

# SGS Device Onboarding - Windows

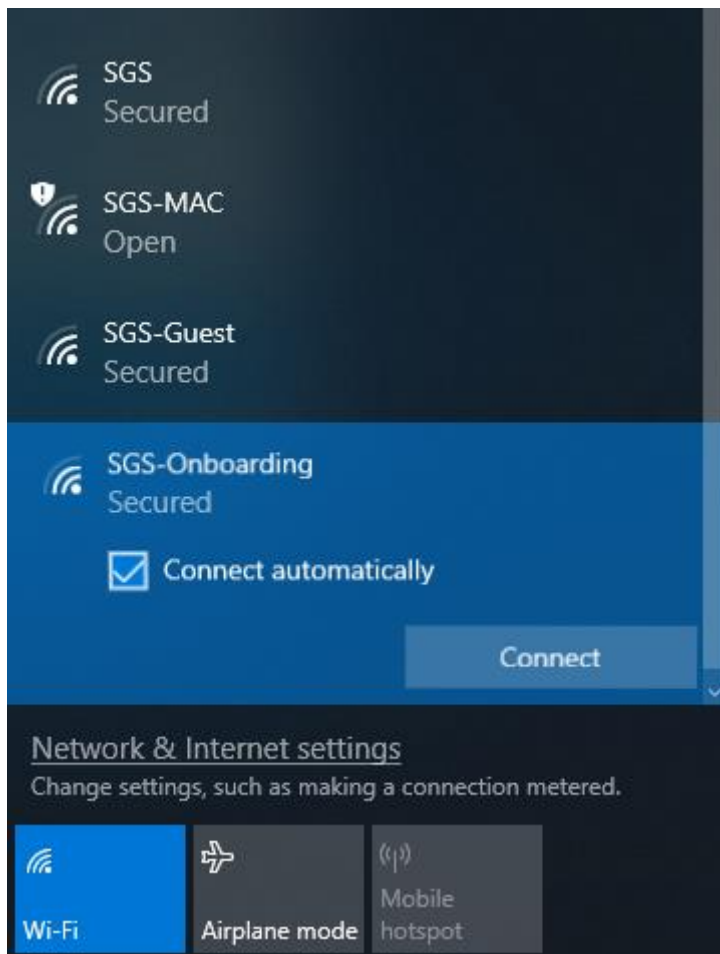


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Last Updated: 19.11.2020

NOTE: If onboarding from home, please skip to Page 2.

Click the Wi-Fi icon near the clock and connect to “SGS-Onboarding”, using “onboardme” as the password.



