How to guide - Enrol your BYO macOS device into Company Portal

Company Portal is a secure mobile management system that allows you to use school Wi-Fi, emails, learning applications and websites on personal devices.

These instructions will show you how to enrol a BYO MacOS device into Company Portal and install an application. This process may take up to 15 minutes to complete on your home network.

These instructions are for MacOS and above. You may find some of the screens look different to the ones provided here if you have an older version of MacOS or there are changes made to Company Portal.

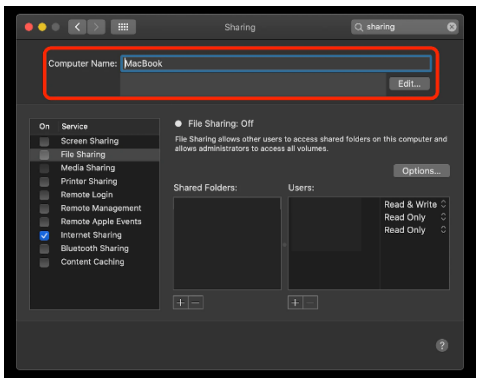
If the installation fails at any time, please re-open the Company Portal app and try again.

Please note: If you have any problems with installing Company Portal or using it afterwards, please contact your school for assistance.

Scan the QR code to watch the onboarding video

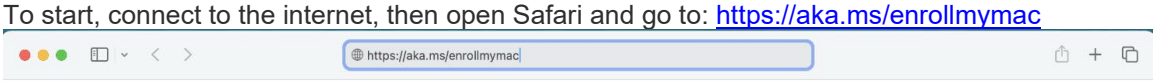
Step 1. Renaming your Mac laptop

1. From your Mac's menu bar, click the Apple logo on the top left
2. Select "System Preferences"
3. In the window, select "Sharing"
4. At the top of the window next to "Computer name" enter new name which will be **your MIS Logon name** (eg. jxsmit75)

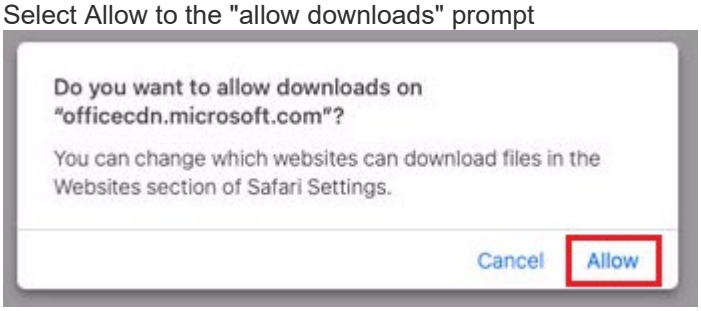


Step 2. Install Company Portal

1. To start, connect to the internet, then open Safari and go to: https://aka.ms/enrollmymac

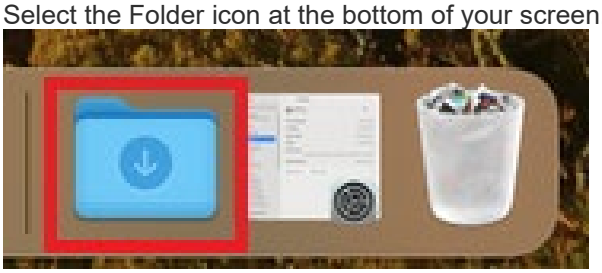


2. Select Allow to the "allow downloads" prompt



It may take a few seconds to complete.

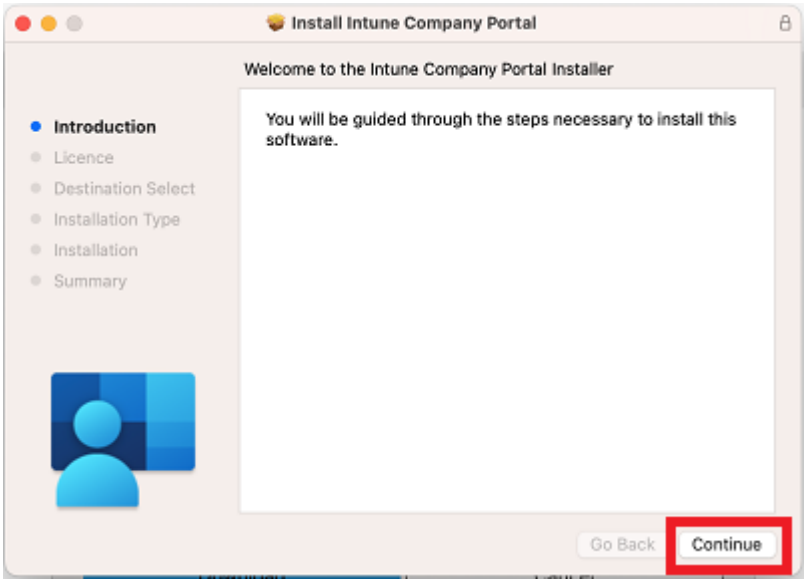
3. Select the Folder icon at the bottom of your screen.



