



**Sarina State High School**

**IPAD  
MANUAL**

**2024**

**Name:**



# SARINA STATE HIGH SCHOOL

## Enrol your BYO iPad device into Intune

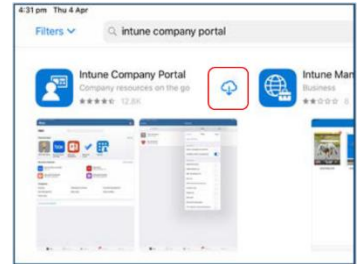
Before you start, please have ready the email address and password that has been supplied to you by the school. If you do not have this information, you will not be able to successfully complete the installation. Year 7 students will receive their email address and password at the beginning of the school year.

You will also need to name your iPad by going to **Settings > General > About > Name** and enter your first and last name only (no emoji's or nicknames).

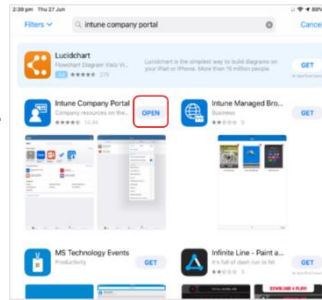
The installation process may take up to 15 minutes to complete. If the installation fails at any time, please re-open the Intune app and try again.

### PART 1 - Install Intune

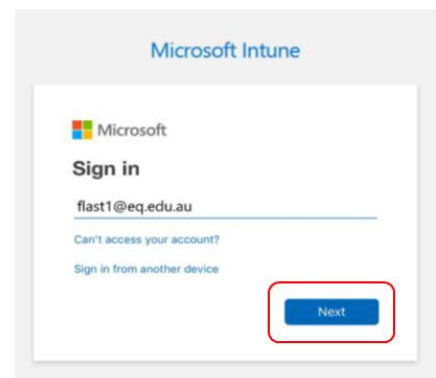
1. To start, connect to the internet, select the App Store icon and search 'Intune'. Then select Get or the download cloud icon.



2. Please select **Open** to open the Company Portal.

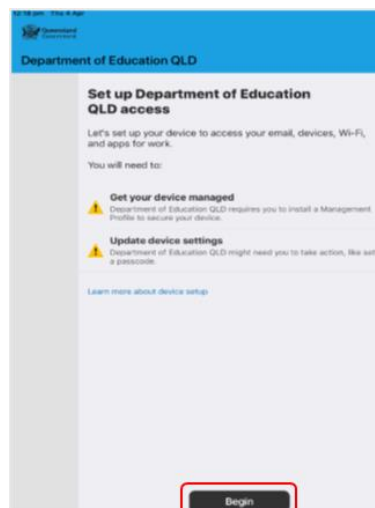
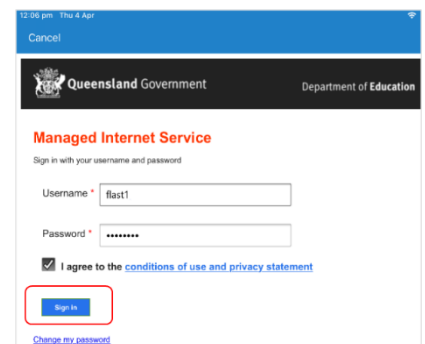


3. Sign into Intune with the @eq.edu.au email address you were supplied by your school and select **Next** to continue.

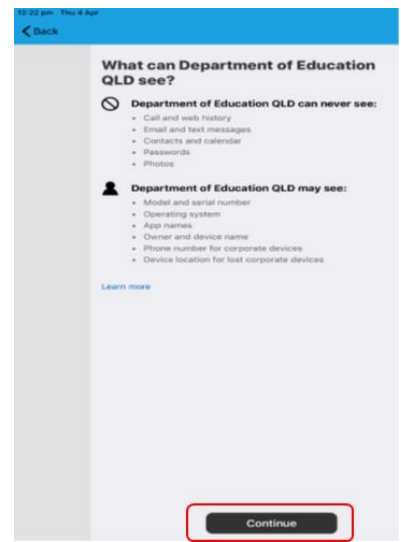


4. You should see the username appear in the username field. Then enter the school password you were supplied and accept the terms and conditions. Then please select **Sign in**.

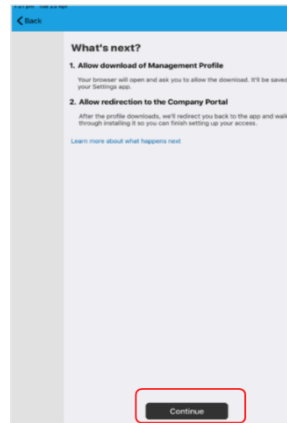
5. Next, we will install the Intune Company Portal app. Please select **Begin**.



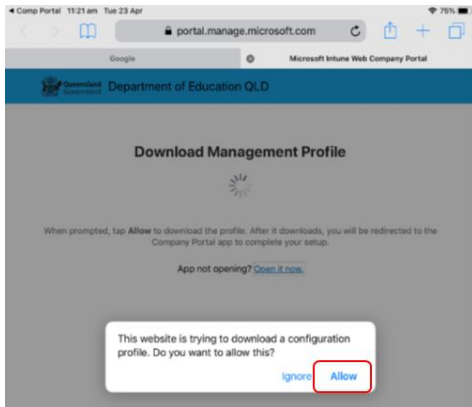
6. This explains what your school IT administrator can and cannot see on your iPad. Please select **Continue**.



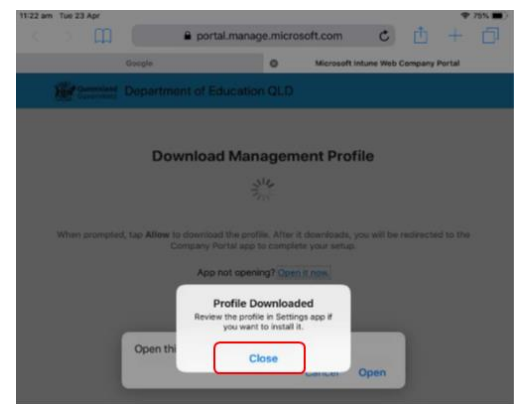
7. This screen outlines further steps. Please select **Continue** to continue the installation.



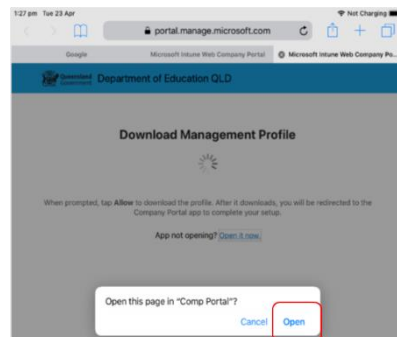
8. Please select **Allow** to download the Intune profile.