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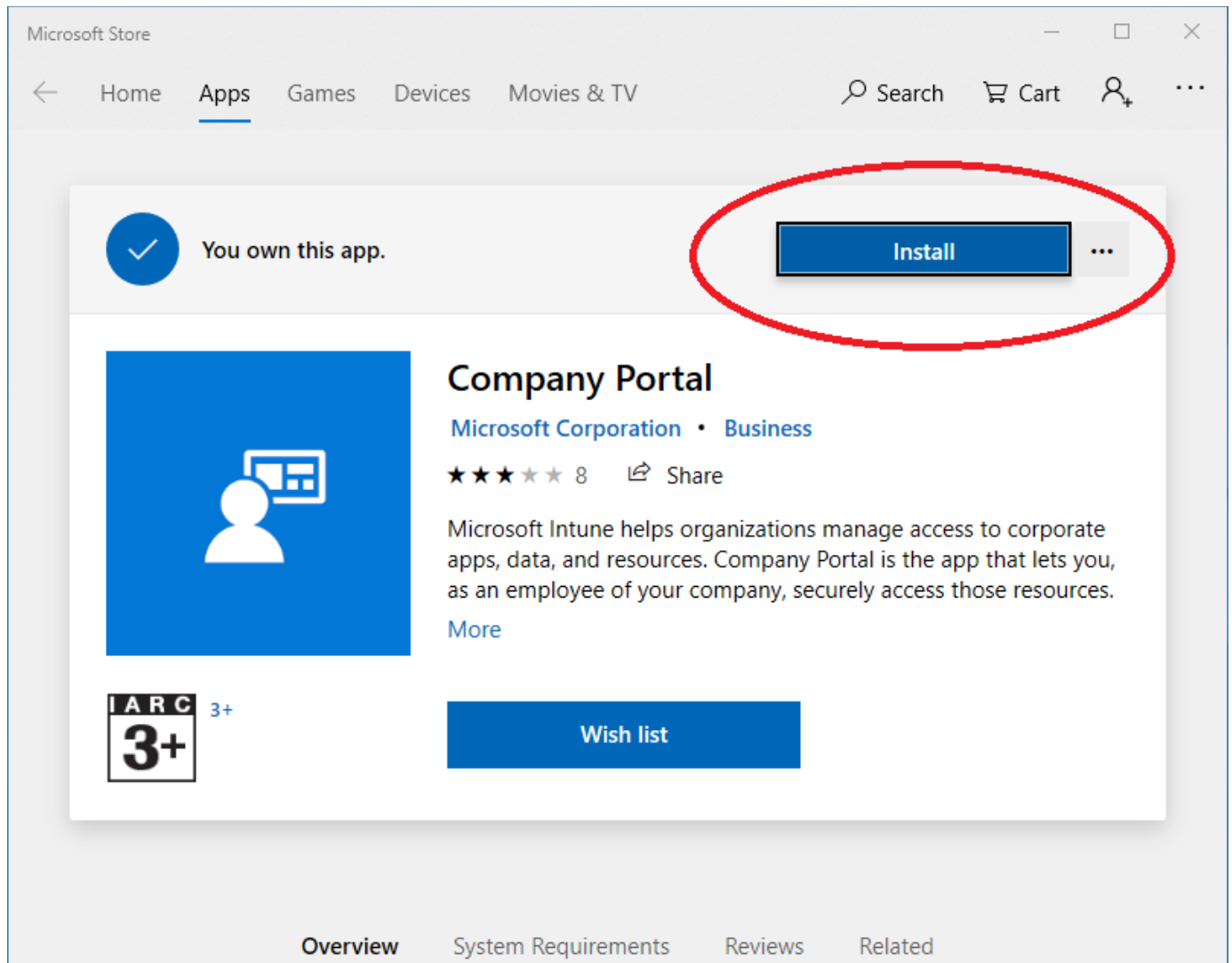
Open the “Microsoft Store” and search for “Company Portal”.

The screenshot shows the Microsoft Store interface. At the top, there are navigation tabs for Home, Gaming, Entertainment, Productivity, and Deals. A search bar on the right contains the text 'company portal', which is circled in red. Below the search bar, there are two filter boxes: 'Departments' set to 'All departments' and 'Available on' set to 'PC'. The main section is titled 'Apps (17) Show all'. A list of app tiles is displayed, with the first tile, 'Company Portal', highlighted with a red border. The 'Company Portal' tile shows a rating of 5 stars with 142 reviews and is marked as 'Installed'. Other visible tiles include 'Xerox Mobile Print Portal', 'People Connector...', 'Estimates & Invoice...', 'radia.sk', 'SecSign ID', and 'Inspira Management'.

App Name	Rating	Reviews	Price	Status
Company Portal	★★★★★	142	Free	Installed
Xerox Mobile Print Portal	★★★★★	16	Free	Available
People Connector...	★★★★★	3	Free	Available
Estimates & Invoice...	★★★★★	9	Free	Available
radia.sk	★★★★★	4	Free	Available
SecSign ID	★★★★★		Free	Available
Inspira Management	★★★★★		Free	Available