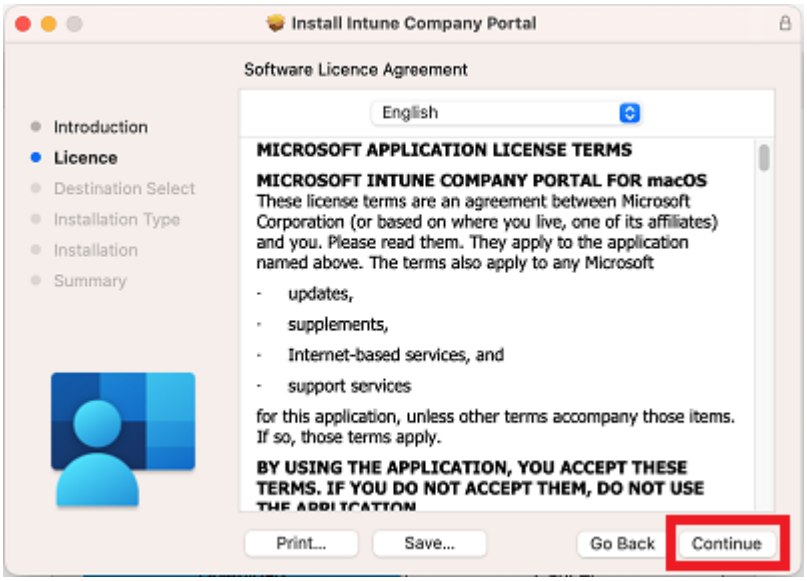
4. Then select the Open box icon next to the Company Portal Installer file.



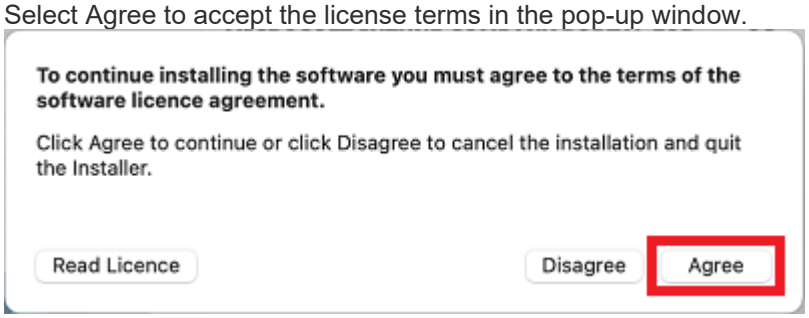
5. Please select Continue.



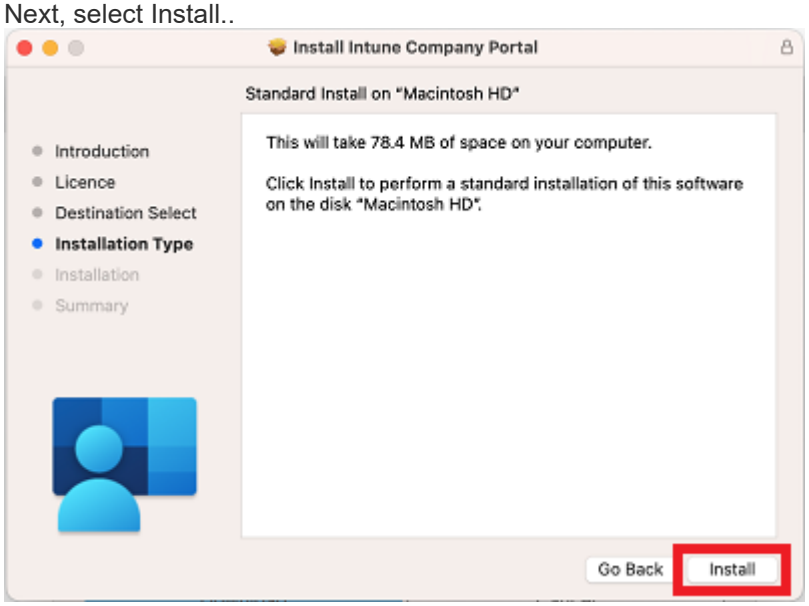
6. Please read the license terms and then select Continue.



