

DCJ iPad Enrolment Guide and eSIM Setup Guide

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

- ◆ You will need your agency email address and network password.
- ◆ You will need access to authenticate using Microsoft Authenticator.
- ◆ If you requested a mobile data service with your iPad, ensure you have a copy of the QR code for the active eSIM service available after device enrolment.

This device is managed by the Department of Communities and Justice (DCJ). Please follow the instructions in *Part A–DeviceActivation & Setup* to set up and activate the device. This will add your DCJ email account to your mobile device and secure it. The MDM service allows corporate settings to be applied, corporate applications to be installed, email and calendar to be synchronised, and the device to be remotely wiped if it is reported lost or stolen. To access other corporate applications on your mobile device, follow the instructions in Part C of this document. Only standard DCJ applications are available on the DCJ-managed iPad through the Company Portal. Additional applications may be downloaded using the Apple App Store. A personal Apple ID is required to access the catalogue of available applications.

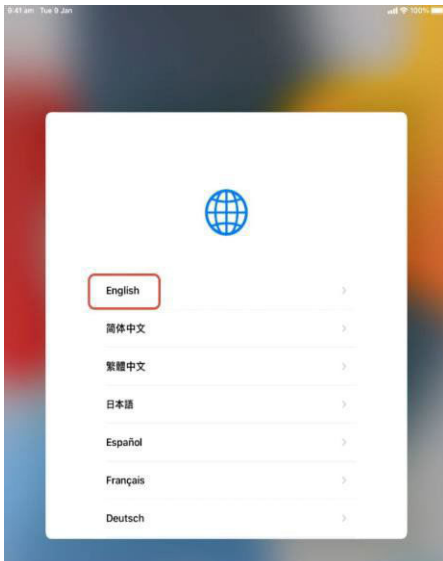
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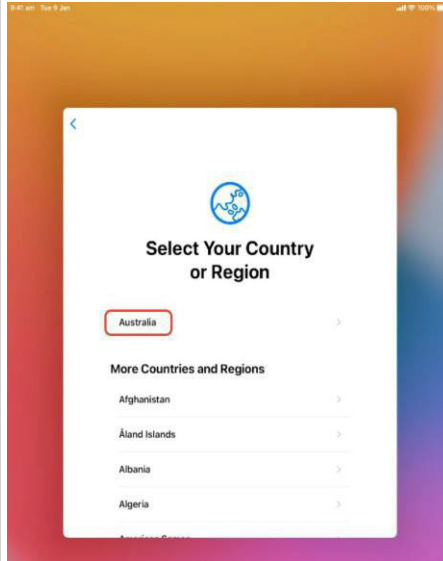
Part A – Device Activation & Setup

Estimated time to complete: 10 minutes

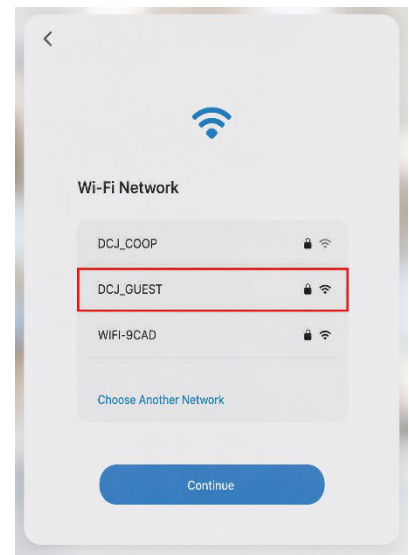
Step (1) Turn on the device. On the Hello screen, swipe up or tap the **Home** button at the bottom of the device, then tap **English**.



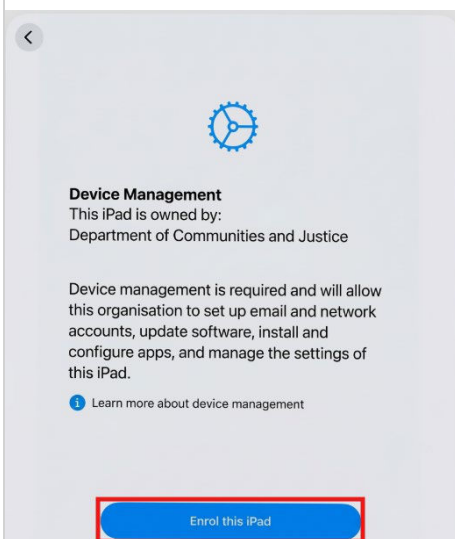
Step (2) On the Select Your Country or Region screen, tap **Australia** from the list.



