ALBANY CREEK STATE SCHOOL

PARENT GUIDE INTUNE SETUP

This guide was created for Albany Creek State School parents to assist setting up and configuring this application or device.

Kind credits to Albany Creek State High School for initial development of this guide.

Installation Guide for iOS

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Version 1.1
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30 October 2026

Before you Start

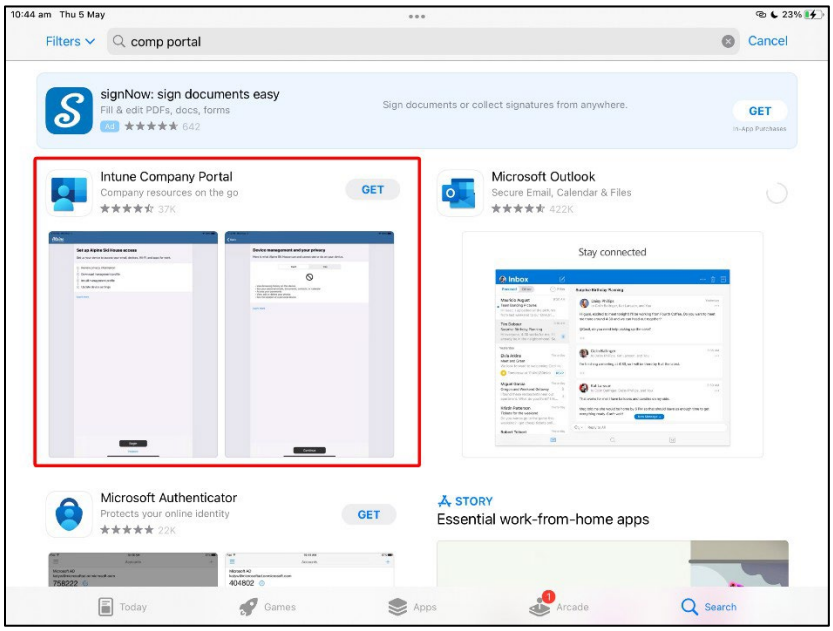
- Intune is a secure mobile management system that allows you to access school emails, Wi-Fi, learning applications and websites on personal devices.
- Before you start, please have ready the email address and password that has been supplied to you by the school. If you do not have this information, you will not be able to successfully complete the installation. Please contact your school to obtain these details.
- These instructions are devices with version iOS 12.2. You may find that some of the screens look different to the ones provided here if you have a different version of iOS or if there are changes made to Intune.
- If the installation fails at any time, please re-open the Intune app and try again.

Please note: After the device has been onboarded and restarted, you may be asked to reset your device's password. You can attempt to reset it to the current password, however if this fails please try a different password.
You may be asked to enter your school password for a Microsoft 365/Exchange account. This is to set up your emails.
If you have any problems with installing Intune or using it afterwards, please contact your school for assistance.

Installing Intune Company Portal

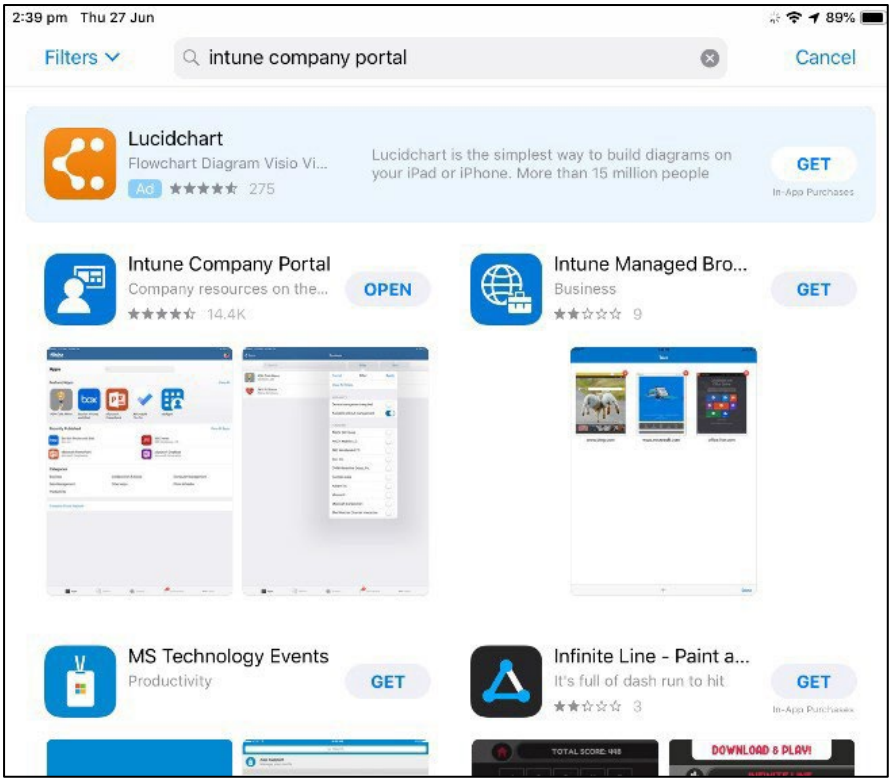
Step 1

To start, connect to the internet, open the App Store and search for **Intune Company Portal**. Then tap **Get**.



