

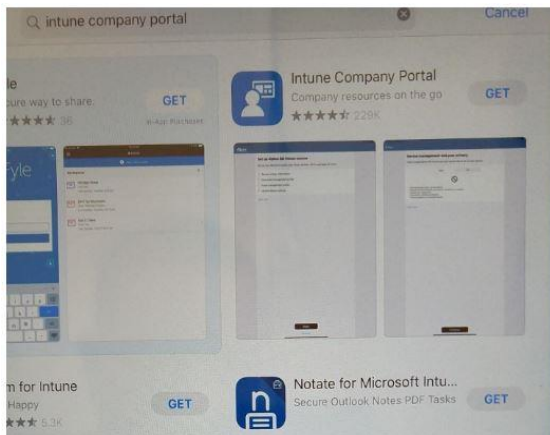
How to Enroll the Device Using InTune Company Portal

This is REQUIRED to get the apps and resources needed for Lynn Schools. Some of these steps may appear in a different order at times. If this happens, read further for the appropriate step.

1. From the Home Screen, launch the App Store. On **What Is New** on the App Store screen, tap **Continue**.

If you receive the message, **This Apple ID has not yet been used in the iTunes Store** tap **Review** and move on to step 7.

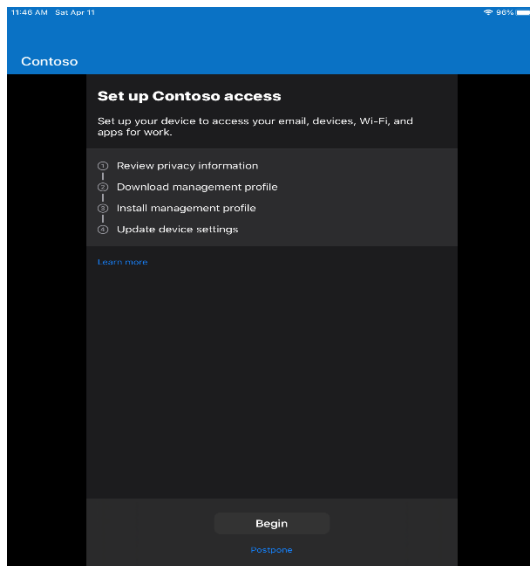
2. On the **Allow App Store to use your location?** box, tap **Allow while using App**.
3. In the App Store, search for **InTune Company Portal**. Click on **Get** to download the InTune Company Portal app.



4. In the App Store box, tap on **Install**.
5. In the **Sign in with Apple ID** box, enter your Apple ID password and tap **Sign In**.
6. If you receive the message **This Apple ID has not yet been used in the iTunes Store**, tap **Review** to open the **Complete your Apple ID** box
7. In the **Complete your Apple ID** box, tap **Agree to terms and conditions**, and **Next**.
8. Enter your Apple ID password if prompted and click **Sign In**. You can find your Apple ID password on the handout given to you when you received the iPad.
9. You do NOT need to enter any payment option on the next screen. **Payment Method** should be **None**.
10. You do need to enter a billing address and phone number. Enter this address and phone number:
100 Bennett St
Lynn, MA 01905
(781) 477-7342

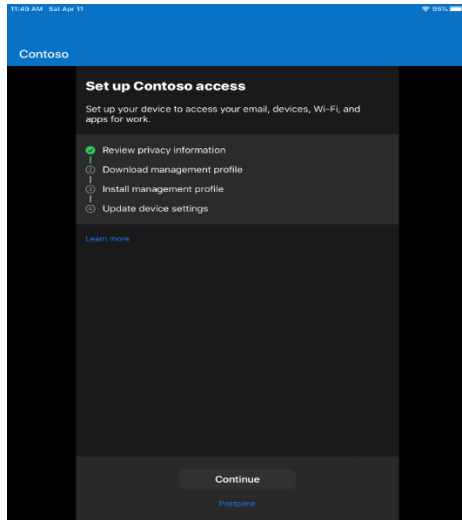
11. After entering the phone number, tap **Next** on the top right of the screen.
12. On the **Apple ID completed** screen, tap **Continue**
13. Open the App Store and search for **InTune Company Portal** and tap on **Get** to download the InTune Company Portal app from the App Store.
14. In the App Store box tap **Install** to install the Intune Company Portal App.
15. Enter your Apple ID password if prompted and click **Sign In**
16. If asked to **Require password for additional purchases on this device**, tap **Require after 15 minutes**.
17. Once the download finishes, tap on the **Open** button next to **Company Portal**, or open the **Company Portal** from the iPad home page. This will launch the **Company Portal**.
18. Sign in with your school credentials. You can find your school credentials on the handout given to you when you received the iPad. Example: STUxxxxxx@lynnschools.org
19. Once signed in, the **Setup Lynn Public Schools access** page opens with the steps required to complete Lynn Public Schools enrollment. Tap **Begin**.