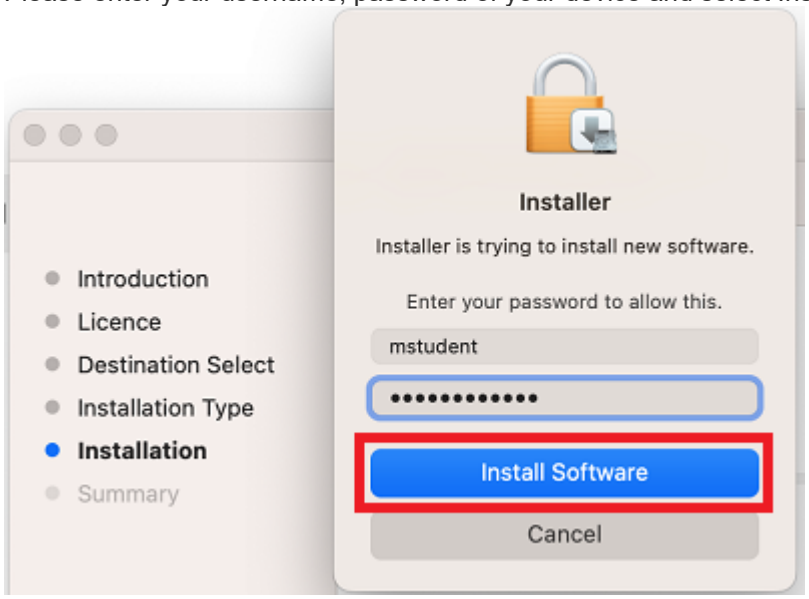
7. Select Agree to accept the license terms in the pop-up window.



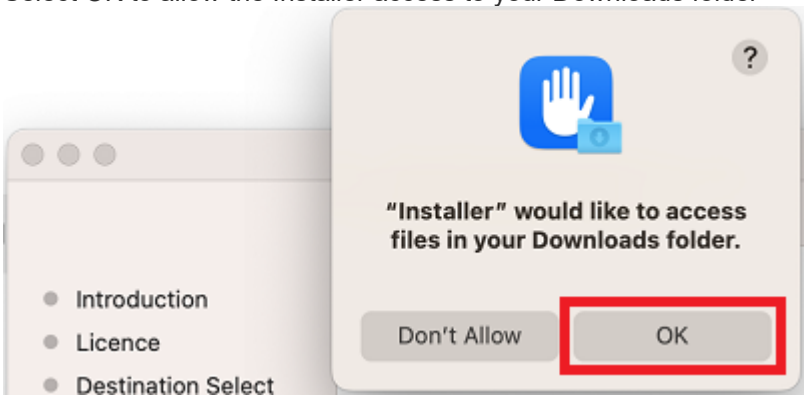
8. Next, select Install..



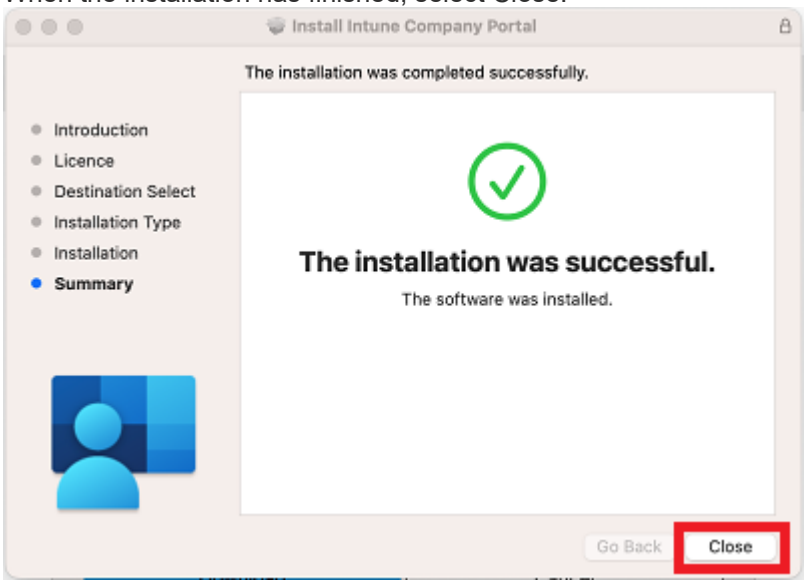
9. Please enter your username, password of your device and select Install Software.



