

DCJ iPad Enrolment User Guide

Please follow the steps below to begin using your new device:

- Make sure that prior to enrolment you have inserted your SIM card into the new device
- Make sure you set up your multi factor authentication options prior to enrolling
- Follow all the instructions on the guide(s) provided

This device is managed by the Department of Communities and Justice (DCJ). Please follow the instructions given in the attached document *Part A - Device Enrolment*, to setup/activate the device. This will enable your DCJ email account onto your mobile device and secure it. Email and calendar synchronisation are now available for your mobile phone via DCJ's Mobile Device Management (MDM) service. The MDM service allows for corporate settings to be applied, applications to be installed, synchronisation of email and calendar, and the device to be remotely wiped if it is reported lost or stolen. To access other corporate applications on your mobile device please follow instructions outlined in Part C of the document.

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Part A – Device Activation & Setup

Estimated time to complete: 10 minutes

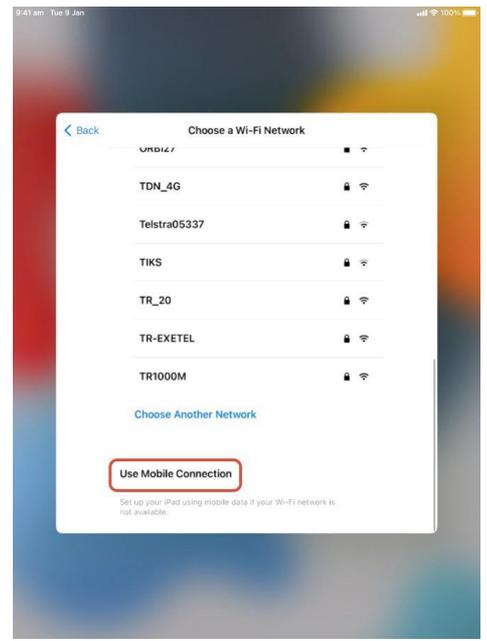
Step (1) Switch-on the device. On the Hello screen, swipe up or tap the 'Home' button at the bottom of the device; then tap 'English'.



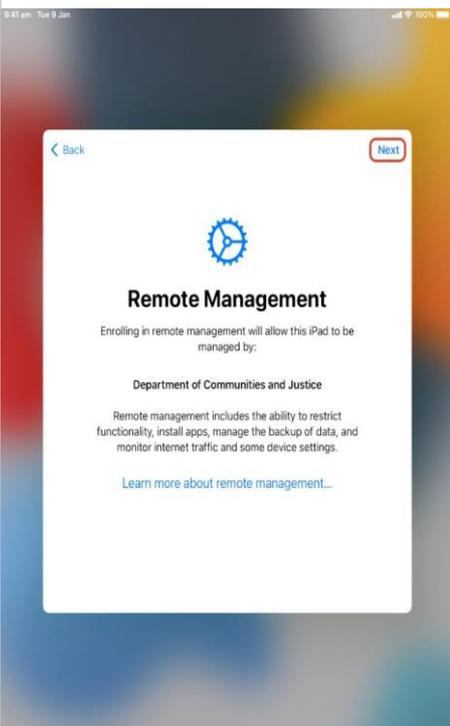
Step (2) On the Select your Country and Region screen; tap 'Australia' from the list.



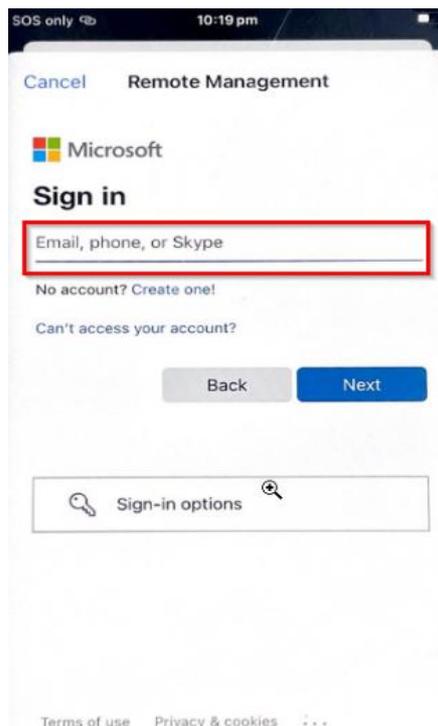
Step (3) On the Network Section screen tap on 'Use Mobile Connection' at the bottom of the screen.