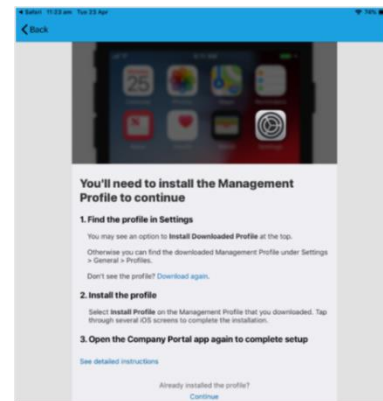
9. Your Intune profile has now been downloaded and can be closed. Please select **Close**.



10. Please select **Open**. Select **Allow** to download the Intune Profile.



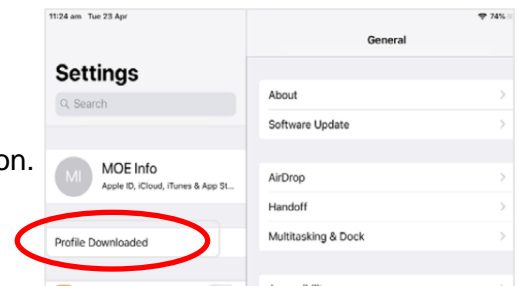
11. Press the home button to minimise this window.



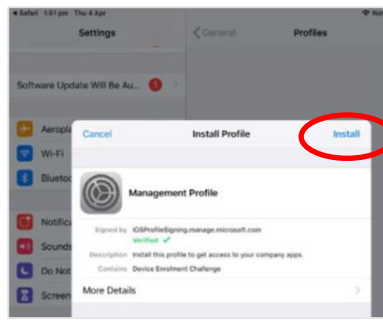
12. Please open your settings by pressing the icon on your home screen and if you are requested, enter your password/passcode.



13. On your Settings screen, please select the **Profile Downloaded** option.

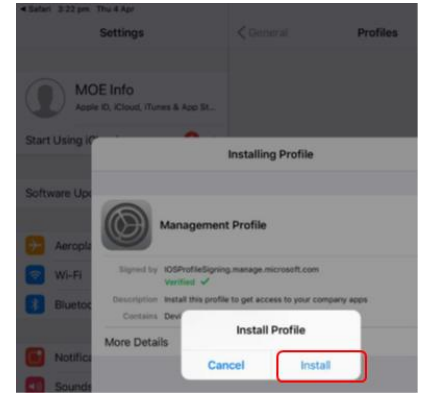


14. Select **Install** on the install profile screen.

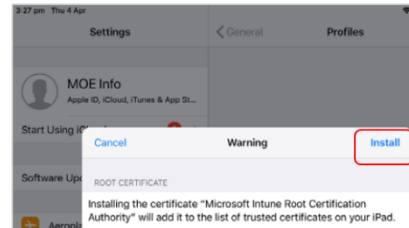


15. If prompted, enter your iPad passcode.

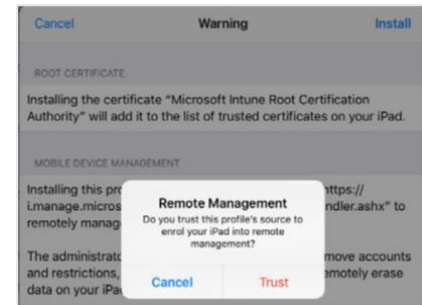
16. Please select Install on the Install Profile pop-up.



17. When you see a warning displayed, please select **Install** to continue with the installation.

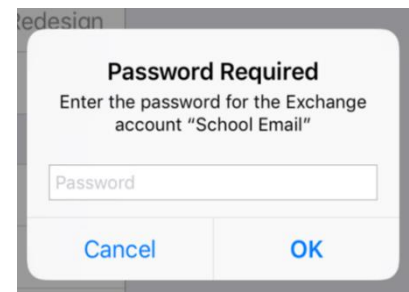


18. If you are prompted to enrol into remote management, please select **Trust**. This will start installing the profile.

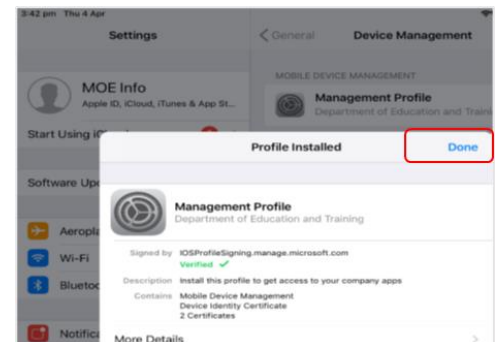


At any time after this point where you have enrolled, you may see this screen requesting you to enter the school password. Please enter this and select **OK**.

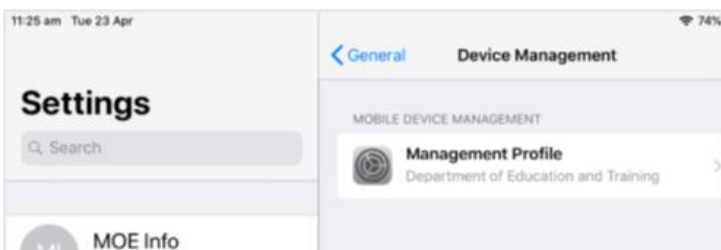
You can then continue the installation at whatever stage you were before the screen appeared.



19. When the screen changes to show the profile has finished installing, select **Done**. An "Enrolling device" message will then appear.

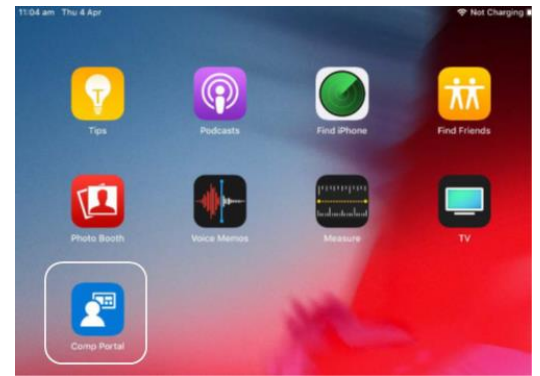
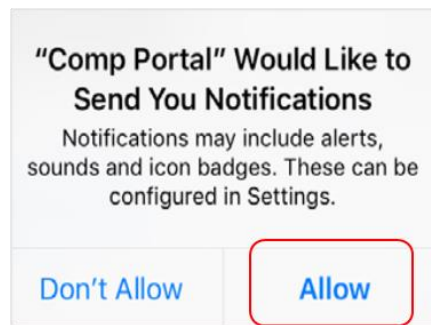


20. Your settings page will be displayed and you'll see the Department of Education management profile has been installed.