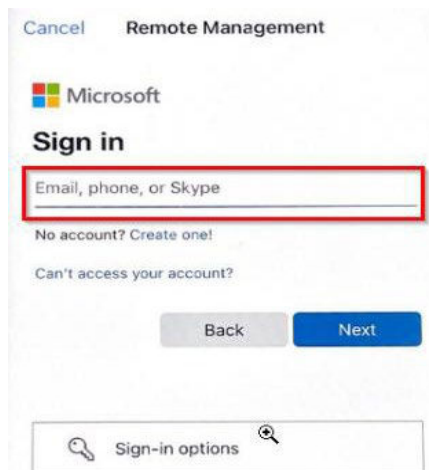
Step (3) On the **Choose a Wi-Fi Network** screen, tap an available Wi-Fi network that you can access, then accept the terms if prompted. Please await confirmation of connection.



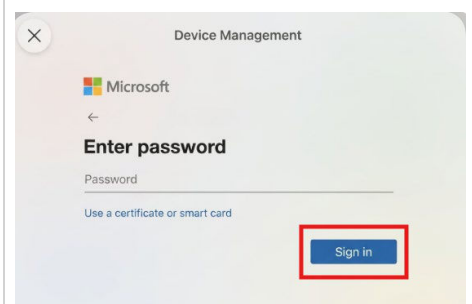
Step (4) Select '**Enrol this iPad**' on the Remote Management screen.



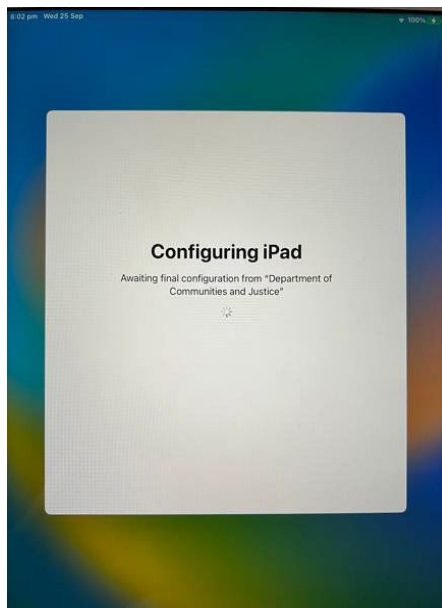
Step (5) On the Microsoft sign-in screen, enter your DCJ **email address** then tap **Next**.



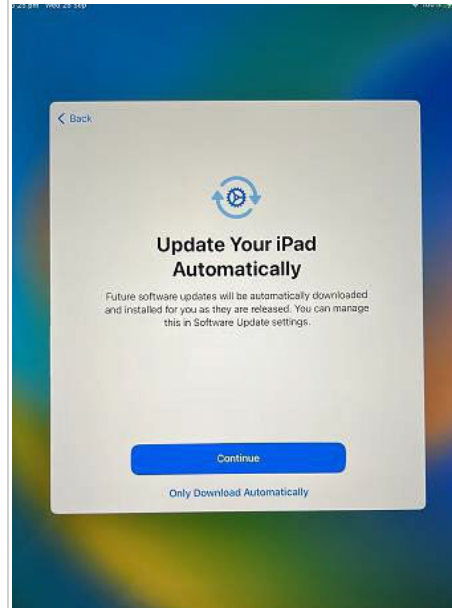
Step (6) Enter your DCJ network password and select **Sign in**. You will be prompted to authenticate using Microsoft Authenticator.



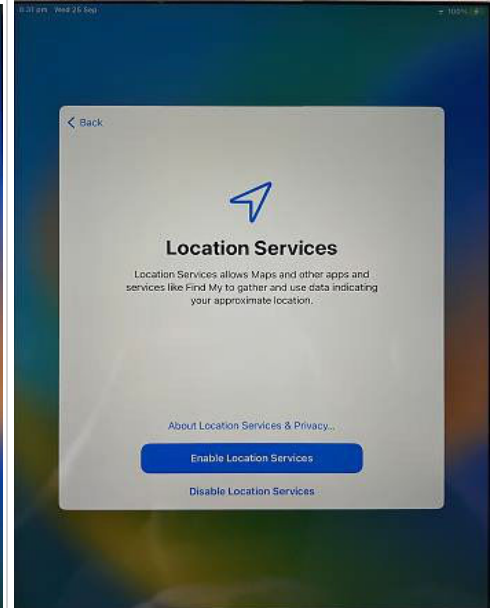
Step (7). The iPad is now configuring and downloading management profiles.