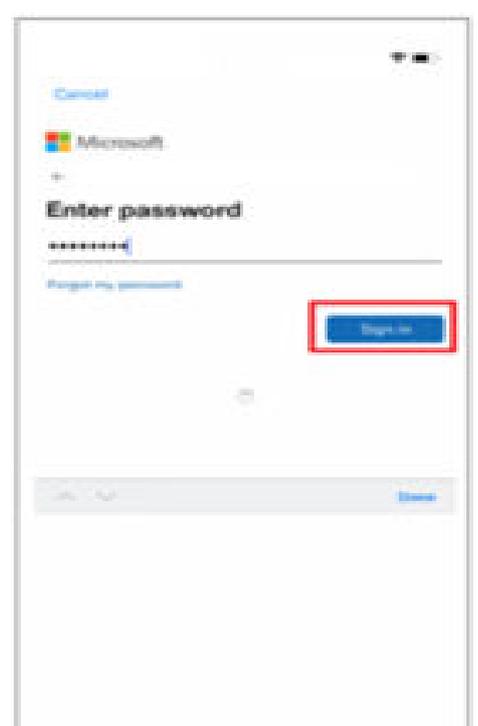
Step (4) Select 'Next' on the Remote Management screen



Step (5) On the Microsoft Sign-In screen, enter your DCJ email address in the format below and tap 'Next'.



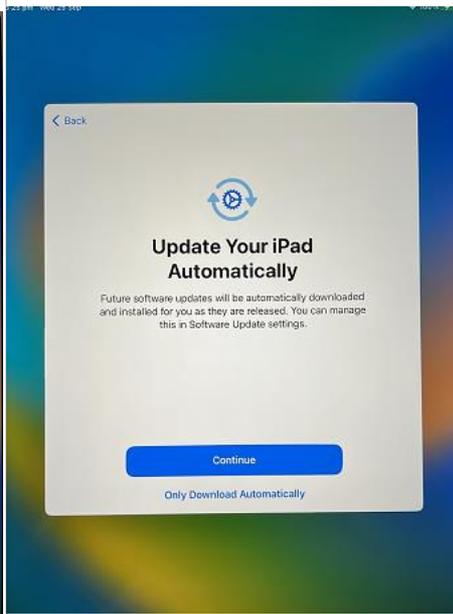
Step (6) Enter your DCJ network password. And Click Sign in.



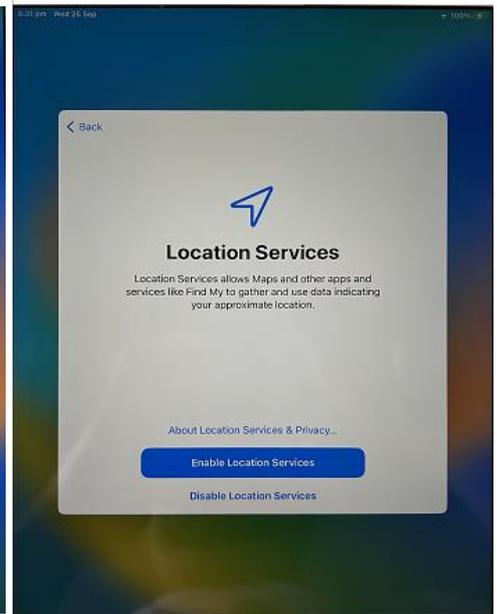
Step (7). The iPad is now configuring and downloading management profiles.



Step (8) Tap 'Continue'.



Step (9) Tap 'Enable Location Services'



Step (10) Tap 'Change Now'.



Step (11) Enter a new passcode and tap on 'Continue'.



