

Brisbane South State Secondary College

Parent and Guardian Guide Microsoft Intune Enrolment Instructions



1. Select the **Windows icon** at the bottom left hand corner of your screen.



2. Select the **person** icon.



3. Select Change account settings.



4. Select Access work or school. If your account is already listed, select it and then select Disconnect. Then select Connect.

| lecycle Bin | Settings | | |
|-------------------------|------------------------|---|--|
| Aicrosoft | û Home | Access work or school | |
| Edge | Find a setting | | Microsoft account |
| Wireshark | Accounts | Get access to resources like email, apps, an means your work or school might control s | |
| | RE Your info | ask them. | Set up a work of school account |
| 01010 01101 01110 | Email & accounts | + Connect | You'll get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can |
| napouter | Sign-in options | | change. For specific into about this, ask them. |
| 01010 01101 01110 | Access work or school | Connect with work and school | flast1@eq.edu.au |
| nsupdate2 | A Family & other users | Select Manage or disconnect from work or Connect to access resources on your work | |
| | | | |
| | | | |
| | | | Alternate actions: |
| | | | These actions will set up the device as your organization's and give your organization full control over this device. |
| | | | Join this device to Azure Active Directory |
| | | | Join this device to a local Active Directory domain Next Next |

Enter your school @eq.edu.au email address and select Next.

5. The username may appear in the Username field in the Managed Internet Service screen. If not, please enter your school username, password, accept the terms and conditions, and **Sign in**.

| Queensland Government Department of Education | |
|--|--|
| Managed Internet Service Sign in with your username and password Username • flast1 Password • • • • • • • • • • • • • • • • • • • | ote: Do not use a licrosoft account |

6. Please select Done



7. In the start menu you may see a "Company Portal" app, this will be in a pending state due to no internet connection

| Recen | Recently added | | |
|------------|---------------------------|--|--|
| | Company Portal Pending | | |
| # | | | |
| \bigcirc | 3D Viewer | | |
| А | | | |
| \odot | Alarms & Clock | | |
| e | | | |
| | Calculator | | |

8. Click on the pending "Company Portal" app and it will open the Windows store and finish the install

9. Restart your laptop

10. Upon restart, you *may* be asked to change your password or pin to your laptop – this is not your school password. To make it easy, Use the same password you have had, and change it so that it now starts with a capitol letter and put .1 at the end. E.g. original password was **pokemon** change it to **Pokemon.1**

11. When at school, ensure that you connect to EQNET.

12. If you have issues, come and see Mr Stewart at the IT Helpdesk