Step (8) Tap 'Continue'.



Step (9) Tap 'Enable Location Services'



Step (10) Tap 'Change Now'.



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



Step (12) Re-enter the 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.

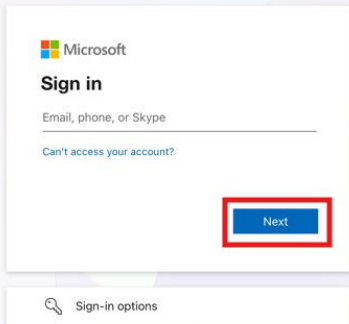


Part B – Device Enrolment

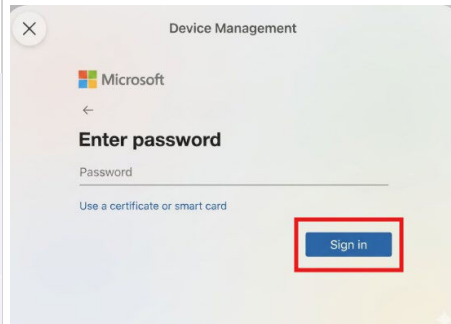
Estimated time to complete: 20 minutes

Step (1) On the Microsoft Intune sign-in screen, enter your DCJ email address in the Username field, then tap **Next**.

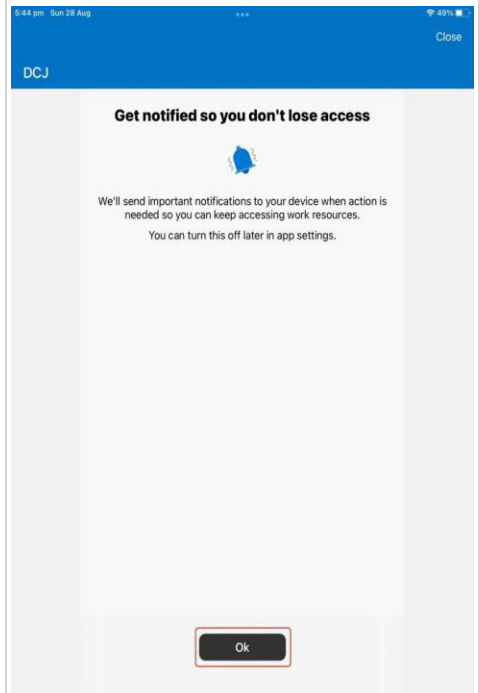
Note: Your iPad may display a keyboard gestures tutorial. Tap **Continue** if prompted.



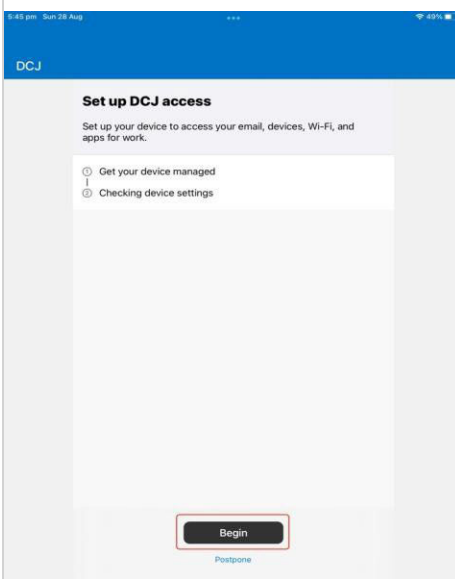
Step (2) Enter your DCJ network password and select **Sign in**.



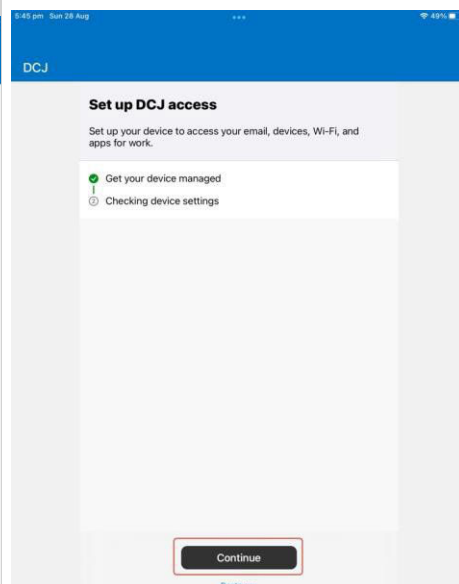
Step (3) Tap **OK**, then tap **Allow**.



