



BYOiPAD SETUP

Instructions for setting up your child's iPad for the BYOiPad Program.

This support article is to assist parents and caregivers of students participating in the school's BYOiPad Program for Year 5 in 2026.

Follow these instructions carefully to setup the iPad. **Do this at home before you arrive at school**, as the setup process cannot be done at school, because an adult's supervision is required.

Have these items ready:

- Supported iPad model from the list on the school's BYO iPad Program
- Have the email address, MIS ID and password provided to you by the school for your student (attached to the email with this document).
- A working Wi-Fi network or Personal Hotspot to setup the iPad.
- Parent/guardian Apple ID, and Child Apple ID (with correct Date of Birth) – see details below.

Apple ID account:

There are some important aspects relating to Apple ID that all families must note:

- For security reasons, your student must not use their parent/caregiver/guardian's Apple ID.
- An Apple ID for your child is therefore required. As your child is aged under 13 years, their date of birth must be correctly entered when creating their Apple ID.
- Each parent/caregiver/guardian will need their own Apple ID created with Apple before setting up the iPad for their child using Family Sharing.
- More information about Apple ID can be found [here](#).

Follow the chart below for how to setup Apple ID correctly.

SCENARIO	Apple ID not created for parent or child (New iPad)	Parent Apple ID already created, but none for child	Children's Apple ID created, but no Apple ID for parent
Required Tasks	Create an Apple ID firstly for parent followed by creating an Apple ID for your child	Create an Apple ID for your child linked to your parent Apple ID	First create an Apple ID for the parent and then attach your child's Apple ID to your family.
STEP 1 (Parent's ID)	Parent/caregiver creates an Apple ID either on the iPad or on the Apple ID website here .	Sign in to the iPad with your existing Parent Apple ID	Parent/caregiver creates an Apple ID on the iPad or on the Apple ID website here .
STEP 2 (Child's ID)	Refer to this article by Apple to Create an Apple ID for your child.	Refer to this article by Apple to Create an Apple ID for your child.	Add your child's existing Apple ID to your family group ; and update their email address, date of birth , security questions .

**STEP 3
(Sign out)**

Set Family Sharing options for your child and then Sign out of the device from your parent Apple ID. Have your child Sign in to the iPad using their Child's Apple ID.

- If the parent or caregiver (family organiser) has already successfully created an Apple ID for your child, you may use the Child's Apple ID to setup the iPad. Otherwise either use the existing Apple ID of, or create a new Apple ID for the parent/caregiver.

Installing Intune

These instructions will show you how to enrol a BYO iPad device into Intune and install an application. This process may take up to 15 minutes to complete.

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. Please contact your school to obtain these details.

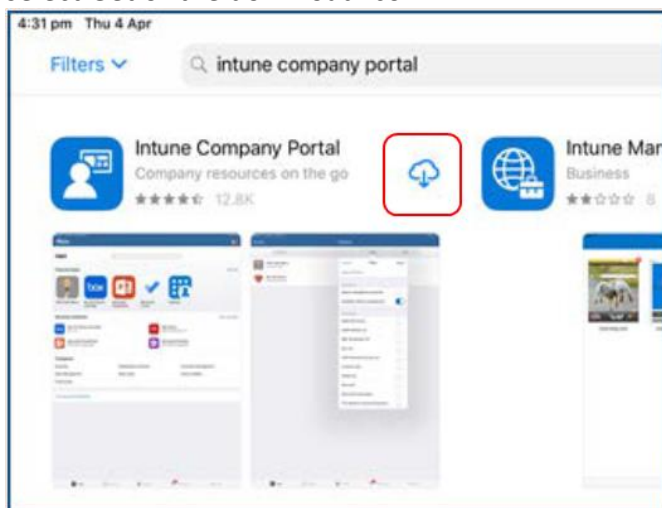
These instructions are for versions 12.2+ of iOS. You may find some of the screens look different to the ones provided here if you have an older version of iOS or there are changes made to Intune.

