



How to enrol BYOD Mac devices

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CATHOLIC SCHOOLS BROKEN BAY

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N.B	Error! Bookmark not defined.

Introduction

The purpose of this document is to show students how to enrol BYOD Mac devices for use within your school.

Pre-requisites

- BYOD Mac device
- Internet connection
- CSBB account credentials
- Local admin password for your Mac

Procedure

For existing students

If you are an existing student within the Diocese of Broken Bay – **Proceed to Step 1** of the enrolment process.

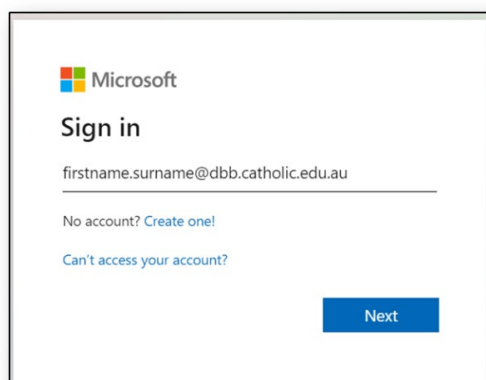
For New students

If you are a new student within the Diocese of Broken Bay – **please complete the following before proceeding to step 1**

Firstly, you will need to create a new password before you can enrol your BYOD device.

Open this link on any device that has an internet connection;
<https://account.activedirectory.windowsazure.com/ChangePassword.aspx>

Type in your School email address. The format will be:
firstname.surname@dbb.catholic.edu.au and click on **Next**



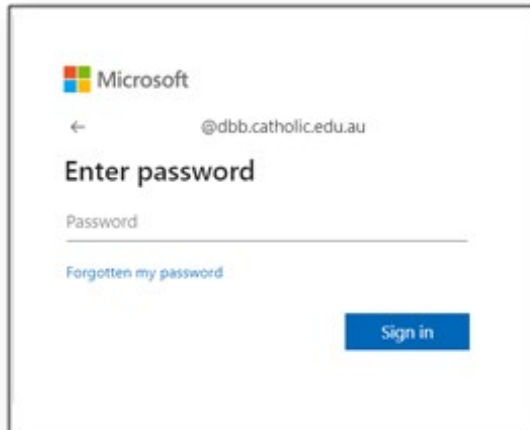
Microsoft
Sign in
firstname.surname@dbb.catholic.edu.au
No account? [Create one!](#)
Can't access your account?
Next

Important: If you are a new student within the Diocese of Broken Bay, to Sign in, your temporary password will be your date of birth, using the format ddmmyyyy.

Eg: If you were born on the 5th October 2013, then your password will be 05102013

Ensure your email address is spelt correctly

Type in your temporary password and click on **Sign in**

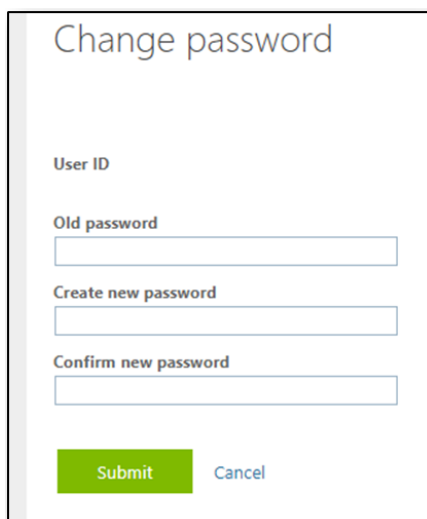


Create a new password. (The "Old password" is the same as the temporary password) and click on **Submit** button.

Passwords:

- **must** contain at least eight characters
- **may** contain Upper and lower Case, numeric, symbols, or spaces
- **recommended** to store your password in a safe place at home and have a copy with you at school or for your teacher to store (younger students)

Password examples: *dog12345 or happy38 or Funny37!*



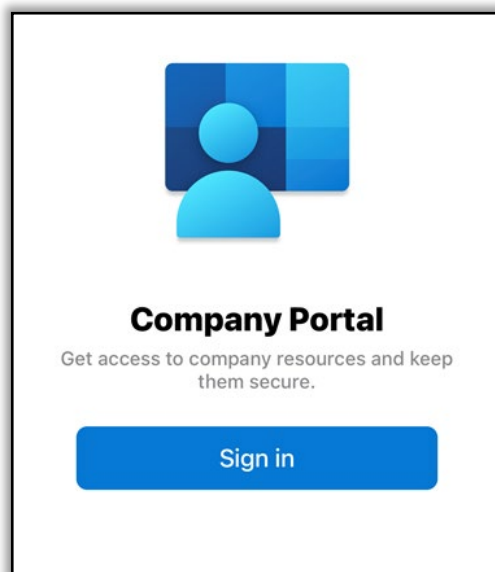
Once you have created a new password, you can continue to [**Step 1**](#) below to commence the enrolment process.