Step (12) Re-enter new passcode and tap Set passcode



Step (13) To access Corporate Resources, select to open '**Company Portal**' and follow instructions on Part B. Note: Failure to sign in within 24 hours, the device may require a factory reset.



Part B – Device Enrolment

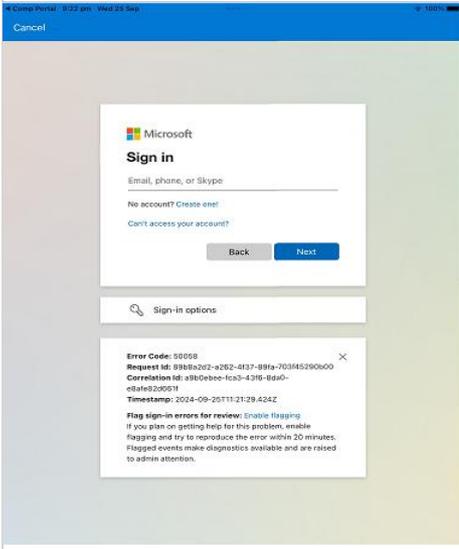
Estimated time to complete: 20 minutes

Step (1) On the Microsoft Intune Sign In screen. In the Username field, enter your DCJ email address in the format below and tap on **'Next'**.

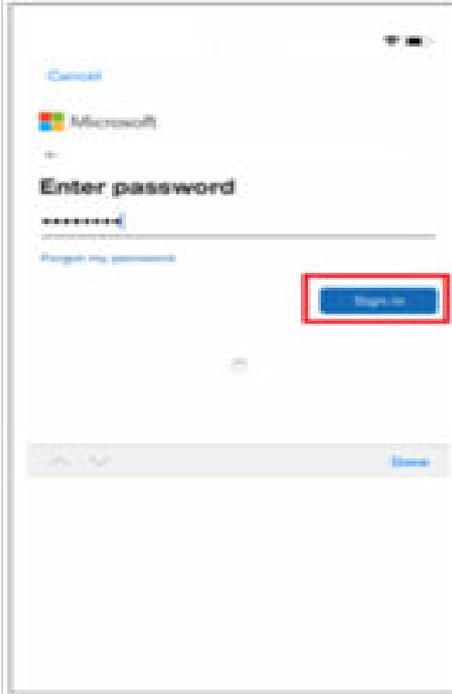
e.g.

Firstname.Lastname@facs.nsw.gov.au

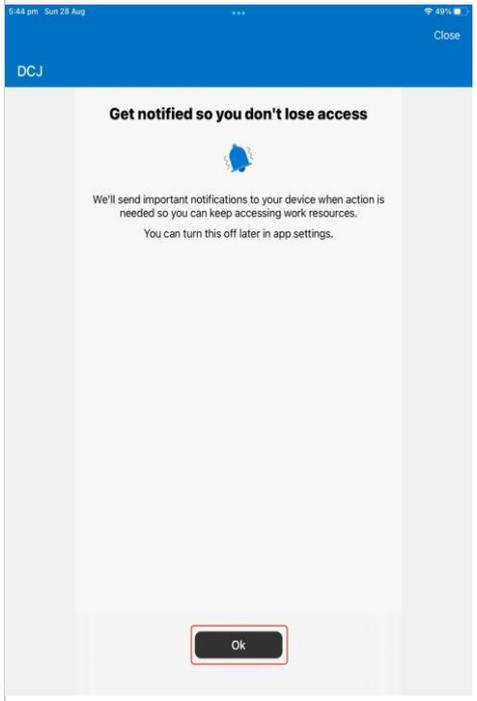
Note: Your iPad may trigger a Keyboard gestures tutorial. Tap on **"Continue"**



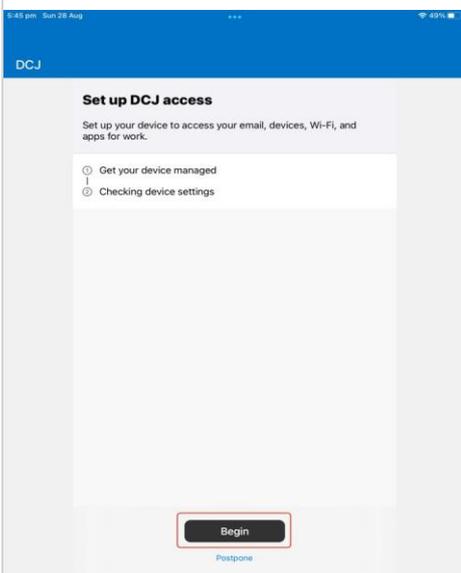
Step (2) Enter your DCJ network password. And Click **Sign in**.