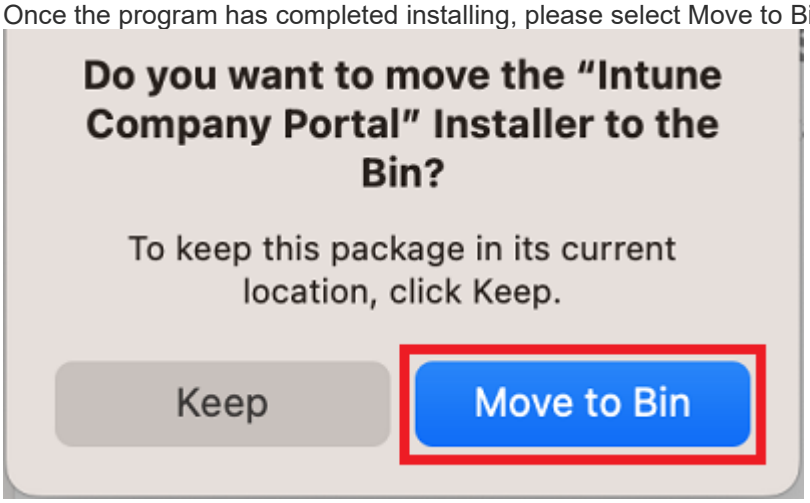
10. Select OK to allow the Installer access to your Downloads folder



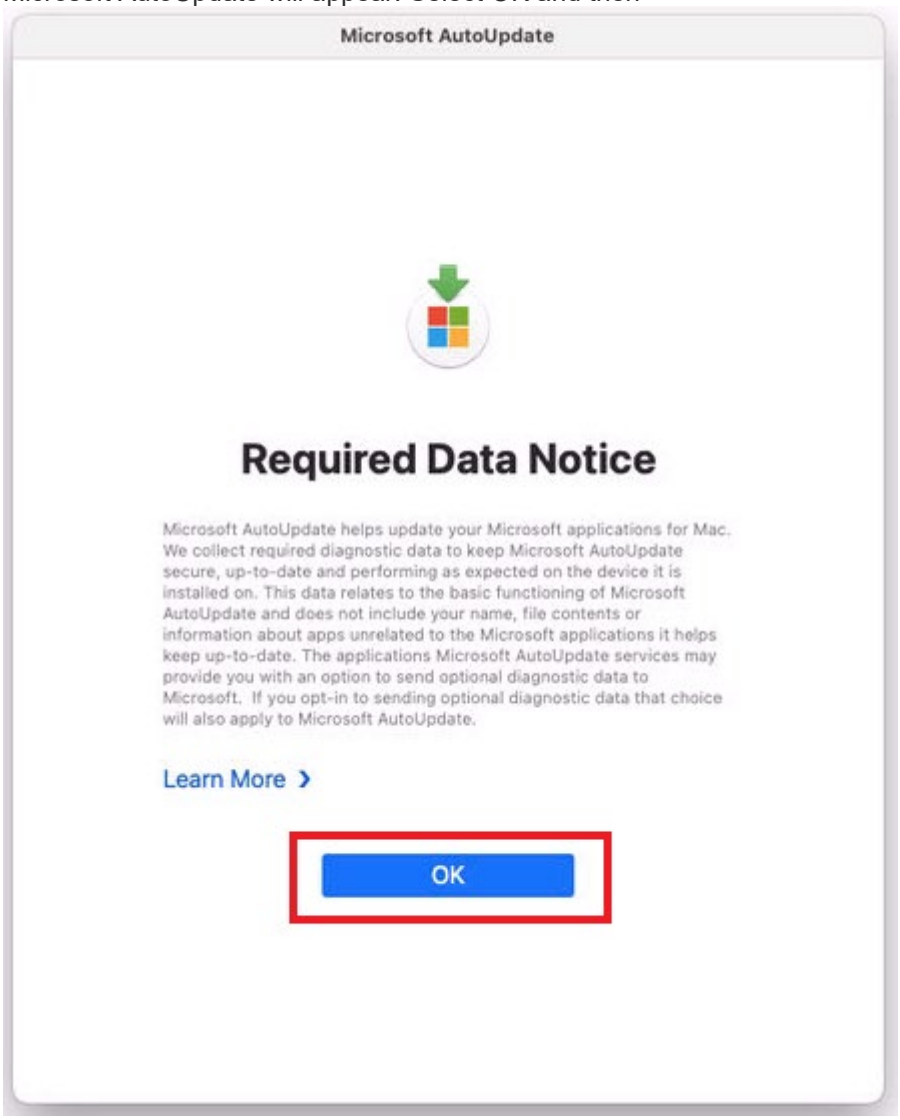
11. When the installation has finished, select Close.