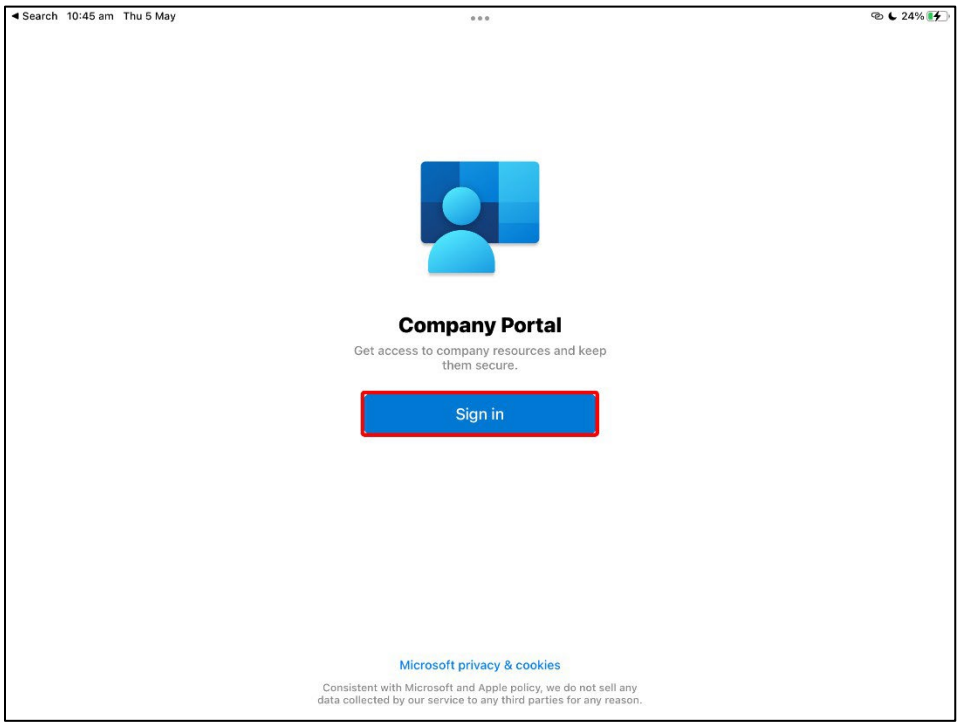
Step 2

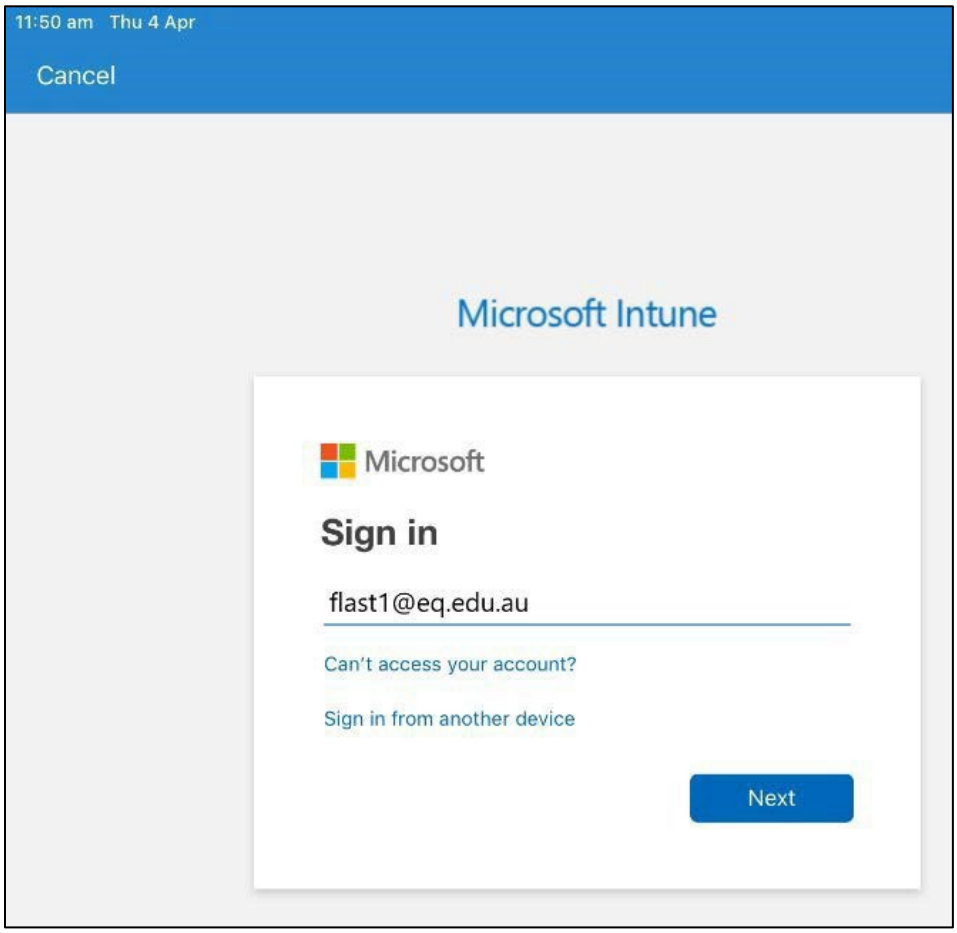
Once Intune has downloaded, tap **Open.**



Step 3

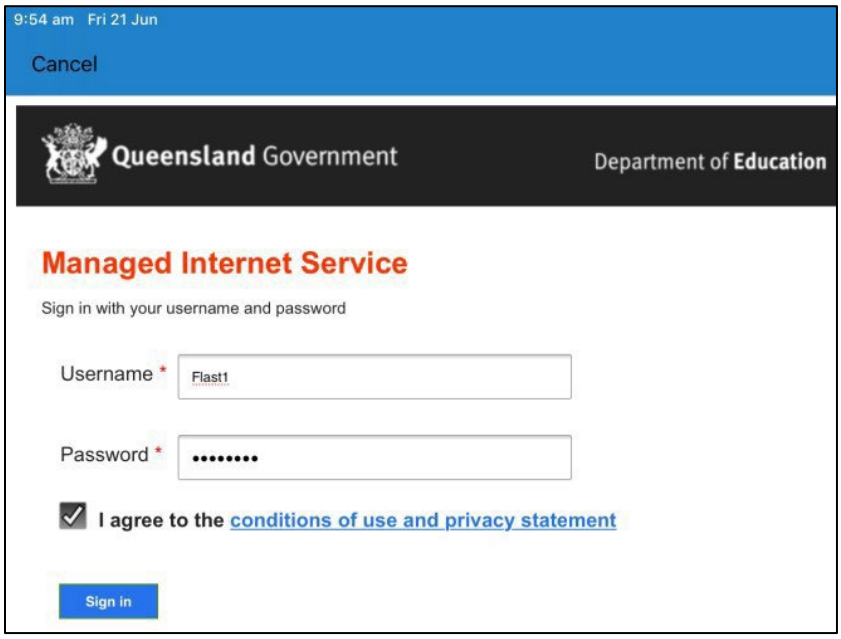
Enter your **school email**, and then select **Next.**





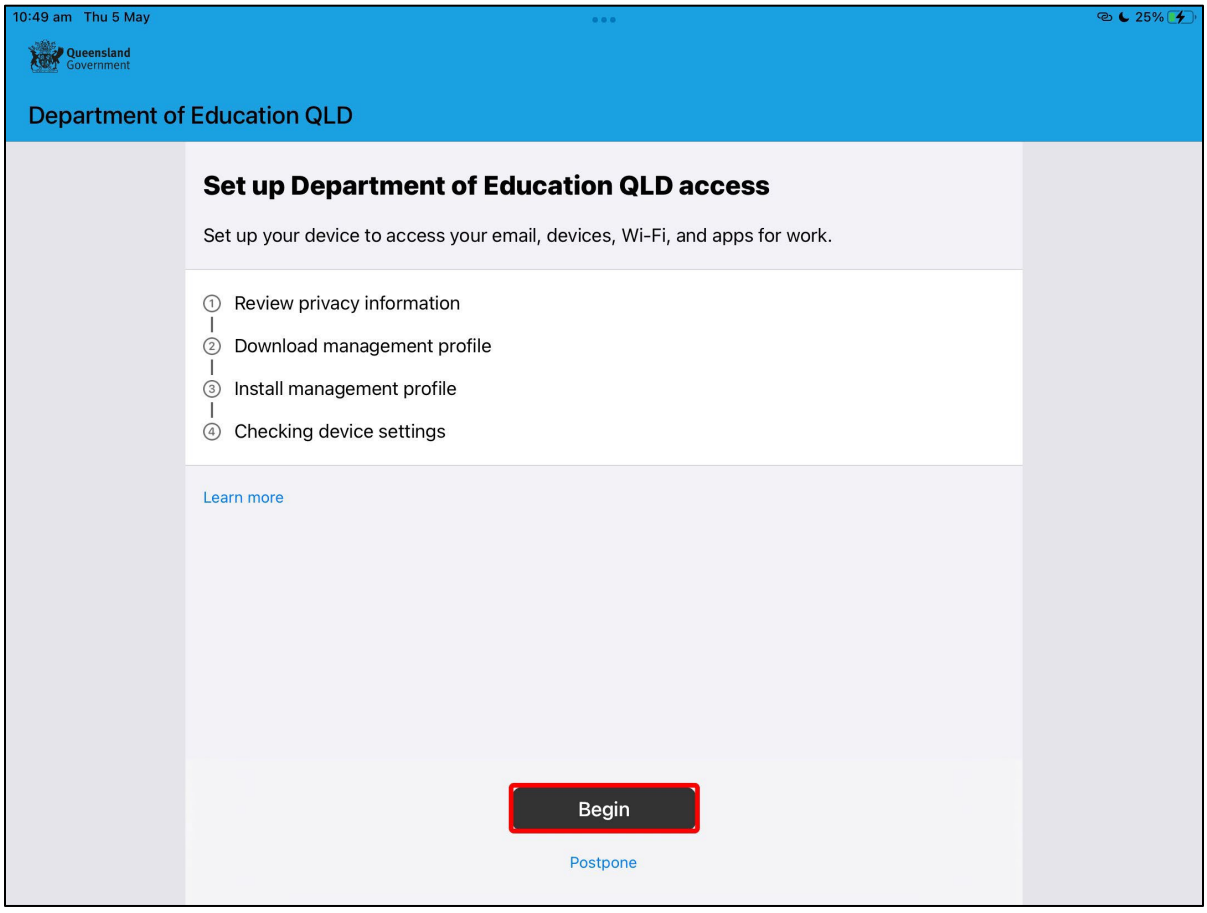
Step 4

Enter your school username and password and tick the **I Agree** box, then select **Sign In**.

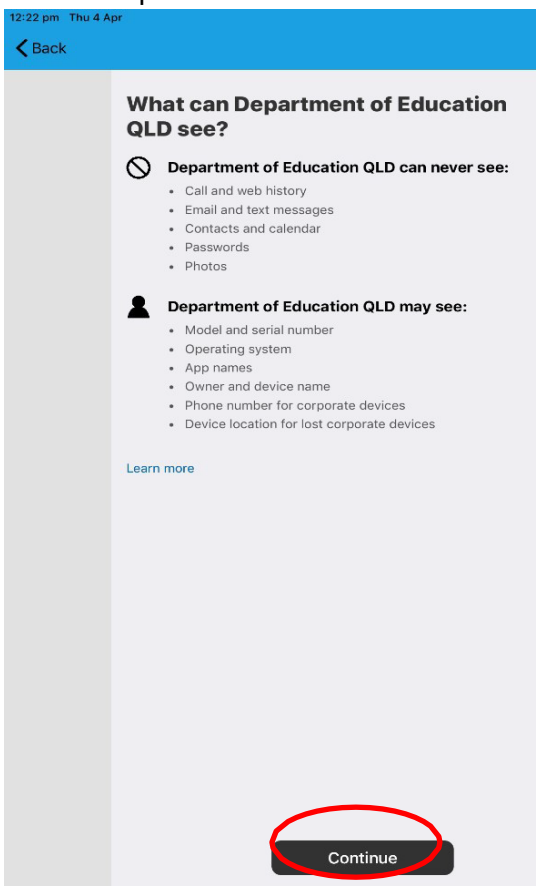


Step 5

Next, the Intune Company Portal App will need to be installed. Tap **Begin**.

