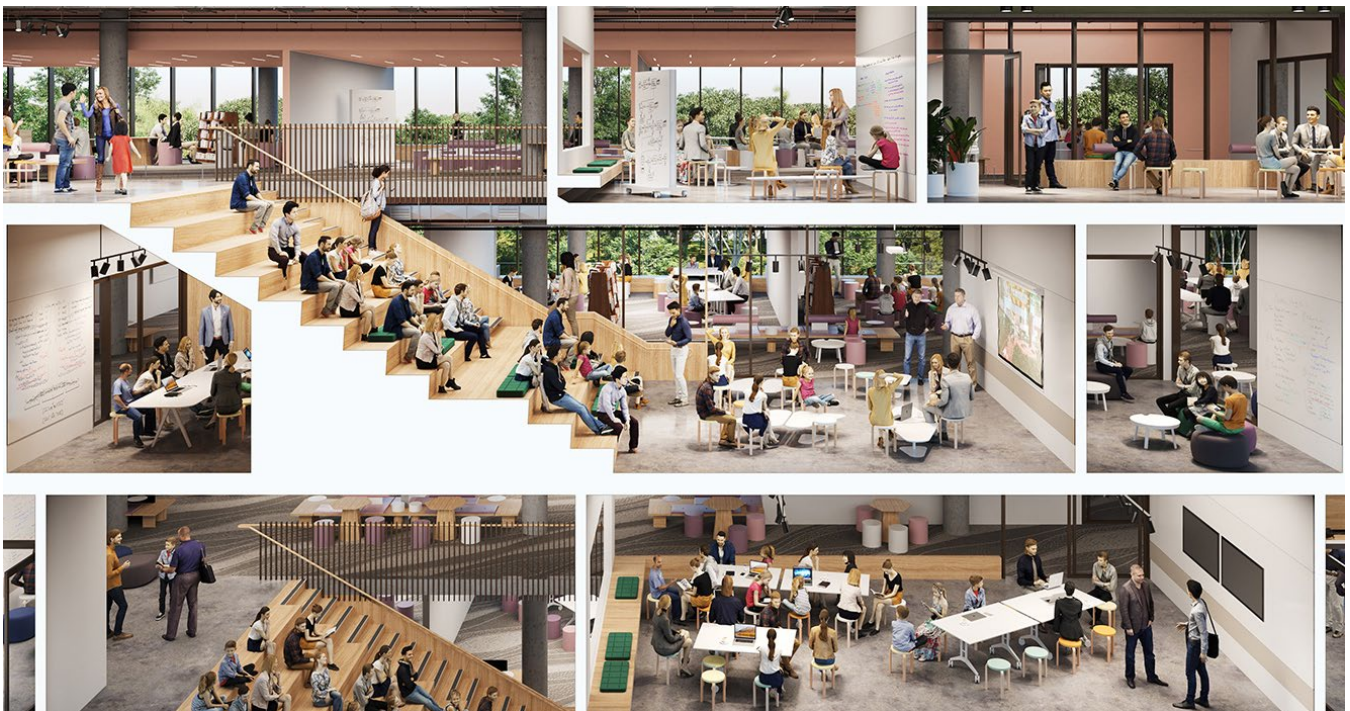# Brisbane South State Secondary College
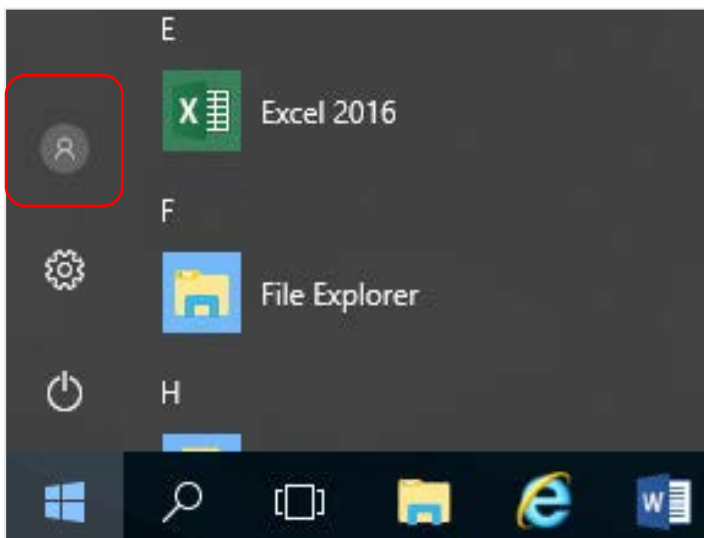
Parent and Guardian Guide