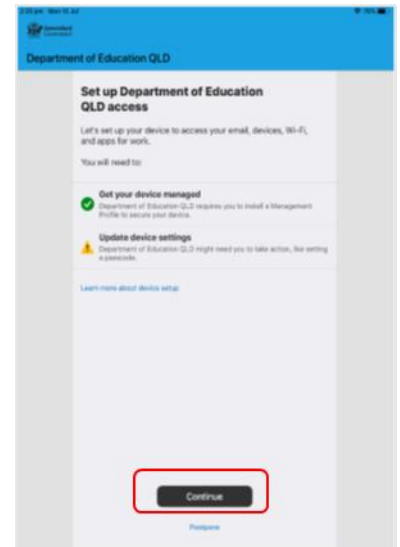
21. Select the **Comp Portal** icon to re-open the company portal app.

22. Select **Allow** to give the Company Portal permission to send notifications.



23. Your device is now managed through the Company Portal. Select **Continue** to complete set-up.

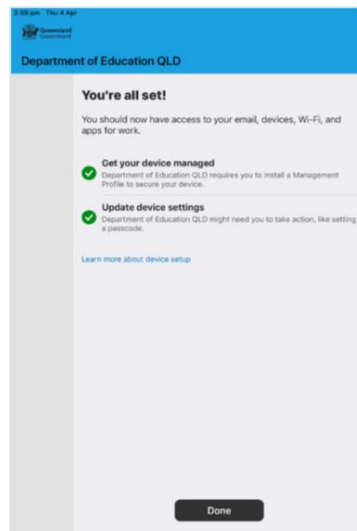
A message explaining that the Company Portal is confirming settings may display.



24. Intune is finished when there is a tick next to all the items listed. On this screen please select **Done**.

It may take up to 15 minutes to finish installing. You can use the iPad in the meantime but please keep it connected to the internet.

After this finished installing, the iPad is ready for you to install the other apps needed for school.



25. Complete PART 2 on the following page to install an app.



## PART 2 - Install an app

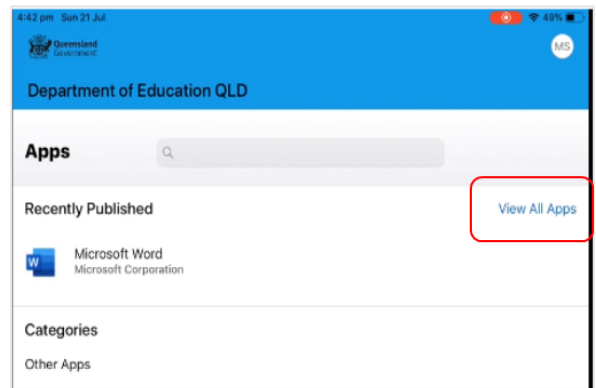
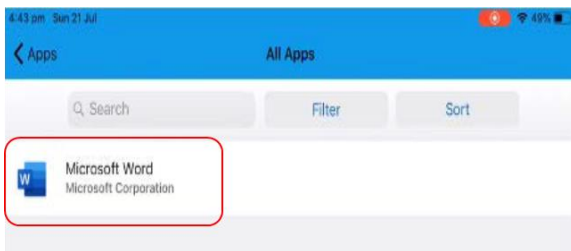
This section will show you how to install the apps you have been advised you need for school.

1. In the Comp portal app you will be able to view the apps your school has recently published.

Select **View All Apps** to display a full list of apps your school has indicated you will need.

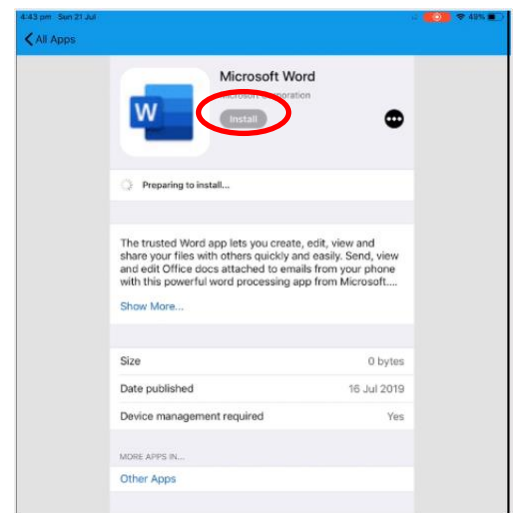
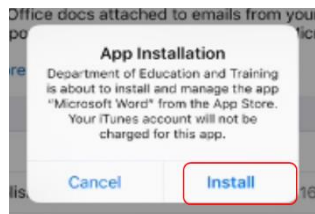
2. In this example, we will be downloading Microsoft Word.

Select the app you want to install.



3. Information about the app will be displayed. Select **Install**.
4. A confirmation screen will be displayed after a minute or two. Select **Install** again.

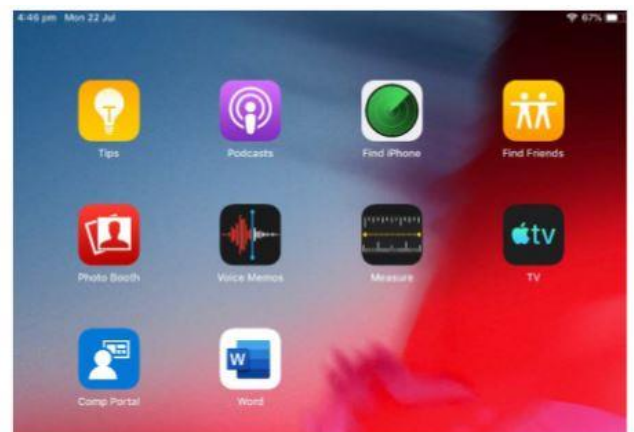
It may take some time to install the app. You can use the iPad in the meantime but please keep it connected to the internet.



5. Press the home button or swipe up on your screen to minimise the company portal window and see if your app is available.
6. Repeat this process if you need to install additional apps.

The iPad is now ready for school.

If you need help with installing Intune or an app, please see your Schools IT Technicians for assistance.



# SARINA STATE HIGH SCHOOL

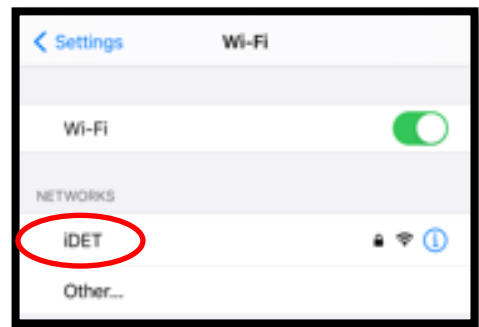
## Connecting iPad to the EQ wireless network

Follow these instructions to connect your Apple iPad to the wireless network at school.

