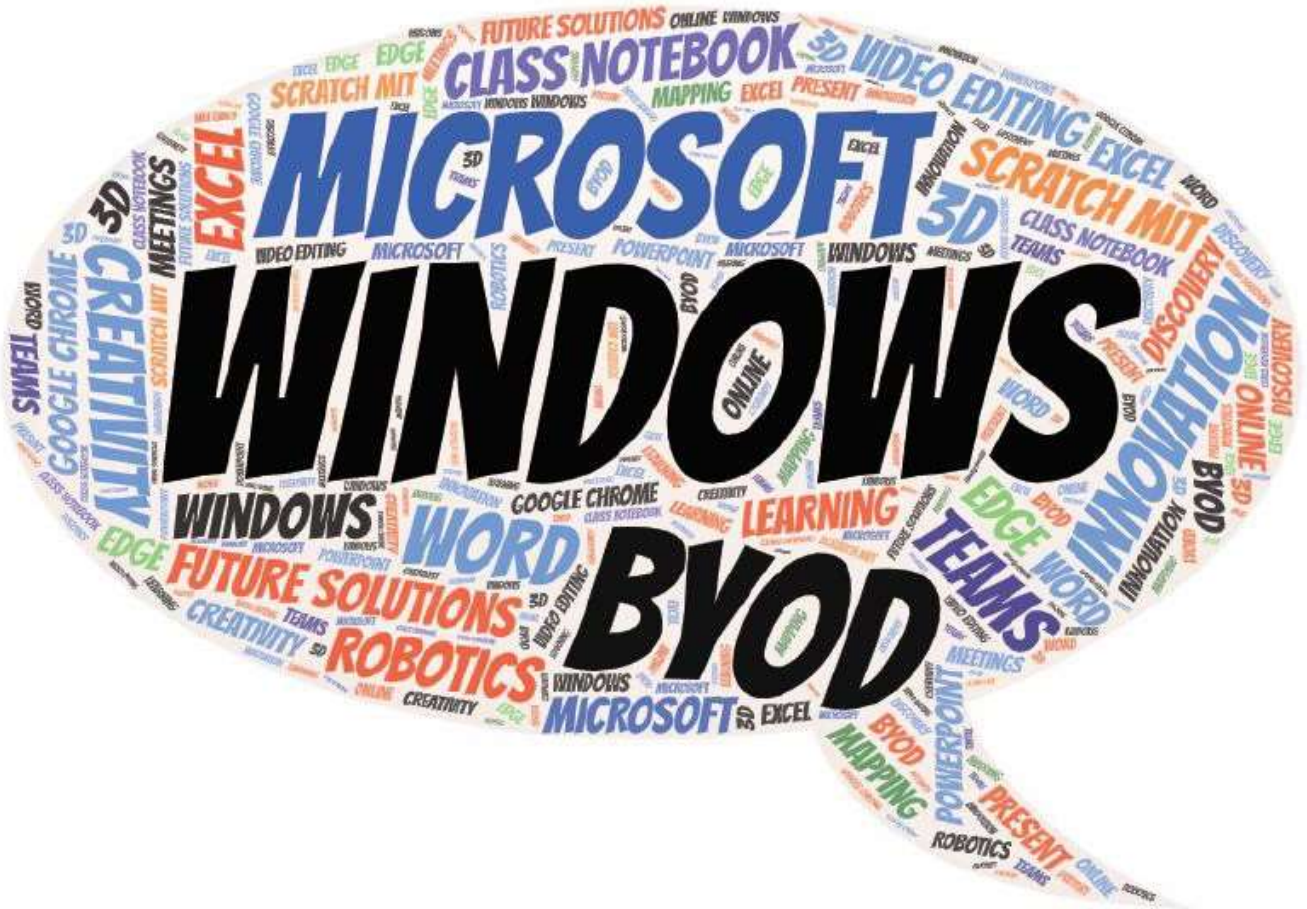


STEP 2

Parent's Guide

How to Set Up Your Student's Windows 10/Windows 11 Device



Contents

Step 1: Confirm you have the correct version of Windows.....	- 2 -
Step 2: Confirm that Region, Date and Time are Correct	- 3 -
Step 3: Anti-Virus protection	- 4 -
Step 4: Enrol into Intune	- 4 -
Step 5: Install the FREE Education QLD provided Office 365.....	- 8 -
Part A – Accessing Office 365 with your student’s EQ account	- 8 -
Part B – Installing Office 365 software for FREE	- 9 -
Part C – Activating your Student’s Office 365 software and signing in	- 11 -
Step 6 – Install the NAP Locked Down Browser (MANDATORY INSTALL)	- 13 -

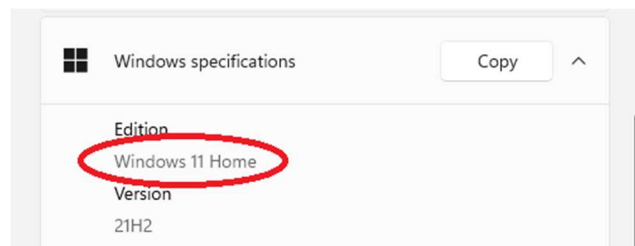
Please note: Example screenshots are taken from a Windows 11 device. The steps in this guide are the same for Windows 10 but may differ visually.

