

eduSTAR Quick Guide

Intune

v 0.1 | 28 April 2017

How to enrol a device in Intune

Introduction

This quick guide entails step-by-step instructions on how to enrol a supported device in the DET managed Intune environment.

In this Quick Guide:

Before you begin	2
Enrol your iPad or iPhone device in Intune	
Install apps from Intune	
Using Intune apps the first time	15
Unenrol your iPad or iPhone device from Intune	17
How to enrol a Windows 10 computer	17
Unenrol your Windows device from Intune	19
Support	19



Before you begin

Before enrolling your device, please note the following important information:

Login account

You will need your Department ID (staff) or eduPass ID (students) and password to enrol your device.

Staff

Your login account is your 8-digit Department ID (e.g. 01234567) which is also used to access your eduMail. In this process, you will need to enter your login account in the following format:

<Department ID>@education.vic.gov.au

For example: 01234567@education.vic.gov.au

Students

Your login account is your eduPass ID which is used to access WiFi and Office 365 / Google apps. . In this process, you will need to enter your login account in the following format:

<eduPass ID>@schools.vic.edu.au

For example: abcd1@schools.vic.edu.au

Access

Staff

Your account is enabled for Office 365 by default. You can begin enrolling your devices.

Students

In order to enrol your devices, your eduPass ID must have access to Office 365. If you are not sure, please check with your school specialist technician.

Supported devices

The DET Intune mobile device management solution supports only Apple iOS and Windows 10 devices.

Enrol your iPad or iPhone device in Intune

If you are enrolling a device from outside the school network (e.g. enrolling a device from home), please skip to step 5.

1. Go to Settings > Wi-Fi



2. Select the **eduSTAR_Enrol** network and enter your Department ID (staff) or **eduPass ID** (student) and password.

Example:

Department ID: 01234567@education.vic.gov.au eduPass ID: abcd1@schools.vic.edu.au

id 😤	Cattinga		19 pm Wi-Fi		\$ 4% 🗔
	Settings		WI-FI		
≻	Aeroplane Mode	_	Wi-Fi		D
?	Wi-Fi eduSTAR_Enrol	~	eduSTAR_Enrol	<u> </u>	• (1)
*	Bluetooth On	СН	DOSE A NETWORK		
(\mathcal{K})	Mobile Data		CoMET_Enrol	£ 3	•
			CoMET_Mobile	£ 3	• (1)
	Notifications		edu_wdata	a 3	• (1)
8	Control Centre		eduSTAR	a 3	• ①
C	Do Not Disturb		eduSTAR_A	<u> </u>	• (1)
(A)	General		HUAWEI-C65C	a 7	• (1)
AA	Display & Brightness		HUAWEI-C8A0	<u> </u>	• (1)
赤	Wallpaper		Other		
 ■(1) 	Sounds				
	Siri		k to Join Networks	(\mathcal{D}
nin l	Touch ID & Passcode	net	wn networks will be joined automatically, works are available, you will have to manu work.		
	Battery				
0	Privacy				
	•				
	iCloud edustar.support@edumail.vic.gov.au				
A	iTunes & App Store				
-	Wallet & Apple Pay				

- 3. After connected to the WIFI network, tap the **eduSTAR_Enrol** network and select **Auto** under HTTP PROXY.
- 4. Press the **Home** button to exit.

⊃ad 😤	Settings	4:08 pm	_	duSTAR_Enrol	15% 🖂
	Serungs	N WITH	e	uus i AR_Enro	
✐	Aeroplane Mode	Forget This I	Netwo	rk	
?	Wi-Fi eduSTAR_Enrol	IP ADDRESS			
*	Bluetooth On			BootP	Static
(%)	Mobile Data	IP Address			10.159.192.75
_		Subnet Mask	<		255.255.255.0
C	Notifications	Router			10.159.192.1
8	Control Centre	DNS		10.159.1	92.21, 10.10.22.11
C	Do Not Disturb	Search Dom	ains	services.edu	ucation.vic.gov.au
Ø	General	Client ID			
٨A	Display & Brightness				
*	Wallpaper	Renew Lease	•		
4 ()	Sounds	HTTP PROXY		(
	Siri	Off		Manual	Auto
Ŵ	Touch ID & Passcode	URL			
	Battery				
U	Privacy				
	iCloud edustar.support@edumail.vic.gov.au				
\bigotimes	iTunes & App Store				
_	A #_11				

5. Open App Store



6. Search for "Microsoft Intune Company Portal" app and install it.

• You can simply search for "Comp portal"

▲ Warning! The Microsoft Intune Company Portal app download size is 24 MB. Please consider this if you are downloading the app from a mobile network.