1. Go to the **Settings** app.



2. Select **Wi-Fi**, make sure **Wi-Fi** is turned on, and then select **iDET** from the list of available networks.



3. After selecting **iDET** you will be presented with some fields that require you to enter your details.

In the **Username** field, type in your username.

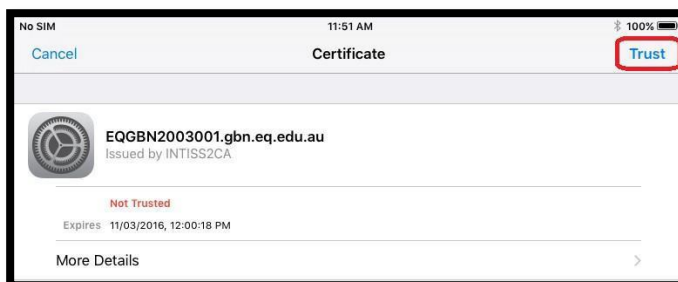
In the **Password** field, type in your password.

After entering those details correctly, you can now press the **Join** link.



4. Once you have pressed the **Join** link, your iPad will attempt to connect to the EQ wireless network.

You will be presented with a certificate that you will need to **Trust** in order for you to connect successfully.



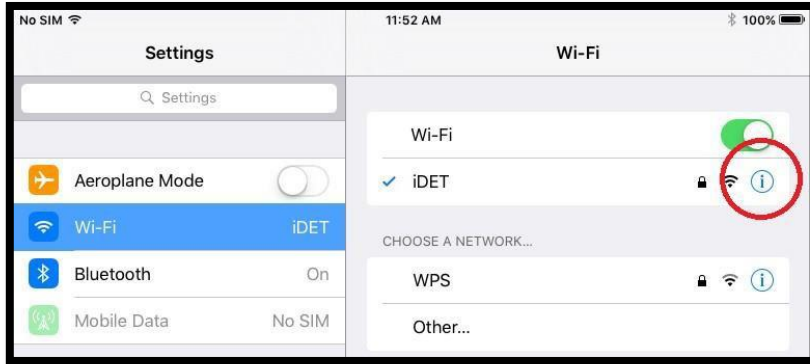


-----THE NEXT STEPS ARE VERY IMPORTANT!-----

5. You will be taken back to the **Wi-Fi** settings. Notice the blue tick next to **iDET**.

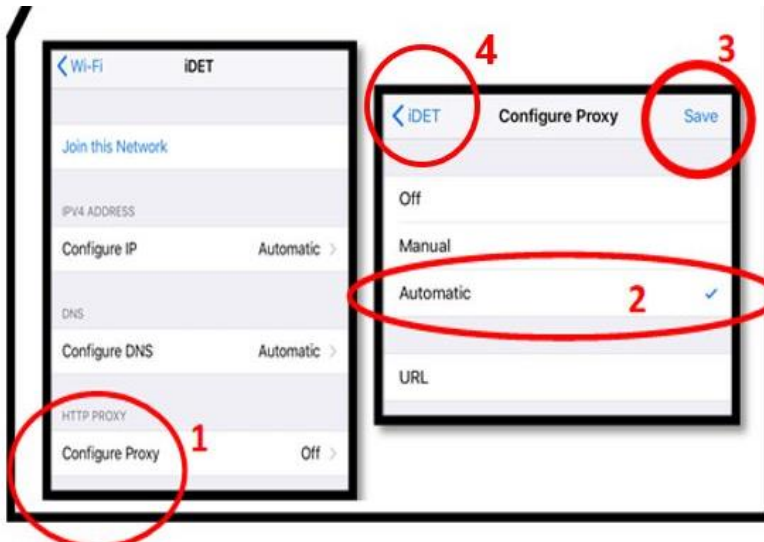
There are still more settings changes that you need to make!

Press the **blue information** link next to **iDET** to continue.



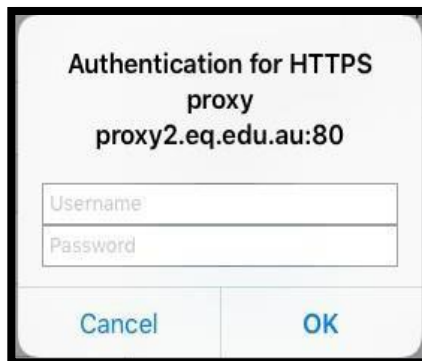
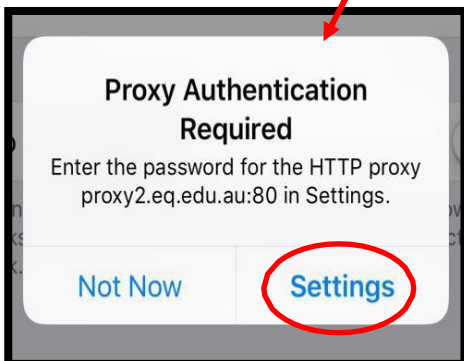
6. Now you will be looking at the additional settings for the **iDET** wireless network.

Under **HTTP PROXY** you need to select **Auto** from the available options.



7. **You should now be successfully connected to the EQ wireless!** You will likely start seeing this prompt pop up.

If this prompt doesn't pop up, open **SAFARI** and type in **whoami.eq.edu.au**. This should make the prompt pop up.



**Make sure you always enter your username and password into this prompt.**

# Troubleshooting the wireless network on iPad

Sometimes you may find that after running through these instructions you still cannot connect to the EQ wireless, or you may be connected, but you cannot access any web sites.

