iPad Setup Instructions

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.
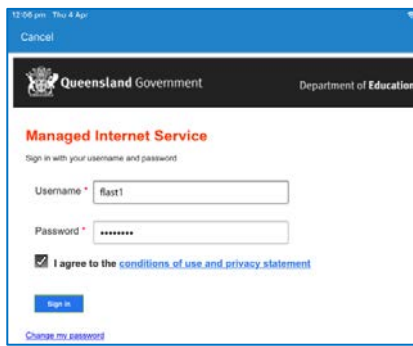
Step 1. Setting your Child's Password

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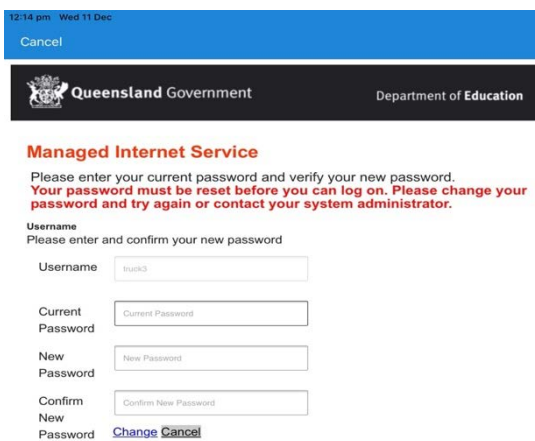

b. Using the Search bar navigate to **owa.eq.edu.au**

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.

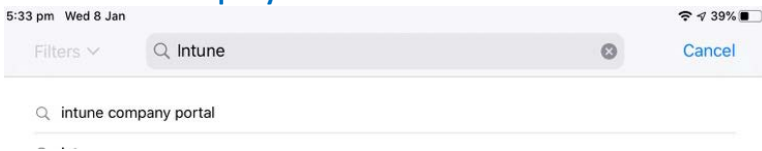✔ Congratulations! You have successfully changed your password.
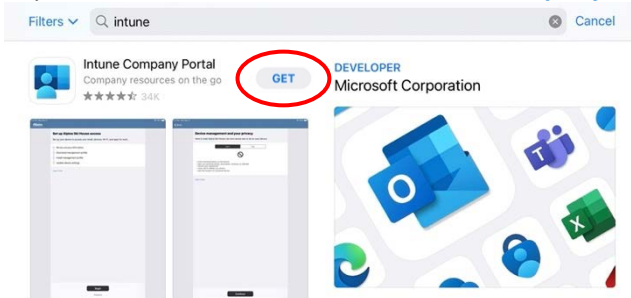
Step 2. Install the Intune App

a. From the Home Screen, tap the **App Store**

b. Tap **Search**, located at the bottom left of the screen
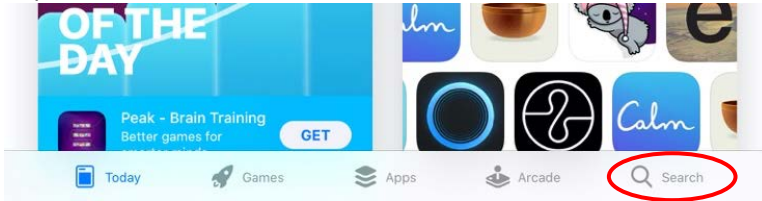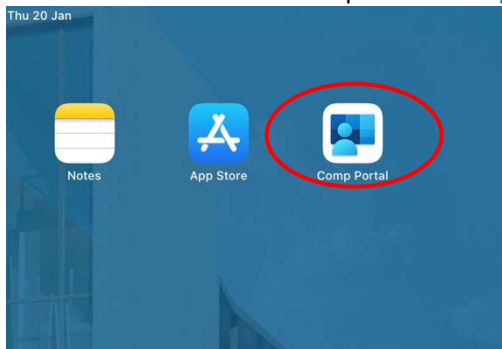

c. Enter **Intune Company Portal** in the search box

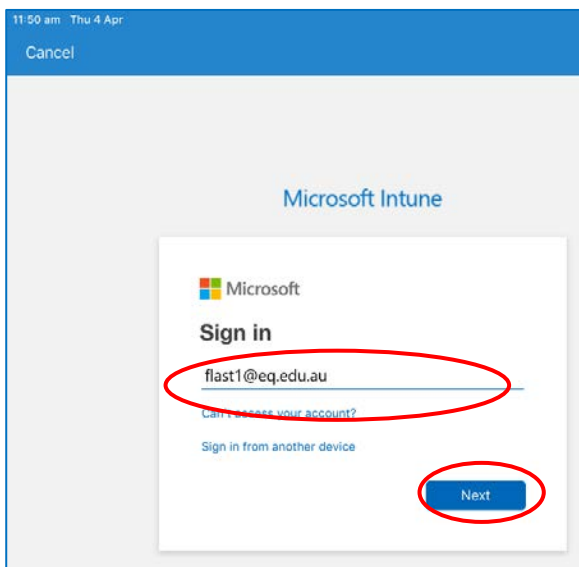d. Tap the "**Get** or ⬇" to install the **Intune** *Company Portal* App

