



# How to enrol a Windows device - BYOD

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**CATHOLIC SCHOOLS BROKEN BAY**

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## Contents

Introduction.....	2
Pre-requisites.....	2
Procedure .....	2
<i>For existing students</i> .....	2
<i>For New students</i> .....	<b>Error! Bookmark not defined.</b>
Step 1 - Download the Company Portal .....	5
Step 2 – Sign-in to the Company Portal .....	5
Step 3 - Register your device to the Broken Bay Intune environment ...	7

## 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 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](mailto:firstname.surname@dbb.catholic.edu.au) and click on **Next**



## Sign in

firstname.surname@dbb.catholic.edu.au

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No account? [Create one!](#)

[Can't access your account?](#)

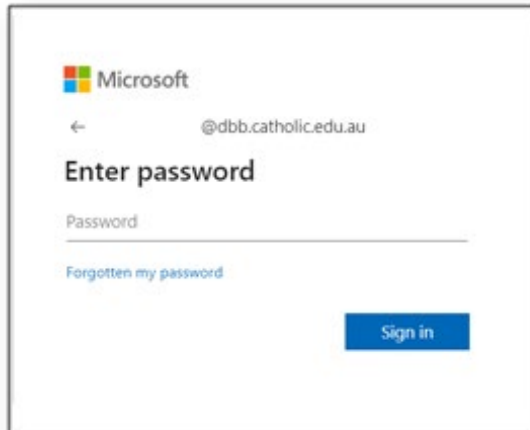
Next

*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 5<sup>th</sup> 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**

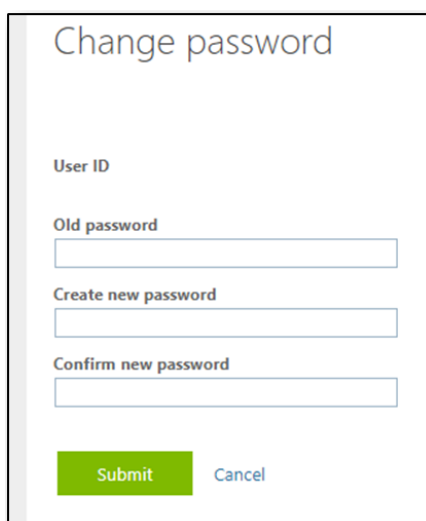


Create a new password. (The "Old password" is the same as the temporary password) and click on **Submit** button.

**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.

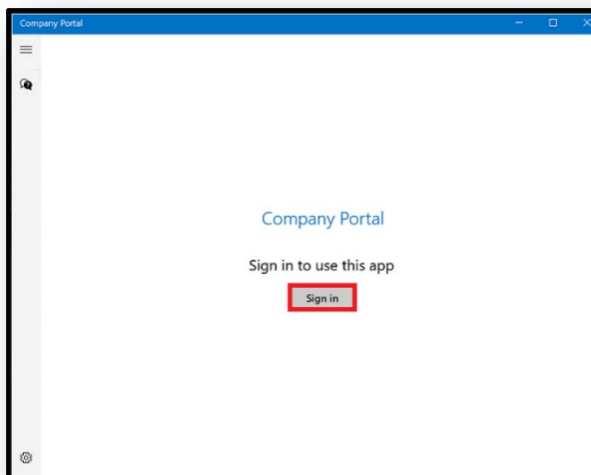
## Step 1 - Download the Company Portal

- 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:  
<https://www.microsoft.com/en-au/p/company-portal/9wzdnrcfj3pz>

## Step 2 – Sign-in to the Company Portal

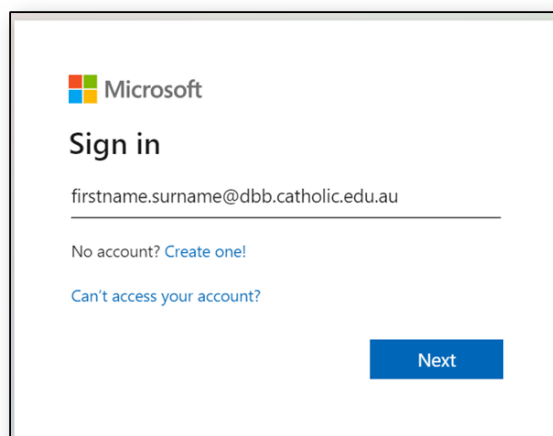
Once the Company portal has been installed:

- Launch the Company Portal application, then click **Sign in**



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

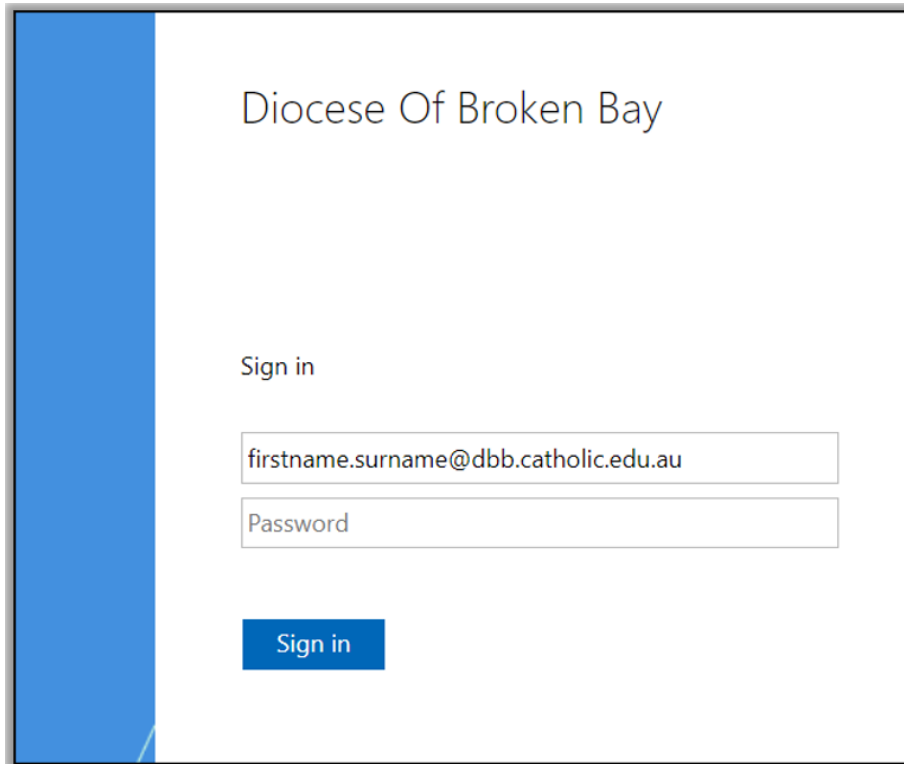
e.g. [firstname.surname@dbb.catholic.edu.au](mailto:firstname.surname@dbb.catholic.edu.au) and click **Next**.



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](mailto:firstname.lastname@dbb.catholic.edu.au)