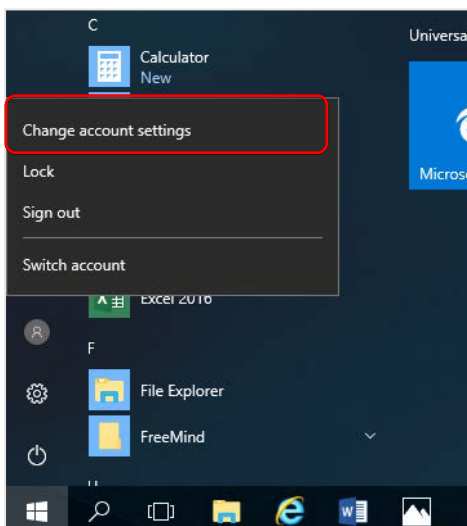## Microsoft Intune Enrolment Instructions

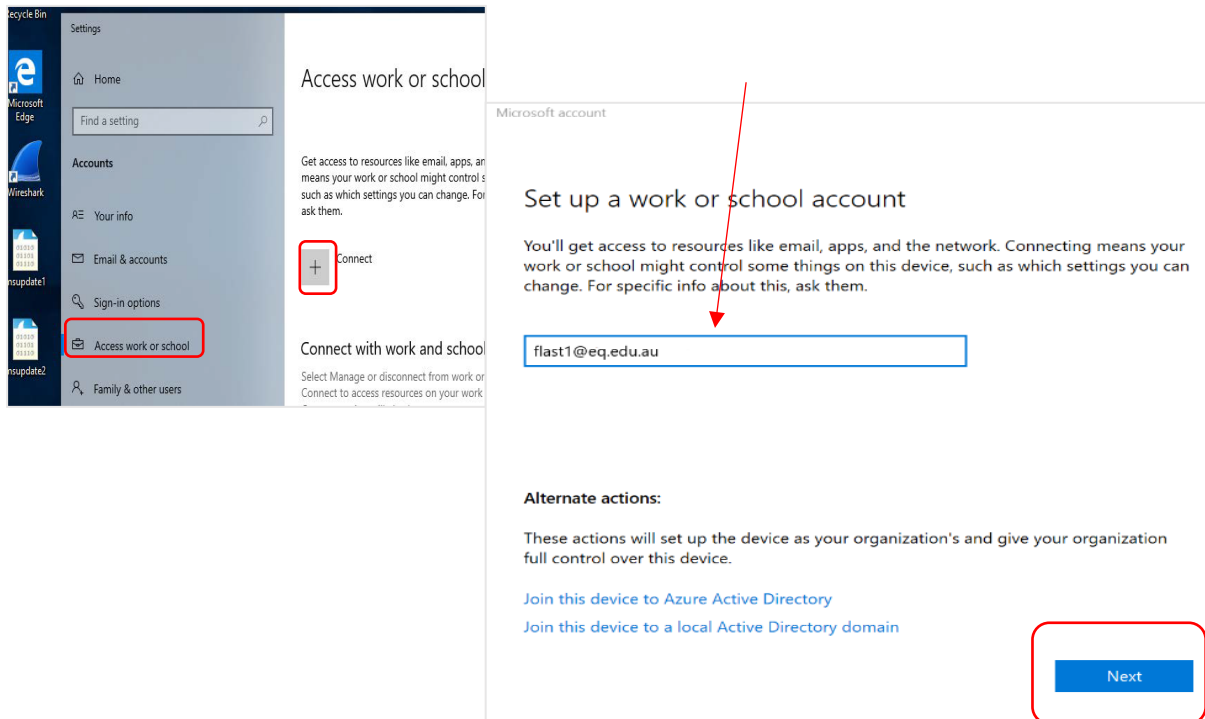1. Select the **Windows icon** at the bottom left hand corner of your screen.