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

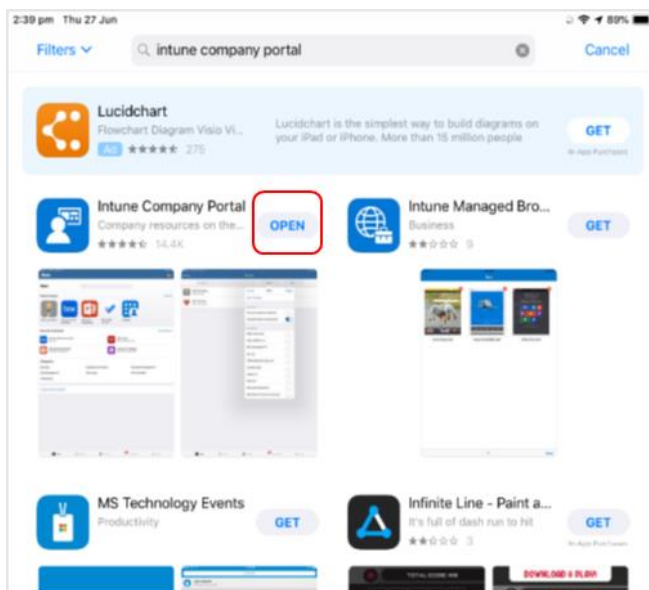
Please note: If you have any problems with installing Intune or using it afterwards, please contact your school for assistance.

Step 1. Install Intune

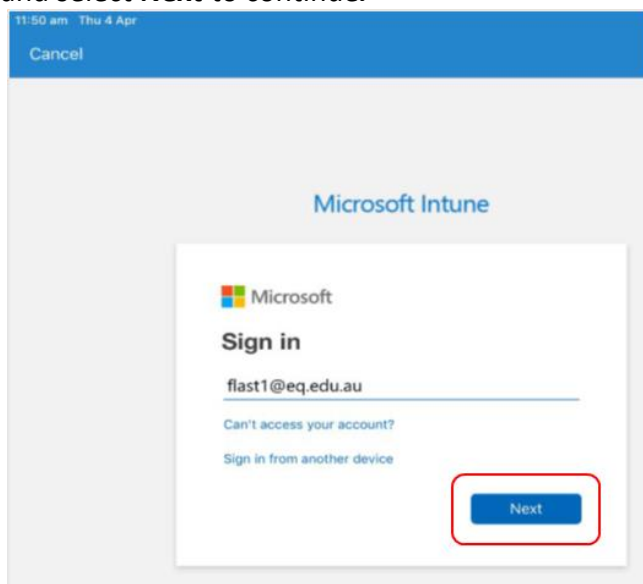
To start, connect to the internet, select the App Store icon and search 'Intune'. Then select Get or the download icon.



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



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



The username should appear in the Username field. Enter the school password you were supplied and accept the terms and conditions, then select **Sign in**.



12:06 pm Thu 4 Apr

Cancel

Queensland Government Department of Education

Managed Internet Service

Sign in with your username and password

Username * flast1

Password *

☒ I agree to the [conditions of use and privacy statement](#)

Sign in

[Change my password](#)

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

12:18 pm Thu 4 Apr

Queensland Government

Department of Education QLD

Set up Department of Education QLD access

Let's set up your device to access your email, devices, Wi-Fi, and apps for work.

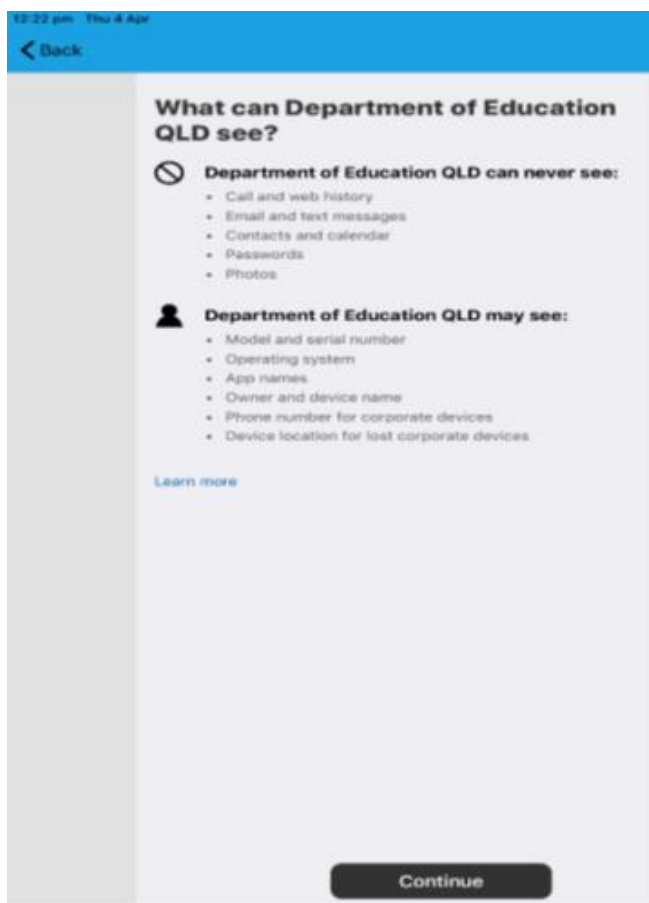
You will need to:

- Get your device managed**
Department of Education QLD requires you to install a Management Profile to secure your device.
- Update device settings**
Department of Education QLD might need you to take action, like set a passcode.

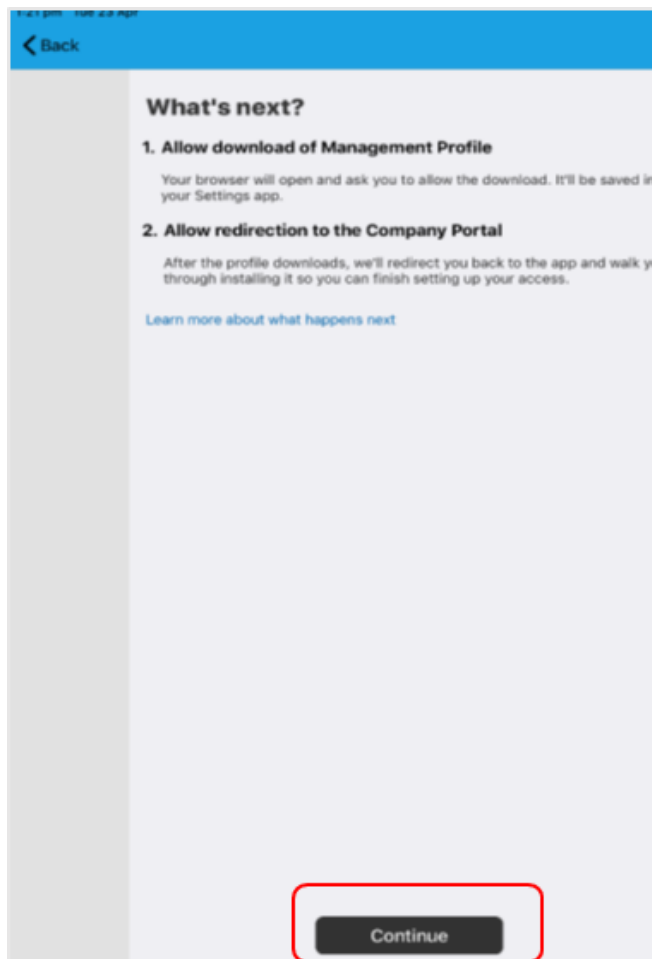
[Learn more about device setup](#)

Begin

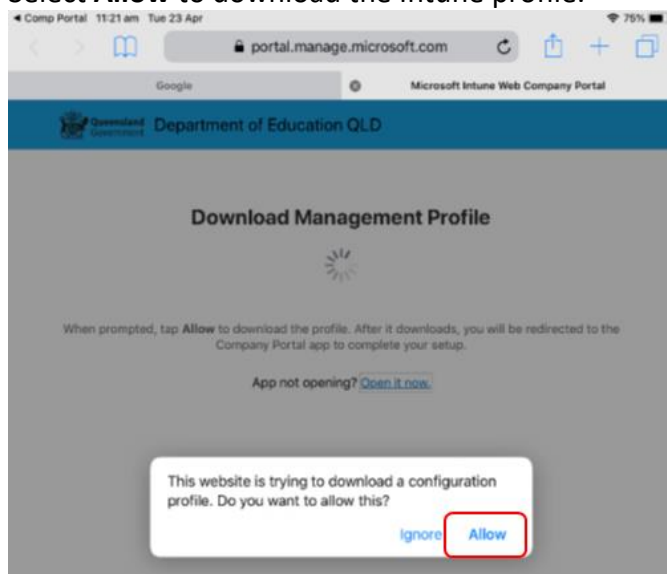
This explains what your school IT administrator can and cannot see on your iPad. Please select **Continue**.