Step 1 - Download the Intune Company Portal

- Ensure you have an internet connection on your device
- Launch the App Store and search for “**Intune Company Portal**”
 - You can also install “Intune Company Portal” from the Microsoft website at <https://go.microsoft.com/fwlink/?linkid=853070>

Step 2 – Sign-in to the Company Portal

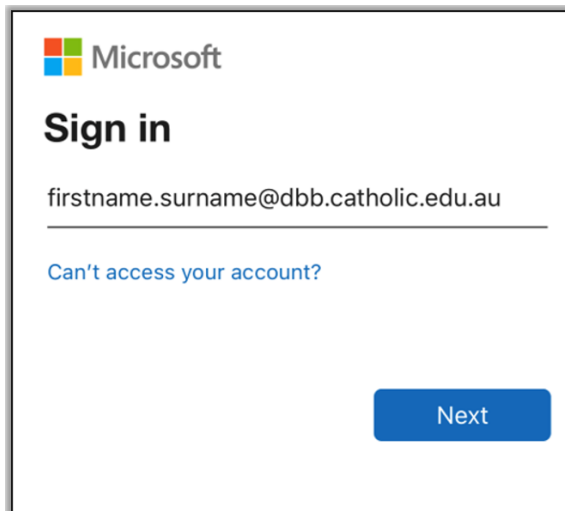
- Once the Intune Company portal application has been installed, open the application and click on **Sign in**



Please **Sign-in** using your **Catholic Schools Broken Bay email address**

e.g. firstname.surname@dbb.catholic.edu.au and click **Next**.

NB: Do not use your @dbbstu.catholic.edu.au email address to sign in

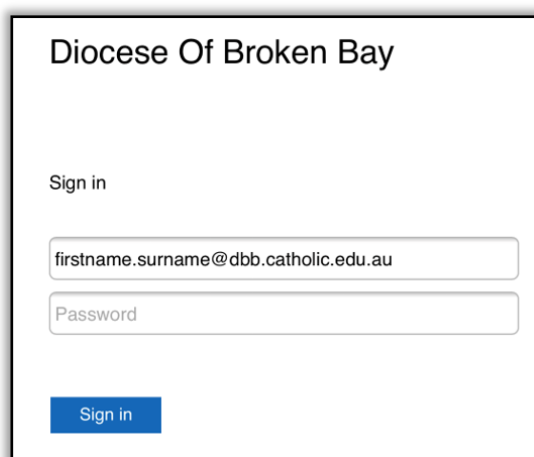


A screenshot of the Microsoft Sign in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field containing the email address "firstname.surname@dbb.catholic.edu.au". Below the input field is a link that says "Can't access your account?". At the bottom right of the form is a blue button labeled "Next".

You will then be directed to the Catholic Schools Broken Bay login

- Type in your Catholic Schools Broken Bay email address and password, then click on **Sign in**

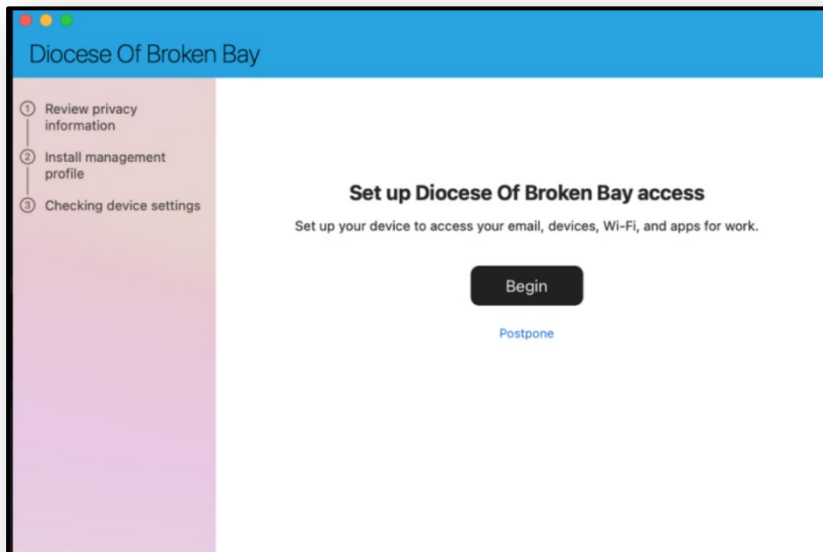
Remember to use: firstname.lastname@dbb.catholic.edu.au