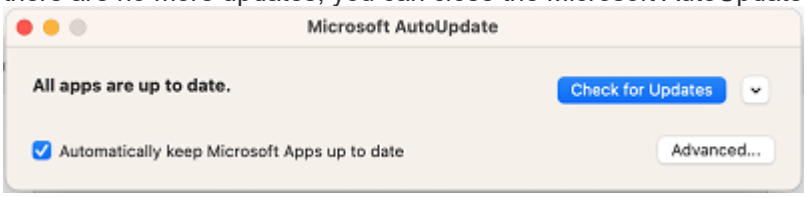
12. Once the program has completed installing, please select Move to Bin.



13. Microsoft AutoUpdate will appear. Select OK and then

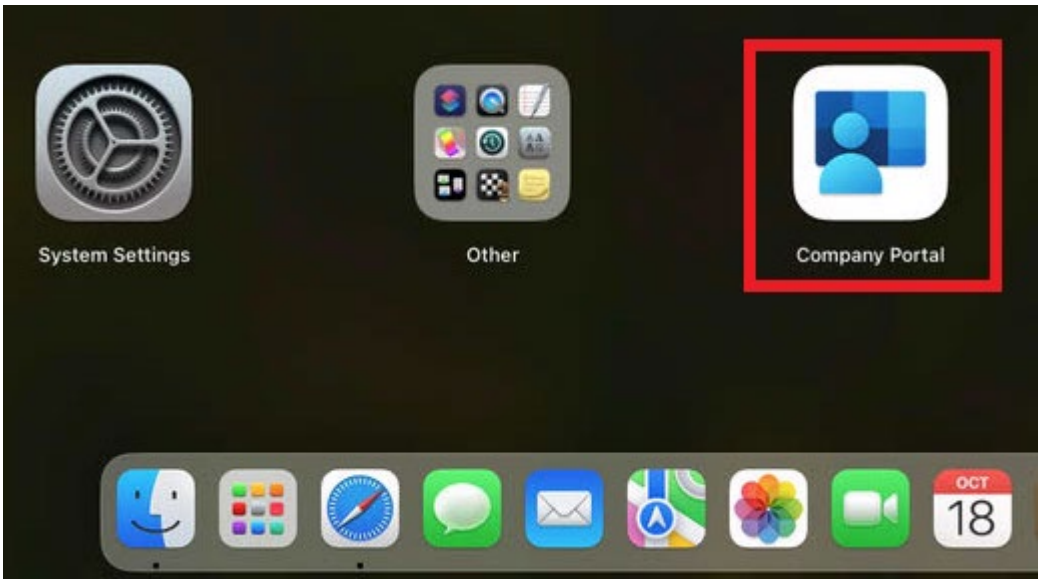


14. Update if there are updates waiting. You may need to repeat this step a few times. Once there are no more updates, you can close the Microsoft AutoUpdate program.

