St Andrew's College BYOD Onboarding for MacOS



Onboarding your BYOD

This guide will show you show to onboard your BYOD into Intune so you're ready to go once you arrive at school.

Intune is a mobile management system that allows your device to access the schools network – <u>click here</u> for more information.

Important: You will require your student email address and password to complete this process. If you do not know your student email and/or password, please email <u>helpdesk@stac.school.nz</u> or visit the IT Helpdesk.

Please note: These instructions are tailored for MacOS 13 (Ventura) or later versions. Examples shown may appear differently if you have an older version or significant updates have occurred.



BYOD Onboarding Requirements

- your St Andrew's College email address and password;
- a computer account and password to log into your device with:
 - this account should be the account you plan on using; not a parents account;
 - this account also requires administrator privileges to enrol into Intune;
- Internet access, either via:
 - your home network, or;
 - 'StAC-Onboard' Wi-Fi (if you're at school);
- your device also requires:
 - correct Date & Time / Time Zone settings for New Zealand;
 - an up-to-date Operating System (Ventura (13) or greater is recommended).



1. Open Safari and go to: <u>aka.ms/EnrollMyMac</u>

Q aka.ms\EnrollMyMac

2. Select 'Allow' if asked for downloads permission.



• This will automatically download the installer for Company Portal.

3. Click on the installer from the bottom-right of your screen to start the installation.





4. Follow on screen instructions to complete the installation.

•	🥪 Install Intune Company Portal	E
	Welcome to the Intune Company Portal Installer	
Introduction	You will be guided through the steps necessary to install this	
Licence	software.	
Destination Select		
Installation Type		
Installation		
Summary		
	Go Back Continue	

5. 'Agree' to the software licence agreement.

	Software Licer	nce Agreement		
Introduction		English	\$	
Licence	MICROSOF	T APPLICATION LI	CENSE TERMS	
Click Agree	to continue or click [Disagree to cancel th	e installation and quit	
Click Agree the Installer Read Lice	e to continue or click [r. ence	Disagree to cancel th	e installation and quit Disagree Agree	



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6. Enter your **device username/password** when requested by the installer.



7. 'Allow' the installer access if it requests access to your Downloads folder.

000	🥥 Install Intune Company Portal	A
	Installing Intune Company Portal	
 Introduction Licence Destination Select Installation Type Installation Summary 		
	Files in your Downloads folder. Don't Allow	
	Go Back	Continue



8. Once the installer is successful, select 'Close'.

•••	🤝 Install Intune Company Portal	8
	The installation was completed successfully.	
 Introduction Licence Destination Select Installation Type Installation Summary 	The installation was successful. The software was installed.	
	Go Back Close	

9. If prompted, select '**Move to Bin'** to save yourself some space.

	😻 Install Intune Company Portal	2
 Introduction Licence Destination Select Installation Type Installation Summary 	The installation was completed successfully. Derive the analysis of the ana	



Microsoft AutoUpdate is a program that makes sure your Microsoft apps will always be up-to-date with the latest security fixes and improvements. Microsoft AutoUpdate will appear after the previous section, you may select OK and dismiss this window as it will continue to run in the background. It is not part of this setup.

Microsoft AutoUpd	ate
Updates available: 1	🖒 Update 🗸
Automatically keep Microsoft Apps up to date	Advanced



10. Once installed, **launch Company Portal** either by the Launchpad or using Spotlight.





11. Once Company Portal launches, select 'Sign In'.



12. Enter your StAC Email and Password and accept any Terms and Conditions to proceed.





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13. Select '**Begin**' to start the enrolment process.

 St Andrew's C Review privacy 	College
information	
2) Install management profile	
) ③ Checking device	Set up St Andrew's College access
settings	Set up your device to access your email, devices, Wi-Fi, and apps for work.
	Begin
	Postpone

14. Select '**Continue**' after reading the information displayed on screen.





15. Select 'Download profile'.

 Please note: this may open a new window for you, in which case, you can skip to Step 10.

16. Click on the Apple menu > System Settings.

Open the following Privacy & Security > Profiles.



Ű.	Company Portal	File	Edit	Device
Abo	ut This Mac			
Syst	em Settings		1 update	-
Арр	Store			
Recent Items				>
Forc	e Quit Company Por	tal	飞合第	5
Slee	p			
Restart				
Shut	t Down			_
Lock	Screen		~ ж	Q
Log	Out helpdesk		ራ	Q





- 18. Double click on the 'Management Profile'.
- 19. Select 'Install'.

Q Search	Downloaded	
Sign in with your Apple ID	Management Profile A Profile not installed. Double-click to review. + -	
Software Update Available 🚺		?
🛜 Wi-Fi		
🛞 Bluetooth		
🛞 Network		
Notifications		
🚺 Sound		
C Focus		
Screen Time		
🕟 General		
O Appearance		
🕜 Accessibility		
Control Centre		
[] Siri & Spotlight		
Privacy & Security		

20. Enter your **device** username and password when prompted and select **'Enrol'**.

Wanagemen Verified	t Profile	
Description Insta	Il this profile to get access to your company apps	
Signed	IOSProfileSigning.manage.microsoft.com	
Received	21/11/2023 at 11:14 AM	Profiles Profiles is trying to enrol you in a remote management (MDM) service.
Settings	Profile Service Enrolment fef.msuc05.manage.microsoft.com	Enter your password to allow this. helpdesk
Details		Password Cancel Enrol
Profile Service En	rolment	
Description	Encrypted Profile Service	



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- 21. Once you've installed the Management Profile, go back to the Company Portal app.
- 22. After a few moments it will start configuring your device as shown in the following screenshot.

• If you see an error while it is **Checking device settings,** selecting retry will usually resolve the issue.

😻 St Andrew's	😻 St Andrew's College		
 Review privacy information Install management profile Checking device settings 	<section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header>		



- Your device is now enrolled!
 - You should stay logged in for at least 15 minutes after this process to allow Intune to setup and synchronise to your device.
 - Additionally, restarting your device after this time will help ensure Intune has properly setup on your device.
- While waiting, you may wish to install some required software as shown on the next page.

St Andrew's Col	lege
Review privacy information	
Install management profile	
3 Checking device settings	You're all set!
	You should now have access to your email, devices, Wi-Fi, and apps for work.
	Done



Students should also have the following applications installed on their devices.

Microsoft 365 (formerly Office)	Teams	OneDrive	Vivi
Students are eligible for a copy of Microsoft 365 and are expected to have it installed on their device.	Teams is used extensively for classwork and communication between students and teachers.	OneDrive allows students to save files, documents and other schoolwork across multiple devices.	Vivi is a wireless projection software used in class for sharing and presenting.
Can be downloaded from: aka.ms/office-install	Can be downloaded from: <u>aka.ms/getteams</u>	Can be downloaded <u>from</u> <u>here.</u> <u>MacOS guide here.</u>	Vivi can be downloaded from: <u>get.vivi.io</u>



Onboarding Complete

You are now setup and ready to use your BYOD device on campus!

Your device should now automatically connect to the **StAC-BYOD** Wi-Fi network once you are on-site - if not, please try manually connecting.

StAC ICT Helpdesk

If you are having any trouble getting connected, please visit the IT Helpdesk for technical support.

Email: <u>helpdesk@stac.school.nz</u> Room: TC206 (Tech Center)