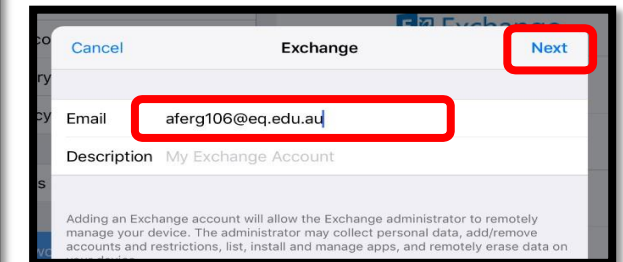
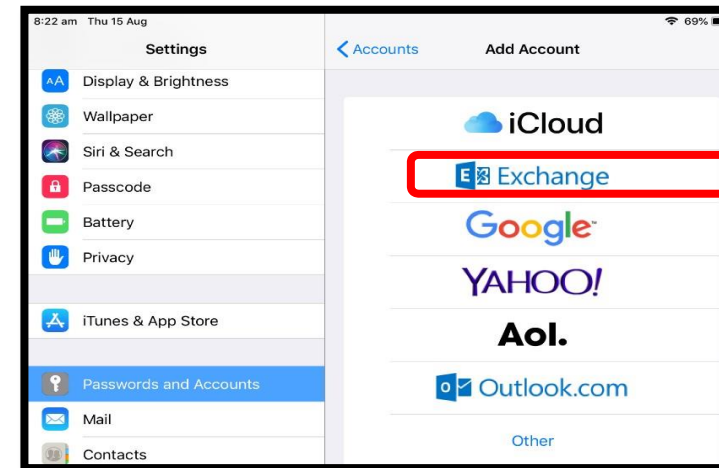
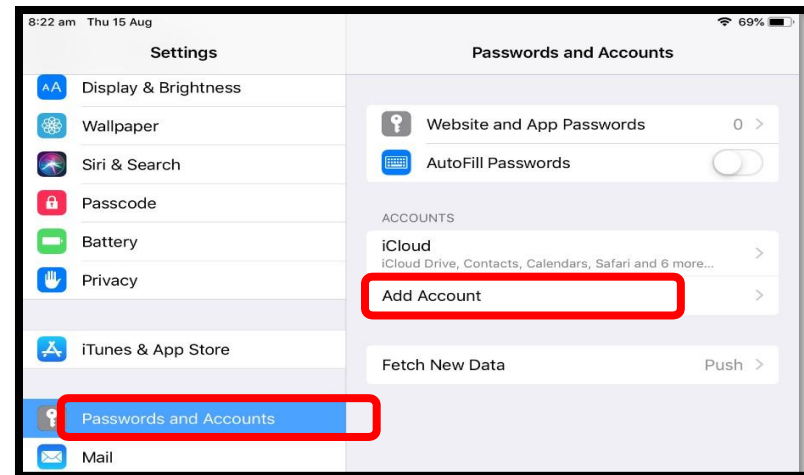
First, make sure your password has not expired. The easiest way to do this is to ask your teacher to use their “**Password Reset Utility**” icon located on their computer. Your teacher will enter your username and it will tell them whether your password has expired. If your password has expired or you have forgotten it your teacher can change it for you.

Next, in order to troubleshoot the EQ wireless, go into your **Settings** app again, and select the **Wi-Fi** settings, and click on the **blue information** link next to **iDET** as mentioned above.

From here you can choose **Forget This Network** to remove the **iDET** EQ wireless from your iPad. Once you have selected **Forget This Network**, you can then go through these instructions again from the beginning.



# Setting up school emails on iPad

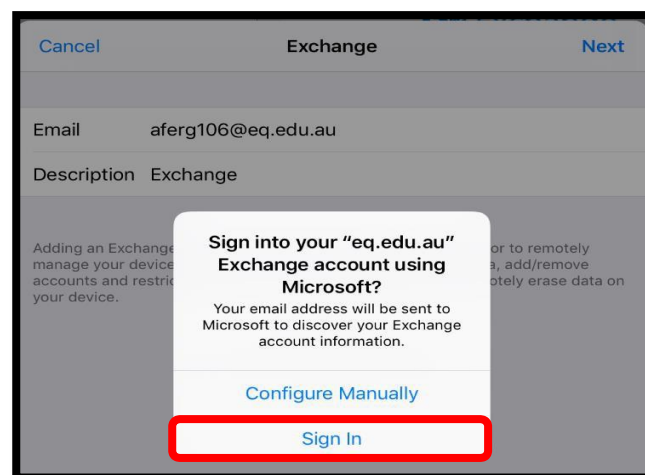


**STEP 1:** Tap on the **Settings** icon

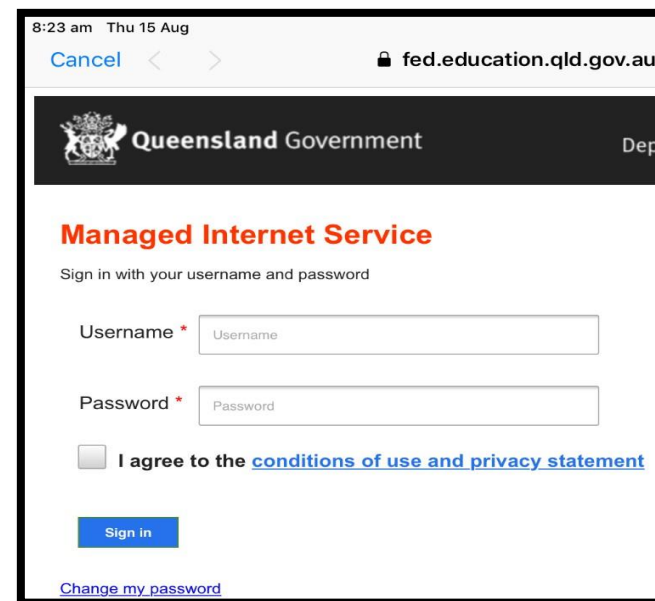
**STEP 2:** Scroll down and tap on **Passwords & Accounts.** address and select **Add Account** on the right side

**STEP 3:** Tap **Exchange**

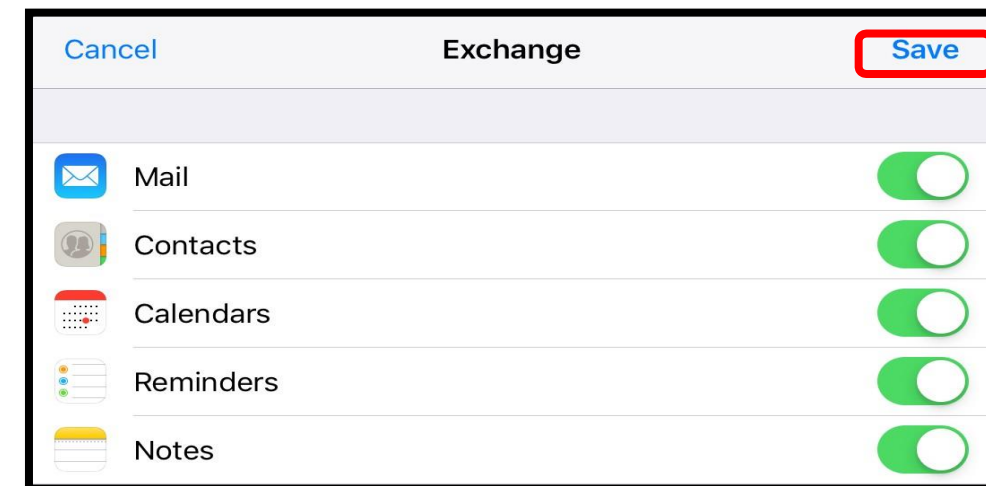
**STEP 4:** Enter your school email then select **Next**



**STEP 5:** Tap **Sign in**



**STEP 6:** Enter your school Username and Password. Tick the **I agree** box and **sign in**



**STEP 7:** Select **Save**

# SARINA STATE HIGH SCHOOL

## Student AirPrinting from iPad

### Things to check first before printing

Make sure your iPad is connected to the school Wi-Fi (iDET). **You will not be able to print to our network printers until your iPad is successfully connected to the school Wi-Fi.**

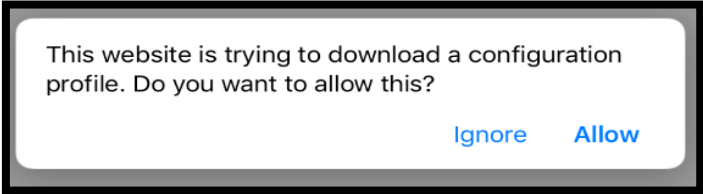
Ensure you have enough printing credit. Students in years 7 - 9 receive \$5.00 printing credit each term. If you require more printing credit you can pay at the office.