*(Please note: Instead of **Set up Contoso access** as in the image below, you will see **Set up Lynn Public Schools access** on your device screen.)*



20. At the **Device management and your privacy** screen, carefully review what Lynn Public Schools can see and not see on a device, and tap **Continue**.

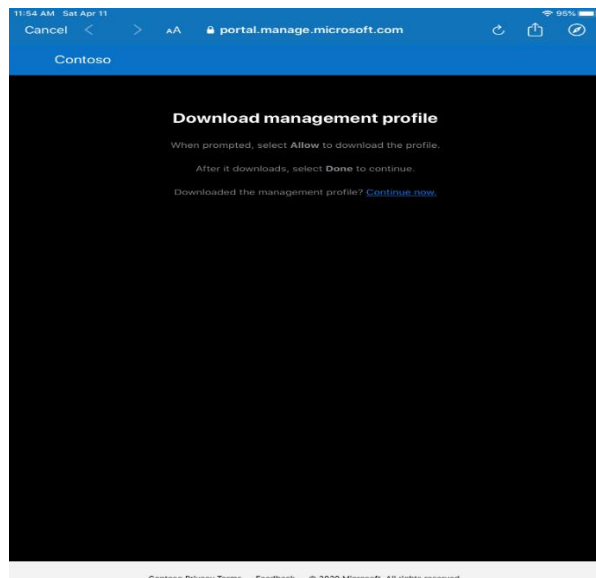
21. On the **Setup Lynn Public Schools access** screen, tap **Continue**.



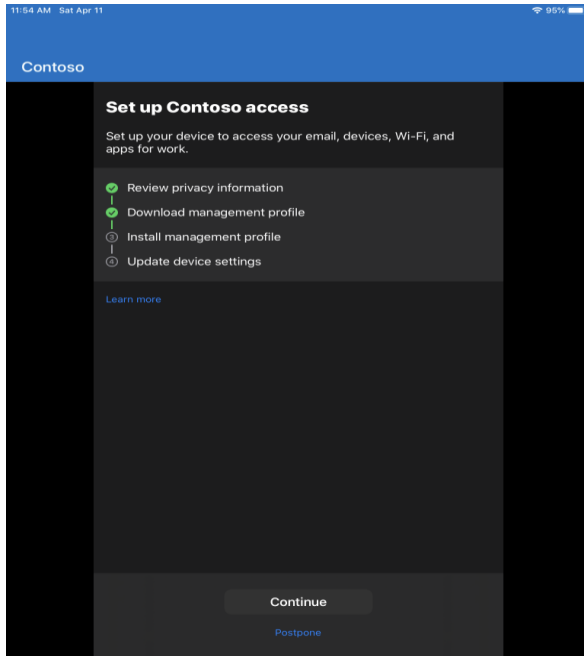
22. On the dialog box **This website is trying to download a configuration profile. Do you want to allow this?** Tap **Allow**.

23. In the dialog box **Profile Downloaded: Review the profile in Settings app if you want to install it.** Tap **Close**.