Step 1: Confirm you have the correct version of Windows

- **Right click** on your Start button (Window icon) at the bottom left of screen
- Select “System”



- Scroll down to **Windows Specifications**
- Confirm that you have either
 - **Windows 10/11 Home**
 - **Windows 10/11 Pro**
- Windows 10/11 “S” edition/mode is **NOT** supported at Brookfield SS due to its limitations and restrictions.
- You can change from Windows 10/11 “S” edition to Windows 10/11 Home/Pro for **FREE** by following this Microsoft article. <https://support.microsoft.com/en-us/windows/switching-out-of-s-mode-in-windows-4f56d9be-99ec-6983-119f-031bfb28a307>



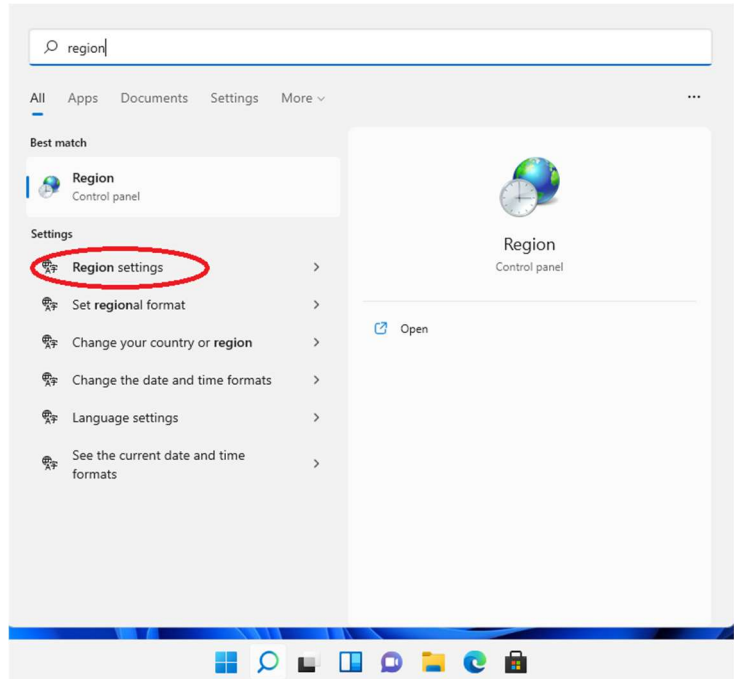
--- Continue to Step 2 ---

Step 2: Confirm that Region, Date and Time are Correct

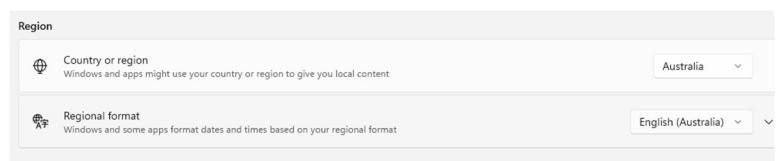
- **Left click** on the **Search** icon (bottom left of your screen)



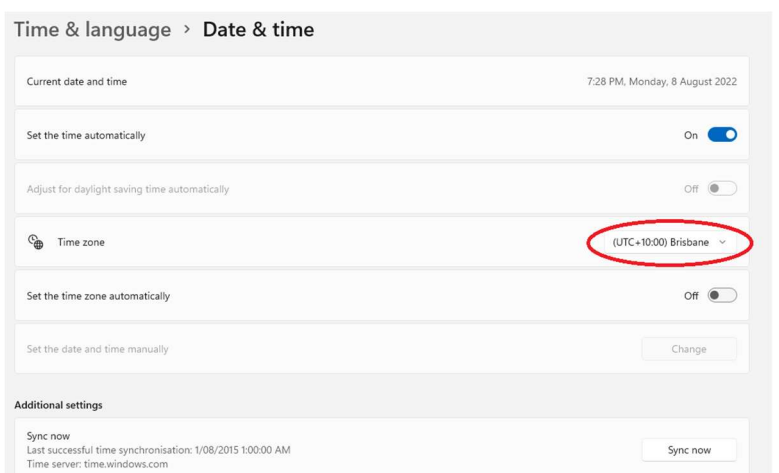
- When the Search Bar appears, type in **“Region”**
- Left click on **“Region settings”**



- Check that **Country or Region** is set to **“Australia”**
 - *If not*, change it to **Australia**
- Check that **Regional Format** is set to **“English Australia”**
 - *If not*, change it to **English (Australia)**



- Within the same window, click on **Time & language** then **Date and Time**
- Check that **Time Zone** is set to **UTC +10.00 Brisbane**



--- Continue to Step 3 ---

Step 3 onwards MUST be completed on a **home** network.