### Setup your iPad for AirPrint with Papercut

1. Open Safari and type in the following URL: <http://10.92.228.12:9191/ios/install>

2. When you see the message below, press

**Allow.**



This website is trying to download a configuration profile. Do you want to allow this?

Ignore Allow

3. After entering the URL, a “Profile Downloaded” message will appear. Press **Close**.



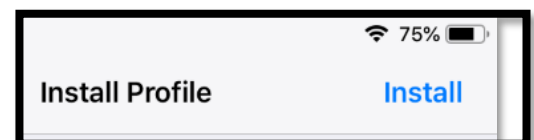
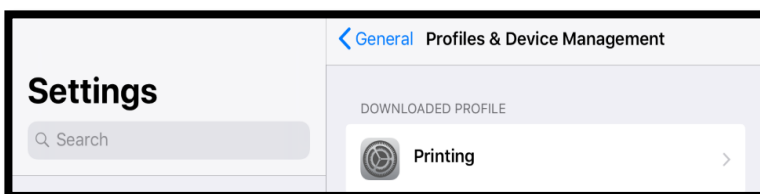
**Profile Downloaded**  
Review the profile in Settings app if you want to install it.

Close

4. Once completed, press the **home button** to close Safari and go to **Settings > General > Profiles & Device Management**.

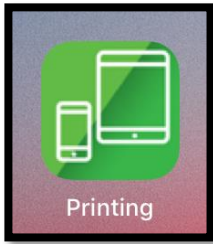


5. Press **Printing** and **Install**. You will be asked to **enter your iPad pin code**.



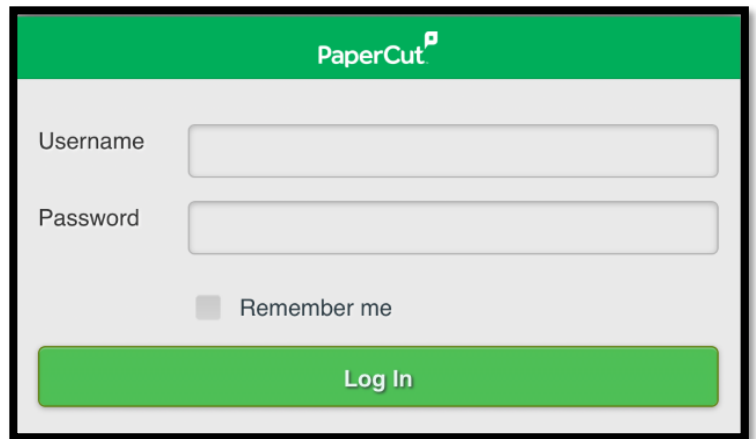
6. Press **Install > Install > Done**. More setup steps continued on the next page.

7. Press the **home button** on your iPad to take you back to the home screen



and look for the green **printing web app**. Open this web app and **sign in** with your EQ

username and password.



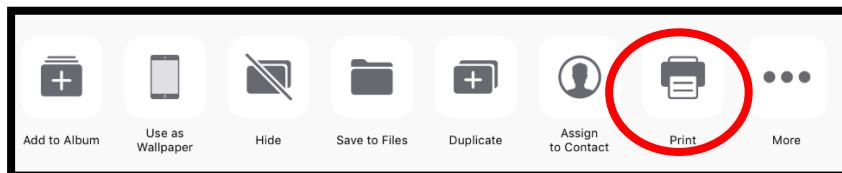
8. Now that you have signed into this app, this will allow you to print to the library printers. Occasionally you may need to go to this app and re-sign-in to make sure your print jobs are sent to **p2101sshprinter**.

## Printing from iPads using AirPrint

Now that you have setup the PaperCut web app on your iPad you can start printing your documents to the AirPrinter.

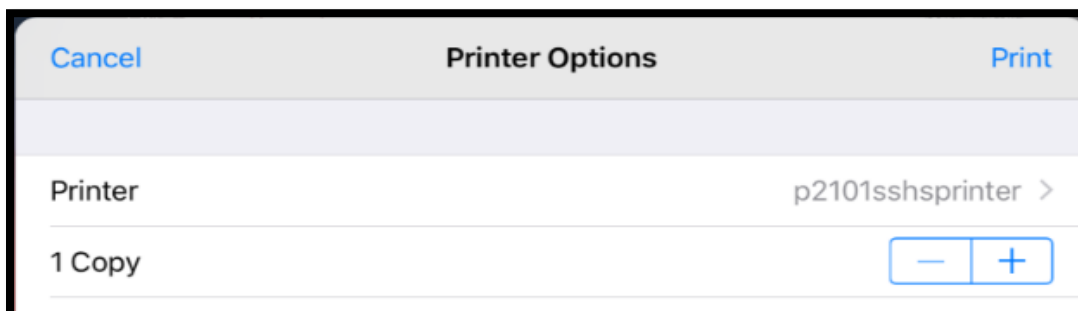
To print from your iPad select the app you would like to print from. The app shown in the example below is Photos.

1. Select the **upload/file icon** for the app you are using. For photos, it is the icon shown here ->



2. You will now see the printer options window. You may already have the **p2101sshprinter** selected. If not, tap the *printer* option to scan for compatible AirPrinters.

Select the **p2101sshprinter** option when it appears. **(NOTE: It may take up to a minute to find the printer)**. When you are ready to print, select the **Print** option.

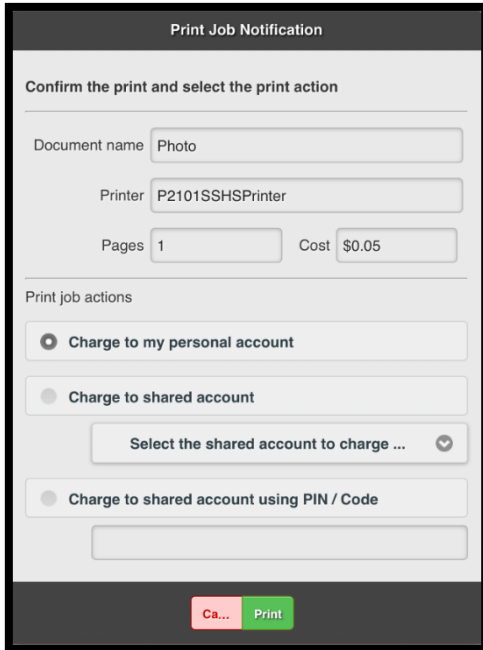


More steps continued on the next page.