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.

    c. Enter your child's **username** and *password*. Tap I agree to the terms and conditions and tap **Sign-In**
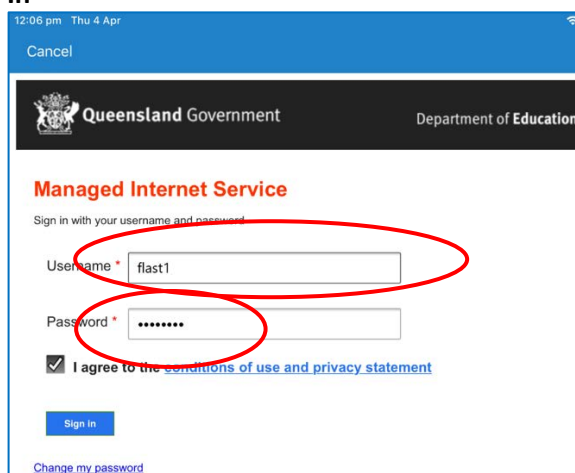
Step 4. Installing the Intune Profile

a. Tap **Begin**

b. Tap **Continue**
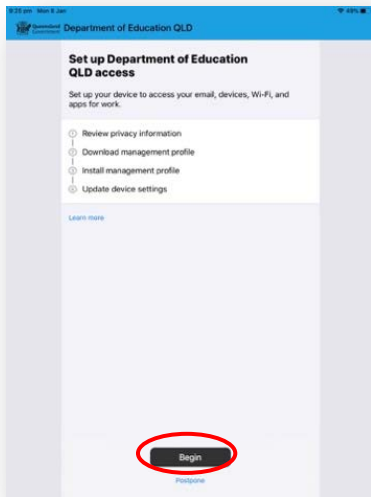
c. Tap **Continue**

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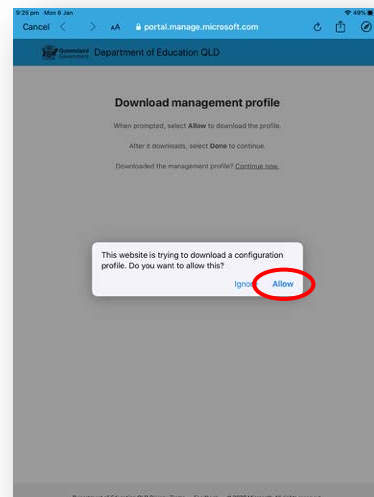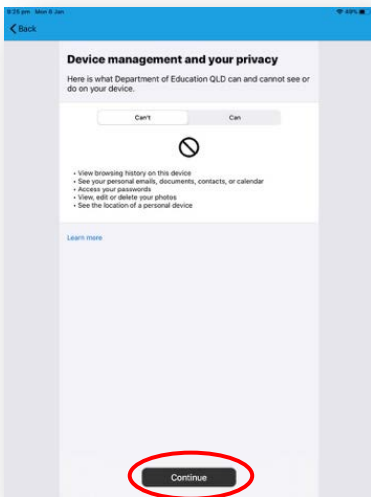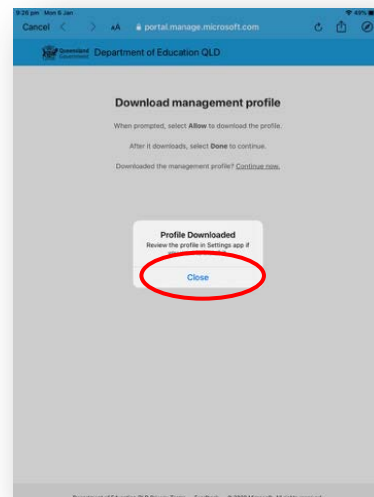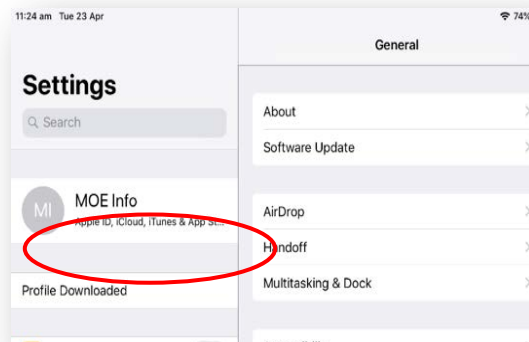