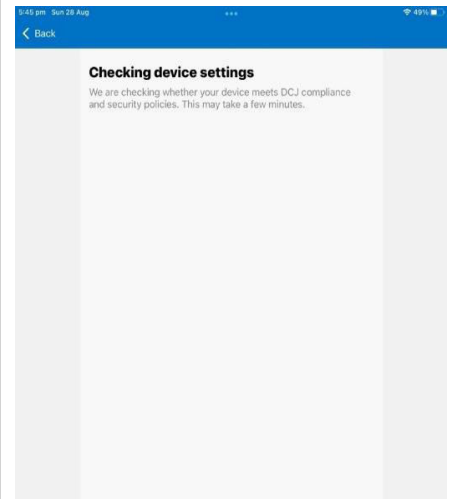
Step (4) Tap on '**Begin**'.



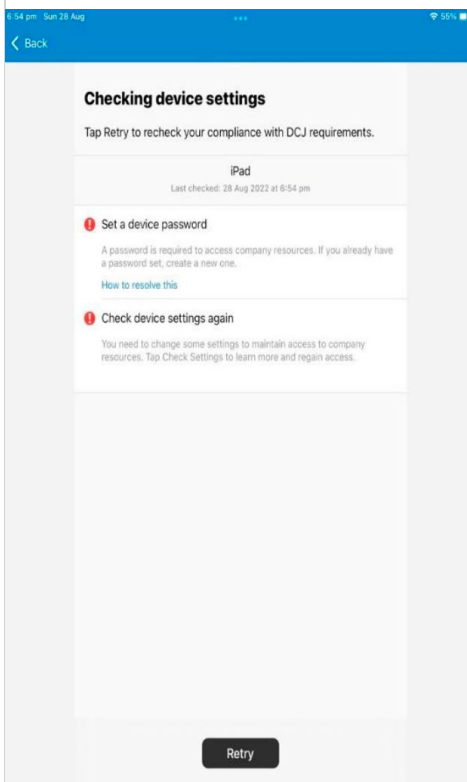
Step (5) Tap '**Continue**'.



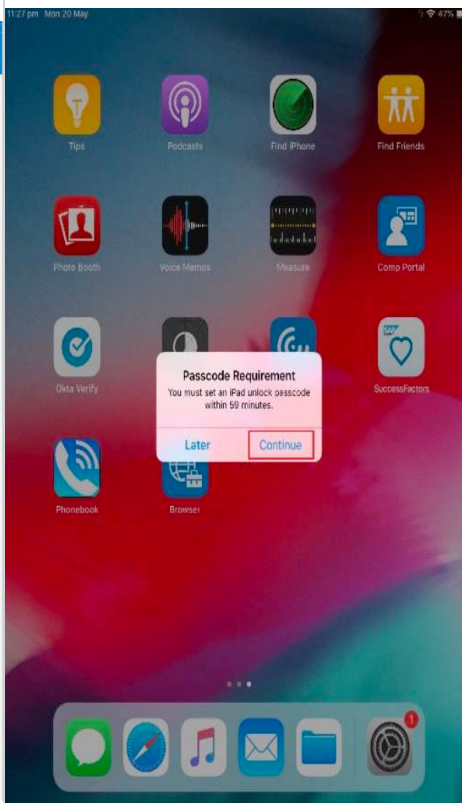
Step (6) Wait on this screen while Company Portal configures the device. The screen will redirect once it is completed.



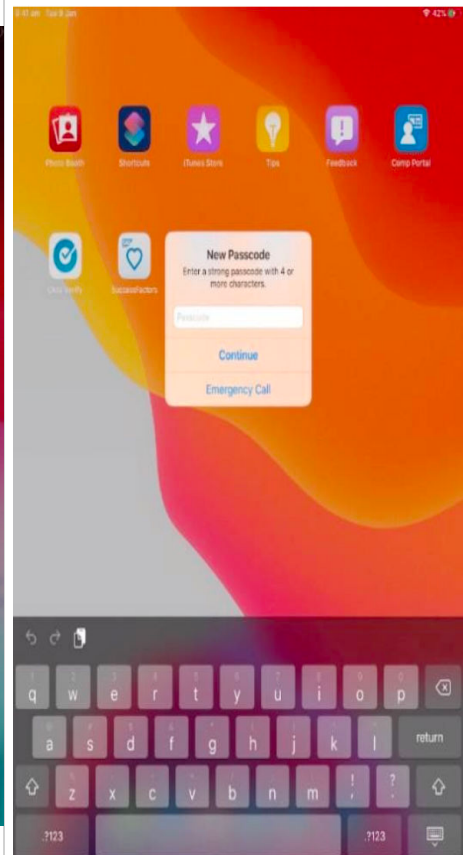
Step (7) If a passcode has not been set, or if the passcode is not strong enough, you will be prompted to create a new passcode before accessing the home screen. Otherwise proceed to **Step (13)**



