EPSHS Windows 11 BYOx Guide (EQNet)

Intune 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 enroll a BYO Windows device into Intune and install an application.

Please have ready the email address and password that has been supplied to you by the school. If you do not have this information, please contact your school to obtain these details. You may find some of the screens look different to the ones provided here if you have an older version of Windows.

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

BYOx Onboarding Checklist:

Queensland Government

Username & Password Reset:

You are required to have your EQ Username/Email Address and valid password before attempting the steps listed in this guide.

epstu1@eq.edu.au

Username
Email Address

If you are moving from an EQ State School to Everton Park SHS then your username will be the same as before, please contact Everton Park SHS Teaching staff to have your password reset.

If you are coming from a non-EQ school, you will need to ask a teacher to confirm your username and reset your password.

Please note that the IT Department is unable to provide your username or reset passwords over the phone/email as you are required to change your password while at a school connected computer, teaching staff do have the ability to provide your username and change passwords.

Connection to Internet:

You are required to be connected to the internet while performing Onboarding and this Guide can be followed at home as long as you have your username and valid password.

You can either:

- Connect to your home WIFI/Internet (Preferred)

- Connect to your mobile Hotspot (Data charges may apply)

- Connect to School EQGuest WIFI Network

The following are instructions to connect to School EQGuest WIFI Network (Next Page)

Connecting to School EQGuest WIFI Network:

To connect to the schools EQGuest WIFI network simply:

1. Click on **WIFI** (1) icon in bottom right hand corner of the task bar.

2. Click on **EQGuest** WIFI network then click on **Connect** (3)

3. Enter in your Full School Email Address in the **Email Address** Field (3)

4. Enter in your Valid School Password in the **Password** Field (4)

5. Place a tick on "**I Agree**" (5)

6. Click the **Sign In** button (6)

If logon was successful you will be presented with the following page.

Please note that you will need to enter in your proxy details (School Username and Password) when prompted to access the internet, please refer to "Proxy Prompt to access Internet for details.

Proxy Prompt to access Internet:

If connected to School WIFI all traffic is monitored and as such it is a requirement to enter in your username and password when trying to access the internet.

To get prompted for the proxy Username and Password you will need to open your web browser (Microsoft Edge, Google Chrome or Mozilla Firefox to name a few) and try to access a webpage on the internet, such as Google.com.

Type in "google.com" then press enter on your keyboard.

The following Proxy prompt will be presented, enter your school username and valid password to log in.

If you keep getting prompted for your username and password you will need to make sure you are using a valid password, if you are not sure then contact a teacher who can reset your password.

Windows 10 Operating System Updates

As part of the process of connecting your computer to the school network the system now checks that your Windows machine is up to date with any Operating System updates, the following instructions will show you how to update your Windows Operating System.

1. Click on the **Search** button located next to the Windows key

2. Type **update** into the search field
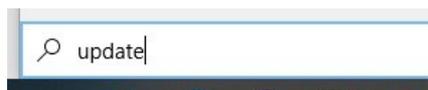
3. Click on the "**Check for updates**" button in the search list
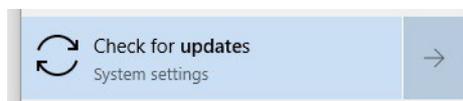
4. Click on the "**Check for updates**" button, and install any updates available
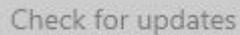
5. Repeat **step 4** until no further updates are available, it is the student's responsibility to keep their device up to date.

Microsoft Store Updates:

It is a good idea to update the programs that are installed in the Microsoft Store, as Company Portal is installed through the store sometimes, depending on other programs listed there. To update the Microsoft Store simply follow the steps below:

1. Click on the Windows key, locate Microsoft Store in the list of programs

2. Once the Microsoft Store is open click on the **"Library Button"**
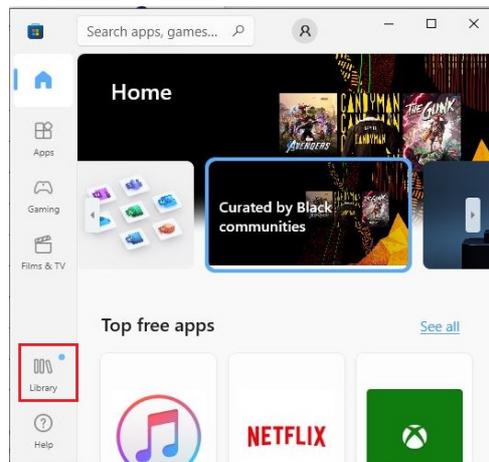
3. On the Library page click on **"Get Updates"** to download and install any updates for installed programs through the Microsoft Store.
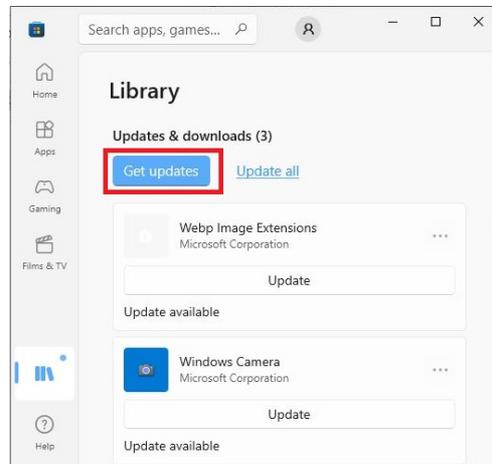
Anti-Virus – Virus Definition Updates:

As part of the Onboarding process the system will check that you have an up-to-date virus scanner, it is important that you:

- Have a full virus scanner - A virus scanner is often packaged with laptops that are purchased through retail stores, often it is a trial program that expires after a certain period, which can then stop protecting your Device. You will need to make sure that you have a full antivirus program installed.