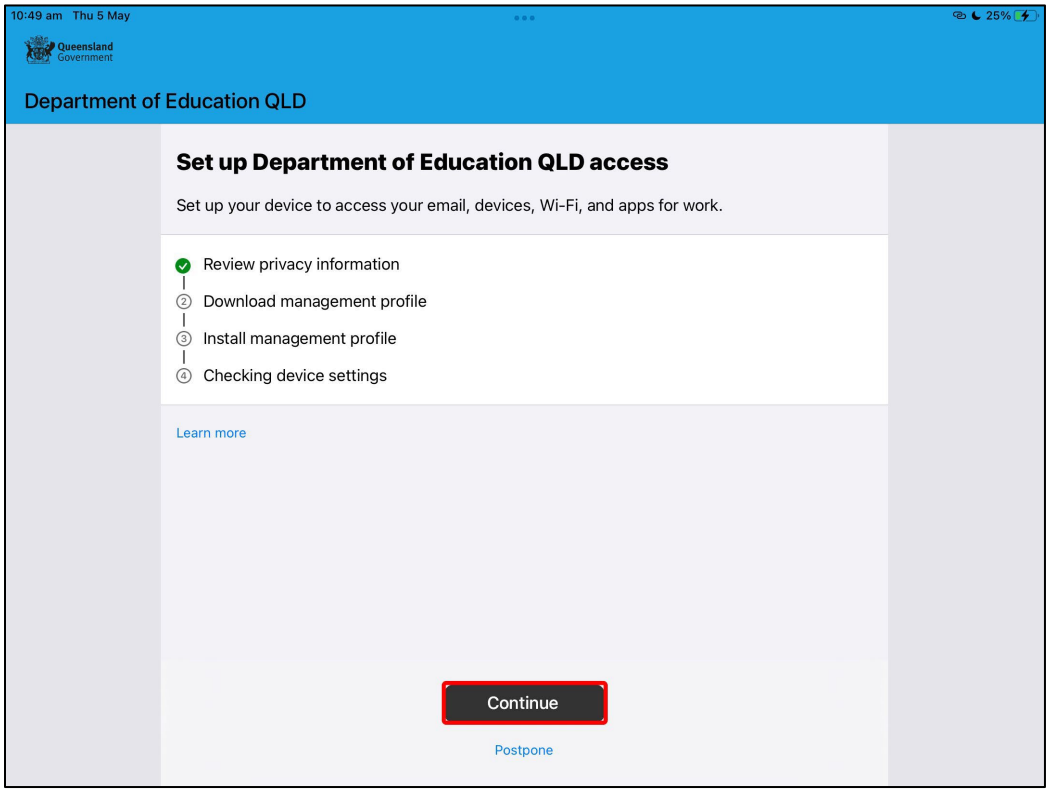


The next screen explains what your school's IT administrator can and can't see on your device. Tap **Continue**.

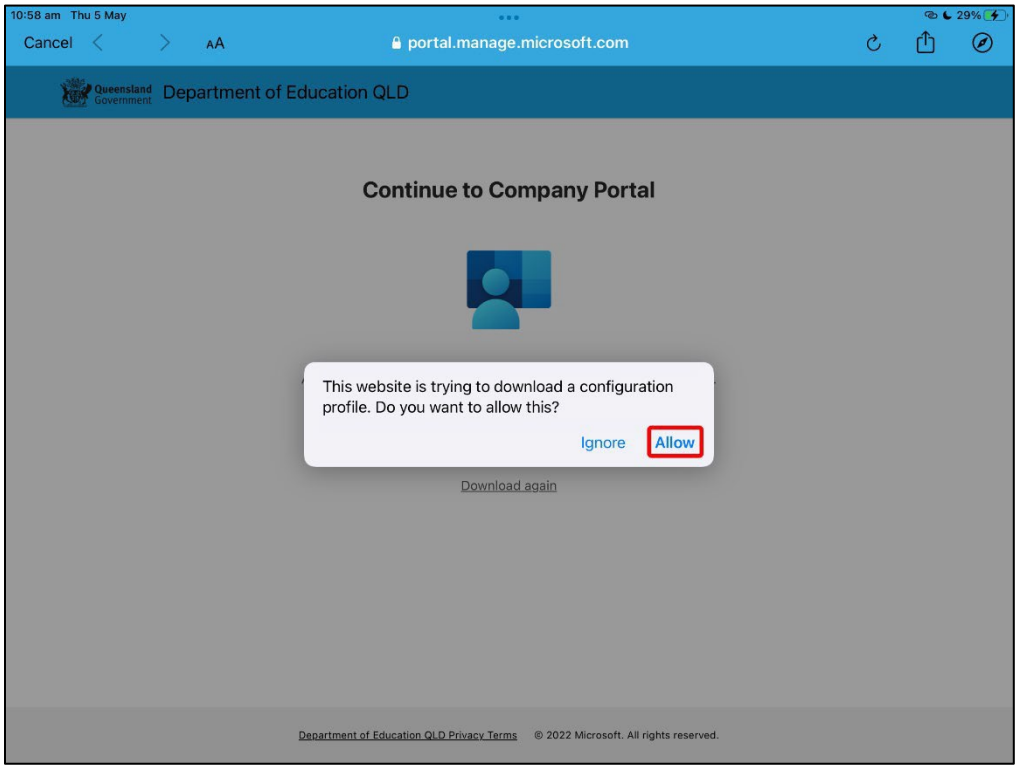


Step 7

This screen outlines further steps. Tap **Continue**.

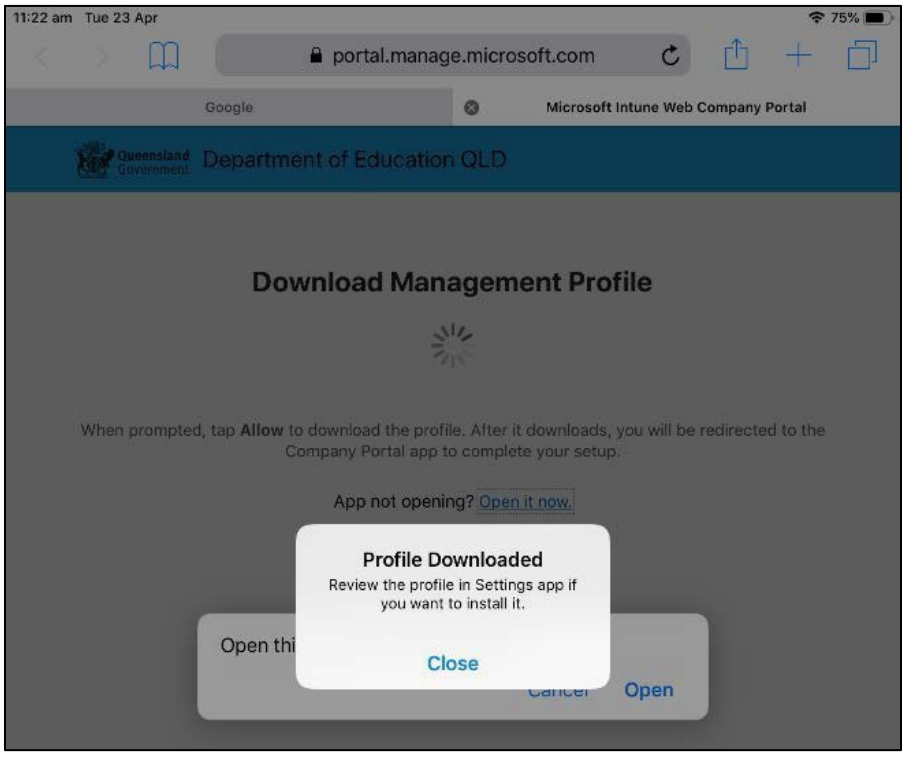


Tap **Allow** to download the Intune profile.