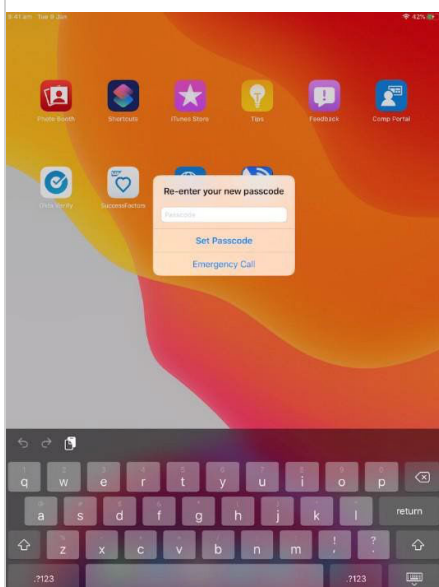
Step (8) When the prompt appears, tap **Continue**. appears, tap on '**Continue**'.



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



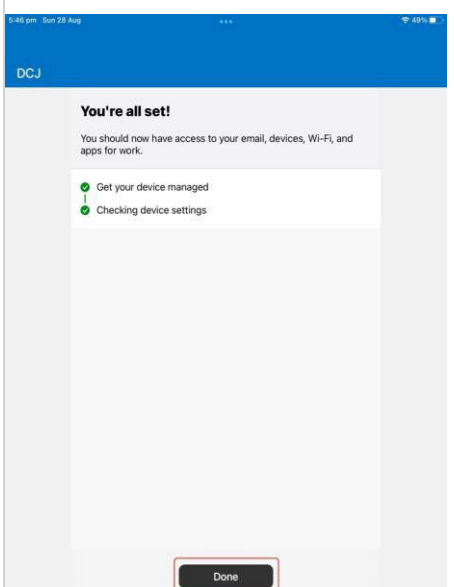
Step (10) Re-enter the new passcode and tap on '**Set Passcode**'.



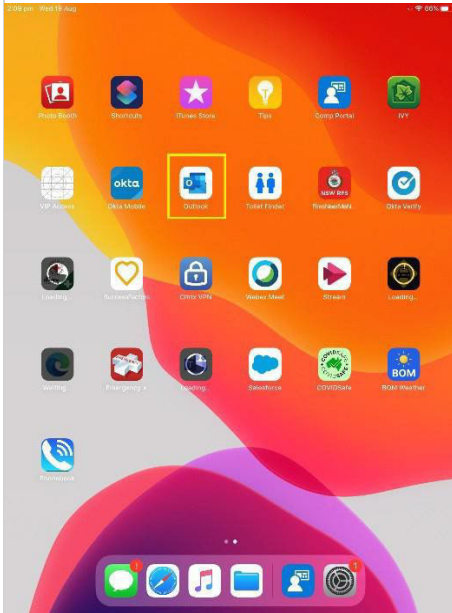
Step (11) Tap the **Company Portal** app.



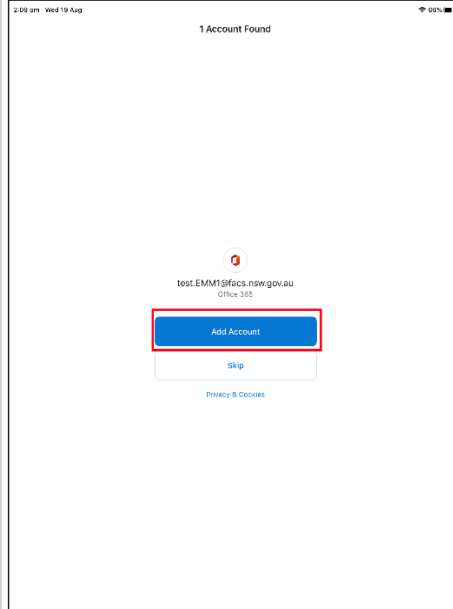
Step (12) Tap on '**Done**'.