Step (3) Tap on **'OK'**, then tap **'Allow'**



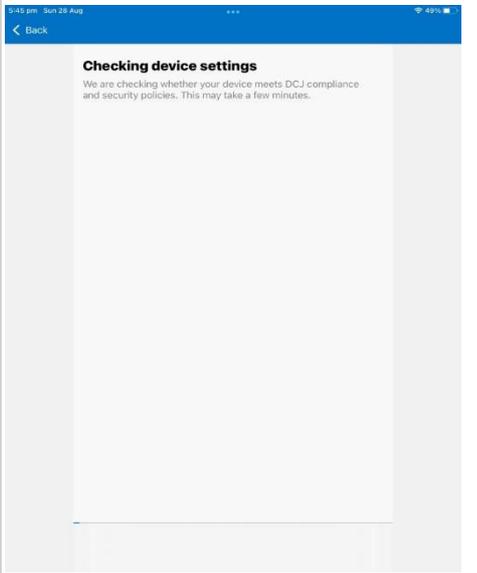
Step (4) Tap on **'Begin'**.



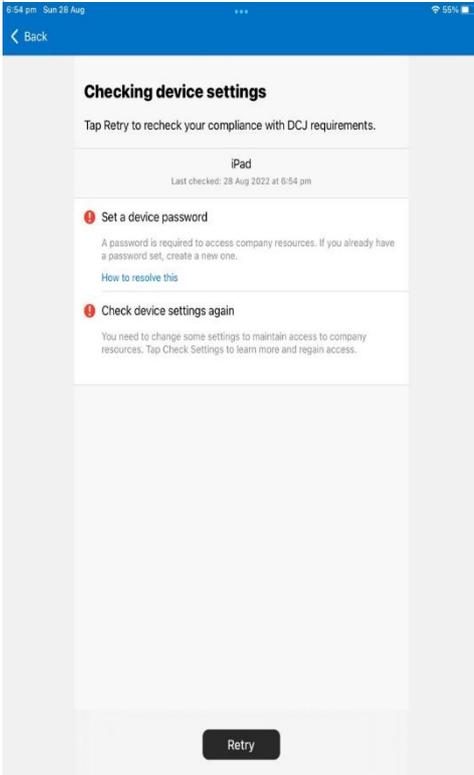
Step (5) Tap **'Continue'**.



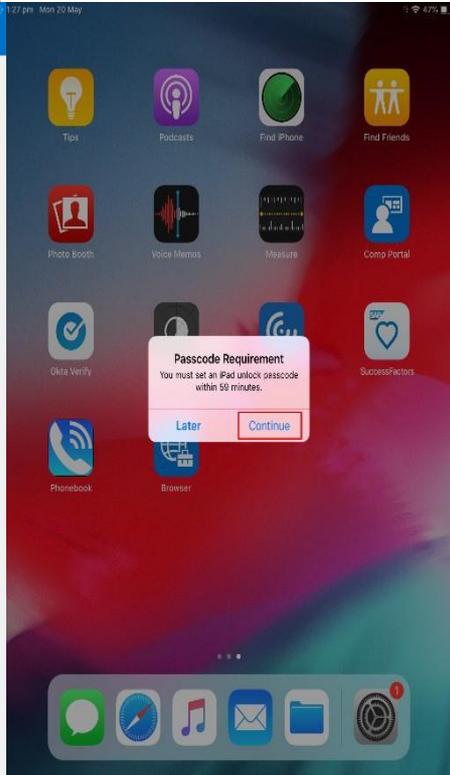
Step (6) Wait on this screen as the company portal configures the device. The screen will redirect once it is