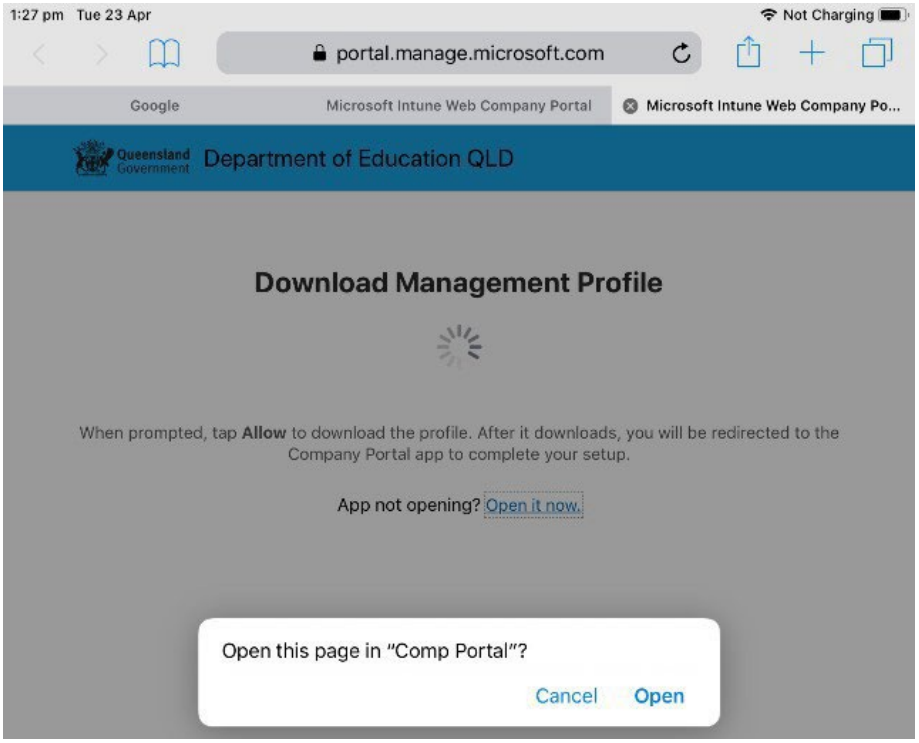
Step 9

Your Intune profile has now been downloaded, please tap **Close**.



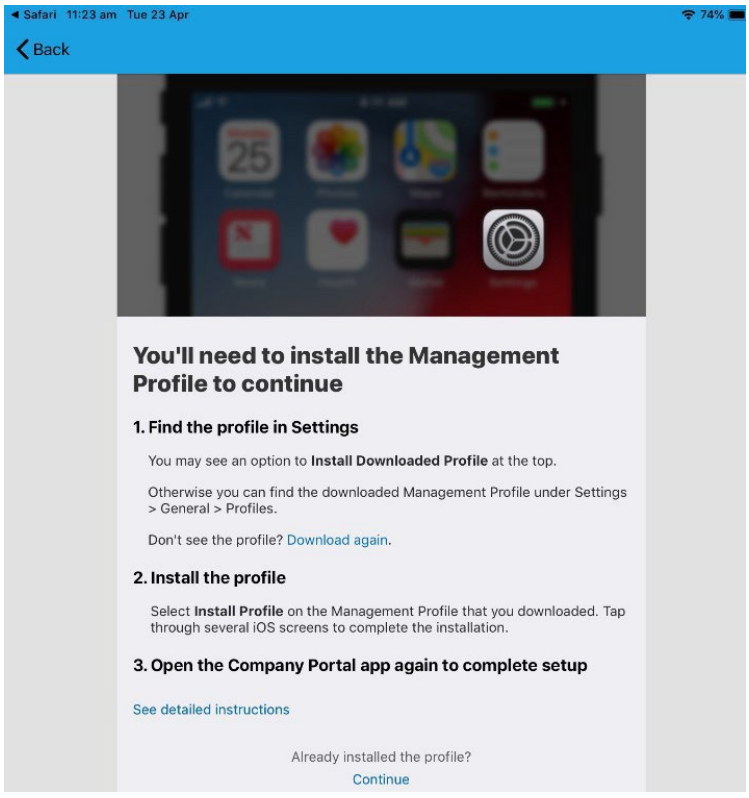
Step 10

On the message that pops up, tap **Open**.



Step 11

Press the **home button** to minimise this window.



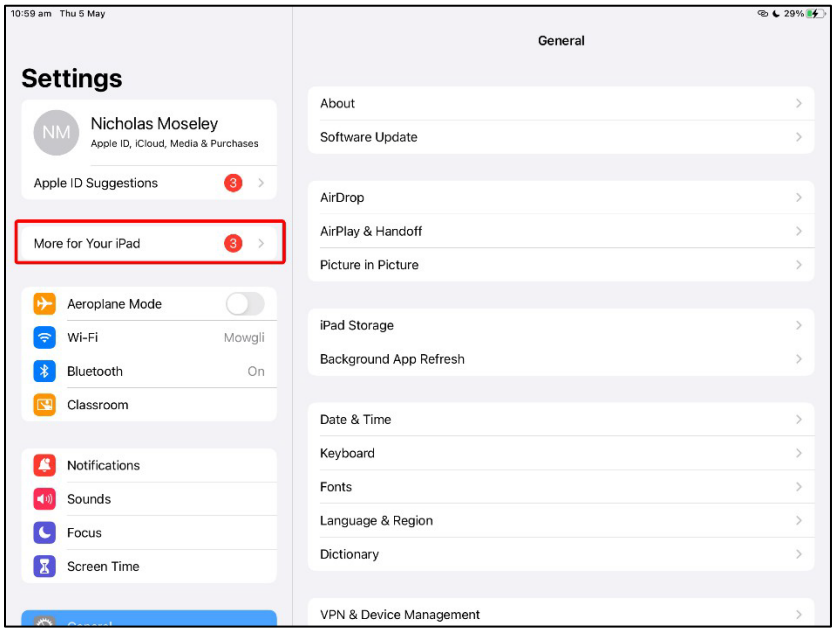
Step 12

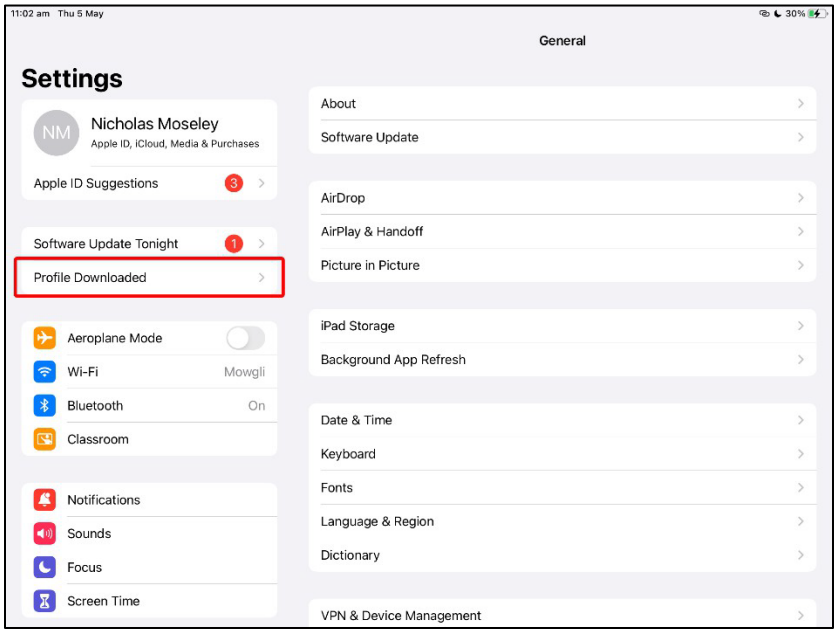
Open your **settings app**, and if requested, enter a password to access the menu.