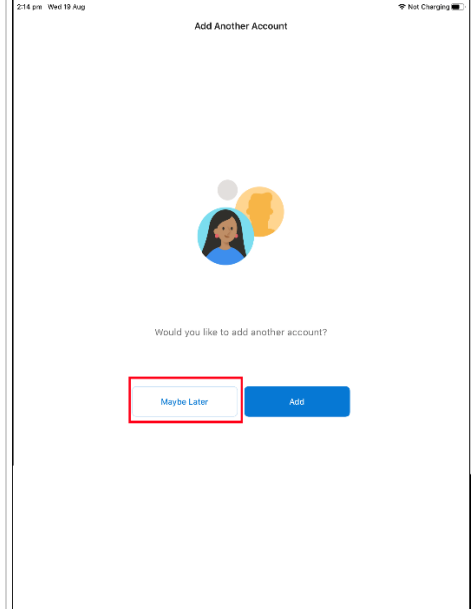
Step (13) Go back to the home screen.
The Outlook app will automatically install to the device. Once installed, select **'Outlook'** to open.



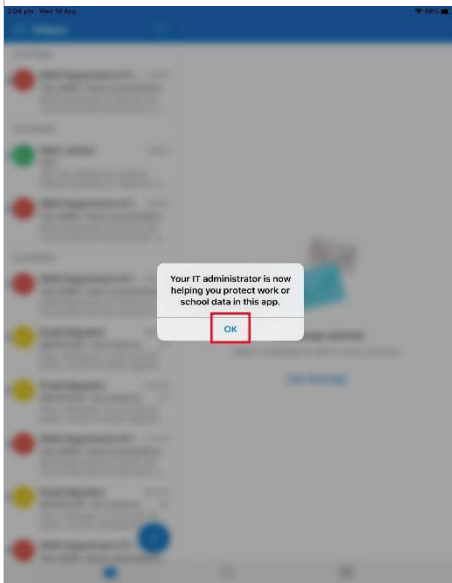
Step (14) On the Account Found screen, select **'Add Account'**.



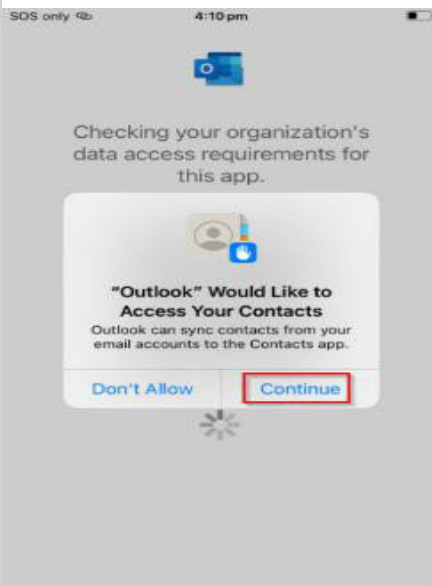
Step (15) Select **'Maybe Later'**.



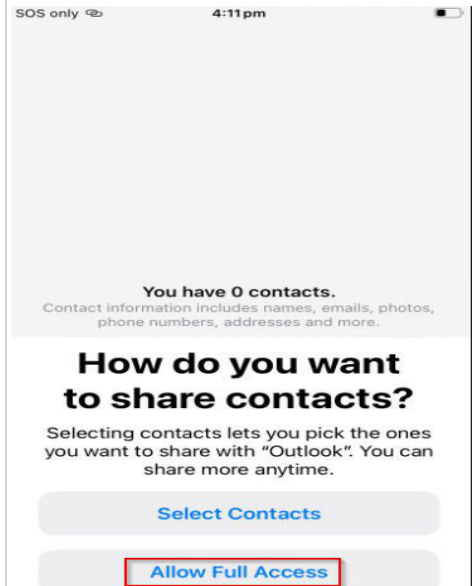
Step (16) Select **'OK'**. Once Outlook closes, select **Outlook** to open it again.