3. Once the document has been uploaded, return to the **printing web app**.



You will need to confirm the print and select the **print** action.



**Print Job Notification**

Confirm the print and select the print action

Document name: Photo

Printer: P2101SSHSPrinter

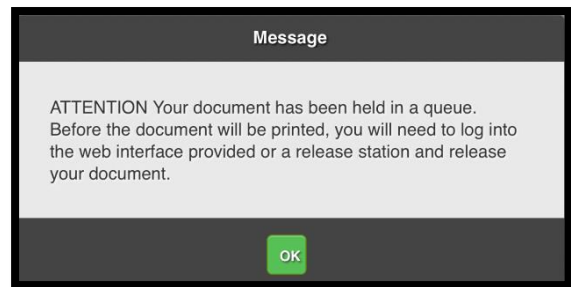
Pages: 1 Cost: \$0.05

Print job actions

- Charge to my personal account
- Charge to shared account  
Select the shared account to charge ...
- Charge to shared account using PIN / Code

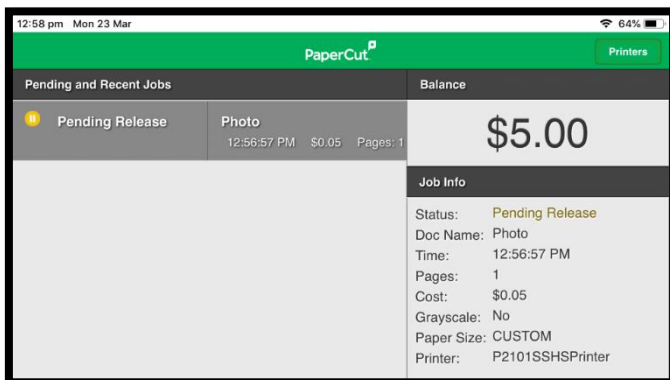
Ca... Print

4. You should see the below message informing you that the file has been held in a queue. Select **OK**.



5. From the printing web app you will be able to see any recently printed jobs and any jobs that are pending release.

6. **RELEASE YOUR JOB AT THE PRINTER** - When you see jobs pending release you may release them from the library printers using your login details or your student ID card.





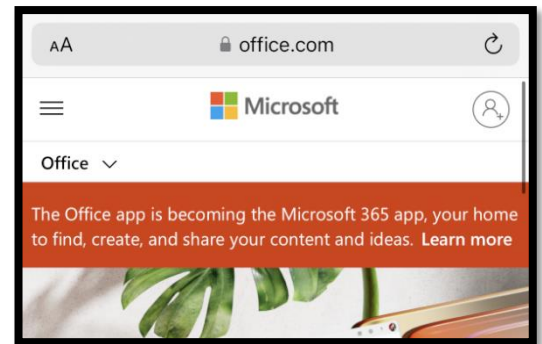
# SARINA STATE HIGH SCHOOL

## Add Email, OneNote and SharePoint shortcuts to iPad home screen

1. Open Safari and type in the following:

**office.com**

Click the person icon in the top right corner to sign in with your school email address.

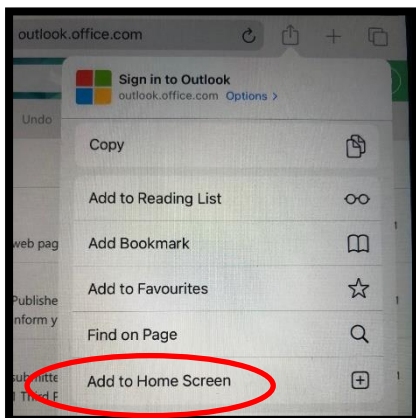
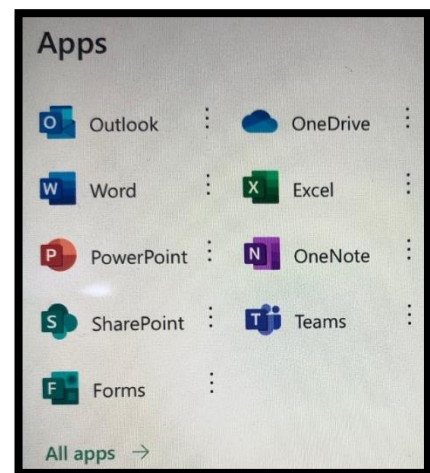


2. Enter your username and password.

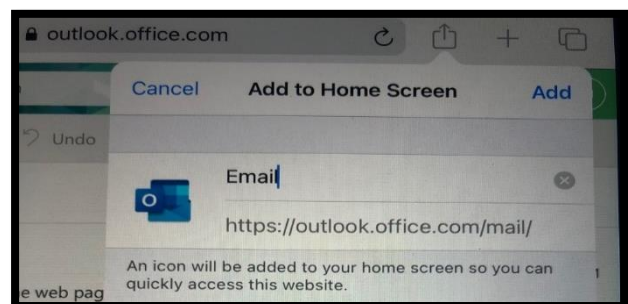
Tick the **I agree** box and **sign in**.

3. A **stay signed in** box will appear. Click **yes**. All of your Microsoft Office 365 apps will appear.

4. To add a shortcut to your iPad home screen, press the square with arrow icon found in the top right corner of your screen and choose **Add to Home Screen**.