e. Tap **Close**.
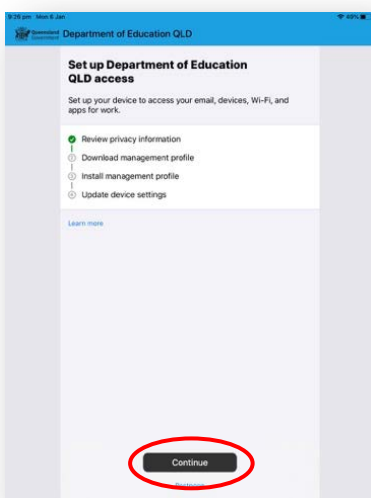
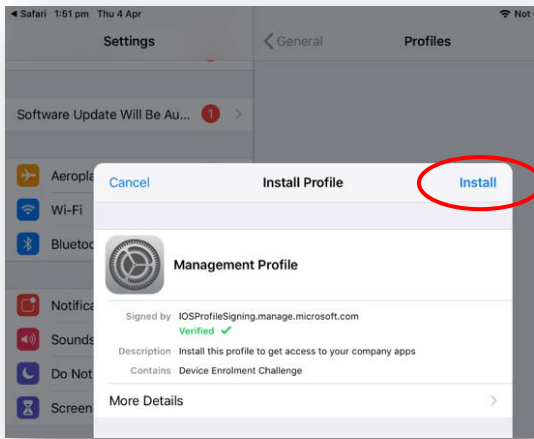

f. Return to the Home Screen and Open **settings**
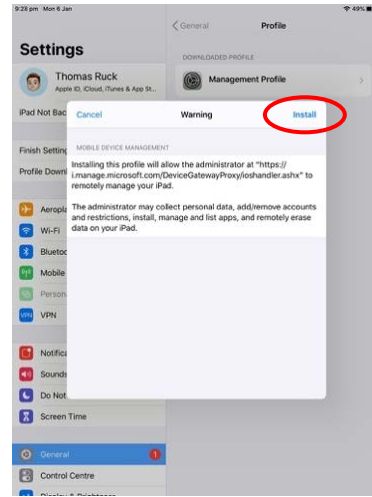

g. Tap **Profile Downloaded**
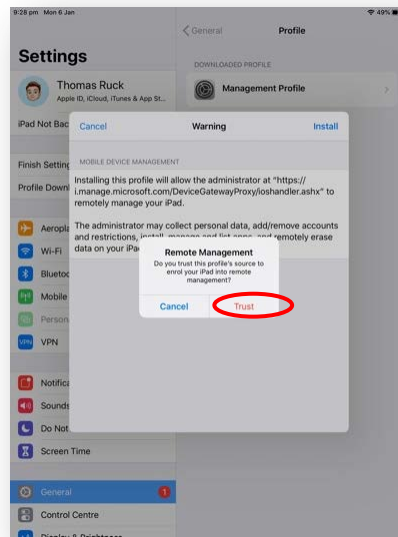
h. Tap **Install,** on the install profile screen
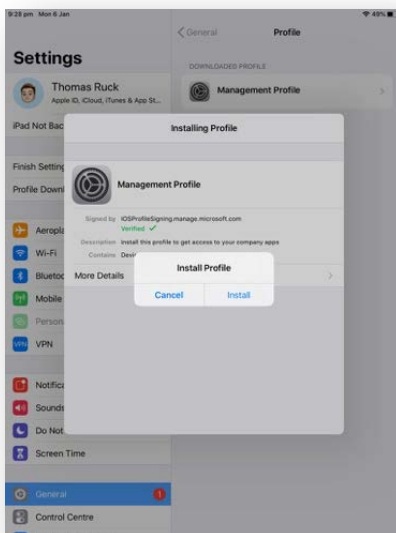

i. Enter your **passcode** if prompted

j. Tap **Install**

k. Tap **Install**

l. On the remote management screen, tap
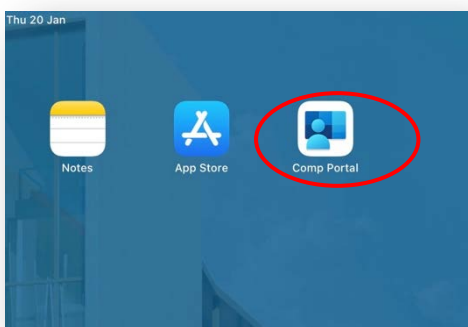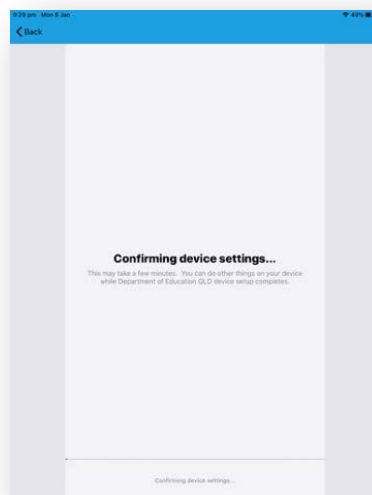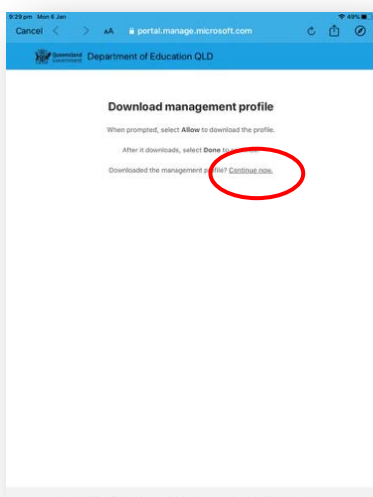