- Manually update the virus definitions – Virus definitions are what tell your virus scanner what a virus looks like and how to detect it. It is important that the virus definitions are up-to-date, this is usually updated automatically by your virus program but it is a good idea to update while performing the Onboarding process.

Note: It is the student's responsibility to keep their device (laptop) clean from viruses and updated, we are not able to provide any recommendations in which anti-virus is best to run on your device, your local retailer would be able to assist you in that decision process.

How to install Intune:

Step 1. Install Intune

a. Connect to the internet and select the Windows icon at the bottom of your screen

b. Select the **Settings** icon
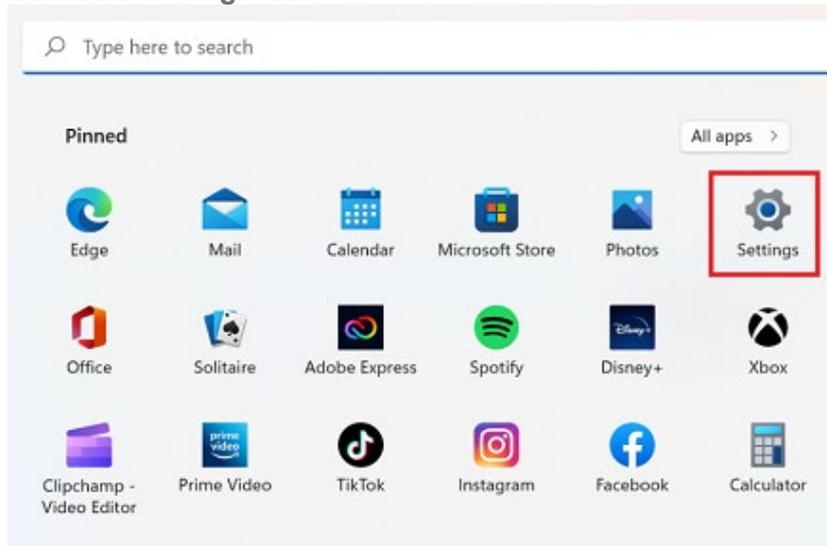
c. Select **Accounts**
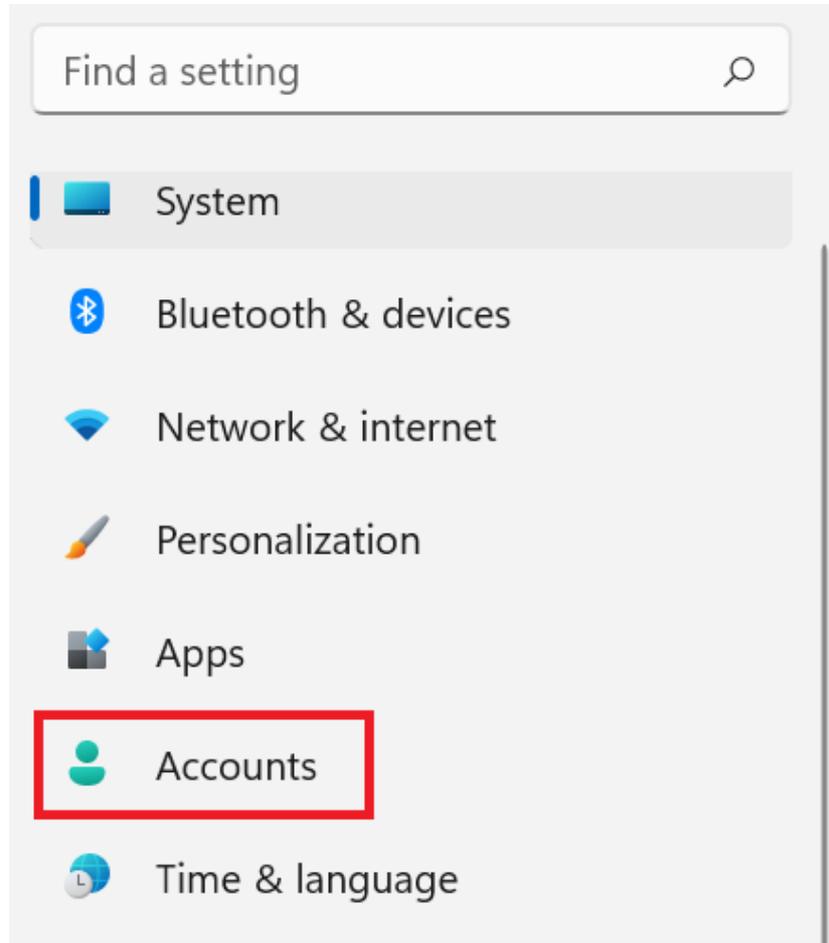
d. Select **Access work or school**. If your account is already listed, select it and then select **Disconnect**. Then select **Connect**.
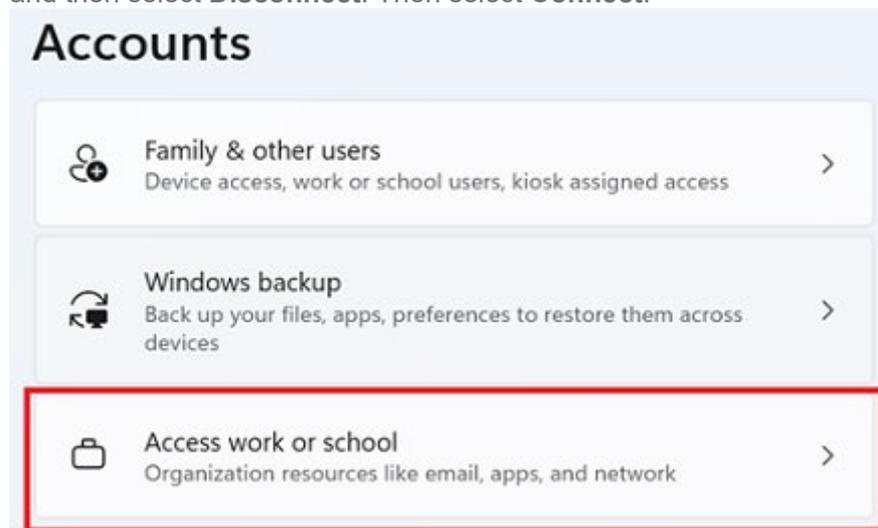
e. Enter your school **@***eq.edu.au* email address and select **Next**.