Diocese Of Broken Bay

Sign in

firstname.surname@dbb.catholic.edu.au

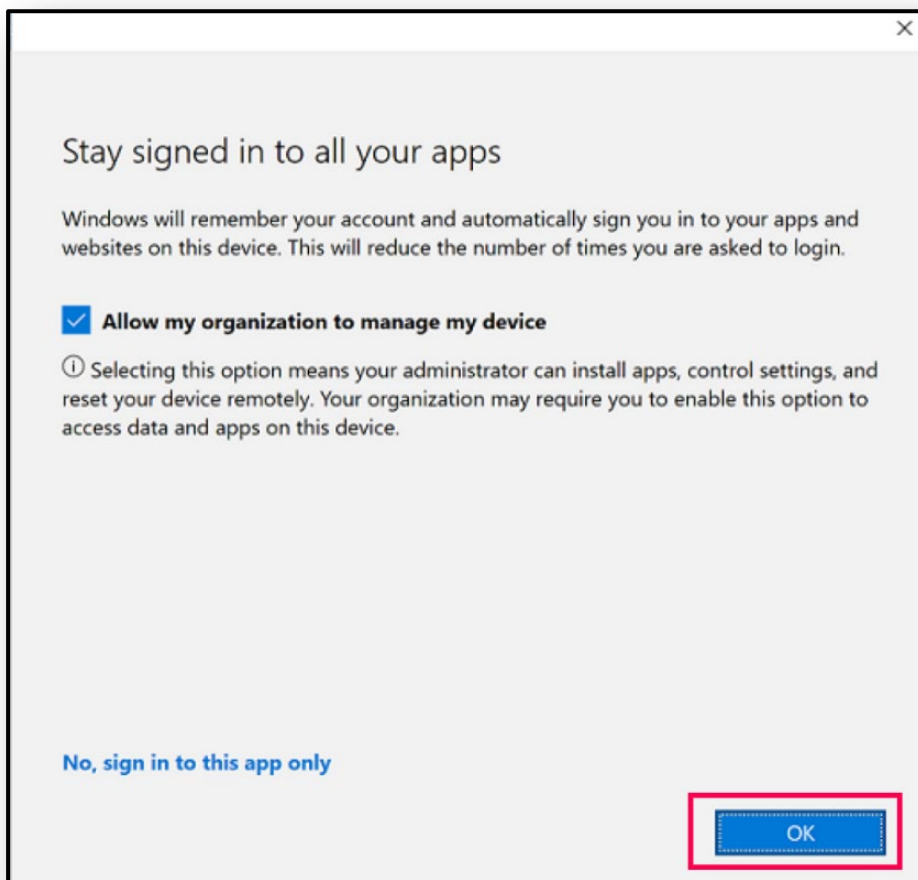
Password

Sign in

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

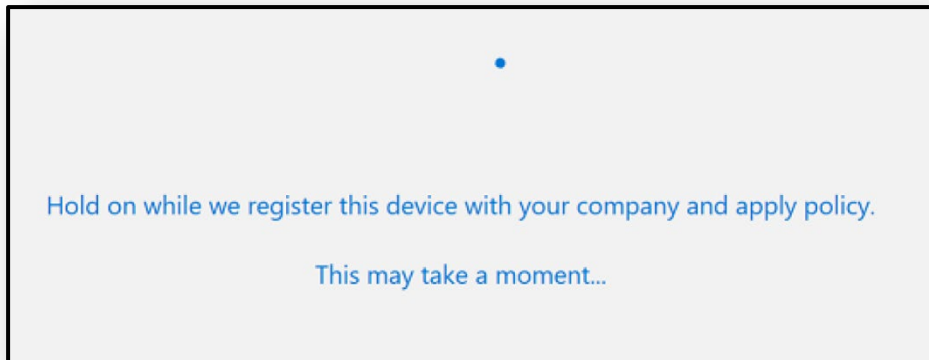
- Ensure there is a tick in the box to **'Allow my organisation to manage my device'** and select **'OK'**

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

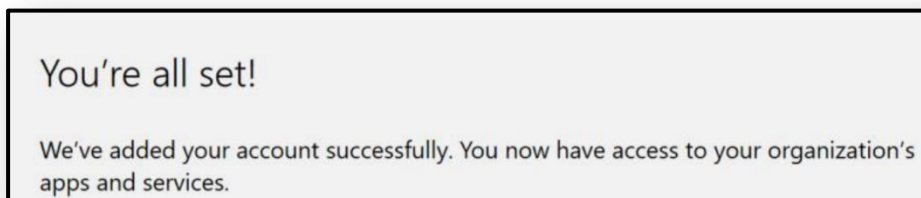


- Your device will now register. You may see the below image, please be patient as this image can appear for up to 1 minute.

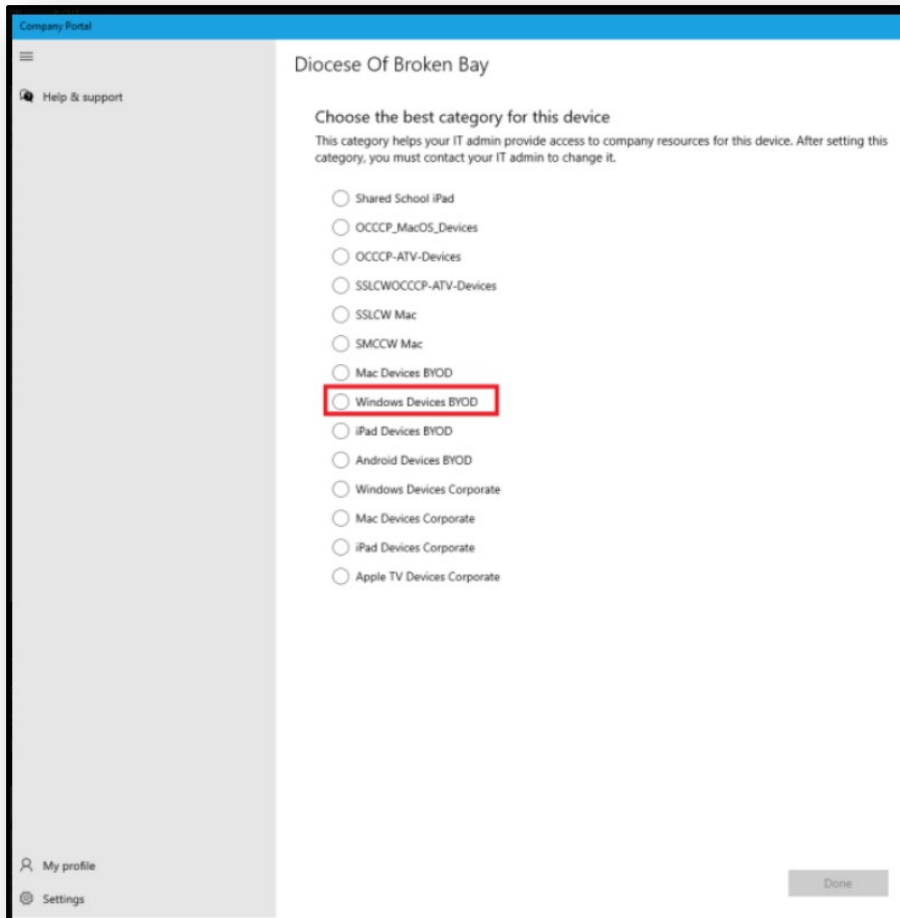




- When you see the below screen, enrolment is now complete
- Click '**Done**'



- Select '**Windows Devices BYOD**' and select '**Done**'



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.