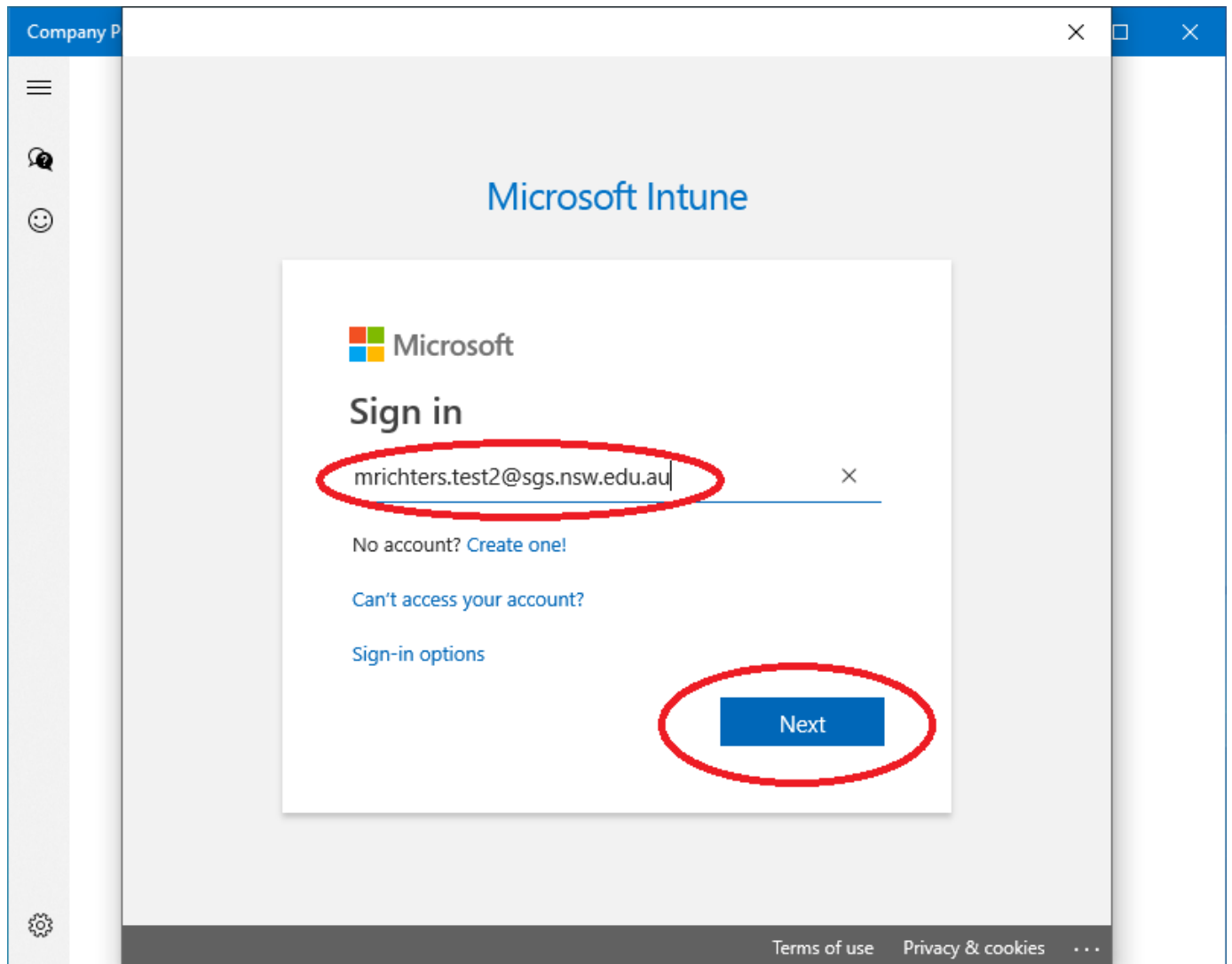
Install Company Portal app onto device.