Set up a work or school account

You'll get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.

EPStu1@eq.edu.au

Next

f. Please enter your username, password, accept the terms and conditions, and **Sign in**.

Managed Internet Service

Sign in with your username and password

Username * EPStu1

Password * ••••••••••••

☑ I agree to the conditions of use

Sign in

Change my password

g. Please select **Done**.
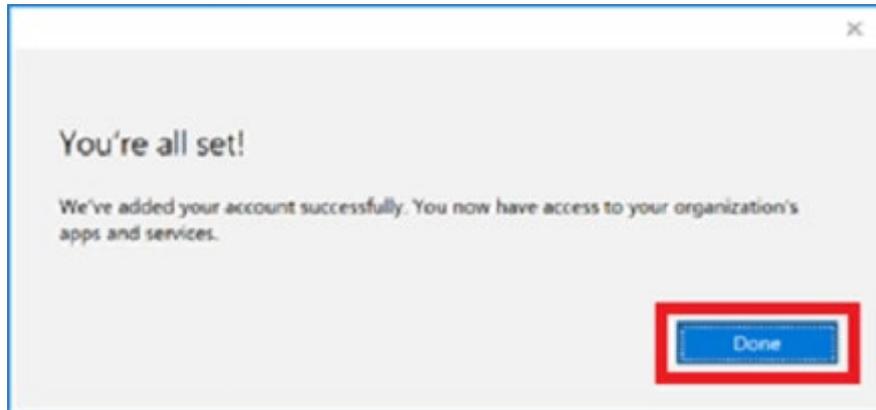
h. Check your account has been added. Your account details will be displayed.
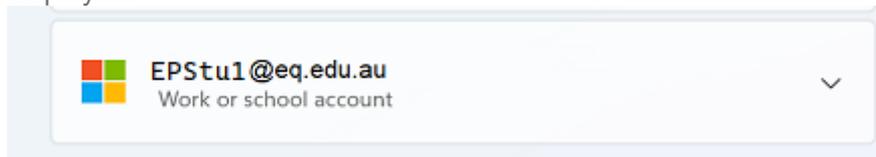
BYOx mapper Install:

a. Select the **Windows icon** at the bottom screen, and then open the Company Portal application. If requested, sign in with your school user name and password.
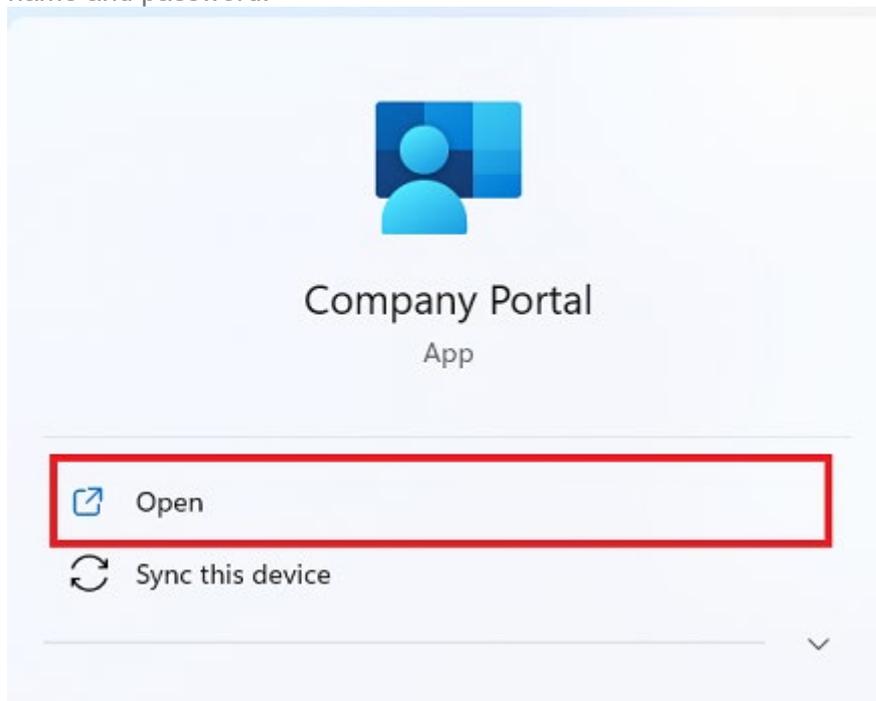
b. Select **Show all** to see the apps your school has indicated you require.
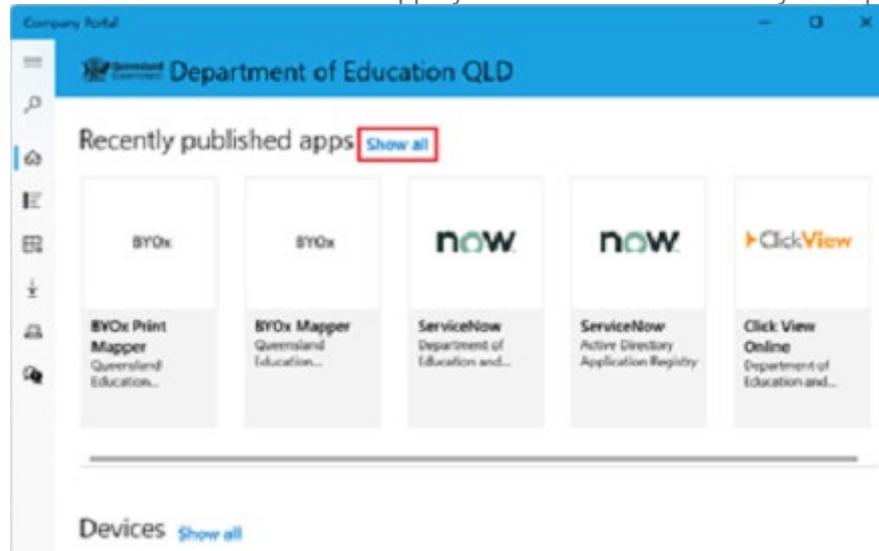
c. Select an app to install. In this example, we will use BYOx Mapper
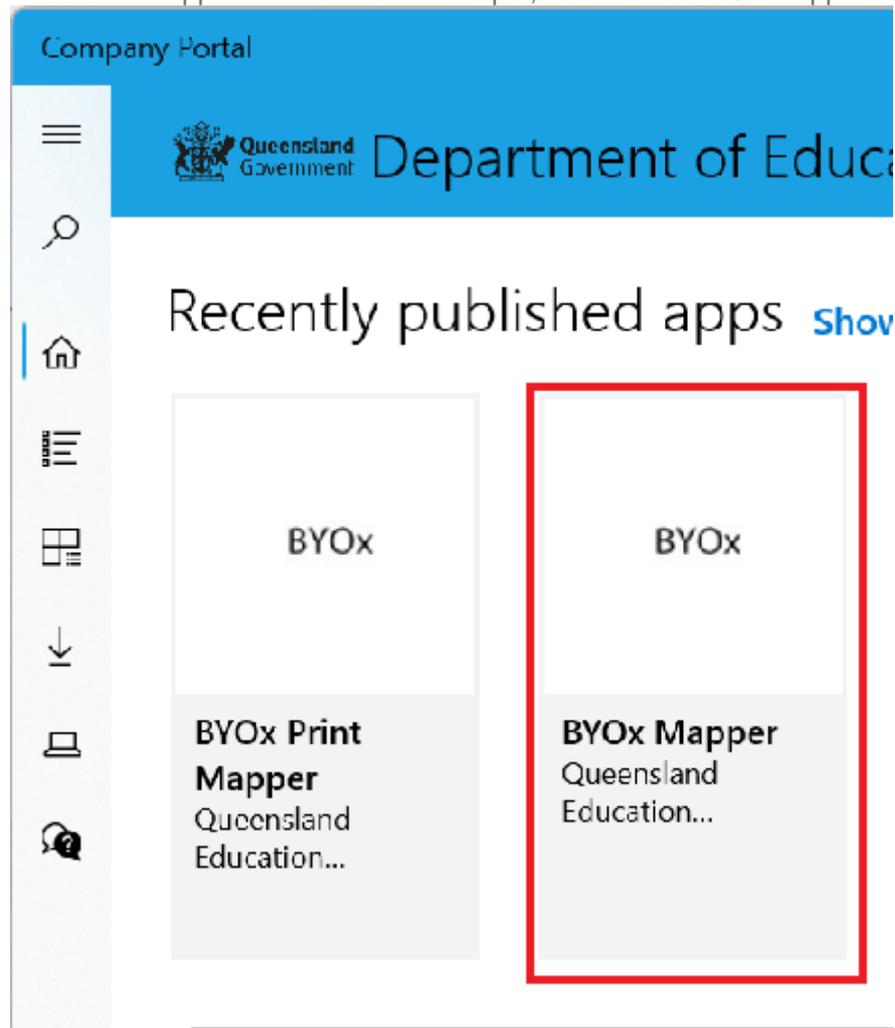
d. Select the **Install** button.

BYOx Mapper

Queensland Education Department
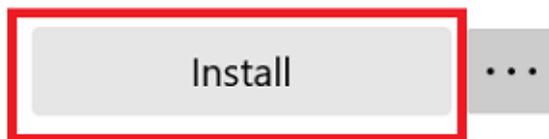
Install · · ·

e. A downloading message will be displayed during installation.

Download pending...
Your device is syncing and will begin downloading your app shortly

BYOx Mapper
Queensland Education Department

BYOx

Install · · ·

f. The app has finished installing.