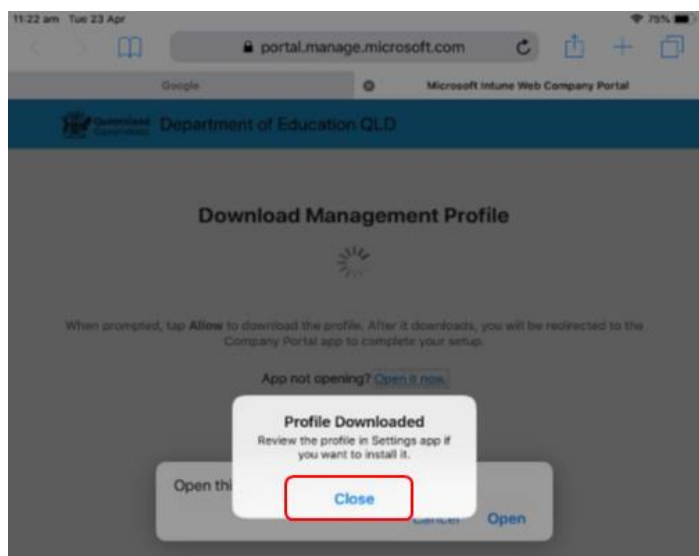
This screen outlines further steps. Please select **Continue** to continue the installation.



Select **Allow** to download the Intune profile.

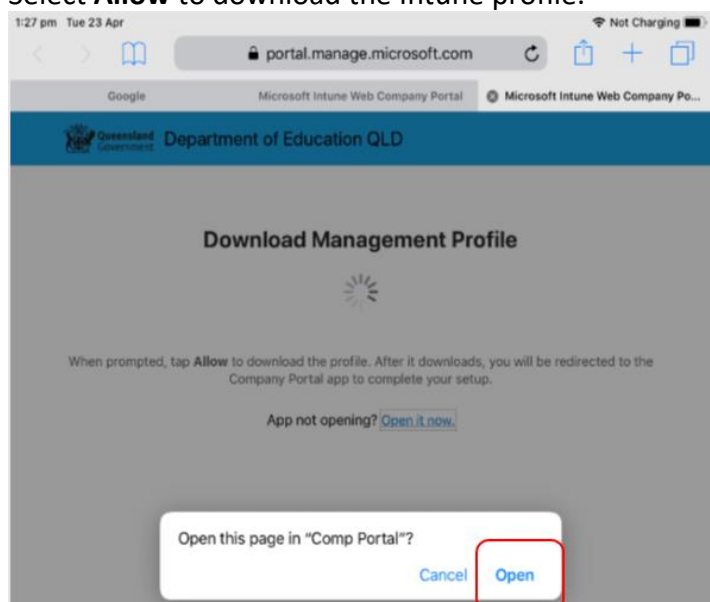


Your Intune profile has now been downloaded and can be closed. Please select **Close**.

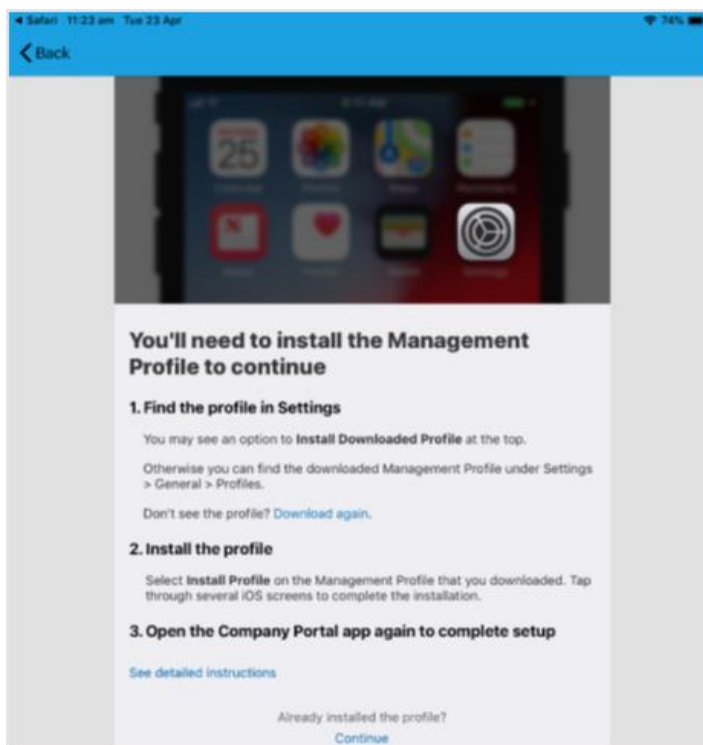


Please select **Open**.