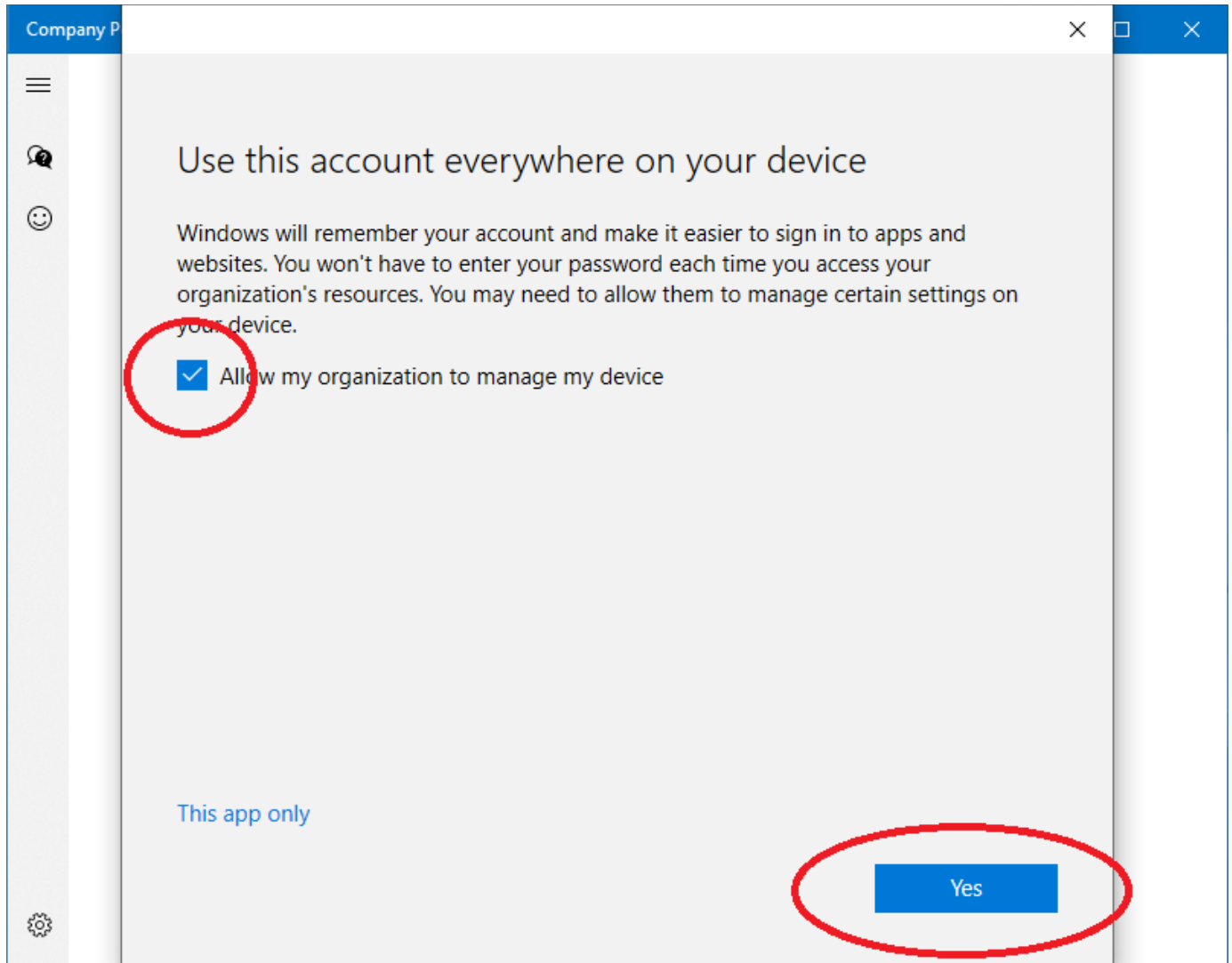
Launch Company Portal app and sign in with your School account.

Note: You must use your full email address (username@sgs.nsw.edu.au) as the username.





Select “Yes” on the below and ensure the checkbox is ticked.