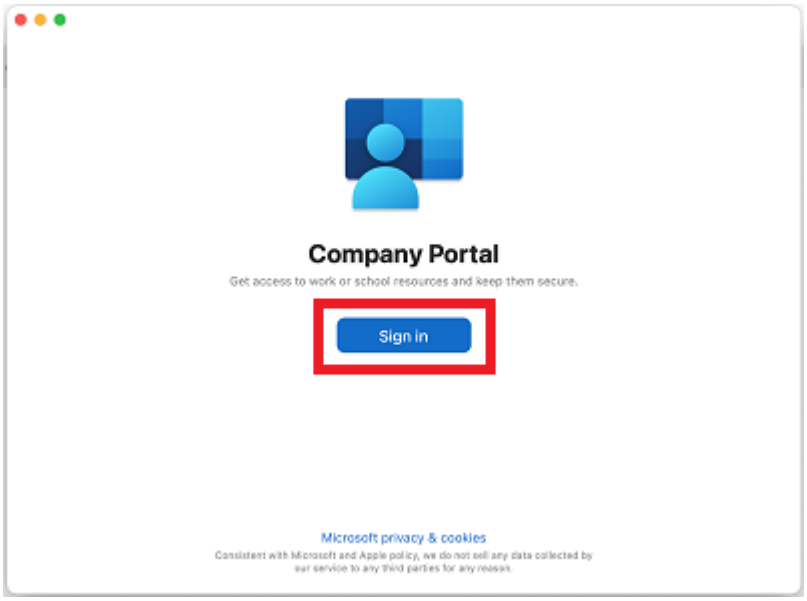


Step 3. Enrol your device into Company Portal

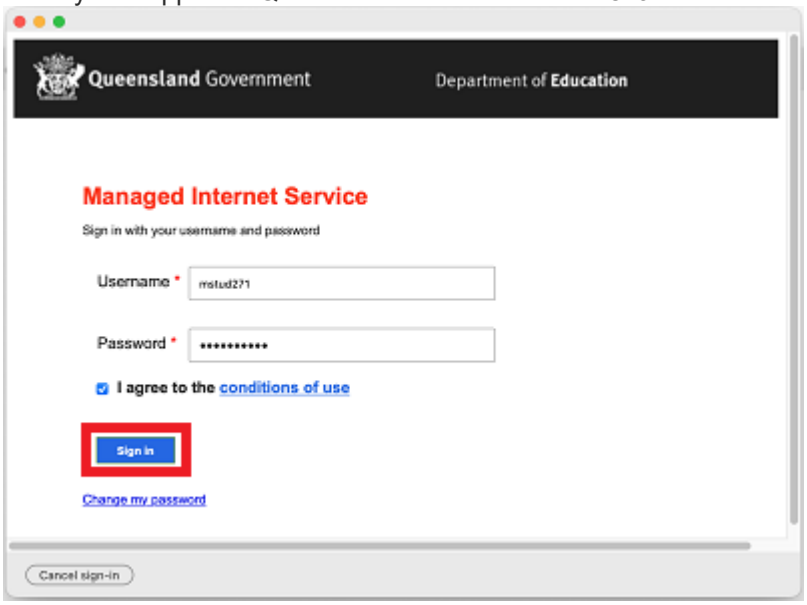
1. Select **Launchpad** and then select the **Company Portal** app.



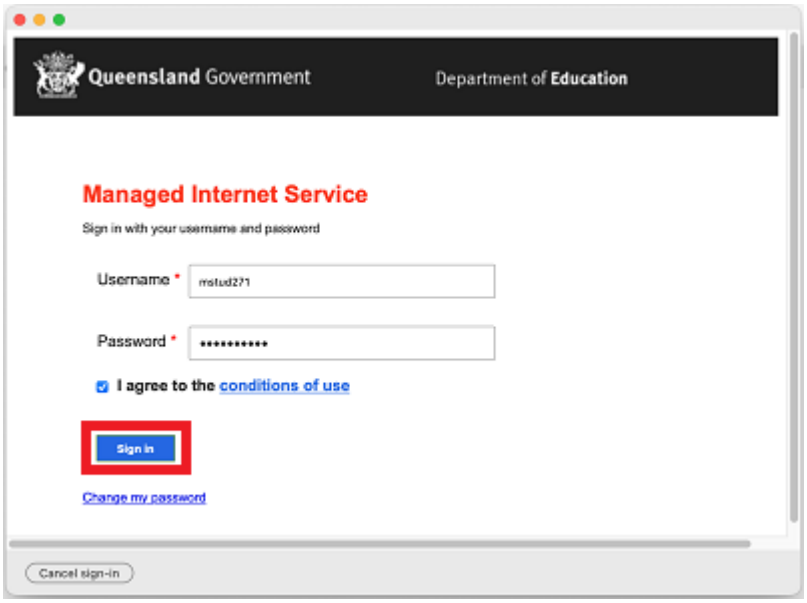
2. Then, select **Sign in**.



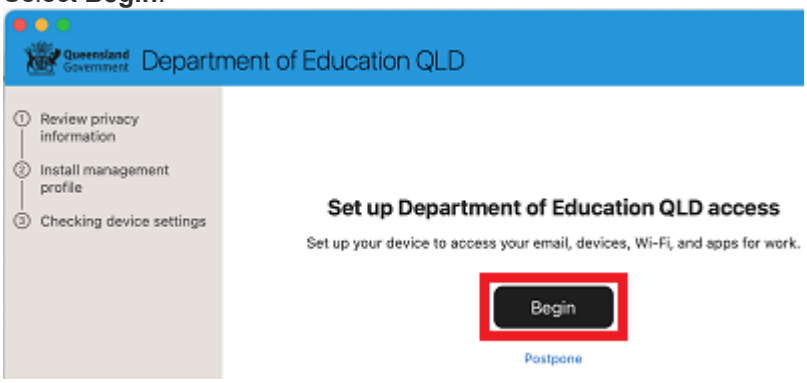
3. Enter your supplied EQ email address and select **Next**.