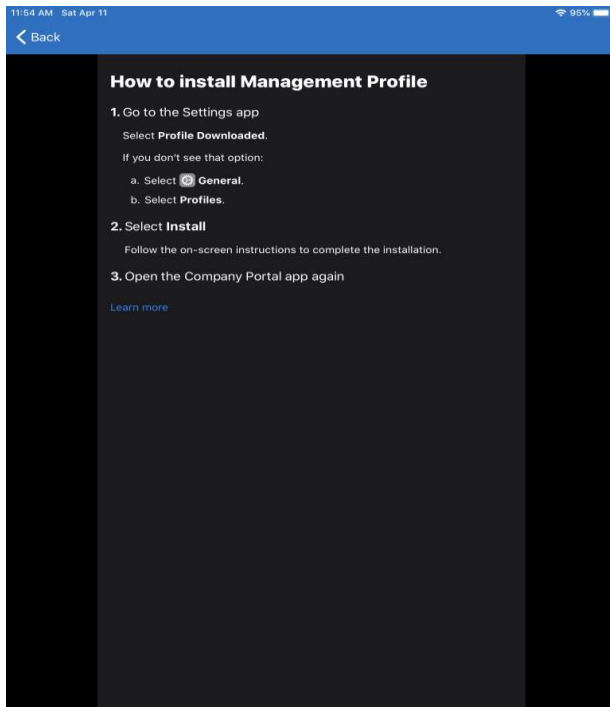
24. On the **Download management profile** screen, tap **Continue Now** (blue writing).