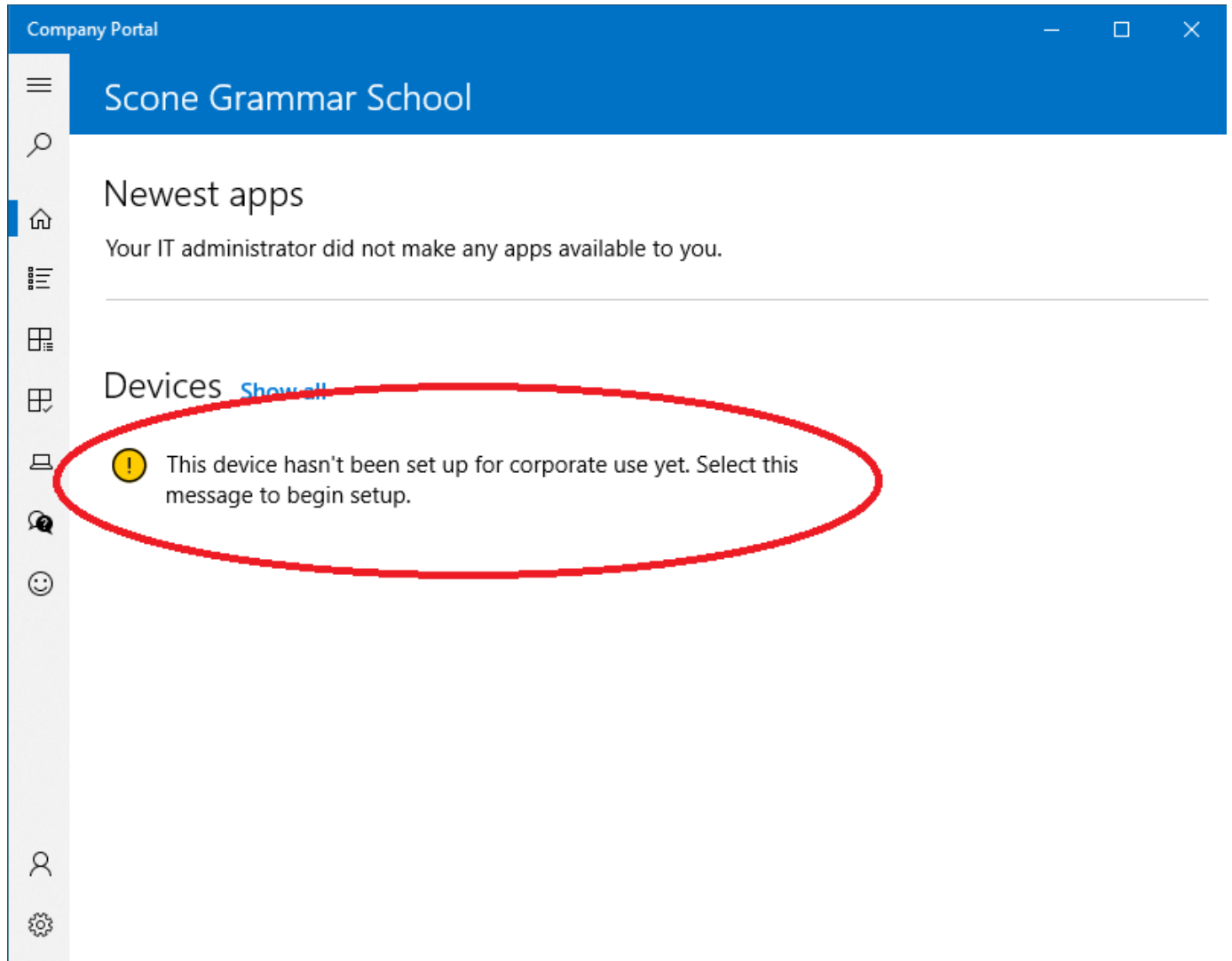
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Click the yellow message to continue device setup.