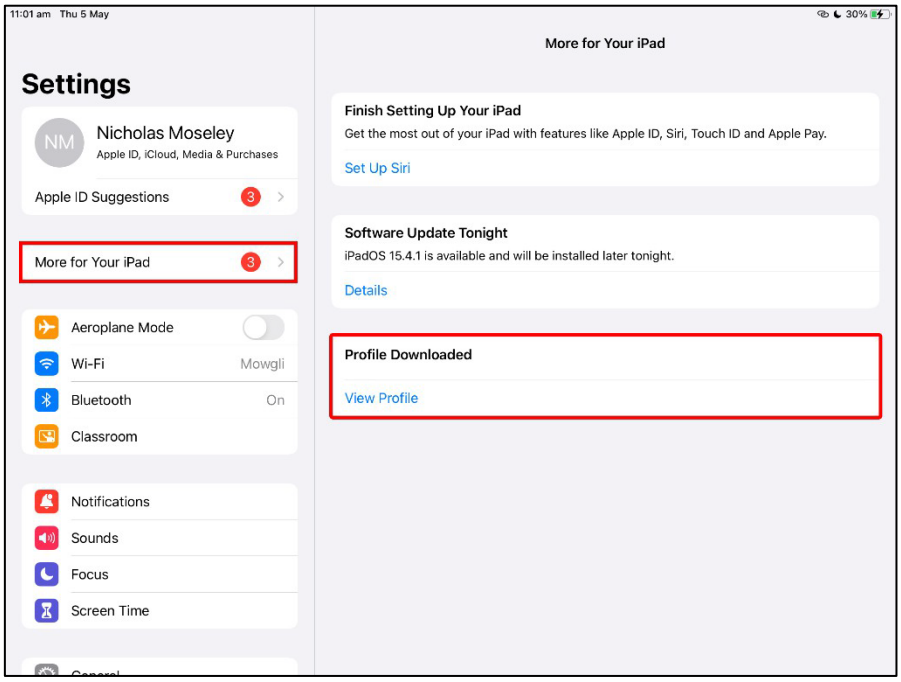


Step 13

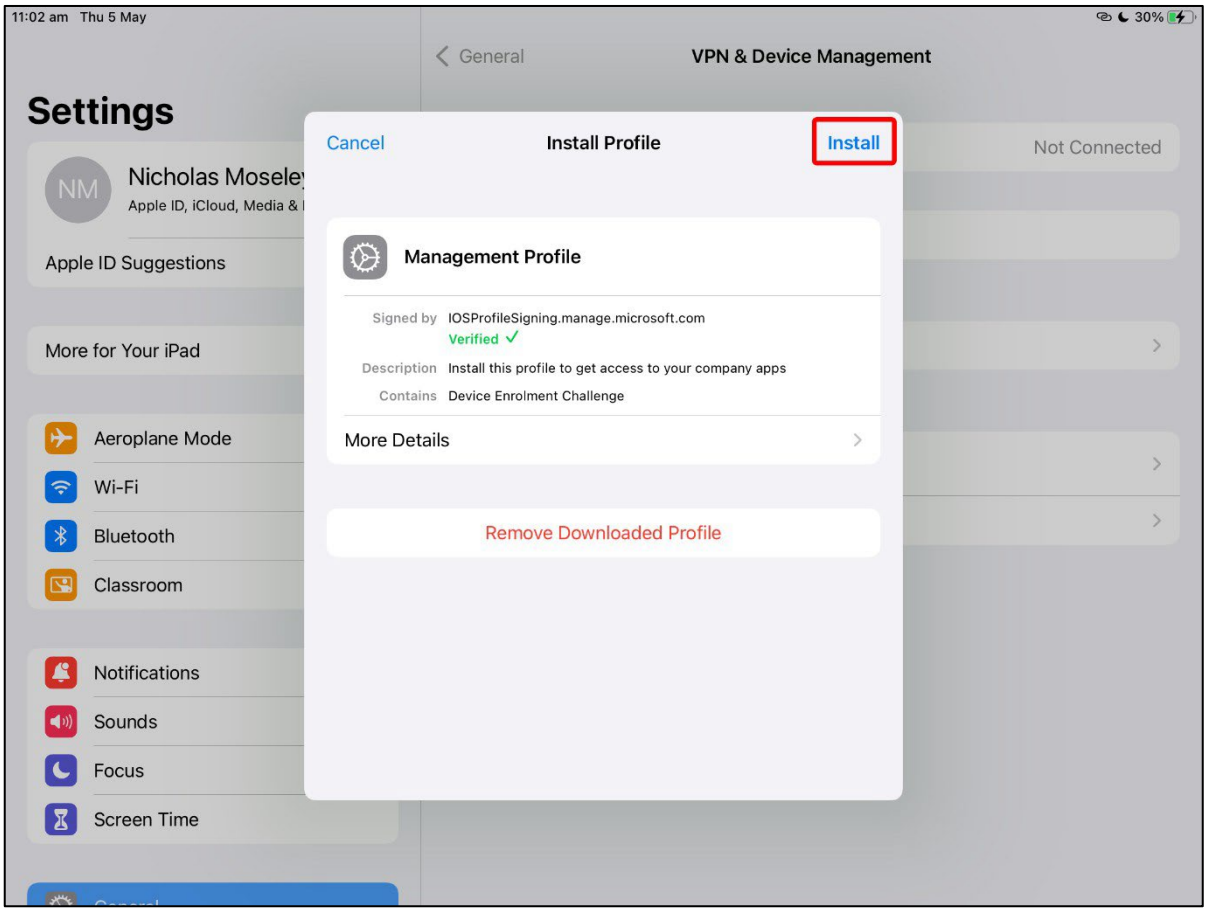
In the settings menu, tap Profile Downloaded.





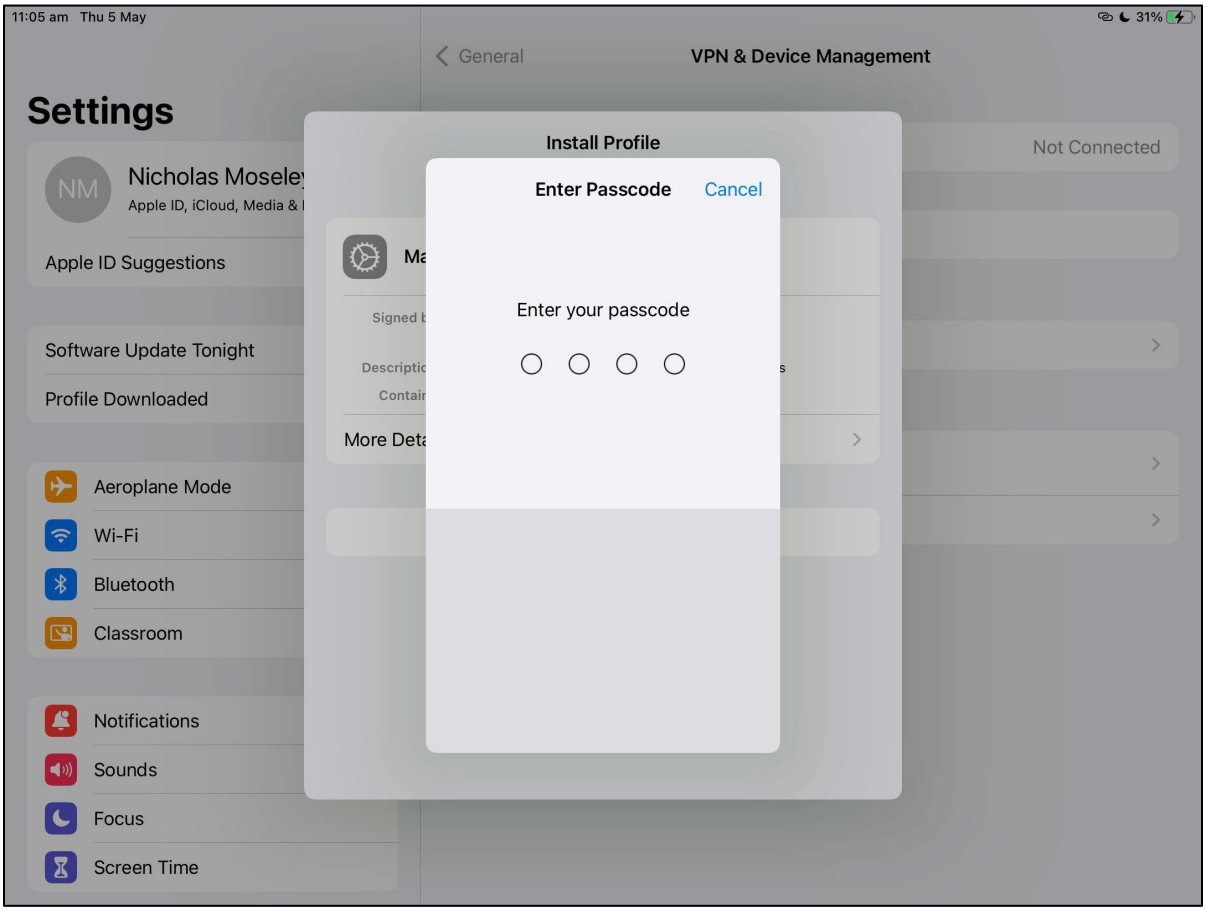


Please tap **Install** on the Install Profile screen.