25. On the **Setup Lynn Public Schools access** screen, tap **Continue**.

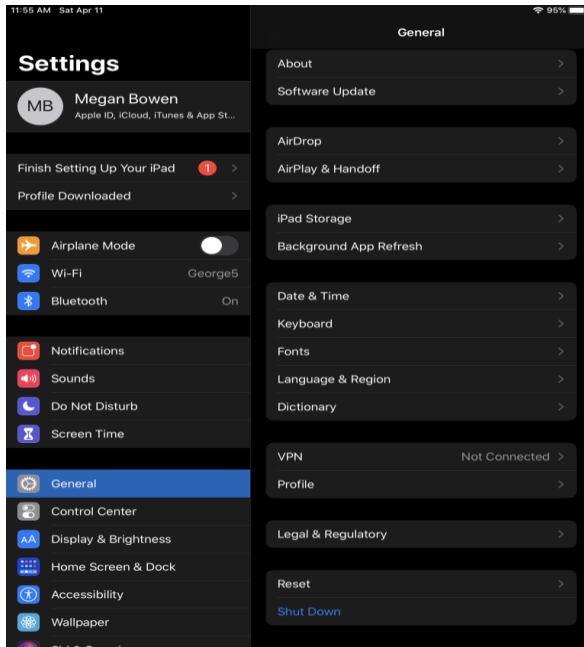


26. On the **How to install Management Profile** screen, click the home button to go to the home screen on the device.

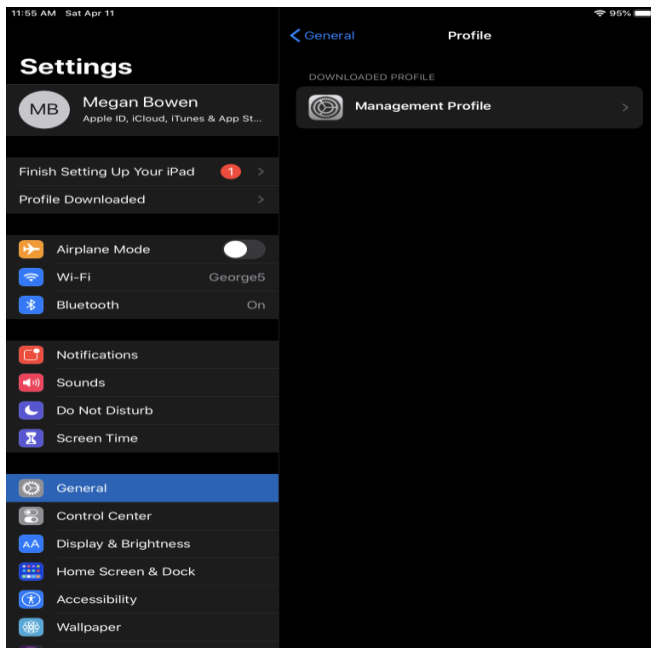


27. On the home screen, tap **Settings**.

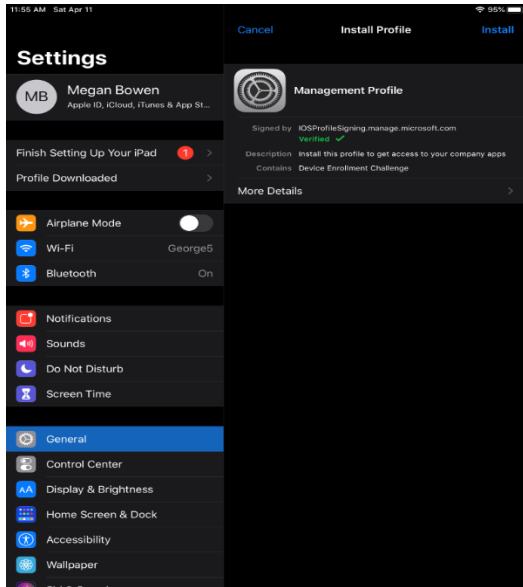
28. Within **Settings**, tap **General** and then tap **Profile** on the right.



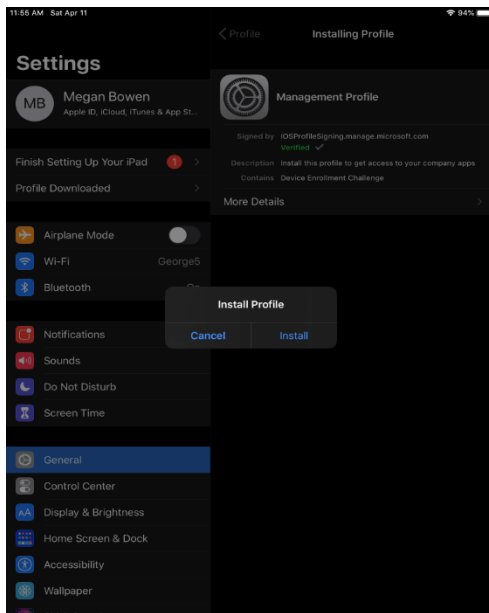
29. Tap **Management Profile**.



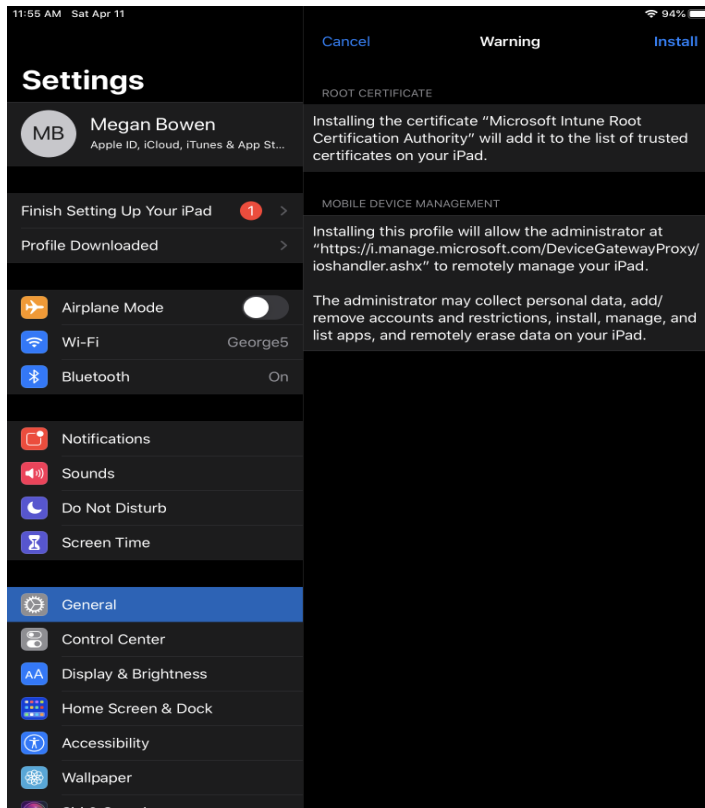
30. Tap **Install** on the top right.