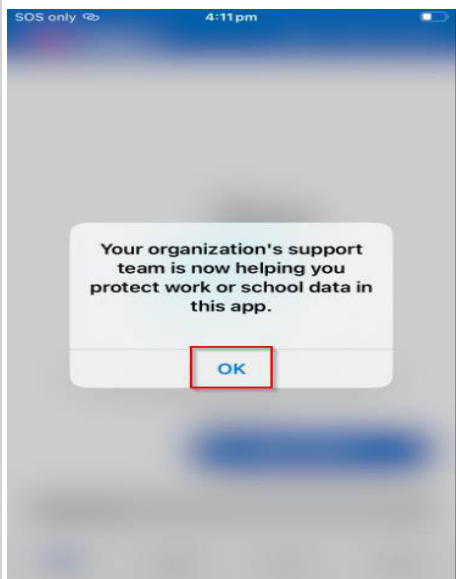
Step (17) Tap **'Continue'**.



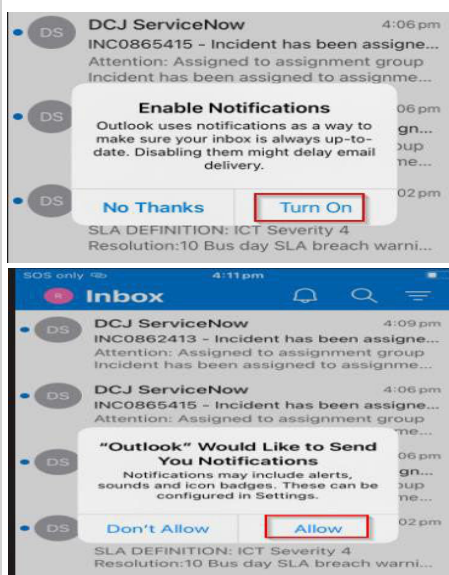
Step (18) Tap **'Allow Full Access'**.



Step (19) Tap 'OK'.



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



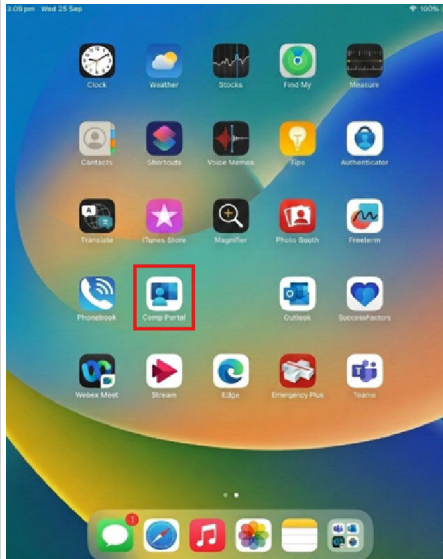
Your iPad has now been successfully enrolled as a DCJ-managed device.

Part C – Corporate Applications

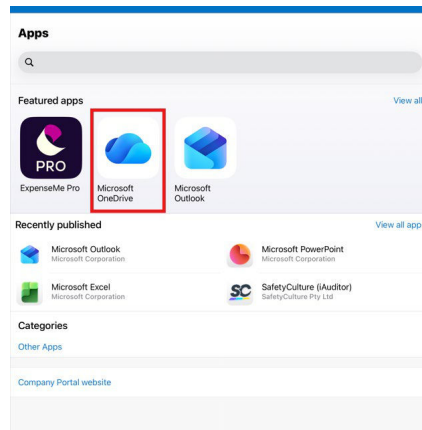
Estimated time to complete: 5 minutes

Corporate applications are available for you to install on demand.
These applications can only be accessed through the Microsoft Company Portal app.

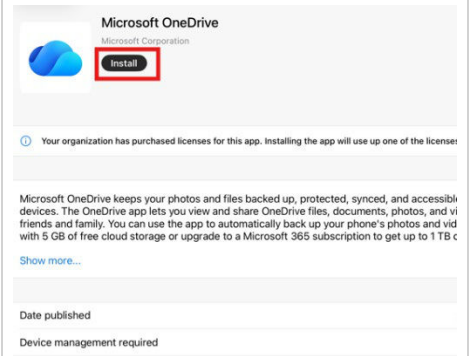
Step (1) Tap the **Company Portal** icon to open the application on your mobile device.