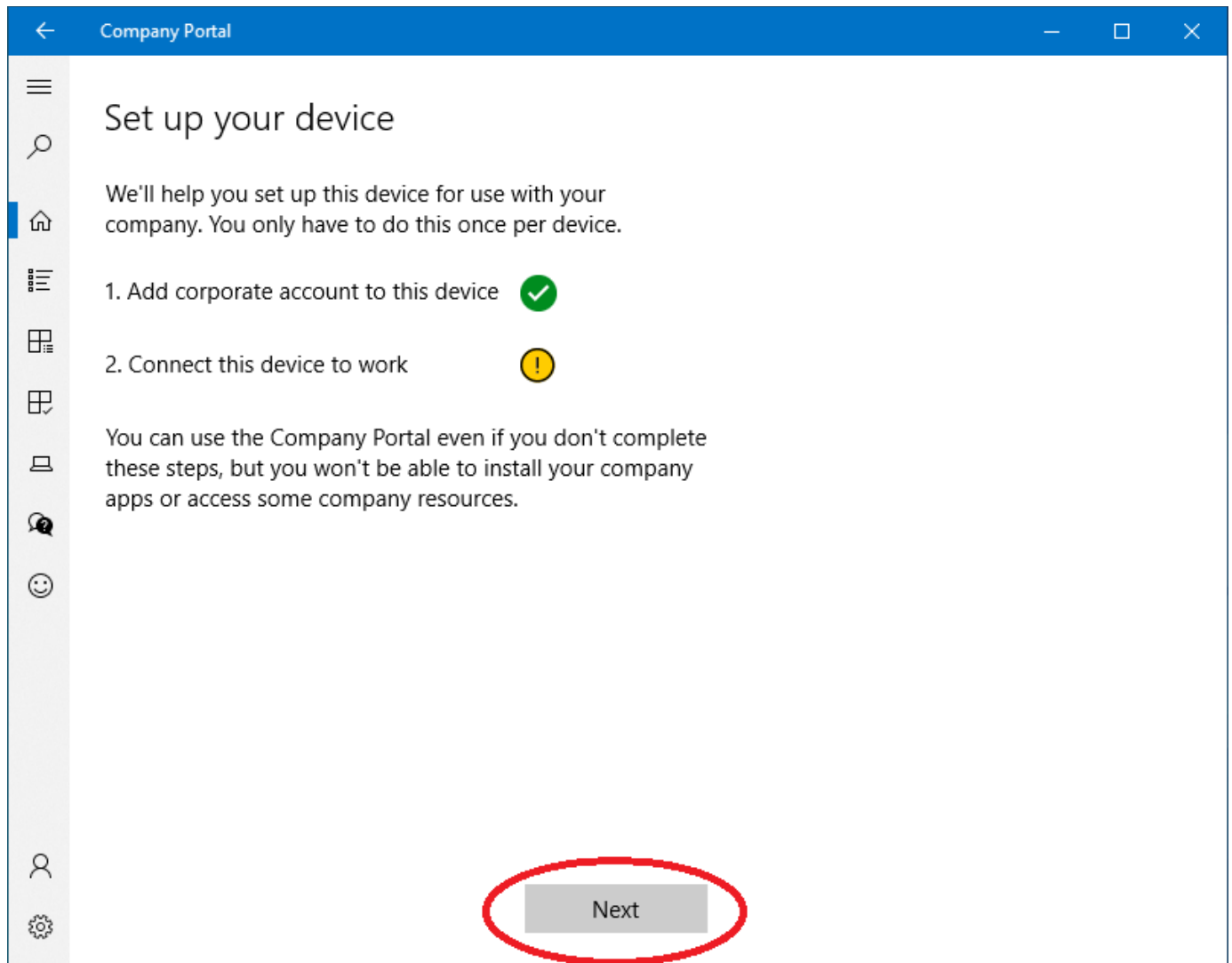
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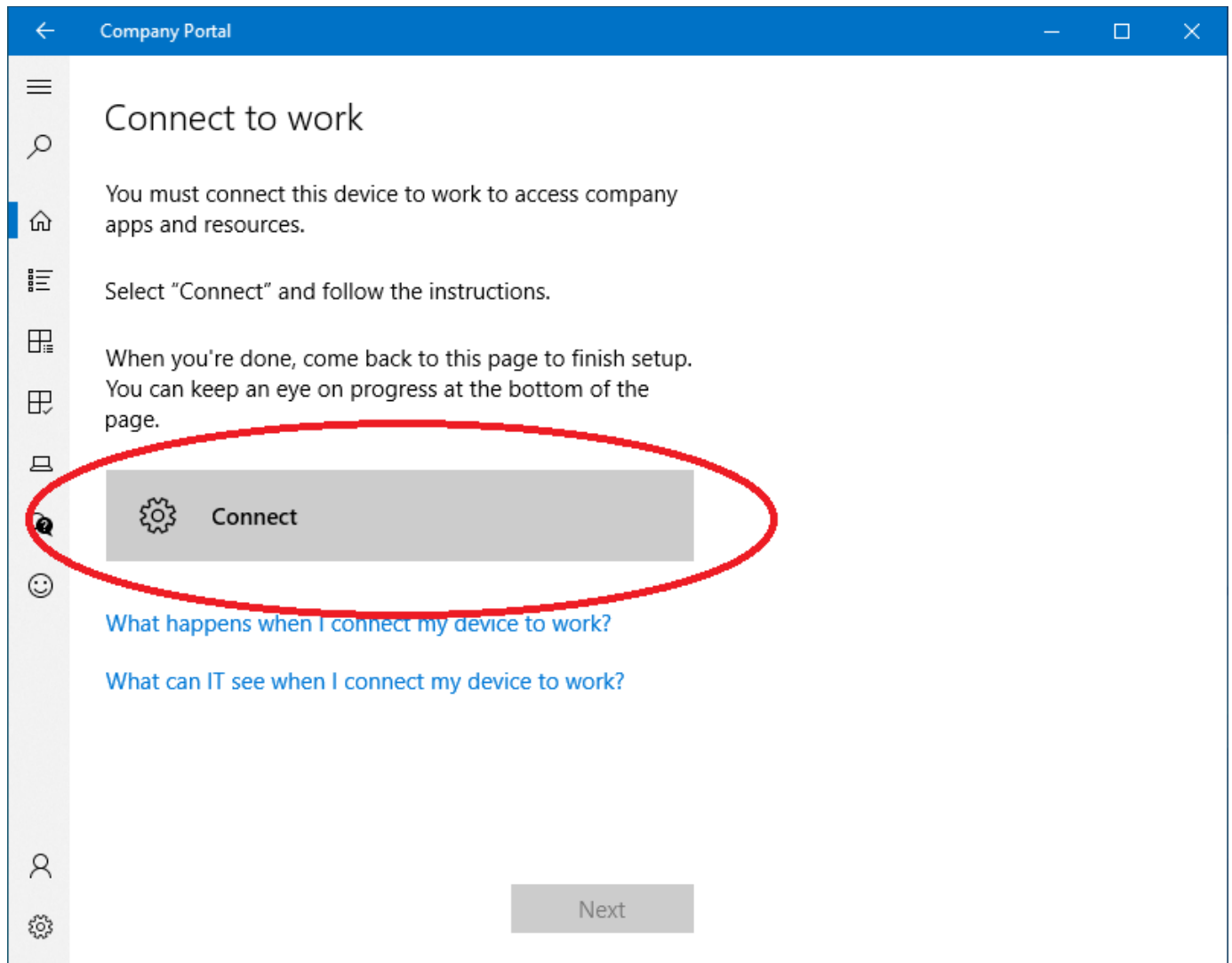
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Click Next to continue device setup.