Step 3: Anti-Virus protection

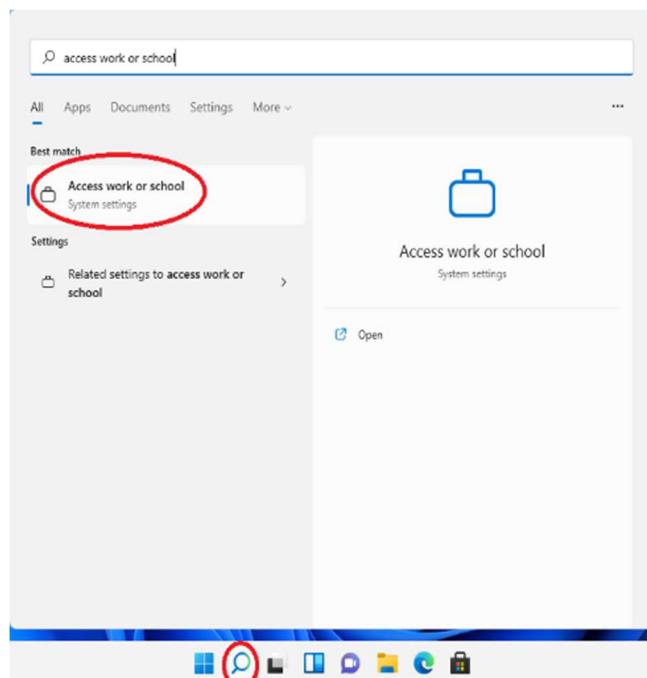
Windows 10/11 devices already come built in with *Windows Defender* (FREE anti-virus software). You are not required to add any extra anti-virus software onto your child's laptop.

We have found extra virus protection can impact you child's access to the internet. e.g., there are known issues with Trend Micro, Norton, and McAfee.

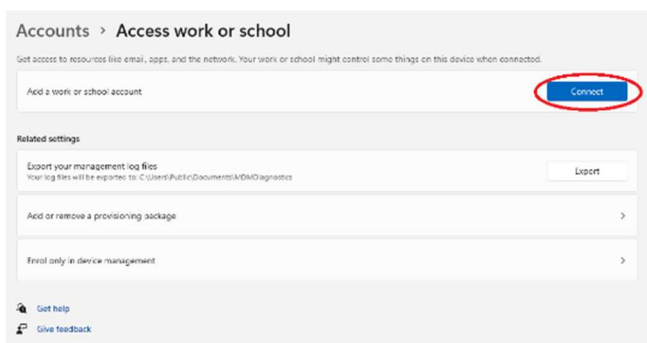
Step 4: Enrol into Intune

Before starting, ensure your student's BYO Windows laptop is connected to the internet via a non-school connection e.g., at home.

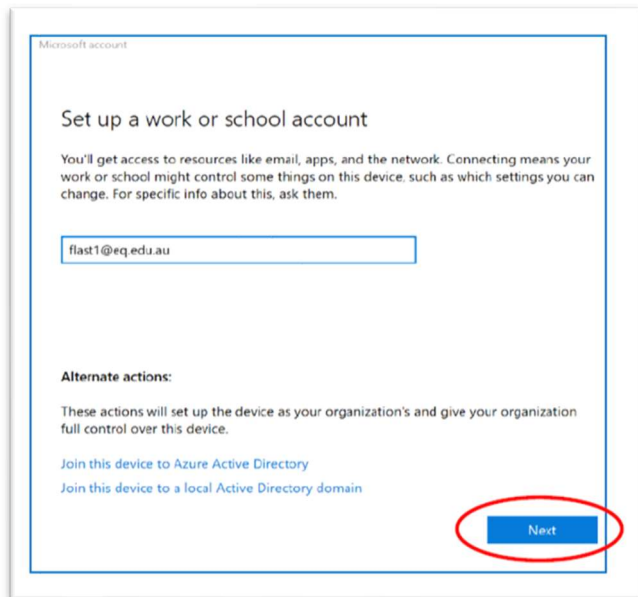
1. **Left click** on the **Search** icon (bottom left of your screen)
2. Search for "**Access Work or School**"



3. Click on **Connect**



4. You'll be asked for your student to log in with their unique EQ email
e.g., *jsmith1@eq.edu.au*
5. Click on **Next**.



Microsoft account

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.

Alternate actions:

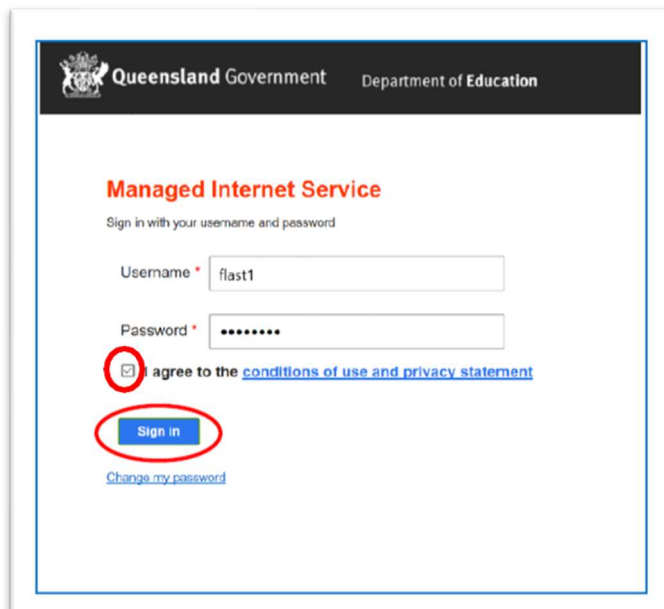
These actions will set up the device as your organization's and give your organization full control over this device.

[Join this device to Azure Active Directory](#)

[Join this device to a local Active Directory domain](#)

Next

6. The *Managed Internet Service* window will appear.
Have your student log in with their unique EQ **username** (e.g., *jsmith1*) and **password**.
6. Click to tick the **I agree to...**
7. Then click **Sign in**.