7. Enter your iTunes Store account password. This is your personal iTunes Store account password, which you use to install a new app on your device.



8. Open the "Comp Portal" app



9. Enter your Department ID (staff) or eduPass ID (students) in full format and tap the Password field.

Example:

Department ID: 01234567@education.vic.gov.au eduPass ID: abcd1@schools.vic.edu.au

You will be redirected to a second sign-in page where you can enter your password.

Pad 🛠	12:15 pm	40% 💷)
Cancel		
	Microsoft Intune	
	Work or school account	
	someone@example.com	
	Password	
	Sign in	
	Can't access your account?	
ŧ		
	_	
	4	
	© 2017 Microsoft Terms of use Privacy & Cookies	licrosoft

10. Enter your password and tap Sign in



11. Read the on-screen information and tap **Begin** on the "Company Access Setup" page.



12. Read the on-screen information and tap **Continue** on the "Why enrol your device?" page.



Read the on-screen information and tap Continue on the "We care about your privacy" page.



14. Read the on-screen information and tap **Enroll** on the "What comes next?" page.



15. Tap Install to add a new management profile on your device.



16. If prompted, enter your Apple device passcode to complete the Profile Management installation.



17. Tap Install



18. Tap Install again to indicate that you have read the warning.



19. Read the on-screen information and tap Trust



20. Tap **Done** to finish the installation process.



21. Tap **Open** to open the **Company Portal** app for the first time.



22. Tap Continue



23. Tap Done



24. Go to Settings

At this stage, Intune will automatically set up your mail for you.

For staff

If prompted to enter your password for **eduMail**, please enter the password for your Department ID.

For students

If prompted to enter your password for **Office 365 Email or Gmail**, please enter the password for your eduPass ID.

Once your password has been entered correctly, you can access your eduMail (staff) or Office 365/Gmail (students) email.



iPad হু Settings	12:35 pm 30% ■→ General
Jettings	General
Aeroplane Mode	About
🛜 Wi-Fi edu_wda	a Software Update >
Bluetooth C	n
Mobile Data	Spotlight Search >
	Password Required ar the password for the Exchange count "Office 365 Email Profile"
Control Centre	browe
C Do Not Disturb	Cancel OK
O General	Storage & iCloud Usage
A Display & Brightness	Background App Refresh >
	Restrictions Off >
Sounds	Restrictions OT >
Siri	Date & Time >
5 C ð	
q w e r	tyuiop 🗵
a s d f	g h j k l return
☆ z x c	v b n m ! ? 🗘
.?123	.?123 📖

- 25. Go to **Settings** (again), then go to **Wi-Fi** and select the **eduSTAR** network.
- If prompted to accept a certificate, please tap **Accept** to connect to the **eduSTAR** WiFi network.



Congratulations! Your device is now enrolled in Intune.

Settings	Wi-Fi
➢ Aeroplane Mode	Wi-Fi
🗢 Wi-Fi eduSTAR_Enrol	✓ eduSTAR_Enrol 🔒 🗢 (j)
Bluetooth On	CHOOSE A NETWORK
😡 Mobile Data	CoMET_Enrol 🔒 🗢 🕕
Notifications	CoMET_Mobile
Control Centre	edu_wdata 🔒 후 🚺
Do Not Disturb	eduSTAR 🔒 🖈 🚺
	eduSTAR_A = 🗢 🚺
General	HUAWEI-C65C
M Display & Brightness	HUAWEI-C8A0 🔒 🗢 () Other
Wallpaper	oue
Sounds	Ask to Join Networks
Siri	Known networks will be joined automatically. If no known networks are available, you will have to manually select a
Touch ID & Passcode	network.
Battery	
Privacy	
iCloud edustar.support@edumail.vic.gov.au	
iTunes & App Store	
Wallet & Apple Pay	

Install apps from Intune

Upon enrolling your device to Intune, you will have access to a range of educational apps from Office 365, Google apps, and other popular vendors.