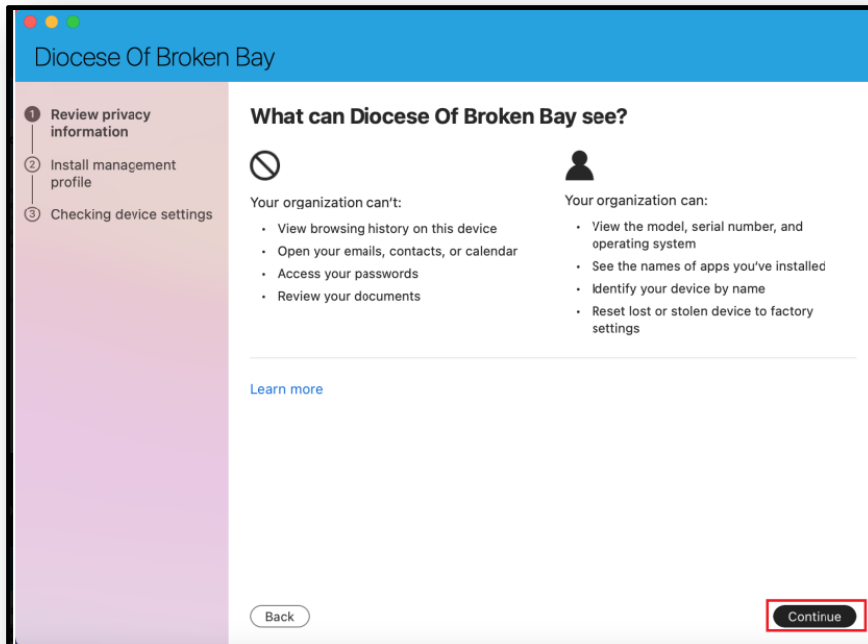
A screenshot of the Diocese Of Broken Bay login page. At the top, the text "Diocese Of Broken Bay" is displayed. Below it, the text "Sign in" is shown. There are two text input fields: the first one contains the email address "firstname.surname@dbb.catholic.edu.au" and the second one is labeled "Password". At the bottom left of the form is a blue button labeled "Sign in".

Step 3 - Register your device to the Broken Bay Intune environment

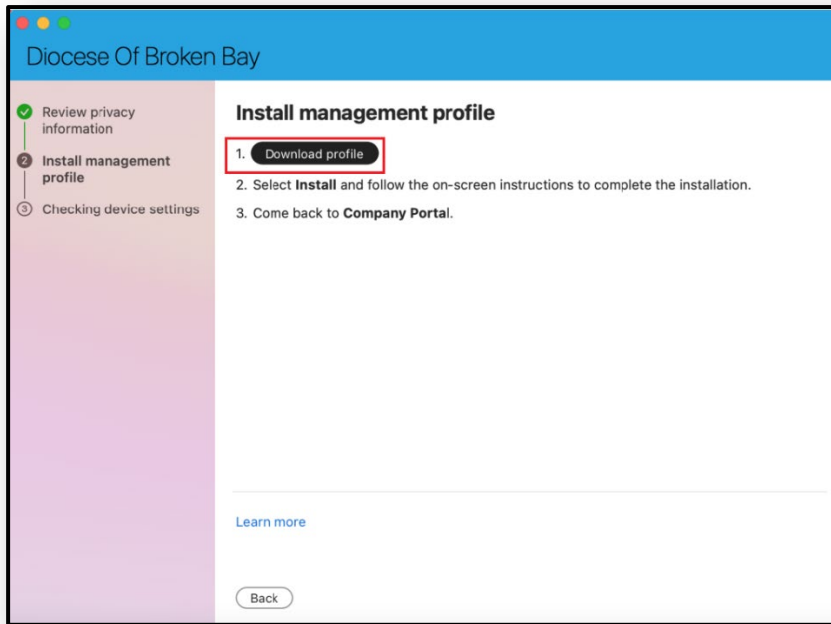
- Click on **'Begin'** on the profile management page