Queensland Government Department of Education

Managed Internet Service

Sign in with your username and password

Username *

Password *

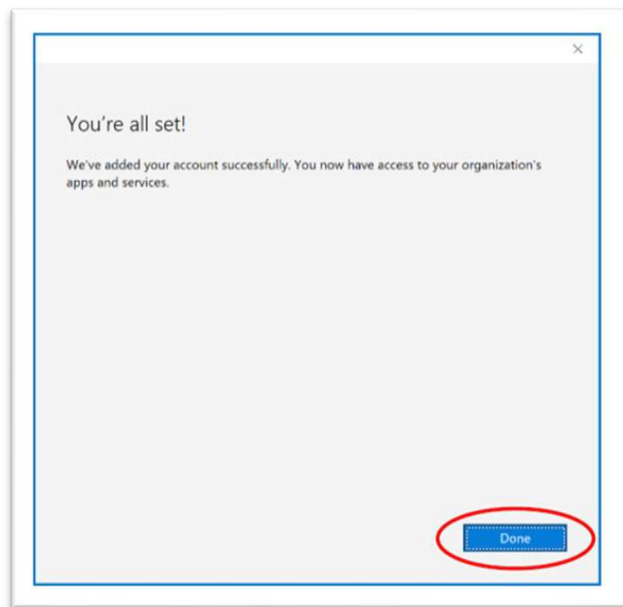
☒ I agree to the [conditions of use and privacy statement](#)

Sign in

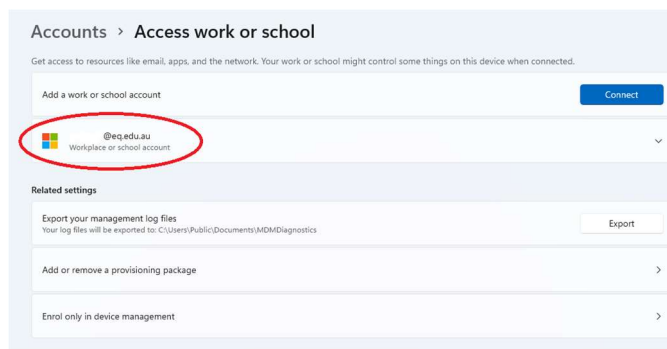
[Change my password](#)

8. You should now have a window which states **You're all set!**
9. Click **Done**.

This window should close and leave you with the **Access work or school** window.



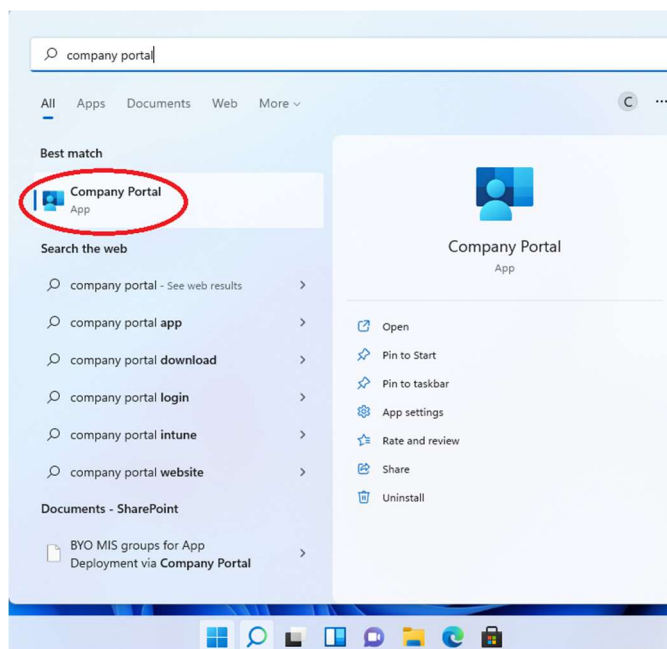
10. To check your student's account has been added, you should see your student's account details displayed.



11. Now to check that the *Company Portal* has been installed.

12. Select the **Search** icon and search *Company Portal*. If the software is still loading (see image), wait until it is finished.

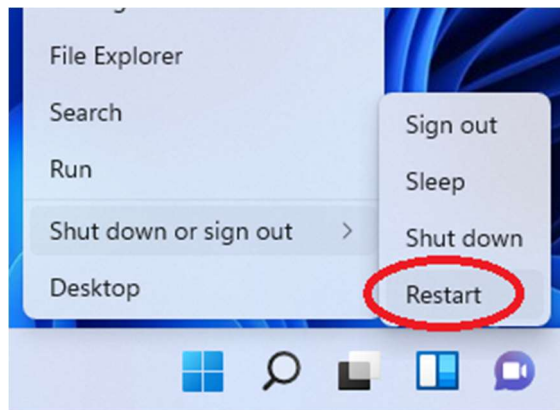
The *Company Portal* connects your student's BYO device to Intune and enables your student to connect to our EQNET network.



This step is VERY important.

13. **Restart** your students BYO Windows laptop.

- **Windows** icon
- Power symbol
- **Restart.**

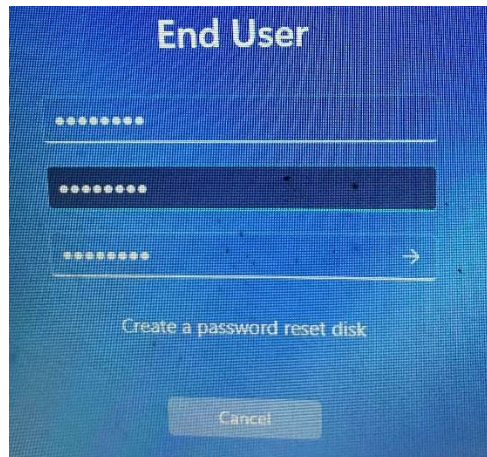


14. This step will differ for everyone. You may be prompted to change the **device password** (this is NOT your student's EQ password).