Select **Allow** to download the Intune profile.



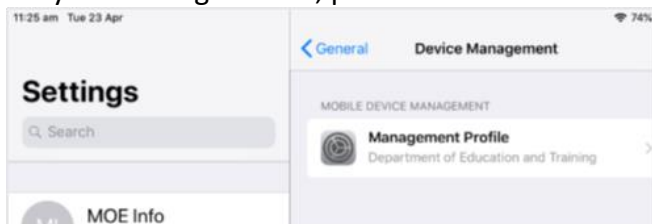
Press the home button to minimise this window.



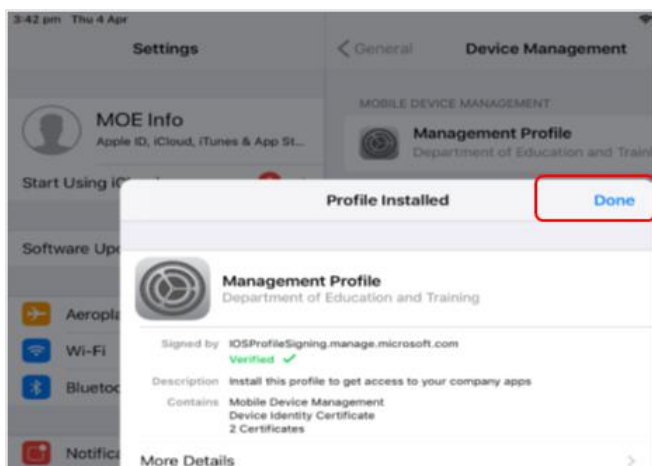
Please open your settings by pressing the **Settings** icon on your home screen and if you are requested, enter your password.



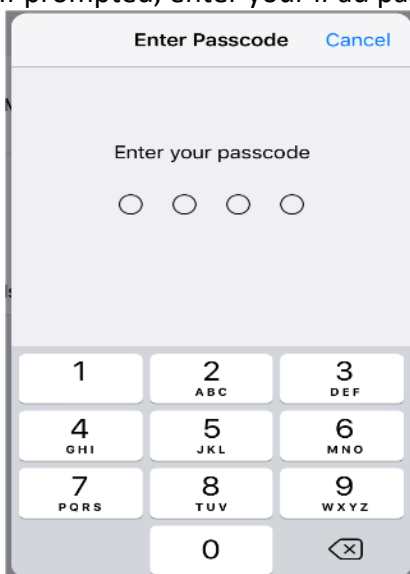
On your Settings screen, please select **Profile Downloaded** button.



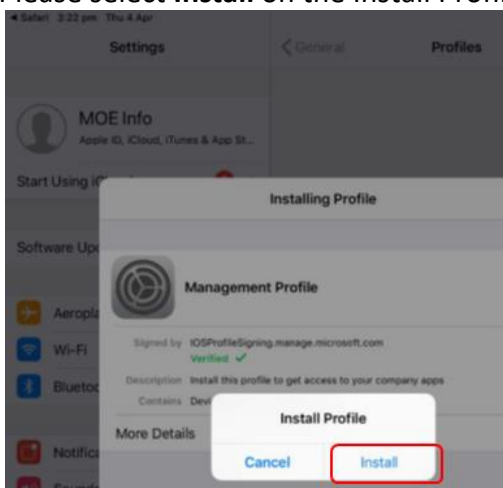
Then, please select **Install** on the install profile screen.



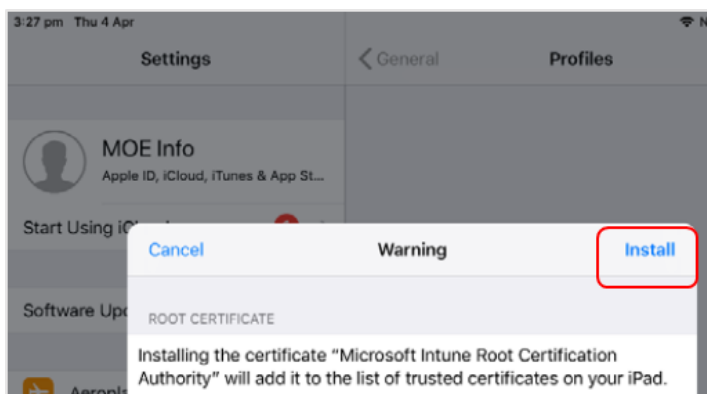
If prompted, enter your iPad passcode.