- Click on **'Continue'**

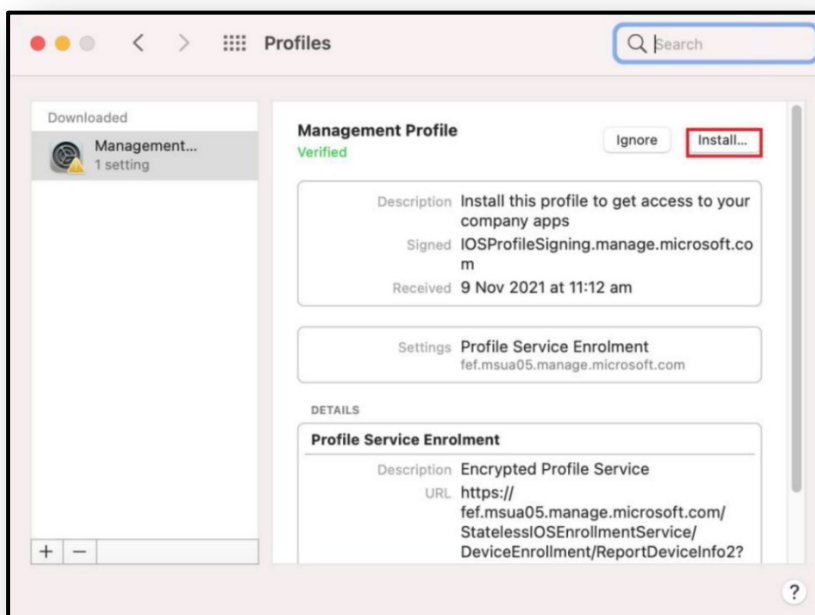


- Click on **'Download profile'**

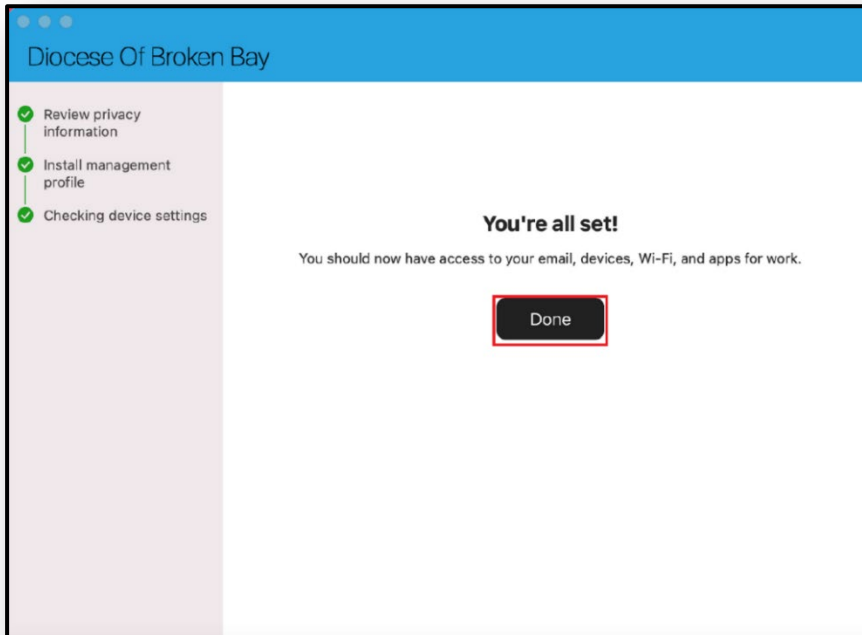


Step 4 - Download the profiles to your device

- It will then load to profiles, click **'Install'** which will install the management profile onto the device
- If the profile settings page is not brought forward automatically you can find it under System preferences > Profiles.
- Enter the local admin password of the device

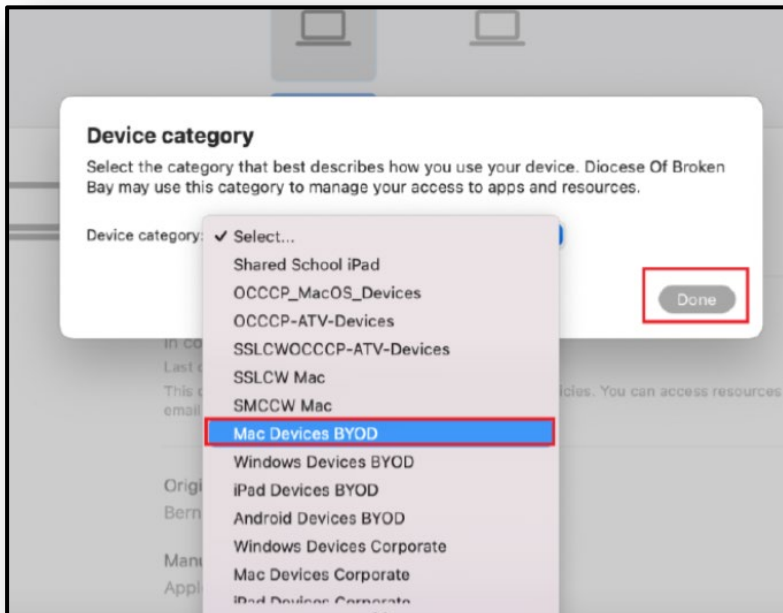


- Select 'Done'



Step 5 - Finish the enrolment

- Select Device Category: Mac Device BYOD, then select 'Done'
- This finishes the enrolment process



NB. Please allow 30 minutes for the profiles to load correctly onto the device