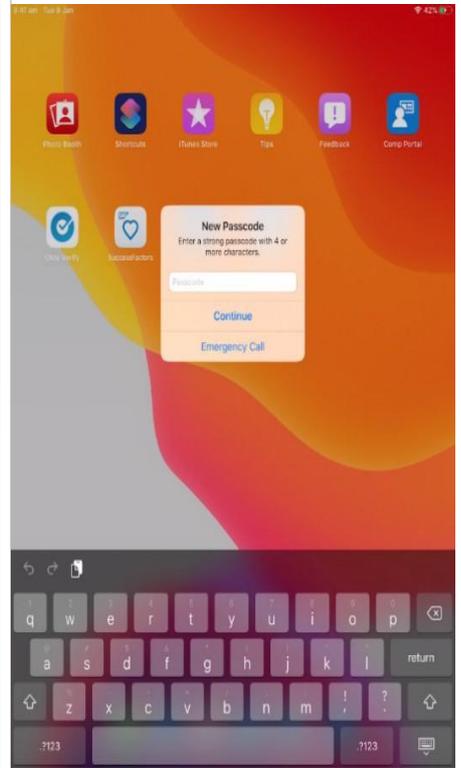
Step (7) If a Passcode has not been set or not strong enough you will receive a prompt to access the home screen.
Otherwise proceed to **Step (13)**



Step (8) When the below prompt appears, tap on **'Continue'**.



Step (9) Enter a new passcode and tap on **'Continue'**.



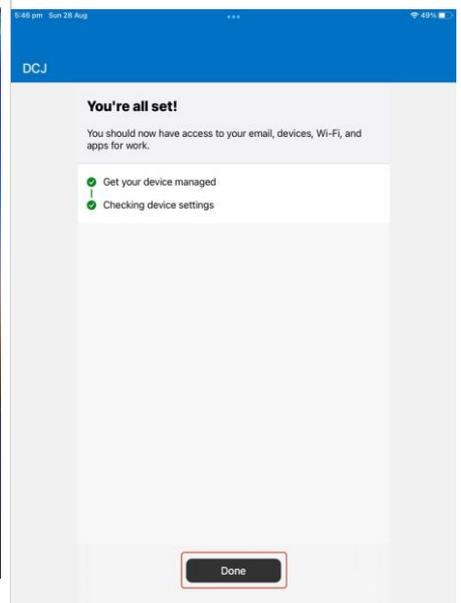
Step (10) Re-enter the new passcode and tap on **'Set Passcode'**.



Step (11) Tap on the **'Comp Portal'** app.



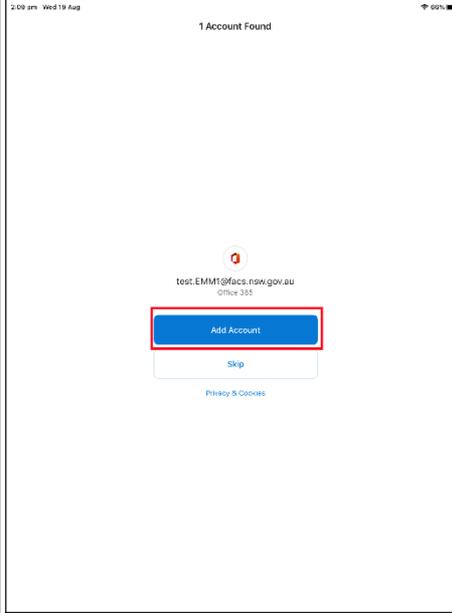
Step (12) Tap on **'Done'**.