Ensure the password for your student's BYO windows laptop is unique, strong, and different to their EQ details.

To be considered a strong password, it should have at least eight (8) characters and contain at least

- one lowercase letter,
- one uppercase letter,
- one symbol and
- one number.



15. Once your device is restarted, the Intune set up is complete. **Ensure the laptop remains on and connected to the internet for at least 15 minutes to finalise the installation of Intune.**


Your student will be able to use their device whilst the installation is finalised, but **the laptop must remain connected to the internet.**

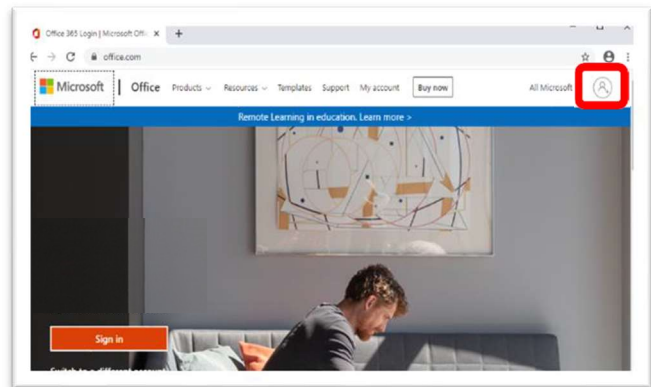
TIP: students can manage their laptop (e.g., to **Factory Erase** or place in **Lost mode**) by using another device and accessing Intune's Management Portal (<https://portal.manage.microsoft.com/>).

--- Continue to Step 5 ---

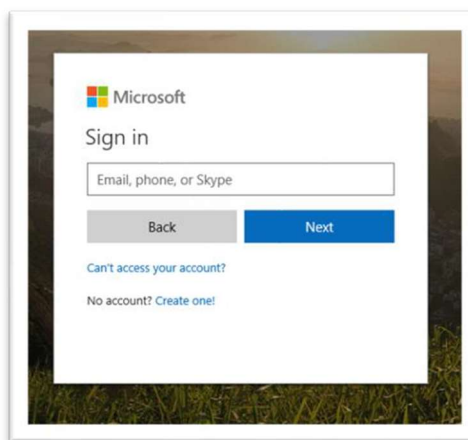
Step 5: Install the FREE Education QLD provided Office 365

Part A – Accessing Office 365 with your student's EQ account

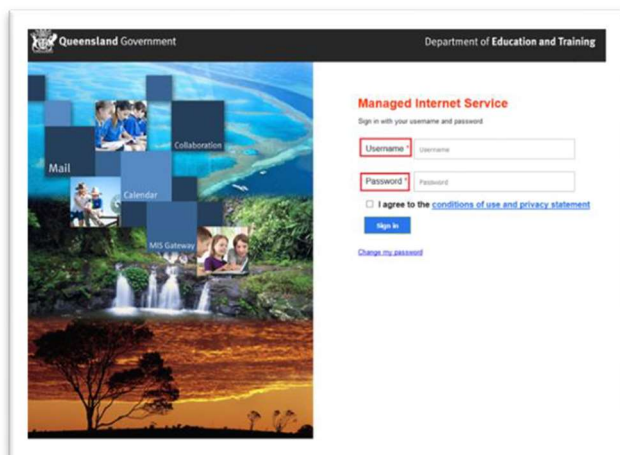
1. **Open** your internet browser
2. In the address bar, key in <http://office.com>
3. Either click the red **Sign In** button
OR
In the top right corner **click**  on to sign in.



4. In the Email, phone or Skype field, **type in your student's EQ email address**
(e.g., jsmith1@eq.edu.au)
5. Click **Next**



6. You will be prompted for your **student's EQ username** (e.g., jsmith1) and **password** on the online authentication page.
7. Type **your student's username** (i.e., jsmit1 NOT full email address) and password.
8. Click next to the **I agree...**
9. Click on **Login**

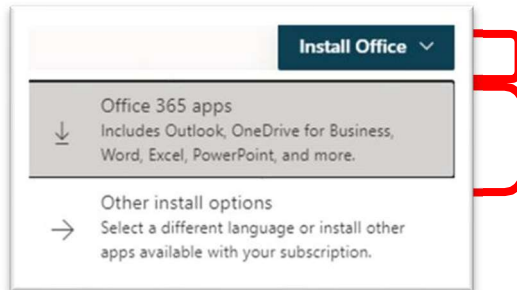


If all details are correct, your student will be logged into their EQ Office 365 account.