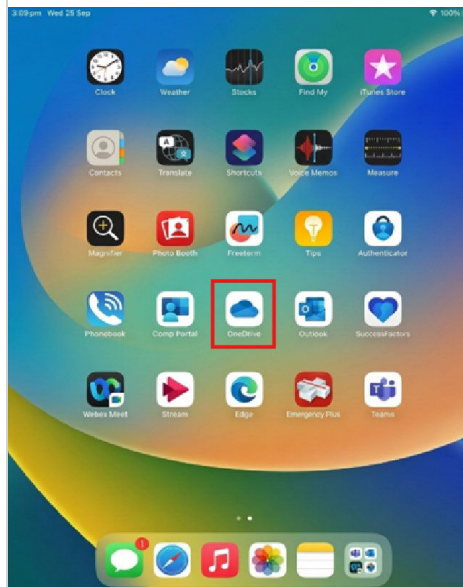
Step (2) On the Apps screen, tap each app you want to install. For example, **Microsoft OneDrive**. *Note: Tap View All Apps to see all apps available for installation. Apps larger than 150 MB require a Wi-Fi connection to download.*



Step (3) Tap **Install** to install the app.



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

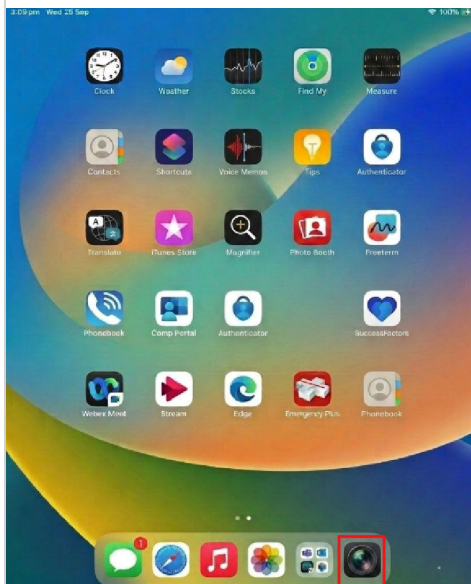


Part D – eSIM Activation

Estimated time to complete: 5 minutes

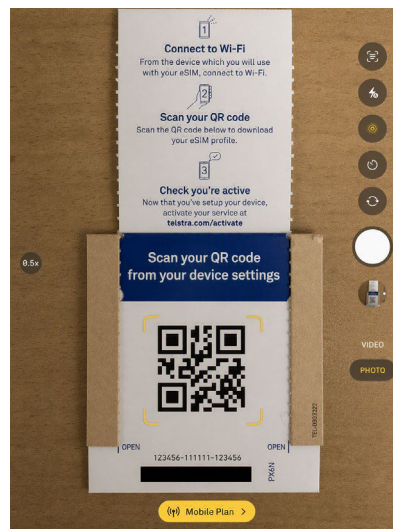
An eSIM service can be set up on your iPad to provide mobile internet access. Current iPad models no longer support physical SIM cards, so connectivity is provided through a digital eSIM. Once activated, the device can connect to the internet using mobile data whenever a Wi-Fi network is not available.

Step (1) Remain connected to Wi-Fi for the following steps. Tap the **Camera** icon to open the Camera app on your mobile device.



Step (2) Once the Camera app opens, position the QR code you received within the frame, then tap the yellow prompt labelled Mobile Plan.

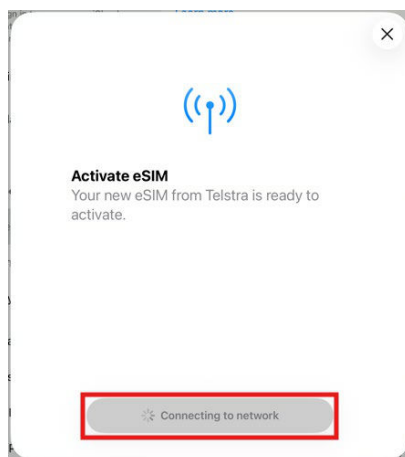
The QR code below has been added for demonstration purposes only.



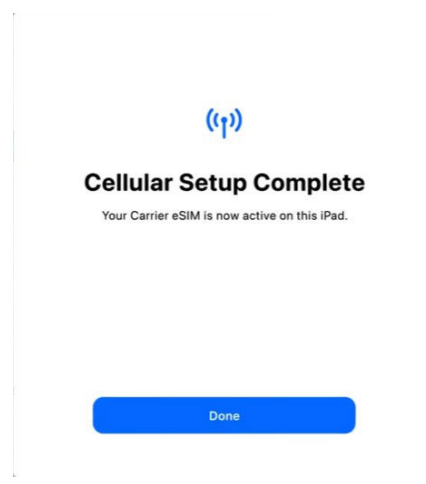
Step (3) Tap **Activate** to install the eSIM.



Step (4) The eSIM will begin activating. Allow some time for this process to complete.



Step (5) Tap **Done** to complete the activation.



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