5. Name your shortcut **Email** and press **add**. Safari will close and take you back to your home screen.



6. Open your email shortcut app.

7. Follow steps 4 and 5 to create a shortcut for OneNote, SharePoint and teams.



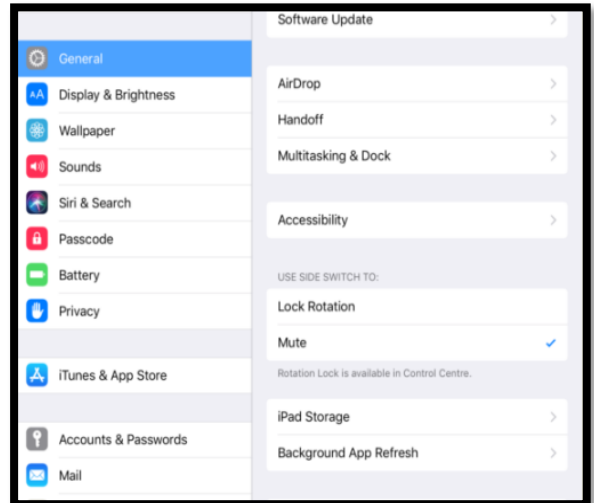
# SARINA STATE HIGH SCHOOL

## Turning off automatic updates on iPad

### Step 1:

Go to the **Settings App**

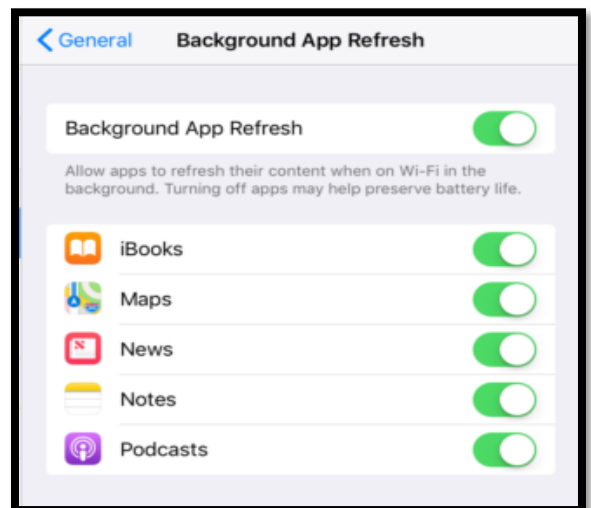
Select **General**, and then **Background App Refresh**



### Step 2:

Check if **Background App Refresh** is on. The following screen should appear.

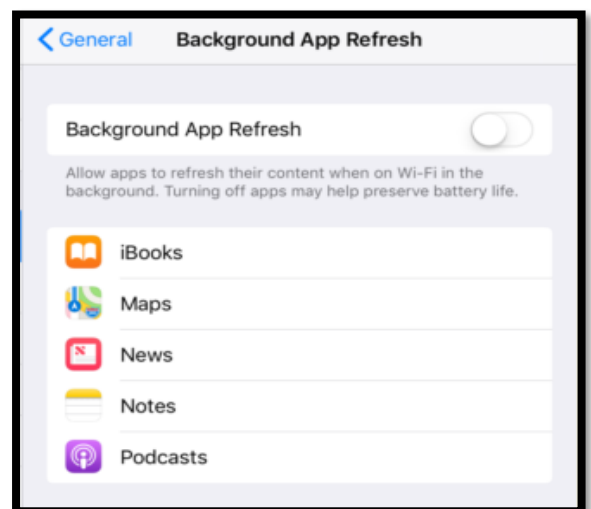
If the on/off icon is **green**, proceed to step 3.



### Step 3:

Click the **on/off icon** next to Background App Refresh.

The icon should now appear **white/grey**.



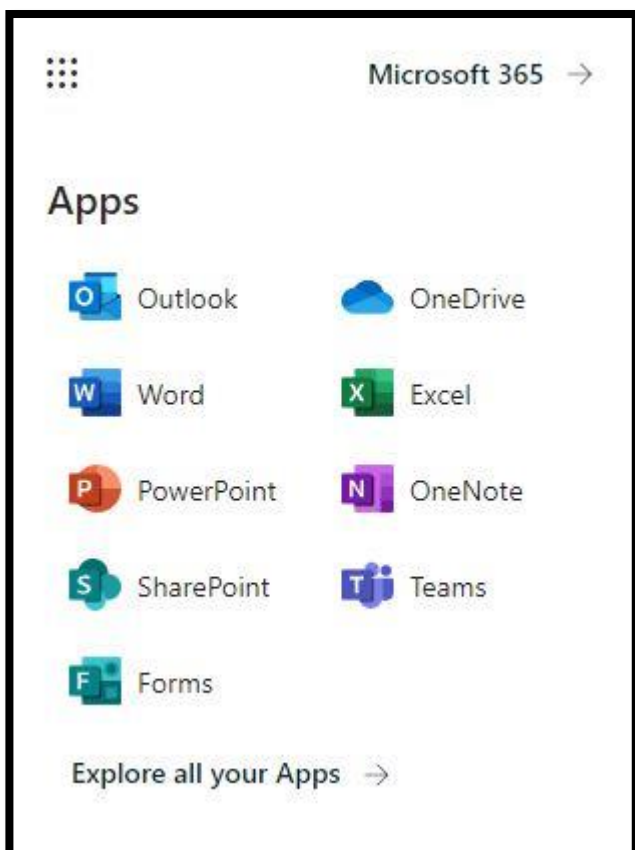
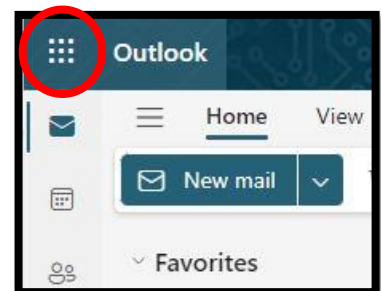
# SARINA STATE HIGH SCHOOL

## Access Emails, OneNote, Teams and OneDrive from any device through Office 365

Office 365 is a toolbox that lives online in the cloud. If you open a web browser like Chrome, Edge or Safari you can work with Office 365 regardless of what device you're using.

Access Office 365 by going to [owa.eq.edu.au](https://owa.eq.edu.au) OR [office.com](https://office.com) on any web browser.

Using the 9 dots in the top left corner you can switch between Emails/Outlook, OneNote, Teams, OneDrive etc.



# SARINA STATE HIGH SCHOOL

## Changing your password

- Your password expires after 6 months and will need to be changed
- Password has to be 8-15 characters long
- Your password cannot be anything you have used in the last 10 times **OR** contain your name
- Your password must have a capital letter, lower case letter and a character e.g. .&/%\$@!
- A good way to remember is a favourite sport/animal etc. and add a number on the end for the month or year  
e.g. **July.2024** or **Cowboys.2024** or **Wombat1!**
- More than 6 incorrect attempts will lock you out for half an hour.

**IF YOU FORGET YOUR PASSWORD, YOUR  
TEACHER CAN RESET IT FOR YOU.**

# SARINA STATE HIGH SCHOOL

## Help and Support

Students can access the IT Services Room during the following hours:

<b>DAY</b>	<b>OPENING HOURS</b>	
Monday - Friday	Before School	8:15 am – 8:50 am
	1 <sup>st</sup> Break	11:20 am – 12:00 pm
	2 <sup>nd</sup> Break	1:10 pm – 1:45 pm

Students/Parents/Carers can also contact the IT Services room via the following:

- Technical support – [techsupport@sarinashs.eq.edu.au](mailto:techsupport@sarinashs.eq.edu.au)
- Password resets – [passwordreset@sarinashs.eq.edu.au](mailto:passwordreset@sarinashs.eq.edu.au)

Please note these mail boxes are only monitored during school hours.

**My username is:** \_\_\_\_\_

**My password is:** \_\_\_\_\_