Part B – Installing Office 365 software for FREE

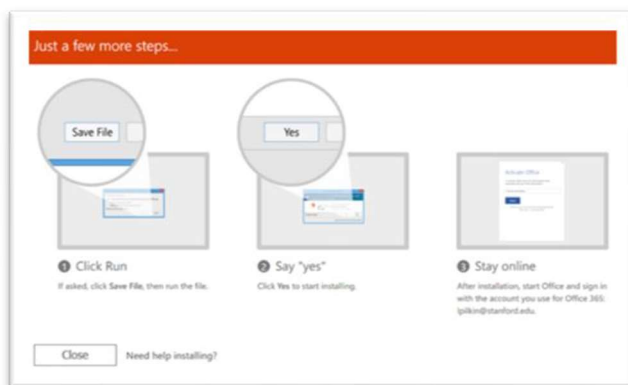
Note: If you currently have Office 2013 installed, ensure all Microsoft applications are closed during the installation. You may be prompted to close all Microsoft applications if they are still open.

1. In the top right corner, click on the **Install Office**
2. Then click on **Office 365 apps**,



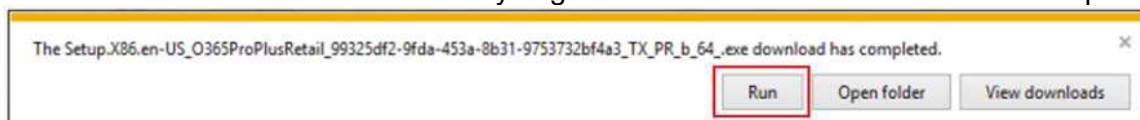
You should see an information window explaining what to do next.

*You may be asked to **Open**, **Save**, or **Install** the installation file (depending on the device and the browser you are using).*



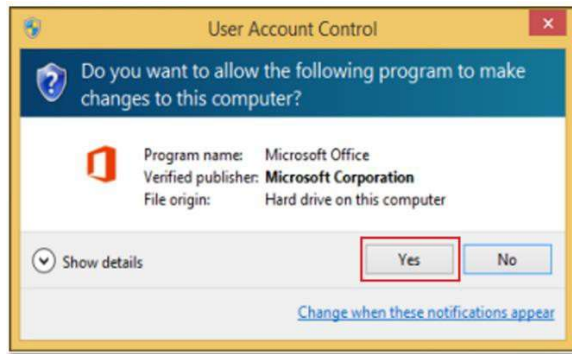
Not getting an information screen?

- a. **If you cannot see this install button**, a pop-up message will appear prompting you to run or save the .exe file. Ensure that the source is as per below - c2rsetup.officeapps.live.com.
- b. Click on **Run**. The file will automatically begin to download and launch once it is complete.



Please note this file is approximately 2gb and may take a while to download depending on your bandwidth speed.

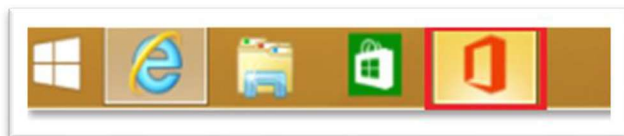
- c. You will be prompted with a message to make changes to your **computer**.
- d. Select **Yes**.



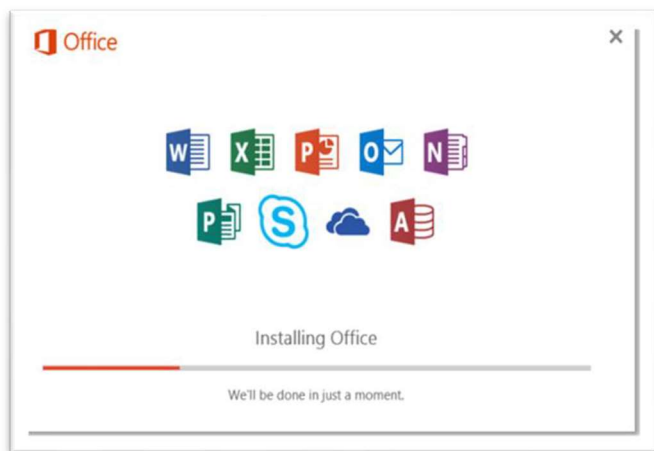
3. Office will start downloading.



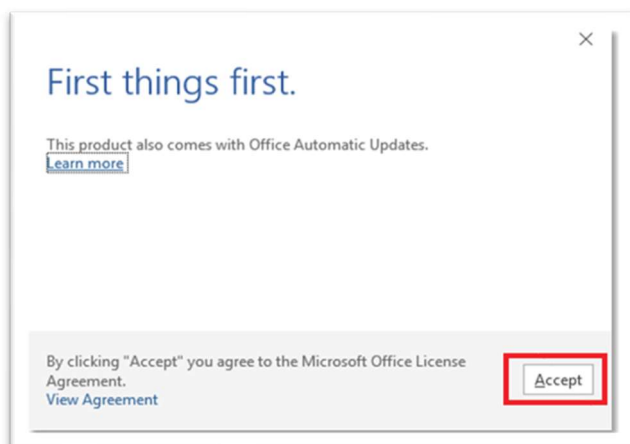
4. You will also see the office icon pop up on the task bar.