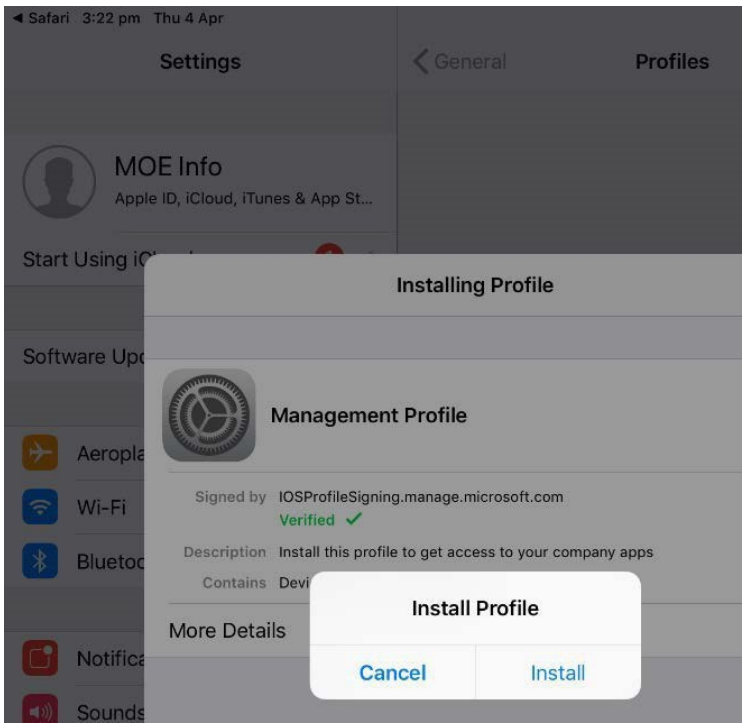
Step 15

If prompted, please enter your passcode.



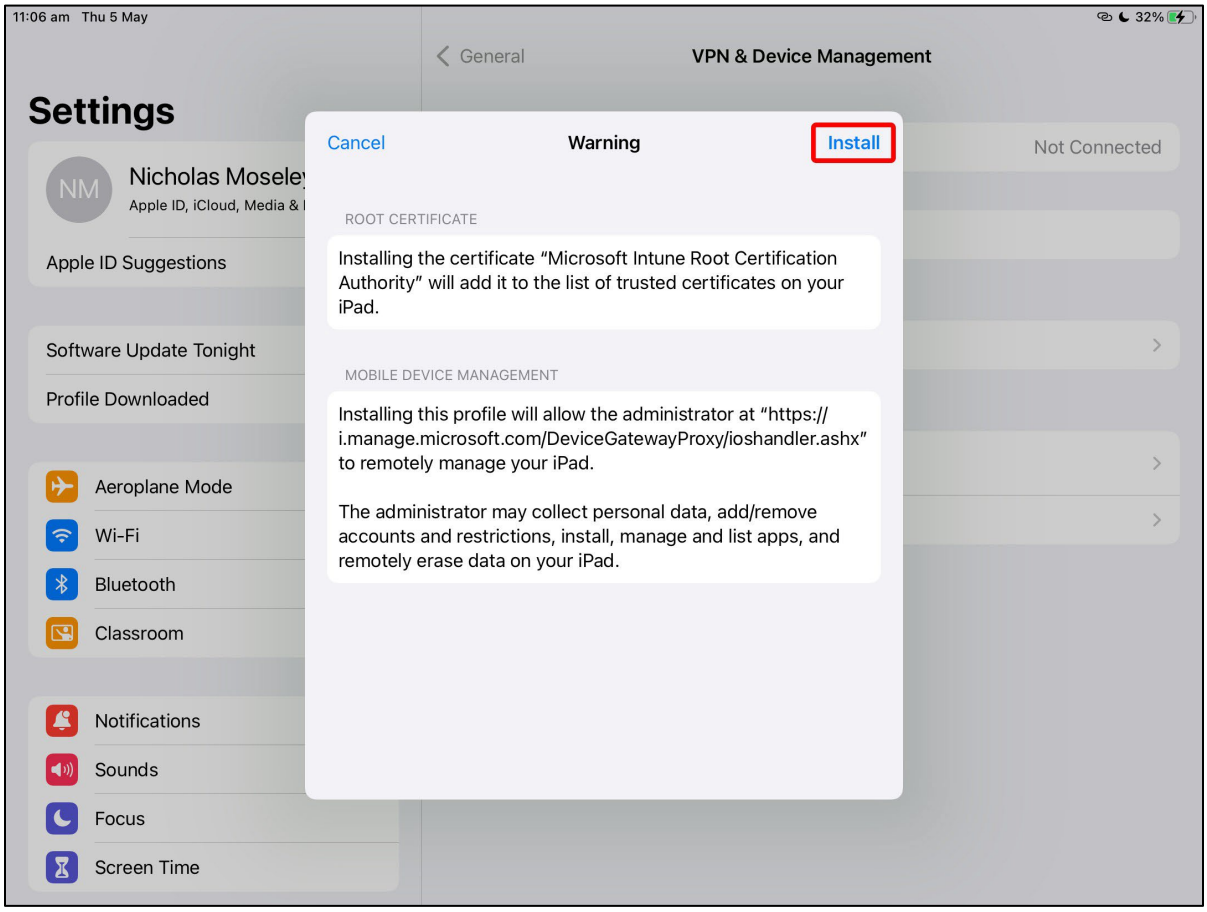
Step 16

Tap **Install** on the Install Profile pop up



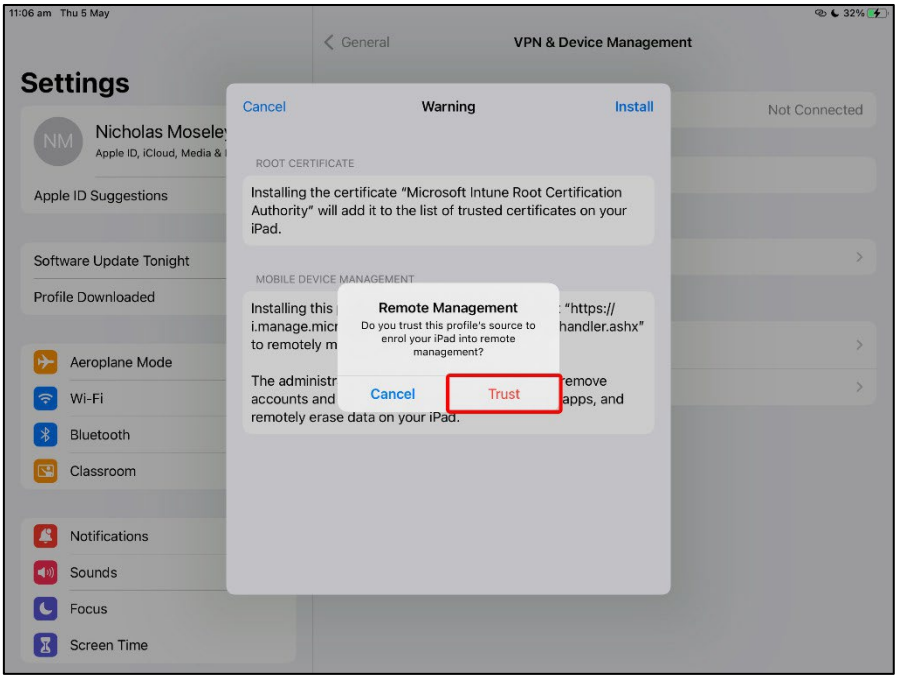
Step 17

When you see a warning displayed, tap **Install** to continue the installation

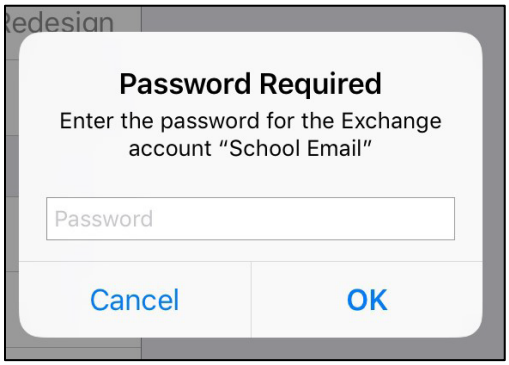


Step 18

If you are prompted to enrol into remote management, please tap **Trust**. This will begin installing the profile.