2. Select the **person** icon.

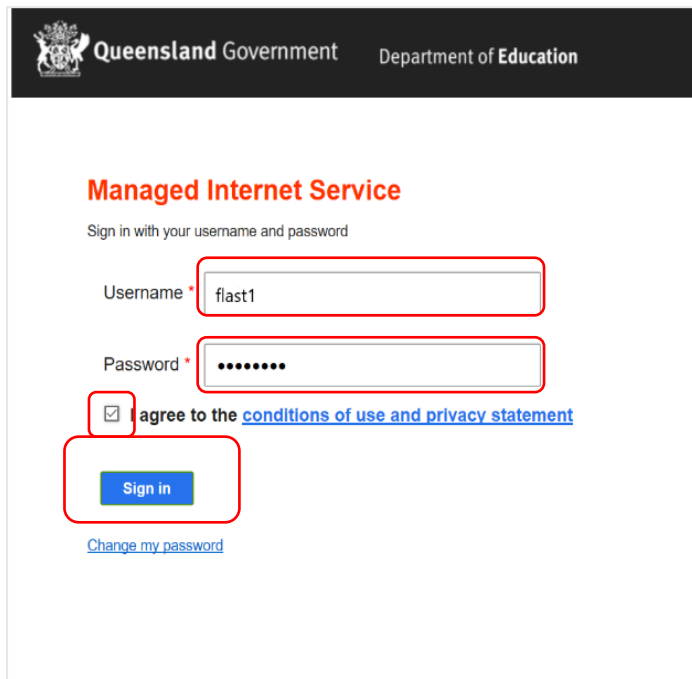3. Select **Change account settings**.

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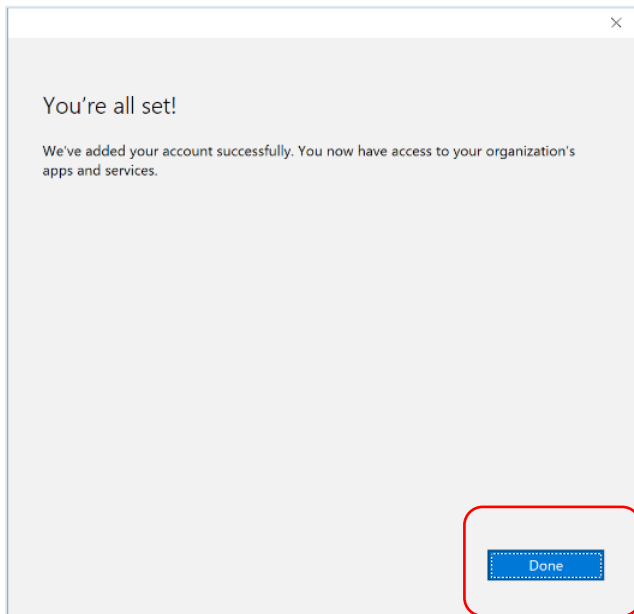

Enter your school *@eq.edu.au* email address and select **Next**.

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**.
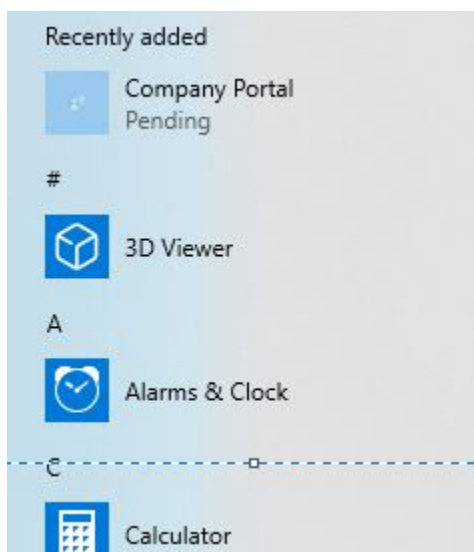

Note: Do not use a Microsoft account

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

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