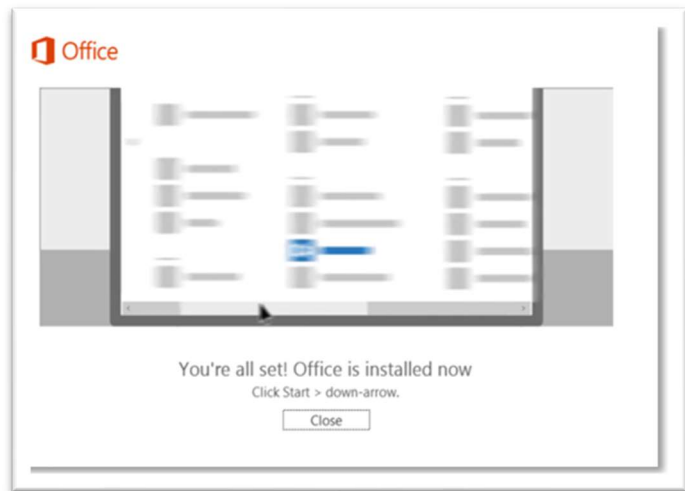
5. Office 365 will start to install onto your computer, **wait for this to finish**.



6. You will be prompted with the Microsoft Office License Agreement. **View** the Agreement then click **Accept**.



- After Office 365 finishes installing, a message will appear to inform it has completed.
Click **Close**.



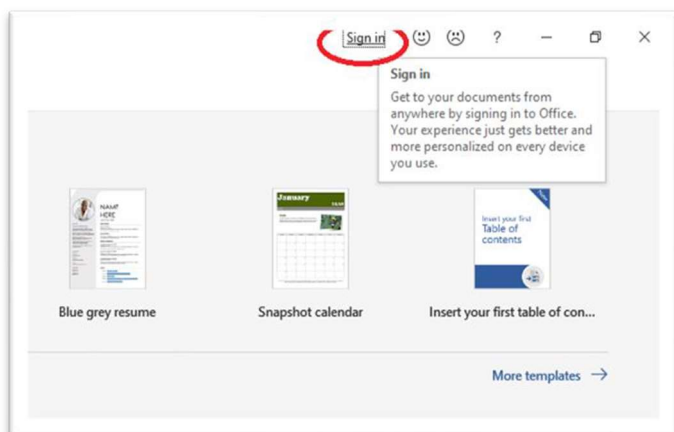
To ensure all changes have been successfully applied, **you will need to restart** your student's laptop.

Part C – Activating your Student's Office 365 software and signing in

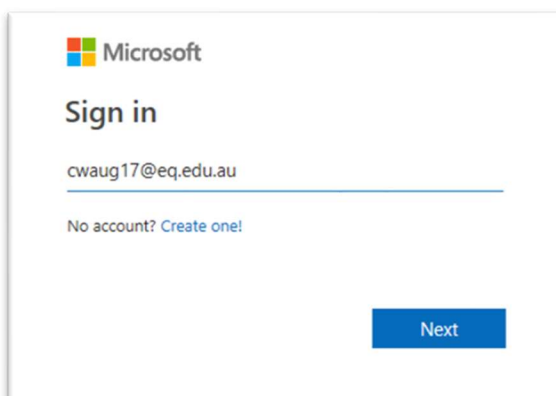
Before starting this Part, make sure no one is signed into any Microsoft products

- Open Microsoft Word and click on the “**Sign in**” button top right.

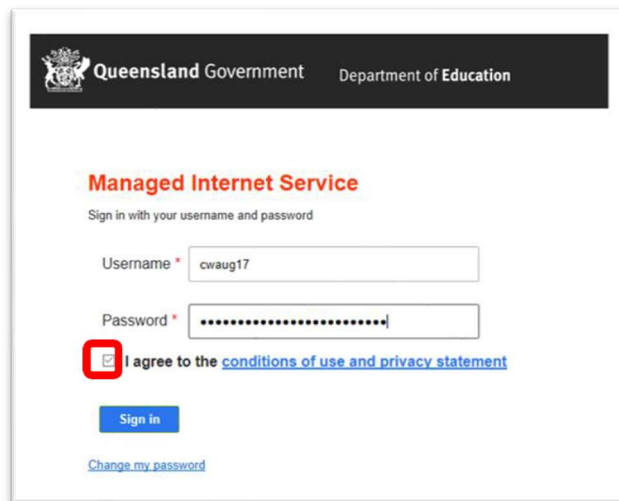
*If a username is already signed in, **SIGN OUT of that account first.***



- On the **Microsoft Sign in** window enter your student's FULL EQ email address e.g., jsmith1@eq.edu.au



3. Microsoft will recognise the EQ email address and display the **Managed Internet Service** window.
4. Enter your student's EQ **username** (e.g., jsmit1) and **password**
5. Click the **I agree...** box
6. Click **Sign in**

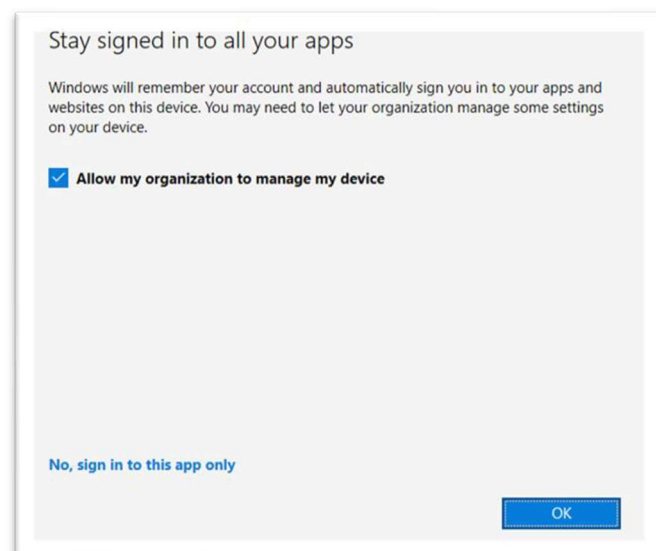


The screenshot shows the 'Managed Internet Service' sign-in page for the Queensland Government Department of Education. At the top, there is a dark header with the Queensland Government logo and the text 'Queensland Government' and 'Department of Education'. Below the header, the title 'Managed Internet Service' is displayed in red. Underneath, it says 'Sign in with your username and password'. There are two input fields: 'Username *' with the value 'cwaug17' and 'Password *' with masked characters. Below the password field, there is a checkbox with a red square around it, followed by the text 'I agree to the [conditions of use and privacy statement](#)'. A blue 'Sign in' button is located below the checkbox. At the bottom, there is a link that says 'Change my password'.