Trust
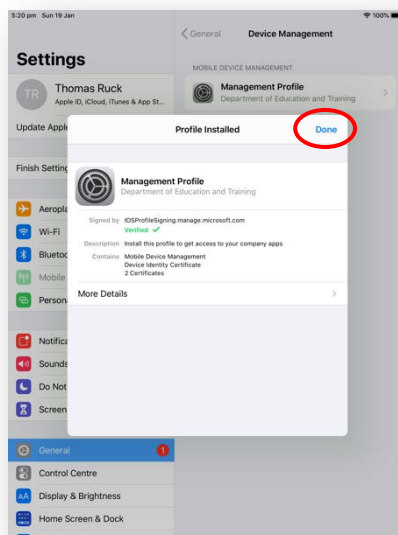
m. Tap **Done**

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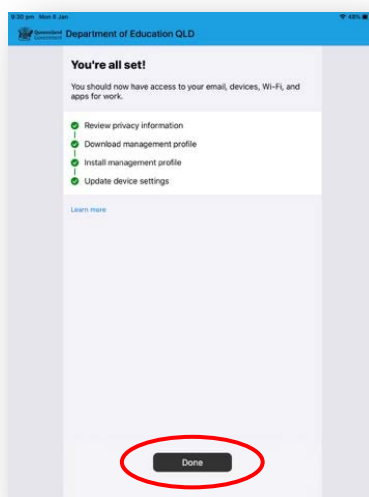

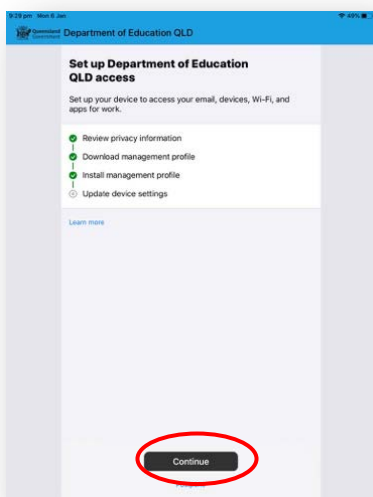q. The setup will begin confirming the device setting   this may take 2-3 minutes

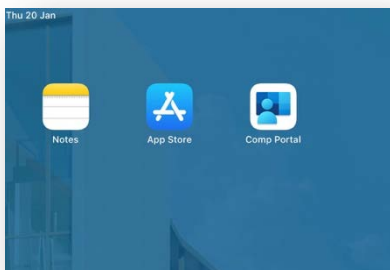o. Tap **Continue now**

r. Tap **Done**

p. Tap **Continue**
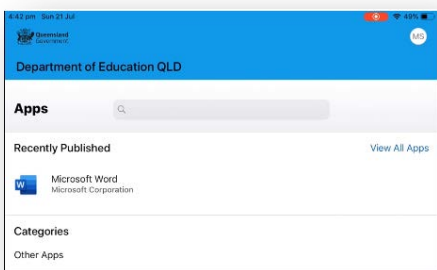
Note: Intune will automatically begin installing a number of apps e.g. Microsoft OneDrive, Teams, Word and PowerPoint. To install *additional digital resources*, follow the steps below.
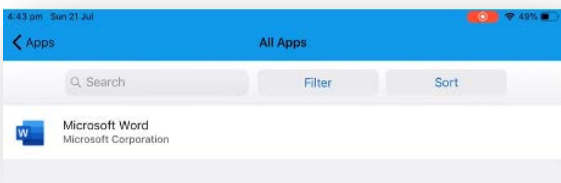
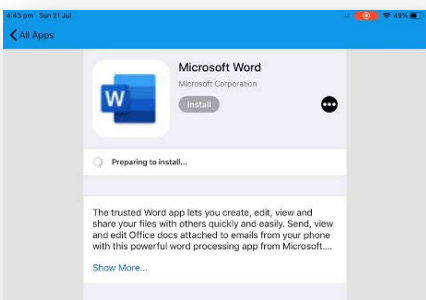a.   From the **Home Screen** and then open the **Intune Company Portal** app

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**.