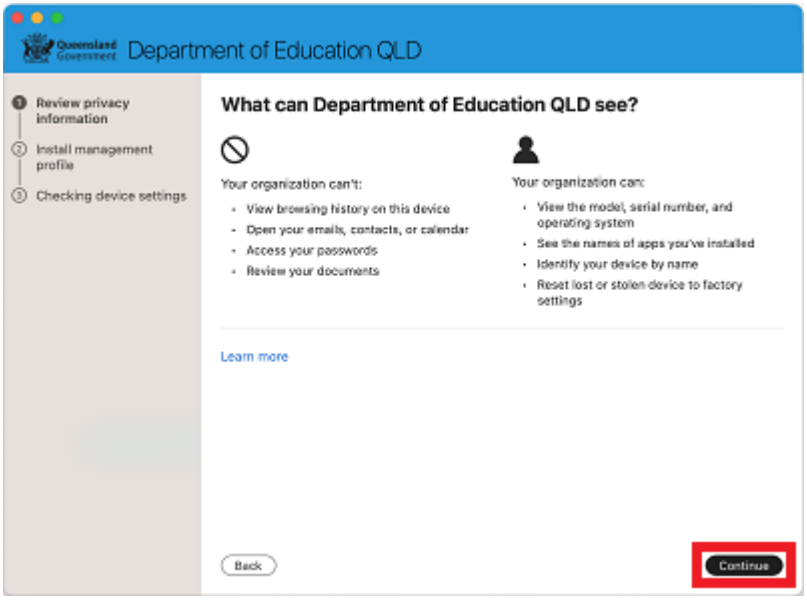
4. Enter the username, password and accept the terms and conditions. Then select **Sign in**.



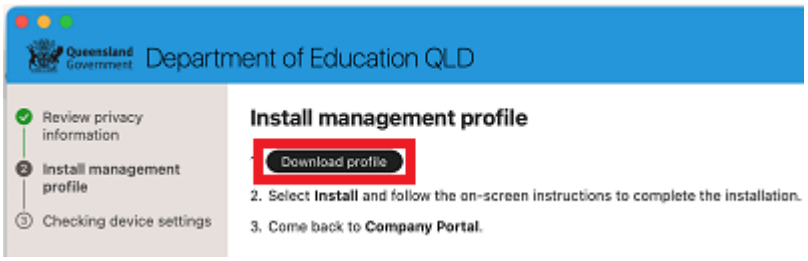
5. Select **Begin**.



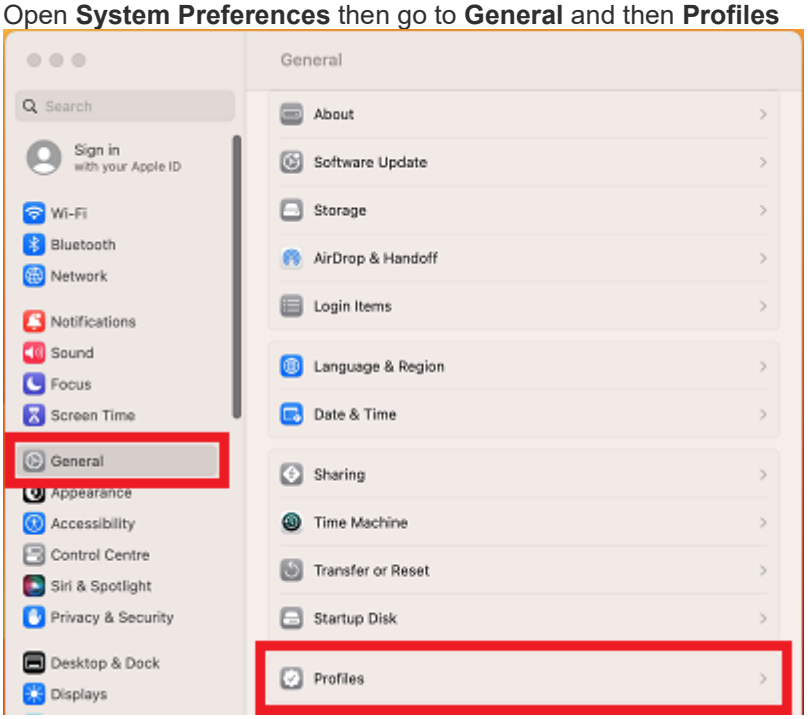
6. This explains what your school IT administrator can and cannot see on your Mac device. Select **Continue**.



