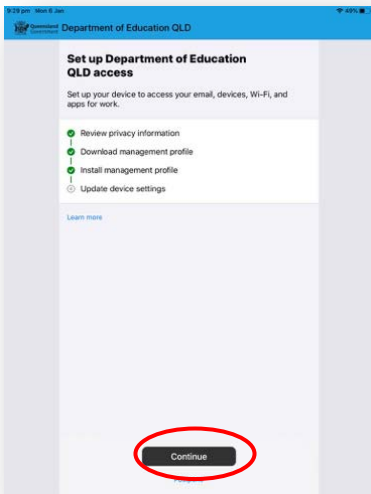
o. Tap **Continue now**



r. Tap **Done**

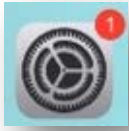


p. Tap **Continue**

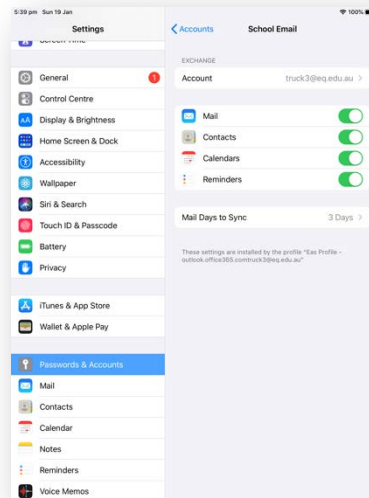


Step 4. School Email Setup

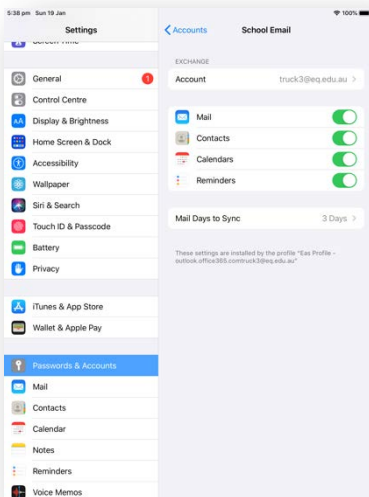
a. From the Home Screen tap **Settings**



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



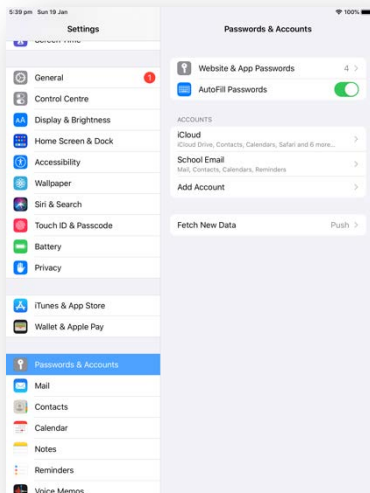
b. Tap **Password & Accounts**



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



c. Tap **School Email**



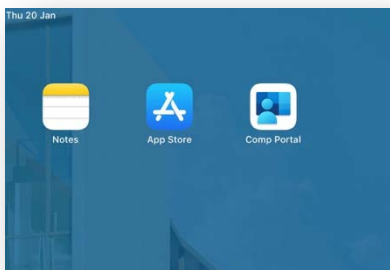
f. Your email account is now setup



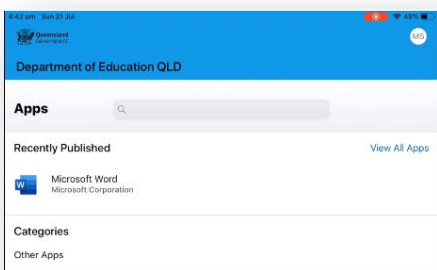
Step 5. Install Apps and Digital Resource

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.

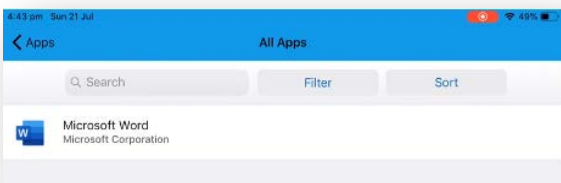
- a. From the **Home Screen** and then open the **Intune Company Portal** app



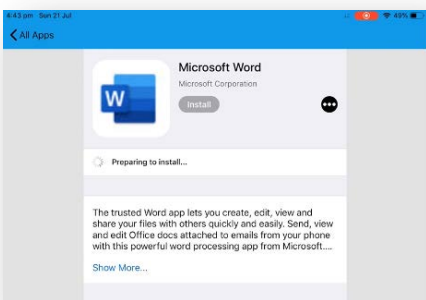
- b. Tap **View All**



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



- d. Tap, **Install**



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