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



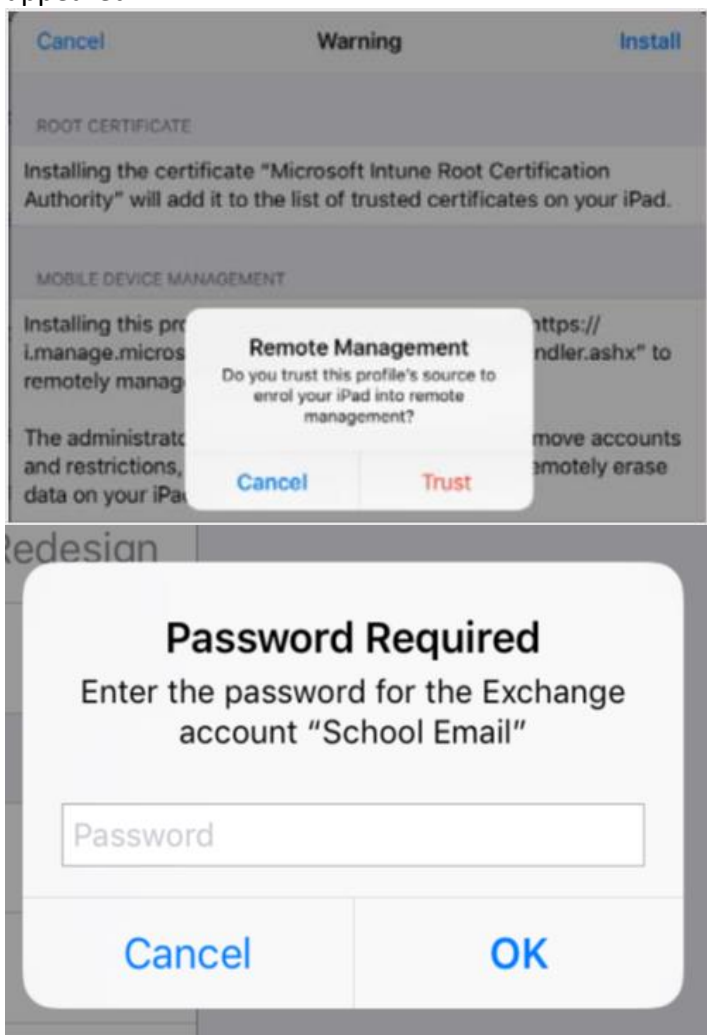
When you see a warning displayed, please select **Install** to continue with the installation.



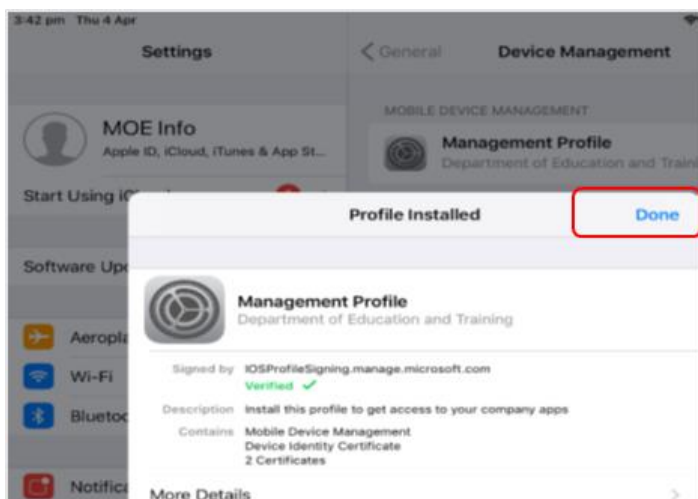
If you are prompted to enrol into remote management, please select **Trust**. This will start installing the profile.