6. As the downloaded version is provided to all EQ students for free, you will now see a notification window.

Read the details and click **OK** to complete the sign in process.

You are now signed into your student's Microsoft Office 365 suite with the correct EQ student account.

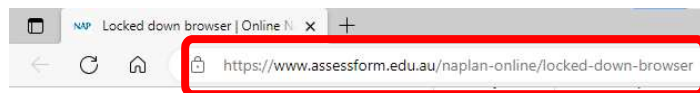


The screenshot shows a Windows notification window titled 'Stay signed in to all your apps'. The text inside reads: 'Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.' Below this text, there is a checkbox with a blue checkmark, followed by the text 'Allow my organization to manage my device'. At the bottom left, there is a link that says 'No, sign in to this app only'. At the bottom right, there is a blue 'OK' button.

--- Continue to Step 6 ---

Step 6 – Install the NAP Locked Down Browser (MANDATORY INSTALL)

1. Open your **Web Browser**
2. In the address bar, key in or click the link to <https://www.assessform.edu.au/naplan-online/locked-down-browser>
3. Press **Enter**
4. Scroll down approximately one-third until you find the title **Locked down browsers and user guides**
5. Click on **download for Windows 10 or later (.msi)**



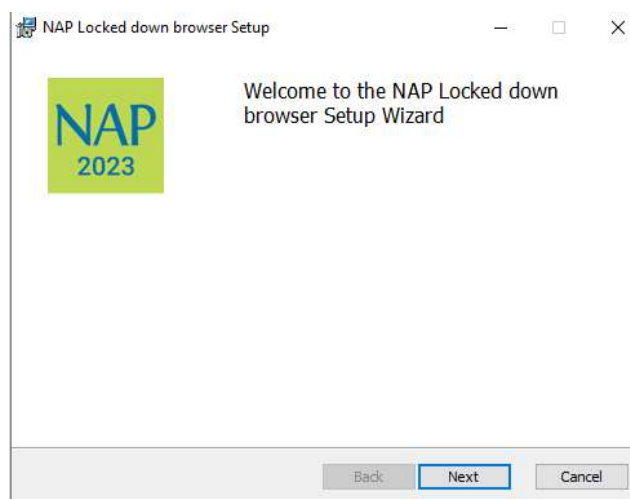
Locked down browsers and user guides

Device	Downloads
 Windows	Application v5.2.2 (Updated: 16-Nov-2022) Download for Windows 10 or later (.msi)
	User guide Windows - Locked Down Browser Guide View PDF 0.98MB v3.02 Last updated: 20 Jan 2023 Download

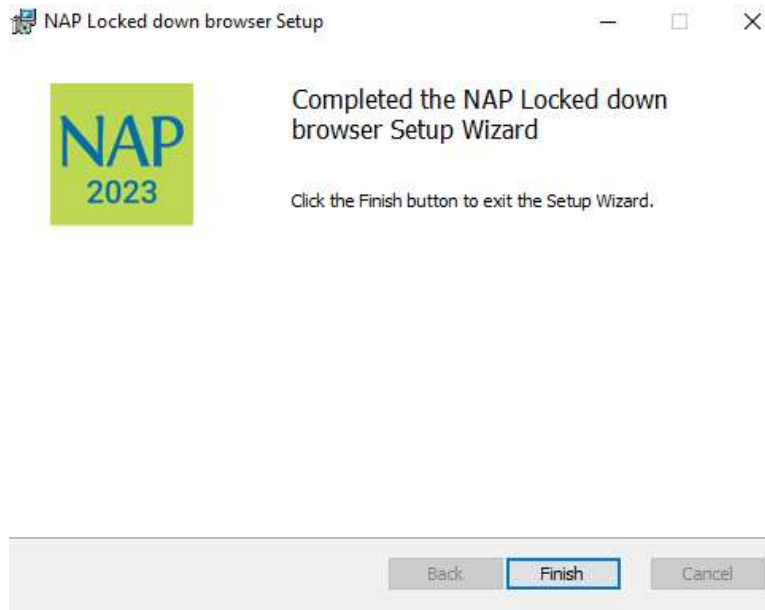
6. When the file is downloaded, **click** on it to install.



7. A NAP Locked Down Browser Setup window will appear.
8. Click **Next**
9. Click **Next**
10. Click **Install** (accept and admin requests that may pop up)



11. When the Set is finished, click **Finished**



12. Your student's laptop should now have the NAP Locked down browser icon on their Desktop



Congratulations, you have successfully installed all your student's required core software and connected their laptop to our Intune Company Portal.

Thank you for taking the time to prepare your student in their future studies.