- 1. Tap the Comp Portal app
- 2. Tap the All Apps tile



- 3. Tap the app you wish to install
- 4. Tap Install twice
- 5. Enter your Apple ID password (if asked) and tap **OK** to download and install the selected app.
 - ▲ Warning! If you are using your mobile or home internet (not school WiFi), please ensure your internet service has sufficient download allowance for the selected app.



Using Intune apps the first time

Using the installed apps is just as easy as opening other apps on your device. However, in some case you will need enter your **Department** (staff) or **eduPass ID** (students), and password. If you are not sure, see the example and instructions below.

Example:

Department ID: 01234567@education.vic.gov.au eduPass ID: abcd1@schools.vic.edu.au

Log into Office 365 Skype for Business (students):

6. Tap the **Business** icon to begin.



- 7. Enter your eduPass ID and Password to sign in.
- 8. Tap Sign in



Log into eduMail Skype for Business (staff):

- 1. Tap the **Business** icon to begin.
- 2. Enter your eduMail address in the Sign-in field
- 3. Tap Advanced options



 Enter your Department ID in the username field and tap x to go back.

×					Adva	nced o	otions					
)12345	67@	edu				-					0
Alahoo	uers domanly	over a market of the						_)			
Auto 0	Detect Serv	er.										\circ
HTTP F	Proxy											>
Loggin	ng											On >
About											6.14.1,	229 >
• C	ð											
		3	4		5	6	7		8	9	0	$\overline{\mathbb{X}}$
		3	-	;	5	-	7	\$	8	9	1	(X) return
	2	-1	-	4		-	-	-	-	-	1	1

5. Tap Sign-in, enter your password, and tap Sign-in again.

Unenrol your iPad or iPhone device from Intune

- 1. Open the "**Comp Portal**" app, under **My Devices**, select the device you want to unenrol.
- 2. Tap Remove



How to enrol a Windows 10 computer

If you are enrolling a device from outside the school network (e.g. enrolling a device from home), please skip to step 3.

- 1. Click Wi-Fi and select eduSTAR_Enrol
- 2. Select the eduSTAR_Enrol network and enter your Department ID (staff) or eduPass ID (student) and password.

Example:

Department ID: 01234567@education.vic.gov.au eduPass ID: abcd1@schools.vic.edu.au



3.	Go	to	Star	t
----	----	----	------	---

4. Type the phrase "connect to work or school" in the search bar, then select Connect to work or school

≡		Ľ	\oplus		Filters \checkmark
ŵ	Best r	natch			
0	Þ		ect to wo r n settings	rk or school	
	Searc	h sugge	stions		
	ρd	onnect	to work o	r school - Se	e web results
ŝ					
~					
2					
	, م	Connect	t to work o	or school	

 Enter your Department ID (staff) or eduPass ID (student) and password, and click Next.

Example:

Department ID: 01234567@education.vic.gov.au eduPass ID: abcd1@schools.vic.edu.au

	×
Set up a work or school account	
You'll get access to resources like email, apps, and the network. Connecting means y work or school might control some things on this device, such as which settings you change. For specific info about this, ask them.	
abcd1@schools.vic.edu.au	
Alternate actions:	
Join this device to Azure Active Directory	
Join this device to a local Active Directory domain	
New	
Next	

6. Click **Done** to complete the device enrolment process.

Congratulations! Your device is now enrolled in Intune.

	×
You're all set!	
We've added your account successfully. You now have access to your organizat apps and services.	ion's
Do	one

Unenrol your Windows device from Intune

- 1. Go to Start
- 2. Type the phrase "connect to work or school" in the search bar, then select **Connect to work or school**



- 3. Select your management profile.
- 4. Select your Intune profile and click **Disconnect**.

Con	nect to work or	school	
Conne on thi	cess to resources like em cting means your work o s device, such as which se pout this, ask them.	or school might cor	ntrol some things
+	Connect		
Ż	Connected to VIC - Dep Connected by st99991@		
		Info	Disconnect

Support

See your Specialist Technician

Should your Specialist Technician unable to resolve the issue they can seek further assistance from the eduSTAR team via the ITD Service Gateway.