✓ Installed

BYOx Mapper
Queensland Education Department
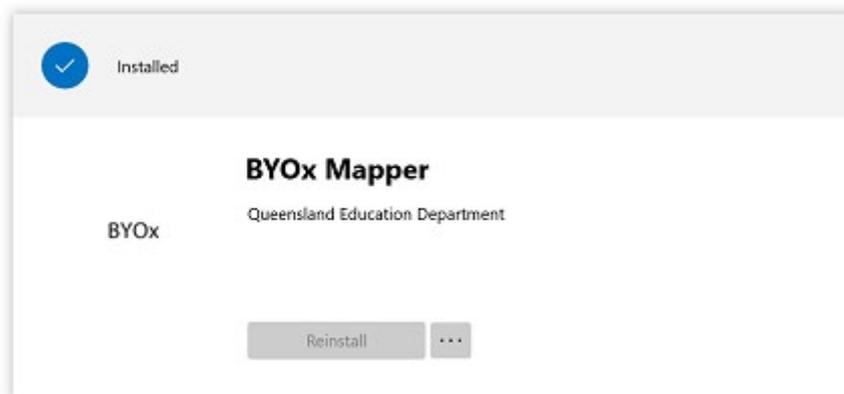
BYOx

Reinstall · · ·

g. To check your app has installed, select **Installed apps** and see it in the list. Click the back arrow Company Portal to install additional apps, repeating steps b to g.

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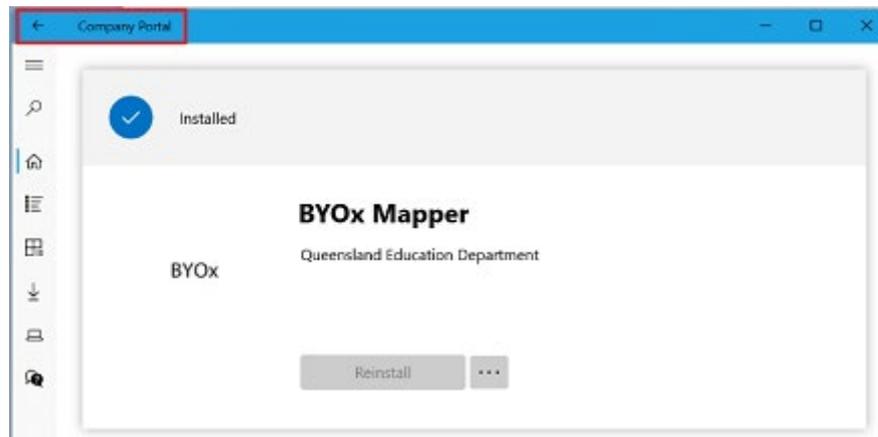
BYOx Mapper Running:

NOTE: You need to be connected to the school WIFI (EQNet) to run BYOx Mapper

1. Close Company Portal (if open), Click on Windows search (next to windows Key)

2. Enter in "**BYOx Mapper**", then select "**Open**".
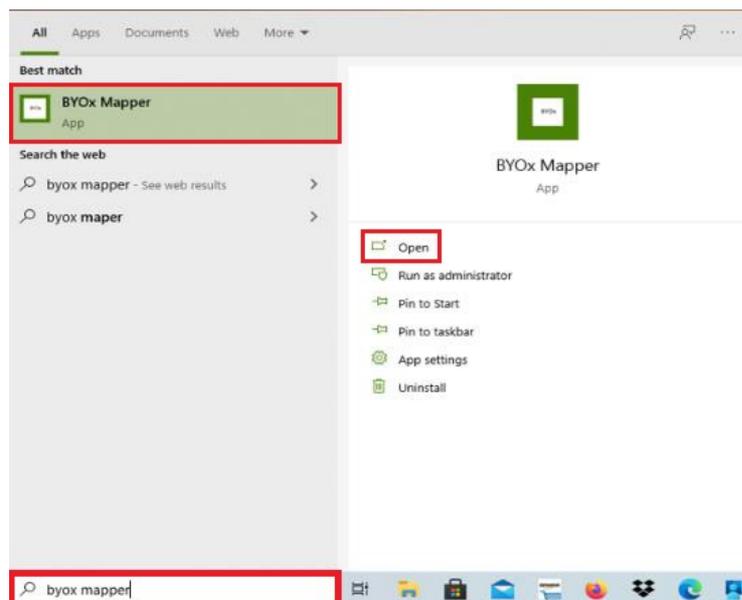
3. To log into the BYOx Mapper Select **GBN** as the domain, enter your School **Username** and **valid Password** then select "**Connect**".

4. BYOx Mapper will then connect your device to the Network Drive and Printers.

NOTE: If you click Disconnect on BYOx Mapper it will disconnect you from the Network Drive and Printers, by staying connected and closing the BYOx Mapper window it will leave the connection to those services open.

If your Network Drive or printers are not visible you will need to log into BYOx Mapper.

Download, Install Office 365

Note: Office 365 is not available to download while at school, you will need to do it from home.

At Home:

1. Open a browser like MS edge and type in **office.com**
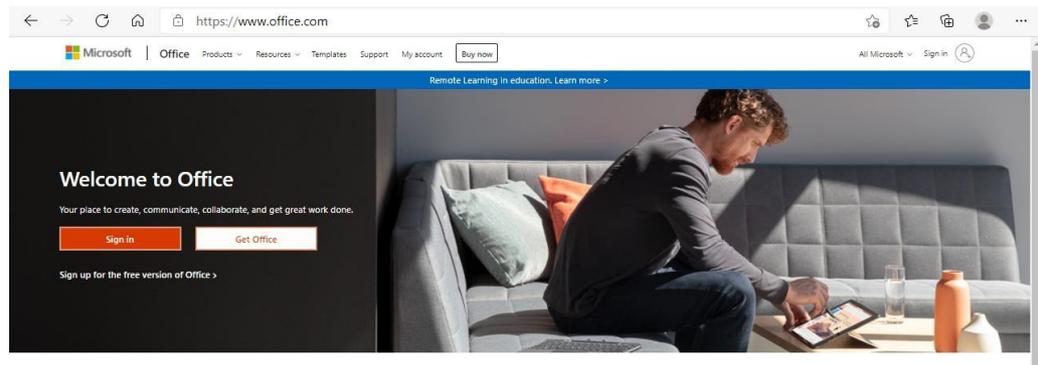
2. Click on Sign In

3. Type in your School Email address (E.g. epstu1@eq.edu.au then click **Next**

4. Select **Work or School Account**

5. Type your **Username**, **Password** and select **I Agree** on the conditions of use and privacy statement

6. Click on **Install Office** ⌄ and then click on
   > Office 365 apps
   > ↓ Includes Outlook, OneDrive for Business,
   > Word, Excel, PowerPoint, and more.
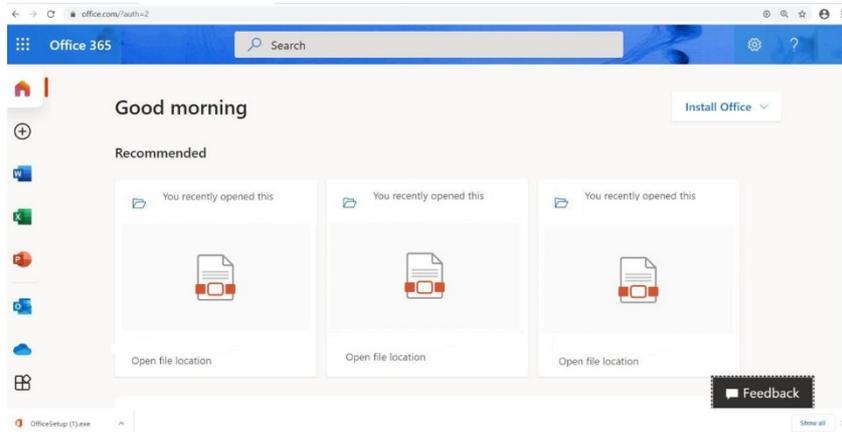
7. Click **☐ OfficeSetup (1).exe** ⌄ and then click **Open** and office will start the download process.

8. Follow the instructions to have Office 365 installed on your device.
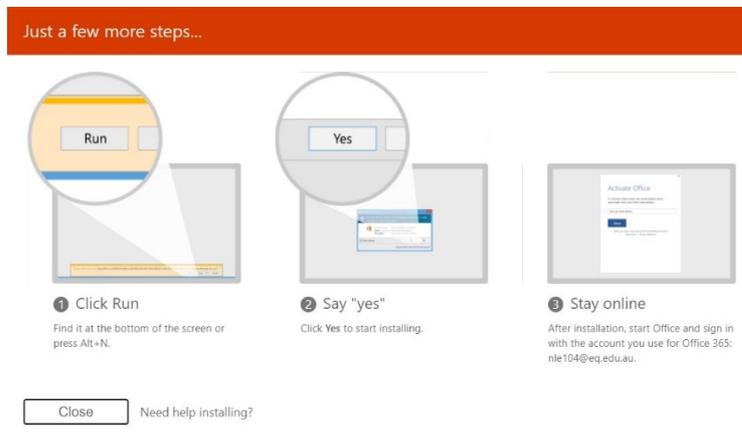
OneDrive Setup:

School Folder Creation:

1. Click on File Explorer

2. Select "**This PC"** then left click on "**D Drive".** If D drive is not available, then use C:
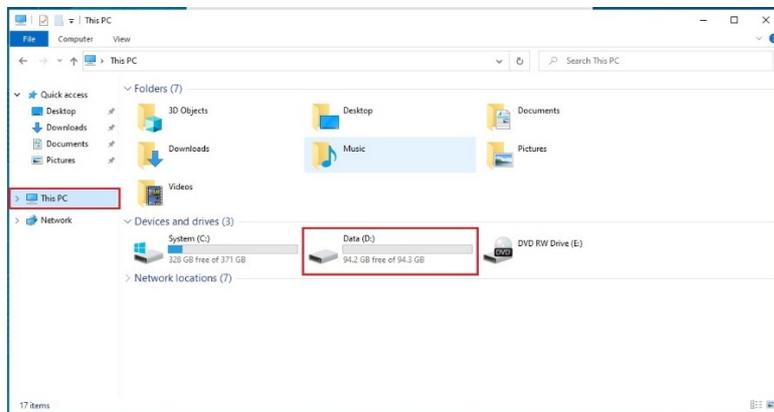
3. **Right click** on the white space **(3A)**, Select **New (3B)** then **Folder (3C)**
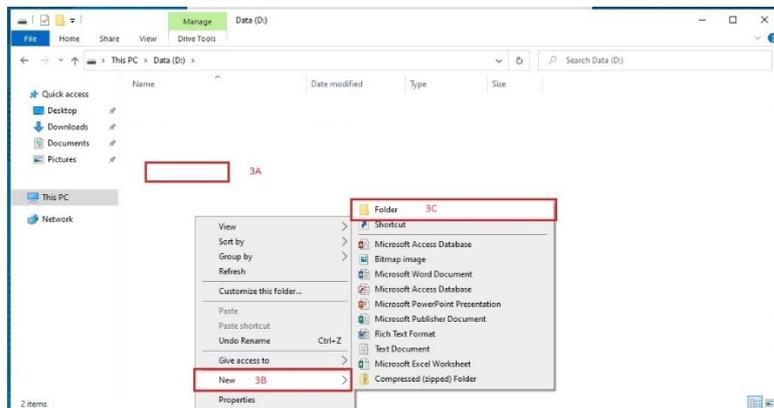
4. Name your new folder (E.G. EPSchoolFiles)
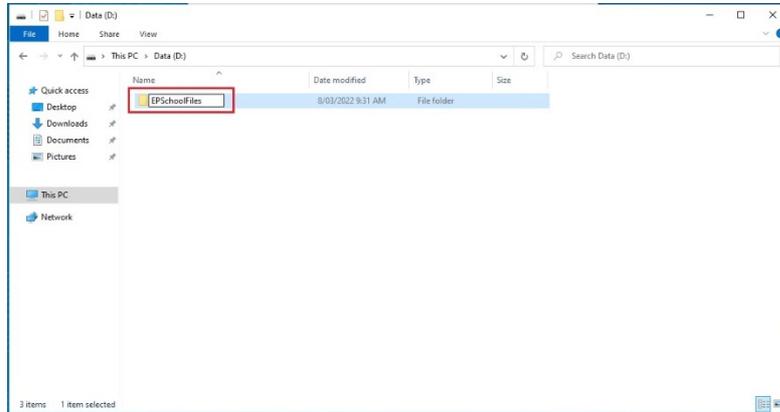
5. If your new folder is on D Drive then the folder location is D:\EPSchoolFiles\, otherwise if only C drive is found it could be C:\EPSchoolFiles\
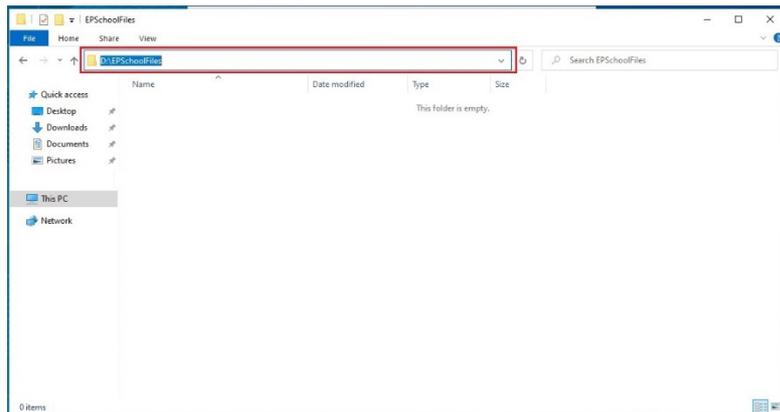
One Drive Config:

1. Click on **OneDrive** icon in the task Bar
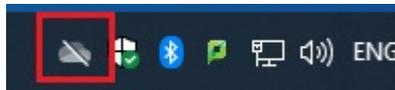
2. Click **Sign in**
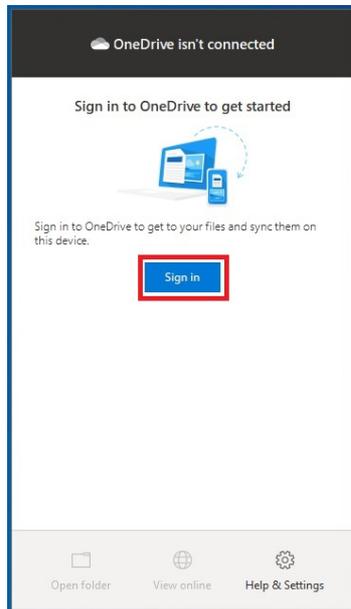
3. Enter your **School Email Address** then select **"Sign In"**
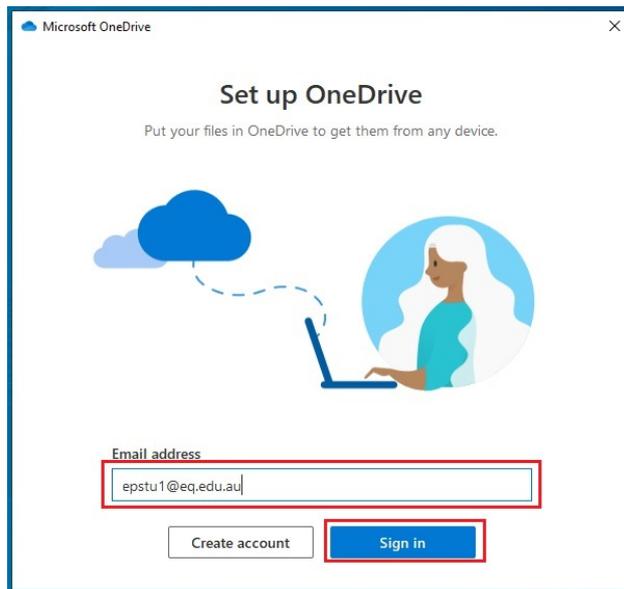
4. Select **"Change Location"** to move the OneDrive Folder
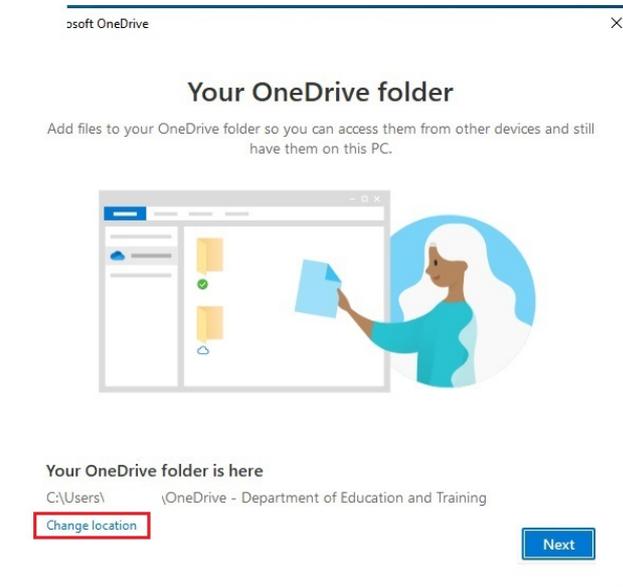
5. Click on **Address bar** (**5A**) and enter location of school folder (E.g. D:\EPSchoolFiles\ or C:\EPSchoolFiles\ if it's on C Drive) and press the enter key, Click on **Select Folder** (**5B**) to select the current folder for OneDrive files to be stored there.
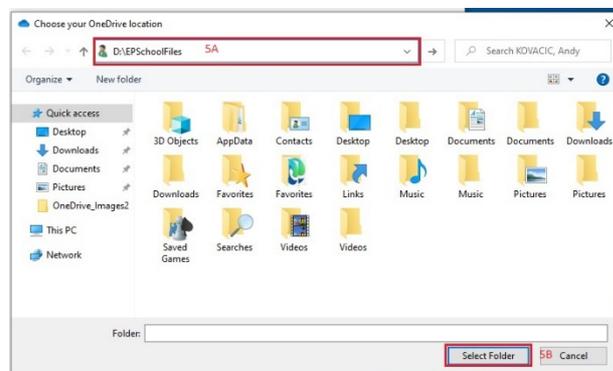
6. Select **"Next"** to go to the next screen. Select **"Next"** again on "Get to know your OneDrive" screen and select **"Next"** on the "Share files and