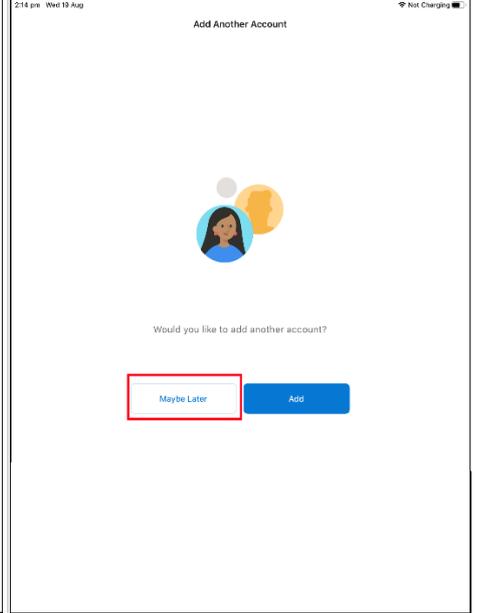
Step (13) Go back to the home screen. The Outlook app will automatically install to the device. Once installed, select **'Outlook'** to open.



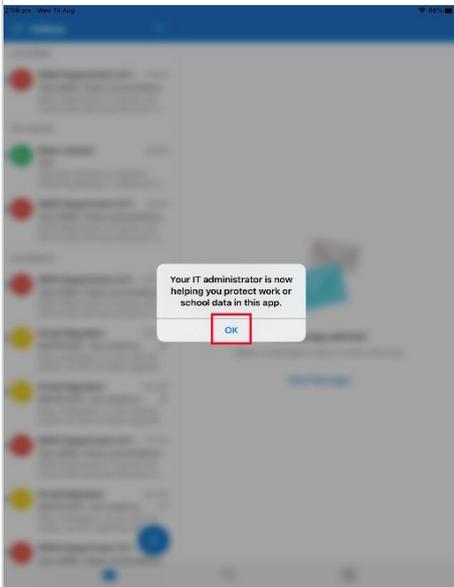
Step (14) On the Account Found screen, select **'Add Account'**.



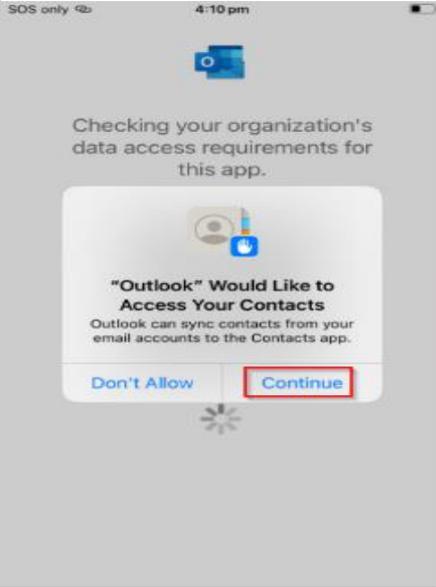
Step (15) Select **'Maybe Later'**.



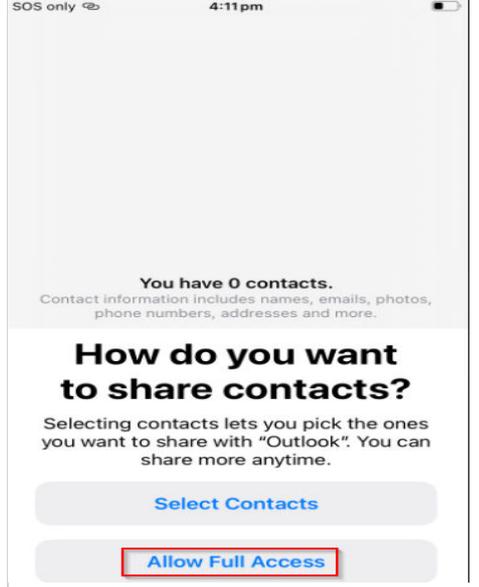
Step (16) Select **'OK'**. Once Outlook closes, select **Outlook** to open it again.