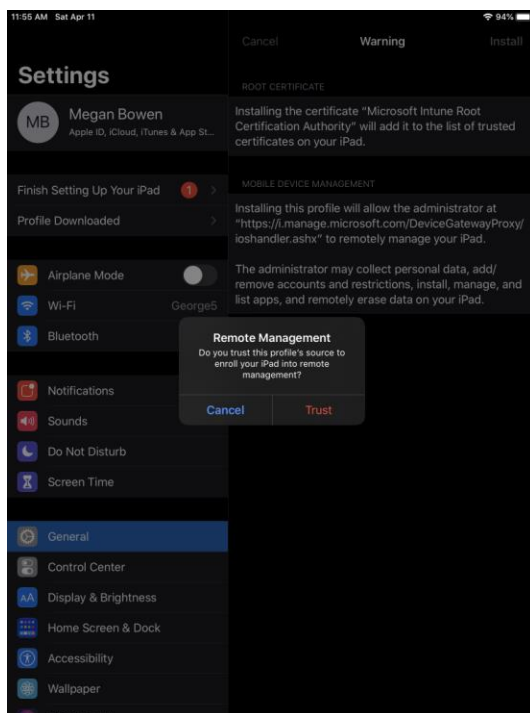
31. Tap **Install** to install profile.



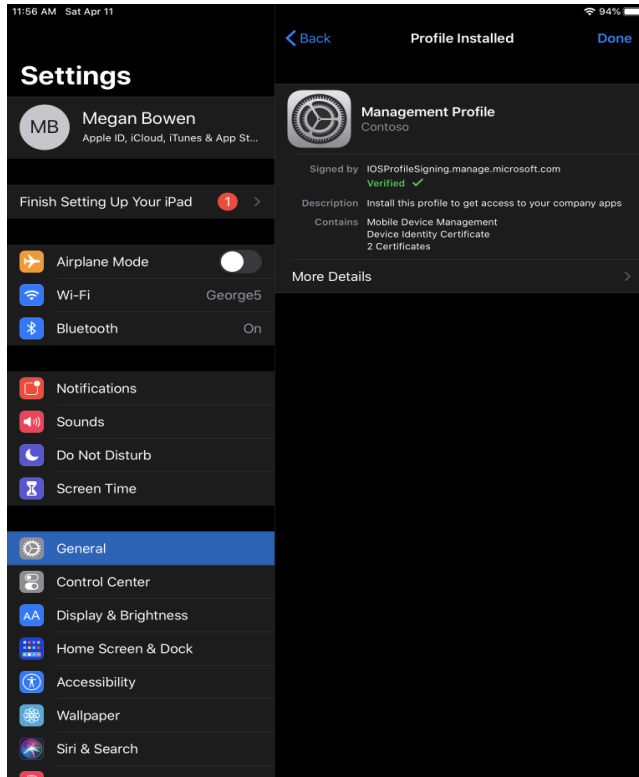
32. On **Warning** tap **Install** on the top right.



33. On **Remote Management** dialog box tap **Trust**.

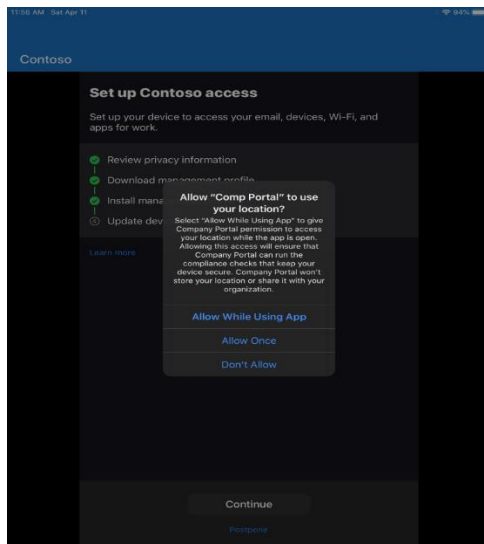


34. On **Profile Installed**, tap **Done**.



35. Double click the home button, open the Company Portal, and tap **Yes I installed the profile**, and tap **Done**.

36. If prompted to allow **Comp Portal** to use your location, tap **Allow While Using App**.



37. At this point the device is now enrolled, and if there are any apps that are required to be installed – they will start downloading. You may need click on **Install** for each of them.