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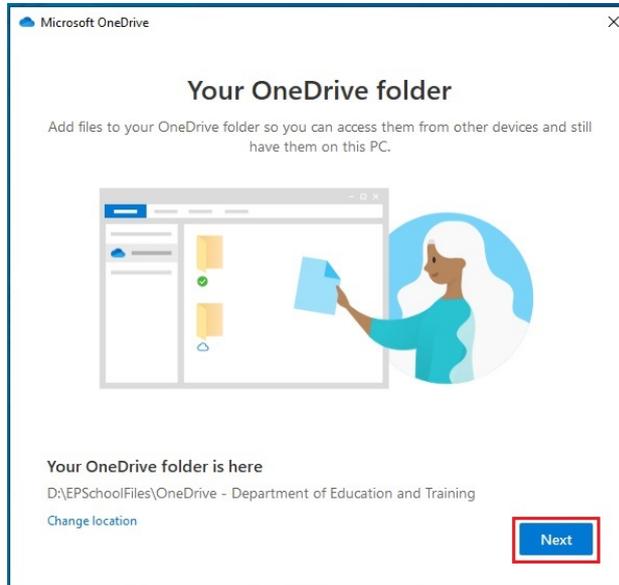
Folders" screen

7. Select **"Next"** on "All your files, ready and on-demand" screen. Select **"Later"** on the Get the mobile app screen
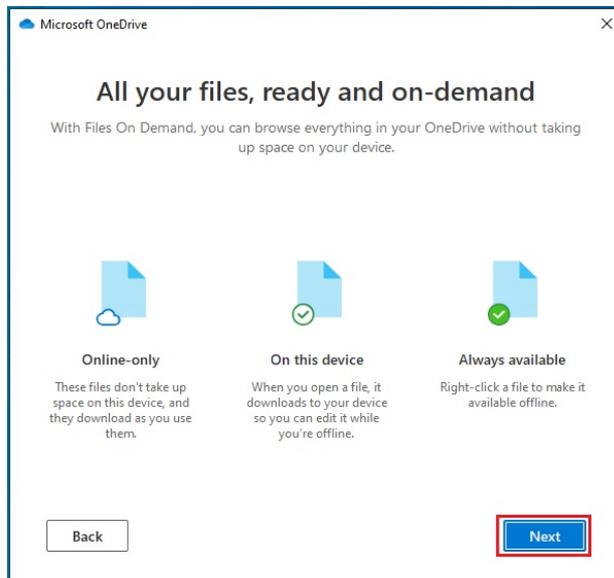
8. Finally select **"Open my OneDrive Folder"** button to complete the installation.
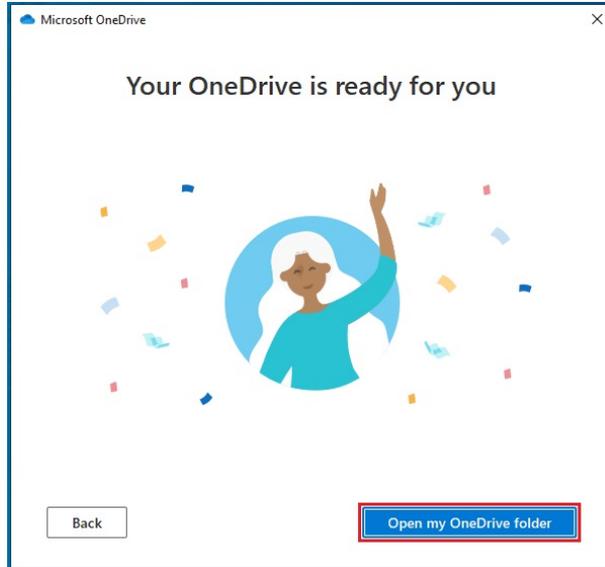
Please email any issues or suggestion for this document to

IT_Support@evertonparkshs.eq.edu.au