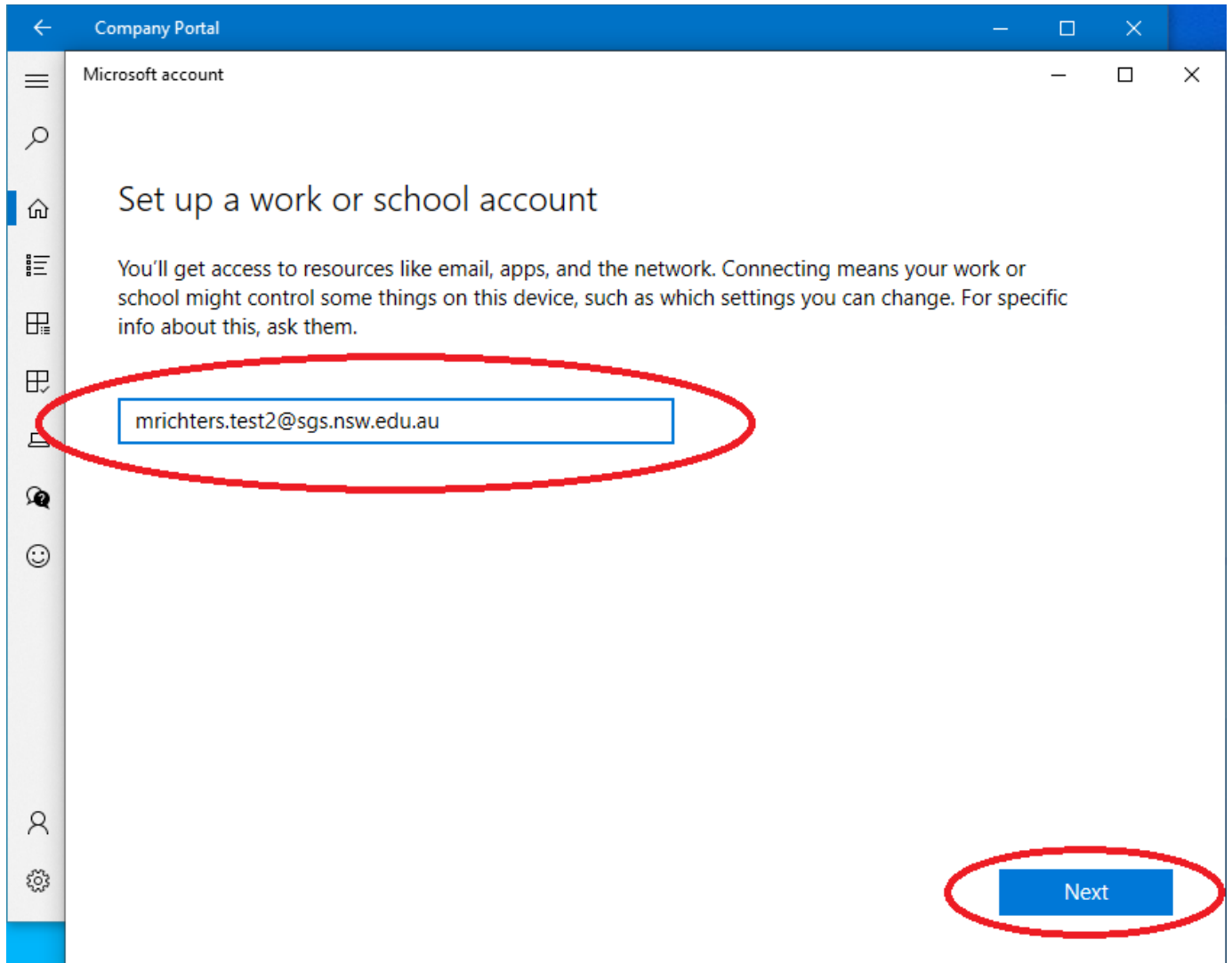
Click “Connect” to continue device setup.







Enter your school account and click Next to continue device setup.





Click Next to finalise device setup.

The screenshot shows the 'Company Portal' application window. The title bar reads 'Company Portal'. The main content area is titled 'Connect to work'. Below the title, there are three paragraphs of text: 'You must connect this device to work to access company apps and resources.', 'Select "Connect" and follow the instructions.', and 'When you're done, come back to this page to finish setup. You can keep an eye on progress at the bottom of the page.' Below the text is a large grey button with a gear icon and the word 'Connect'. Underneath the button are two blue links: 'What happens when I connect my device to work?' and 'What can IT see when I connect my device to work?'. At the bottom of the screen, there is a green checkmark icon followed by the text 'Your device is now connected to work! Select Next to continue.' Below this text is a grey button with the word 'Next', which is circled in red. On the left side of the screen, there is a vertical navigation menu with icons for home, search, list, grid, refresh, laptop, chat, smile, person, and settings.

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Confirm you receive two green ticks, then click Done to complete. Your device will automatically disconnect from “SGS-Onboarding” and connect to “SGS”.