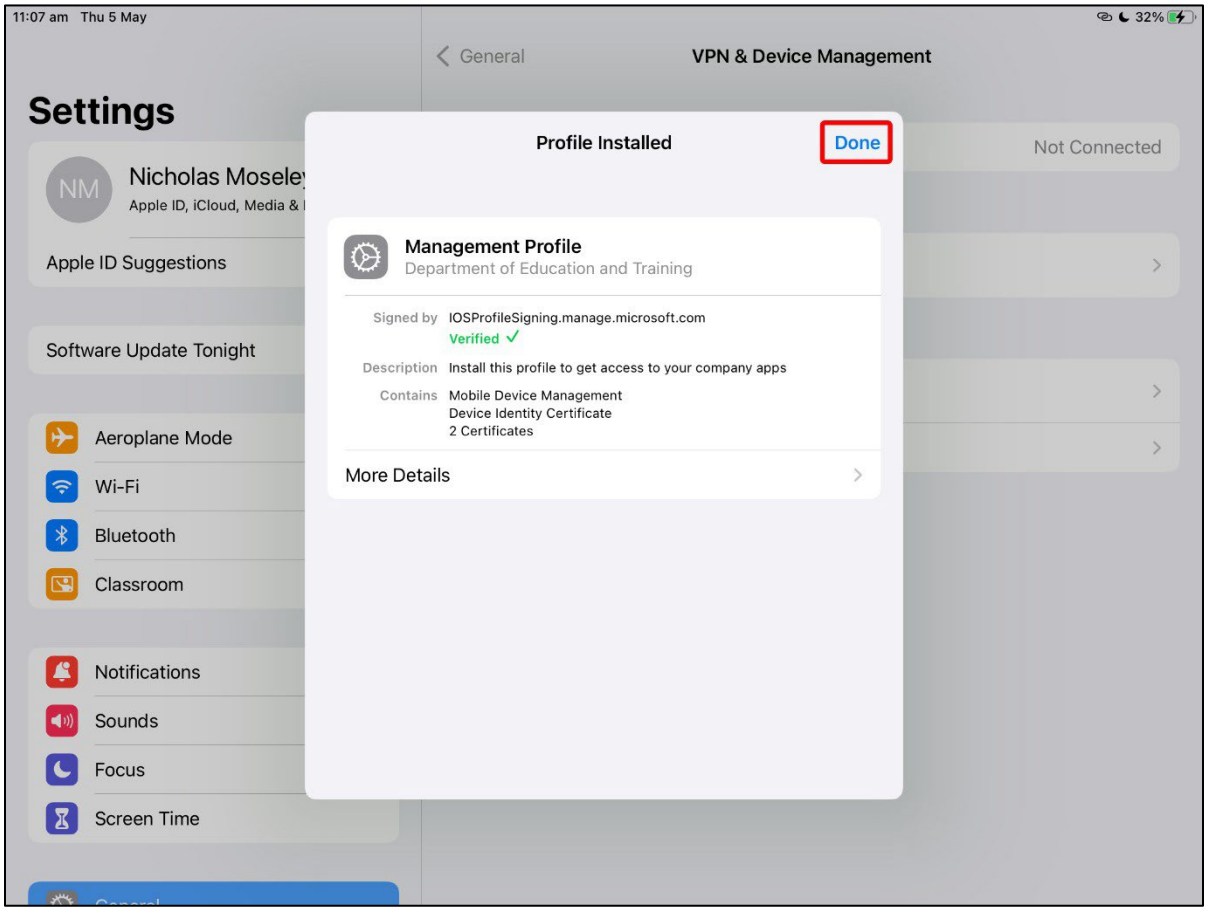


At any time after this point where you have enrolled, you may see this screen requesting you to enter your school password. Please enter the password and tap **OK**. You can then continue with the installation at whatever stage you were at before this appeared.



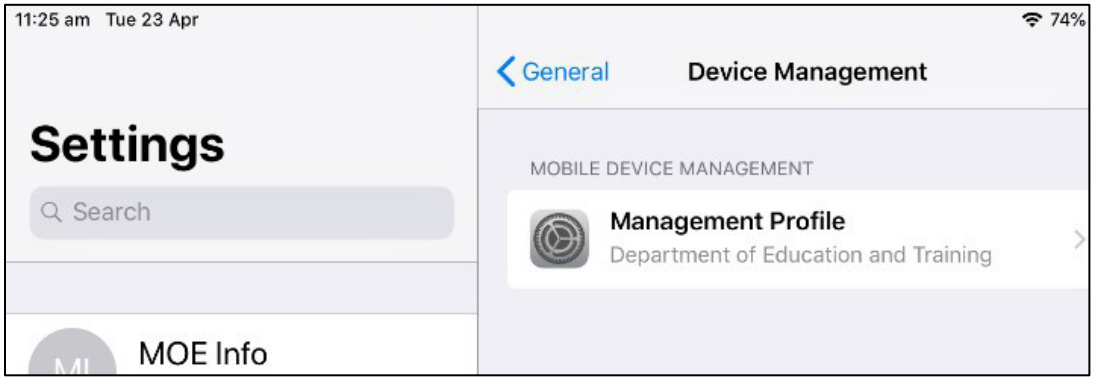
Step 19

When the screen changes to show the profile has finished installing, tap **Done.** An Enrolling Device message will then appear.



Step 20

Your settings page will be displayed and you'll see the Department of Education management profile has been installed



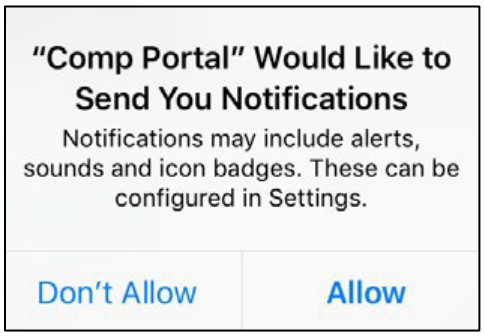
Step 21

Press the **Home Button** to minimise the settings window. The tap the **Company Portal** app icon to re-open the Company Portal



