Bring Your Own Device (BYOD) Enrolment Instructions – Windows. (Intune)

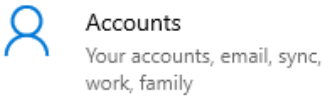
There are two stages to this enrolment.

A home internet connection is required for completion of these setup stages.

<u>Stage 1</u> *(Setting up authorised access to the college network)*

Access your windows laptop

1. Click on **Start** *(Windows icon – usually bottom lefthand corner of task bar)*
2. Click on **Settings**

3. Click on **Accounts** 

4. Click on **Access work or school**

5. **Disconnect any existing reference to an account** *(Select any existing and select disconnect)*
6. Click on **Connect**

7. Type in your ***college email address*** (*Example first.lastname@students.creekstreet.vic.edu*) and click **Next**

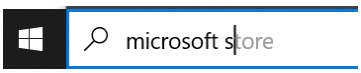
8. Type in your ***password*** and click **Next** *(Password as used for Wi-Fi / PC login at College)*

9. Click on **Accept**

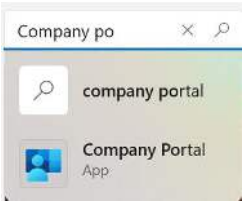
10. Select **BYOD-Students**

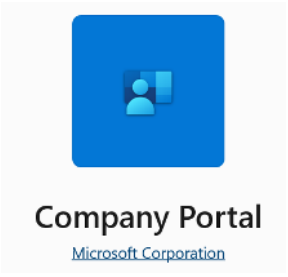
11. Click **Done**

Stage 2 *(Setting up access to any college required apps and favourites)*

1. Click on **Start Icon** and type "Microsoft Store" in the search box. 

2. Select and open the **Microsoft Store**

3. Search for **Company Portal** 

4. Click **Get *and/or* Install** 

Allow download to complete. Select **Open.** *(Or click Start Icon and type "Company Portal" in search box and select to open)*

5. Log in with your ***college email address*** *(first.lastname@students.creekstreet.vic.edu)* and ***password*** *(password as used for Wi-Fi / PC login at College)*

Setting up college printing – Mobility Print

1. When the enrolment is complete you can access **print.creekstreet.cloud** via your browser.
2. Follow the steps. (Step 1 – allow to complete. Then Step 2.)
3. Once complete, a list of college printers will be available for printing access.

   (College user name and password may be required – first.lastname / password used for Wi-Fi / PC Login at College)

Access Microsoft Office 365

Once your laptop has been enrolled you can access Microsoft Office 365 applications.

Your Creek Street Christian College Microsoft **OFFICE 365** suite can be accessed via www.office.com Select sign in. *(use your college email and password if prompted)*

Comments/Notes:

- It is recommended to use the **Microsoft Edge** and to sign in with your college email address & password so it will sync your favourites. You cab setup your own address bar favourites too.
- It is recommended you use **OneDrive** using your college email address and password.