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

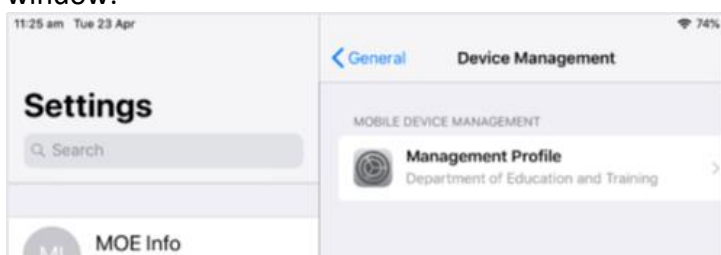
You can then continue the installation at whatever stage you were before the screen appeared.



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



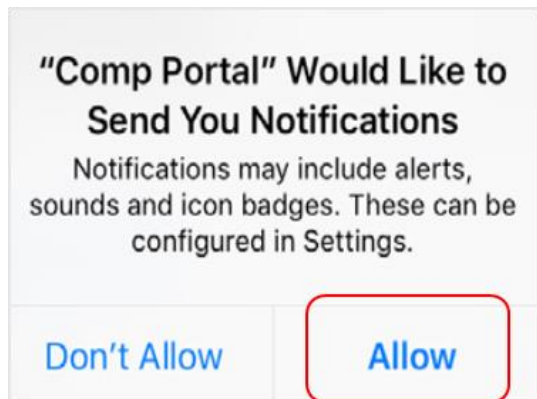
Your settings page will be displayed and you'll see the Department of Education management profile has been installed. Press the home button to minimise the settings window.



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

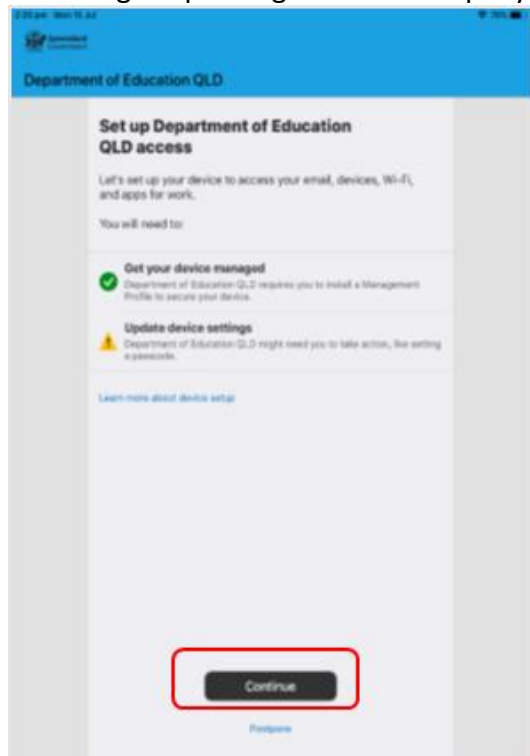


Select **Allow** to give the Company Portal permission to send notifications.

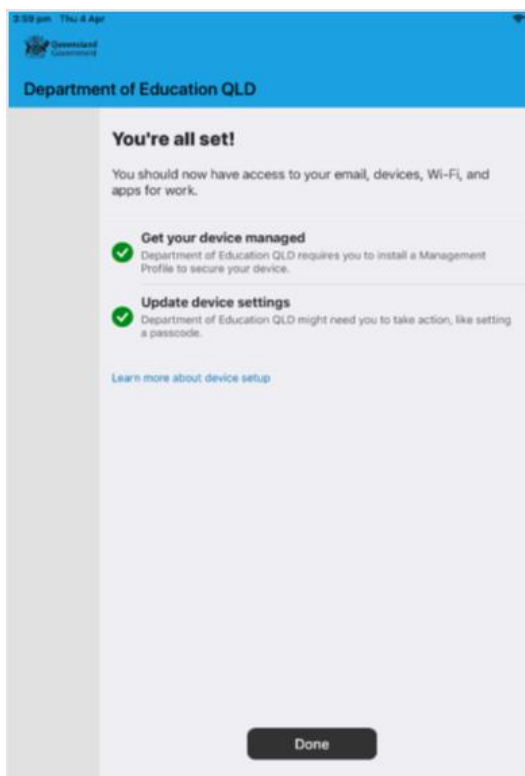


Your device is now managed through the Company Portal. Select **Continue** to complete set-up.

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



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 finishes installing, the iPad is ready for you to install the other apps needed for school.