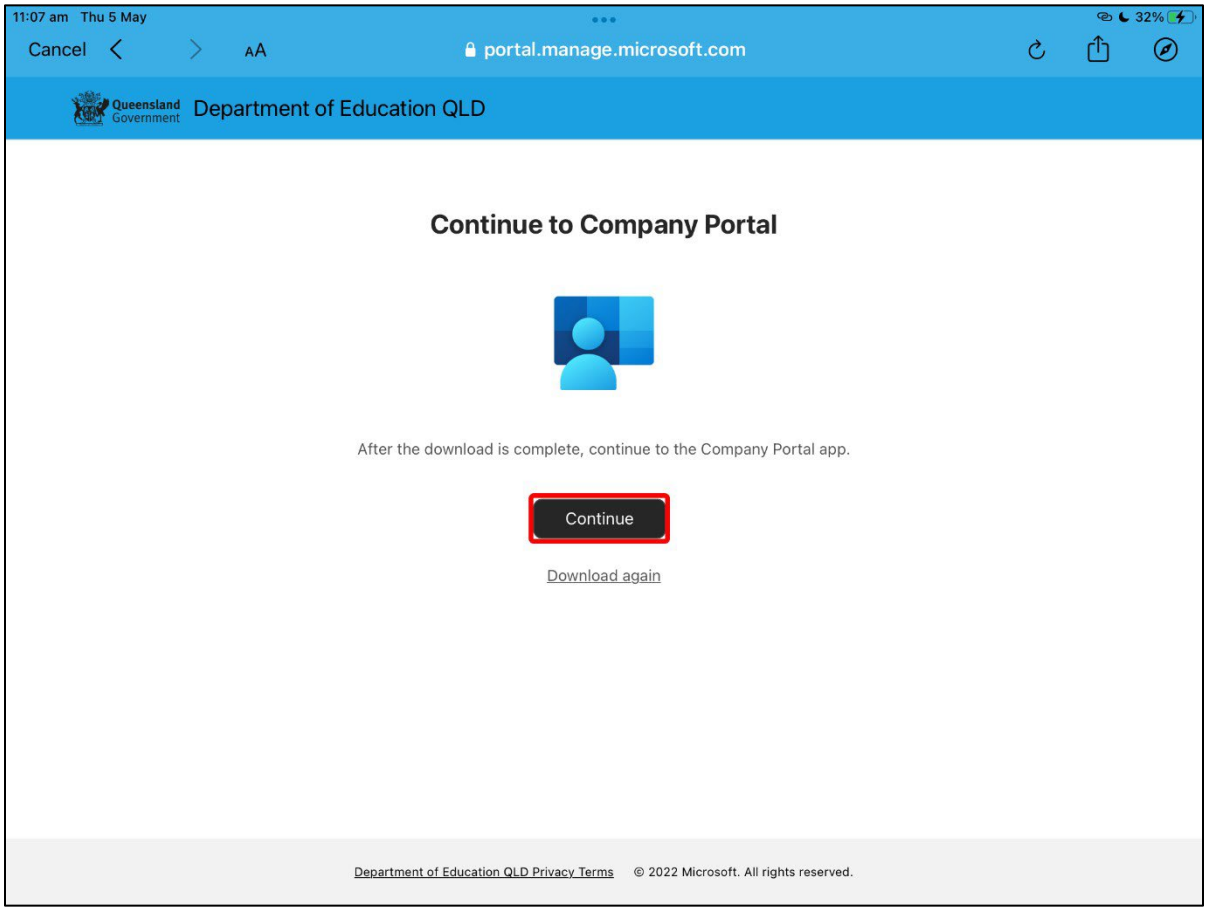
Step 22

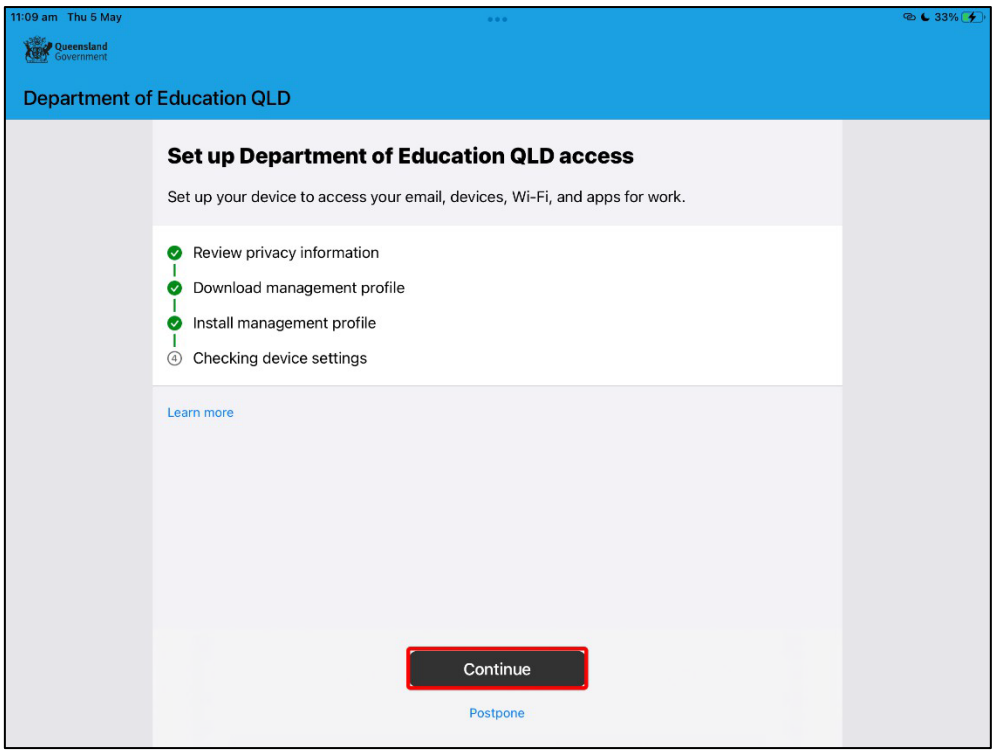
Tap Allow to give the Company portal app permission to send notifications

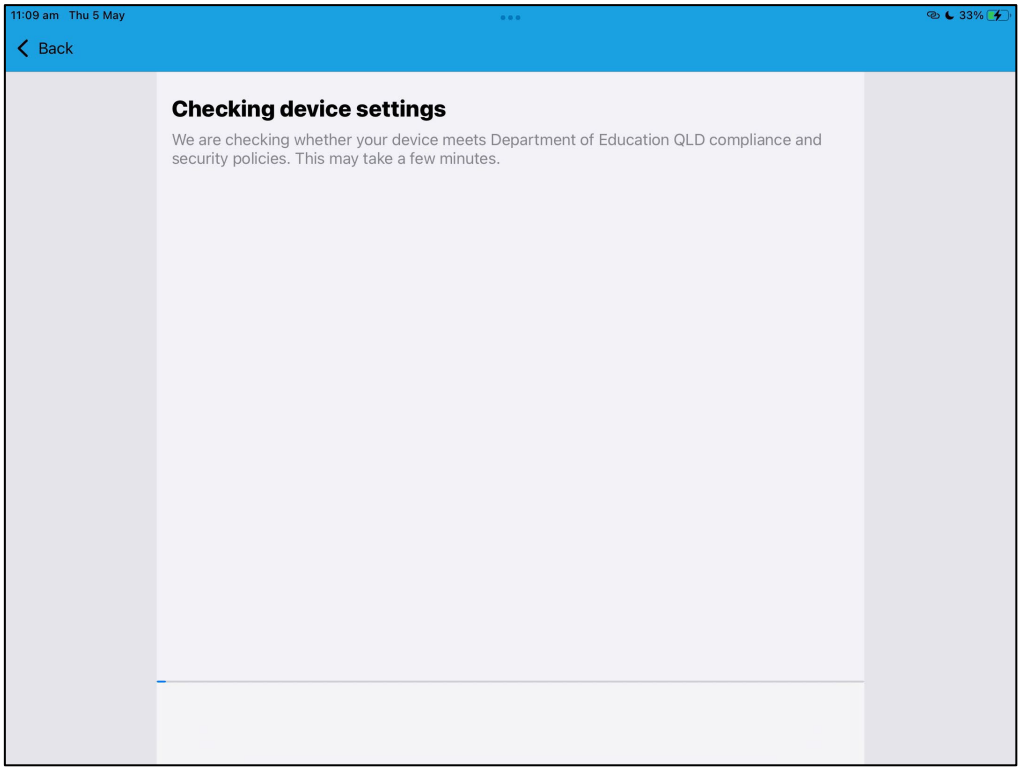


Step 23

Your device is now managed through Company Portal. Tap **Continue** to complete the set-up. A message explaining that Company Portal is confirming device settings may display.

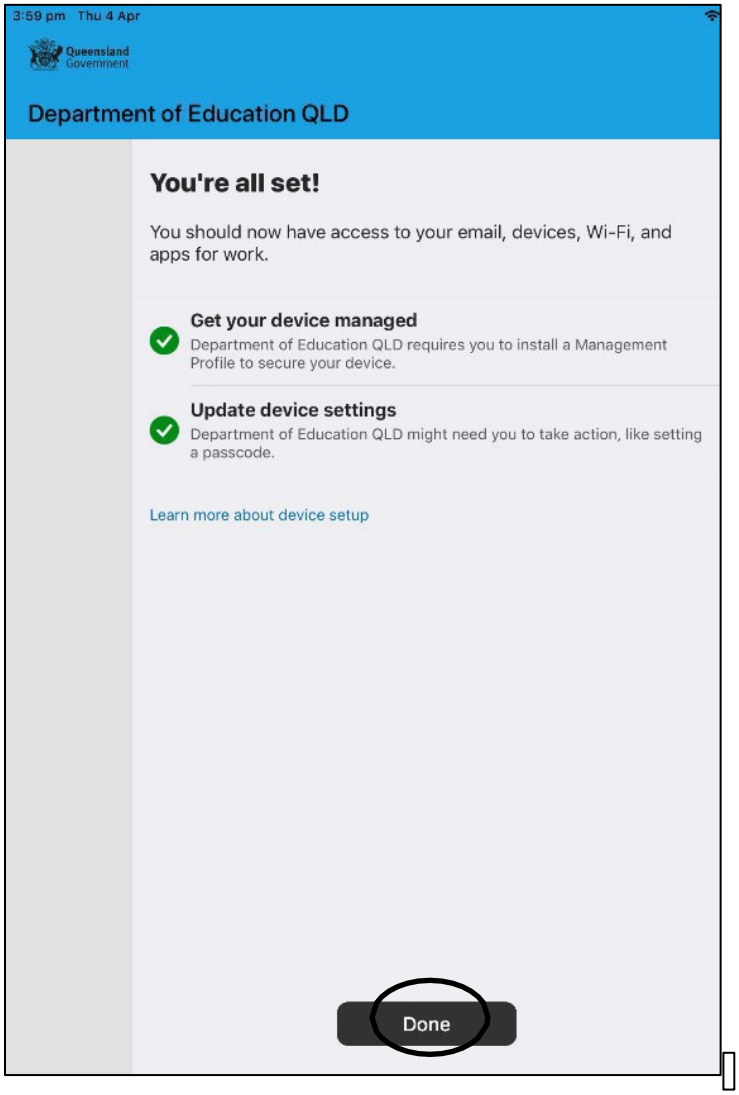



11:09 am Thu 5 May
33%
Queensland Government
Department of Education QLD
Set up Department of Education QLD access
Set up your device to access your email, devices, Wi-Fi, and apps for work.
Review privacy information
Download management profile
Install management profile
Checking device settings
Learn more
Continue
Postpone


11:09 am Thu 5 May
33%
Back
Checking device settings
We are checking whether your device meets Department of Education QLD compliance and security policies. This may take a few minutes.

Step 24

The Intune installation is complete once there is a tick next to all the items listed. On this screen, please tap **Done**. It may take up to 15 mins to finish installing. You can continue to use the device however it must stay connected to the internet during this time. After this has finished its installation, the device is now ready for other school apps to be installed.



This device is now ready for school. If you require assistance with installing Intune Company Portal or an app within Intune, please contact your school for assistance.

Feedback

We invite feedback if something was confusing, or if you feel we left anything out, you can contact us at: admin@albanycreekss.eq.edu.au