

How to enrol a Windows device - BYOD

October 2023 | v.03

CATHOLIC SCHOOLS BROKEN BAY

Caroline Chisholm Centre Building 2, 423 Pennant Hills Road, Pennant Hills, NSW 2120 | PO BOX 967 Pennant Hills NSW 1715 02 9847 0000 | csodbb.catholic.edu.au | cso@dbb.catholic.edu.au

Contents

Introduction	2
Pre-requisites	2
Procedure	2
For existing students	2
For New students Error! Bookmark I	not defined.
For New studentsError! Bookmark IStep 1 - Download the Company Portal	not defined. 5
For New studentsError! Bookmark IStep 1 - Download the Company PortalStep 2 - Sign-in to the Company Portal	not defined. 5 5

Introduction

The purpose of this document is to help how to enrol BYOD Windows devices into Intune.

Pre-requisites

- BYOD Windows device
- Internet connection
- CSBB account credentials
- Account with administrative privileges

Procedure

For existing students

If you are an existing student within the Diocese of Broken Bay – **Proceed** to <u>Step 1</u> 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: <u>firstname.surname@dbb.catholic.edu.au</u> and click on **Next**

Microsoft	
Sign in	
firstname.surname@dbb.cathol	ic.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**

←	@dbb.catholic.edu.au
Enter p	assword
Password	
Forgotten m	y password
	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*!

User ID Old password Create new password Confirm new password	Change p	bassword
User ID Old password Create new password Confirm new password		
Old password Create new password Confirm new password	User ID	
Create new password Confirm new password	Old password	
Confirm new password	Create new passwo	ord
	Confirm new passw	vord
Submit Cancel	Submit	Cancel

Once you have created a new password, you can continue to <u>Step 1</u> below to commence the enrolment process.

Step 1 - Download the Company Portal

- Ensure you have an internet connection on your device
- Search for the Intune Company Portal app in the Microsoft app store or
- Download the Intune Company Portal at this link: <u>https://www.microsoft.com/en-au/p/company-portal/9wzdncrfj3pz</u>

Step 2 – Sign-in to the Company Portal

Once the Company portal has been installed:

• Launch the Company Portal application, then click Sign in



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

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

b di sus soft	
Microsoft	
Sign in	
firstname.surname@dbb.catholic	c.edu.au
No account? Create one!	
Can't access your account?	
	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: <u>firstname.lastname@dbb.catholic.edu.au</u>

Diocese Of Broken Bay
Sign in
firstname.surname@dbb.catholic.edu.au
Password
Sign in

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

 Ensure there is a tick in the box to 'Allow my organisation to manage my device' and select 'OK'

Please note: This checkbox must be ticked in order for your device to connect to your school Wireless points. Rest assured, **<u>CSBB will not</u>** be accessing any personal data or controlling your device.

	×
Stay signed in to all your apps	
Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.	
Allow my organization to manage my device	
0 Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.	
No, sign in to this app only	
ОК	

• Your device will now register. You may see the below image, please be patient as this image can appear for up to 1 minute.



- When you see the below screen, enrolment is now complete
- Click 'Done'

You're all set!

We've added your account successfully. You now have access to your organization's apps and services.

• Select 'Windows Devices BYOD' and select 'Done'

Company Portal	
Company Portal Portal Help & support	Diocese Of Broken Bay Choose the best category for this device This category helps your IT admin provide access to company resources for this device. After setting this category, you must contact your IT admin to change it. Shared School iPad OCCCP_MacOS_Devices
	OCCCP-ATV-Devices SSLCWOCCCP-ATV-Devices SSLCW Mac SMCCW Mac Mac Devices BYOD iPad Devices BYOD Android Devices BYOD Windows Devices Corporate Mac Devices Corporate iPad Devices Corporate iPad Devices Corporate
Я, My profile	Apple TV Devices Corporate
Settings	Uone

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

Troubleshooting

If you receive an error regarding permissions during any step, please ensure to use an account with administrative privileges.