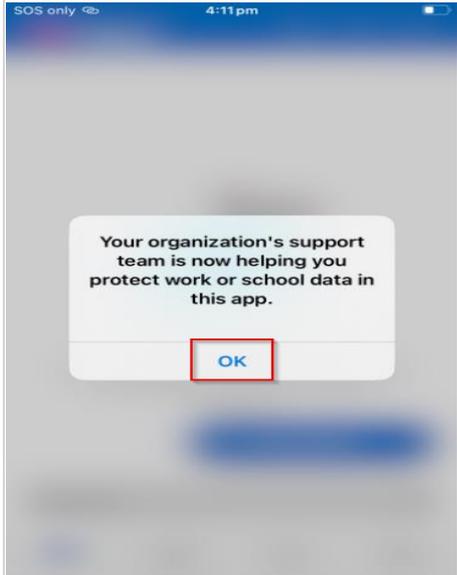
Step (17) Tap **'Continue'**.



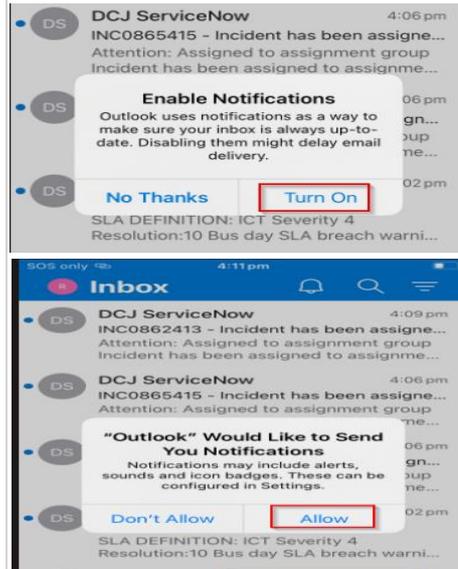
Step (18) Tap **'Allow Full Access'**.



Step (19) Tap 'OK'.



Step (20) Tap 'Turn On', and then Tap 'Allow'



Well Done! Your device has now been successfully enrolled and DCJ can manage this iPad's settings.

Part C – Corporate Applications

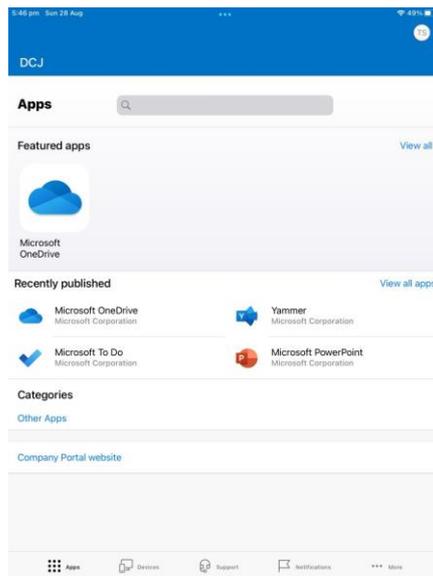
Estimated time to complete: 5 minutes

Company applications have been made available for you to install on-demand. These can only be accessed through Microsoft's Company Portal app.

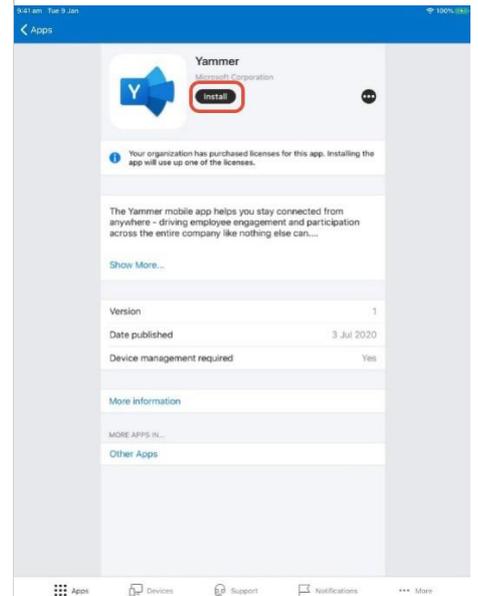
Step (1) Tap on the 'Company Portal' icon to open the application on your mobile device.



Step (2) On the Apps screen, tap on each app you want to install. For e.g. 'Yammer' *Note: Tap on 'View All Apps' to see all the apps available for installation. For apps more than 150 MB in size will need Wi-Fi connection to download)*



Step (3) Tap 'Install' to install the app



Step (4) Go back to the home screen and the installed app will appear.