7. Select **Download profile**.



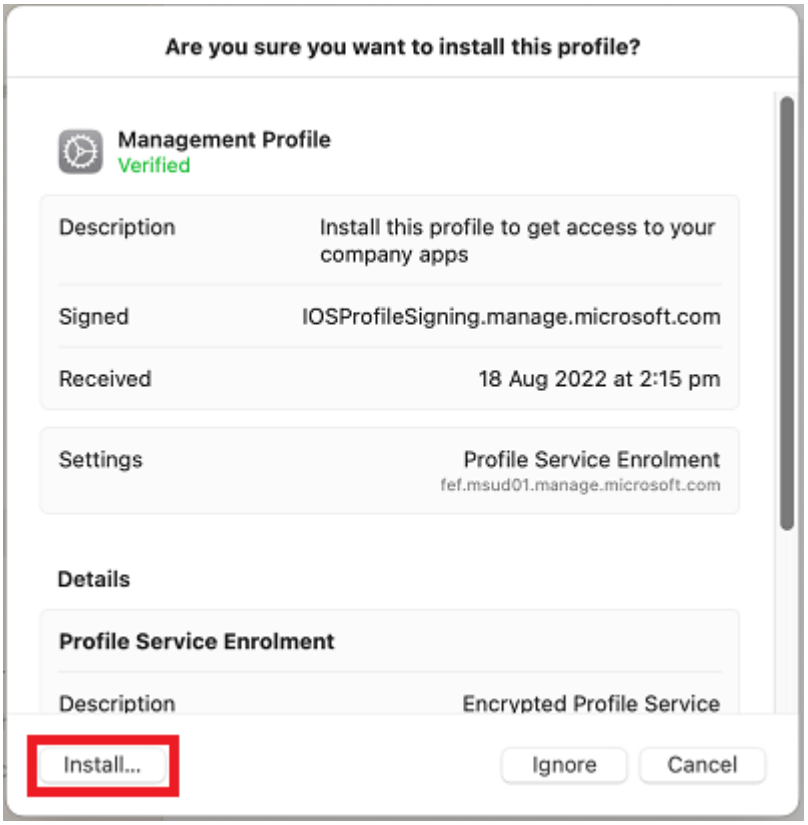
8. Open **System Preferences** then go to **General** and then **Profiles**



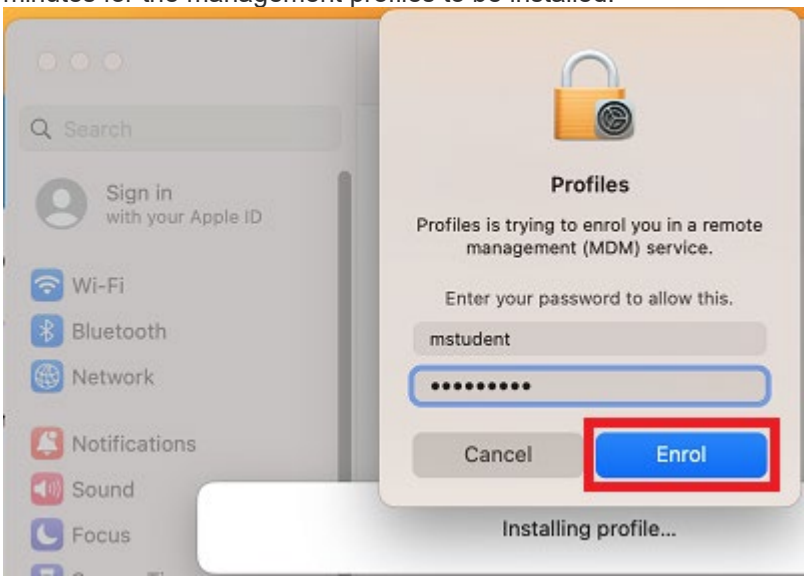
9. Double click the **Management Profile**



10. Select **Install…**



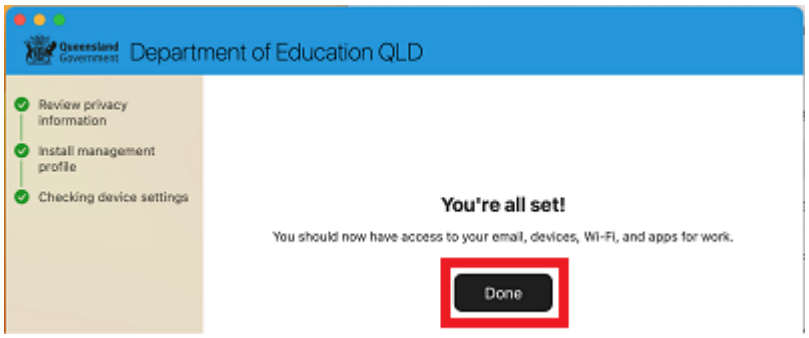
11. Enter the username and password for your device and select **Enrol**. It may take a few minutes for the management profiles to be installed.



12. When complete, it will show that it is now supervised and managed by the department.



13. Go back to Company Portal and wait as it updates the device settings, then select **Done**. It may take up to 15 minutes to finish installing. You can use the device in the meantime but please keep it connected to the internet.



14. **Close** the Company Portal.
    You have now finished installing Company Portal.