

SGS Device Onboarding - Windows

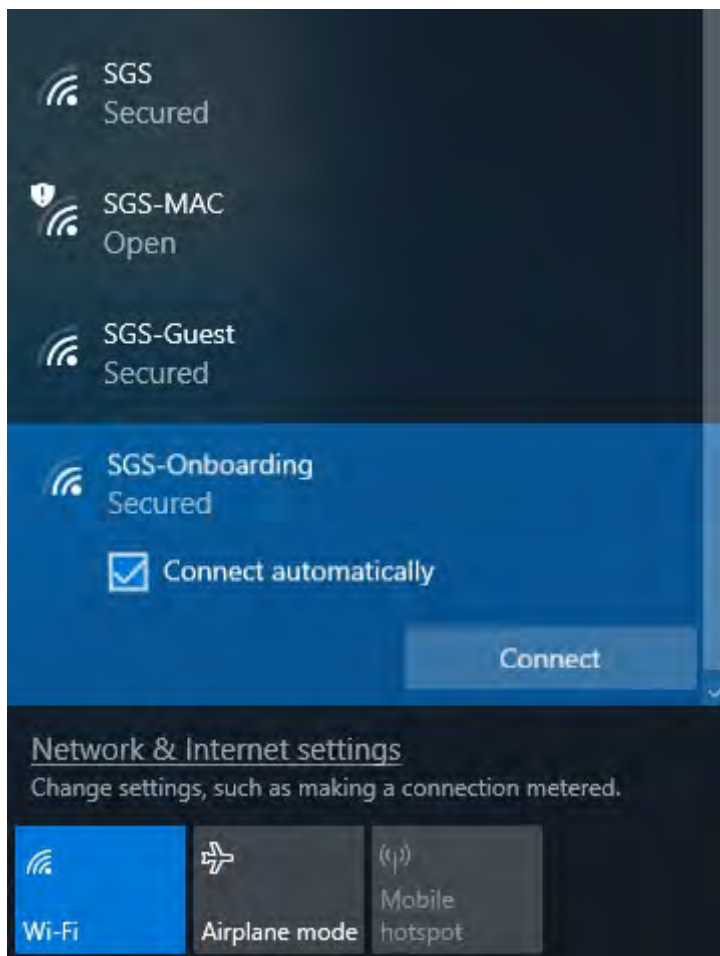


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Last Updated: 19.01.2022

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.



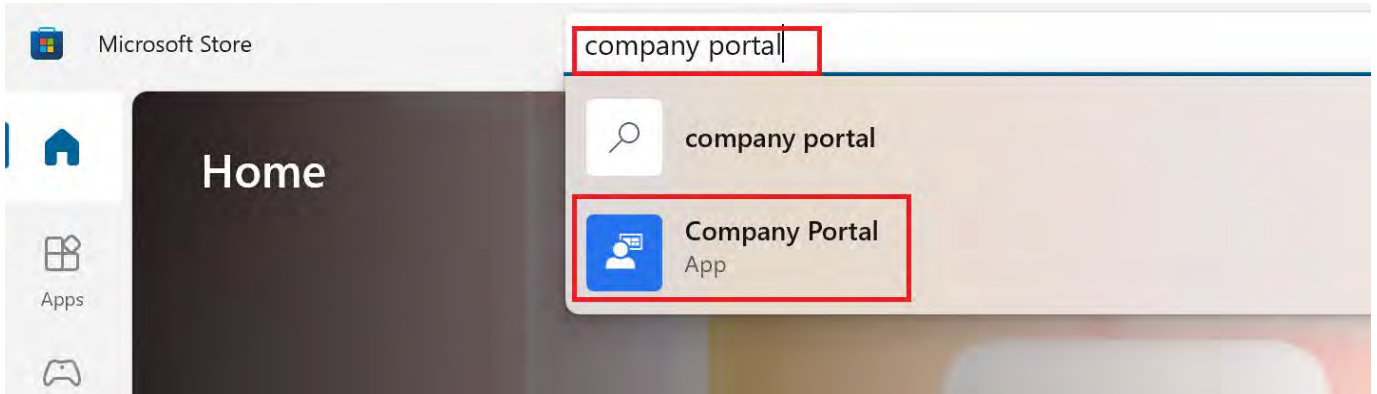
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Open the “Microsoft Store” and search for “Company Portal”.



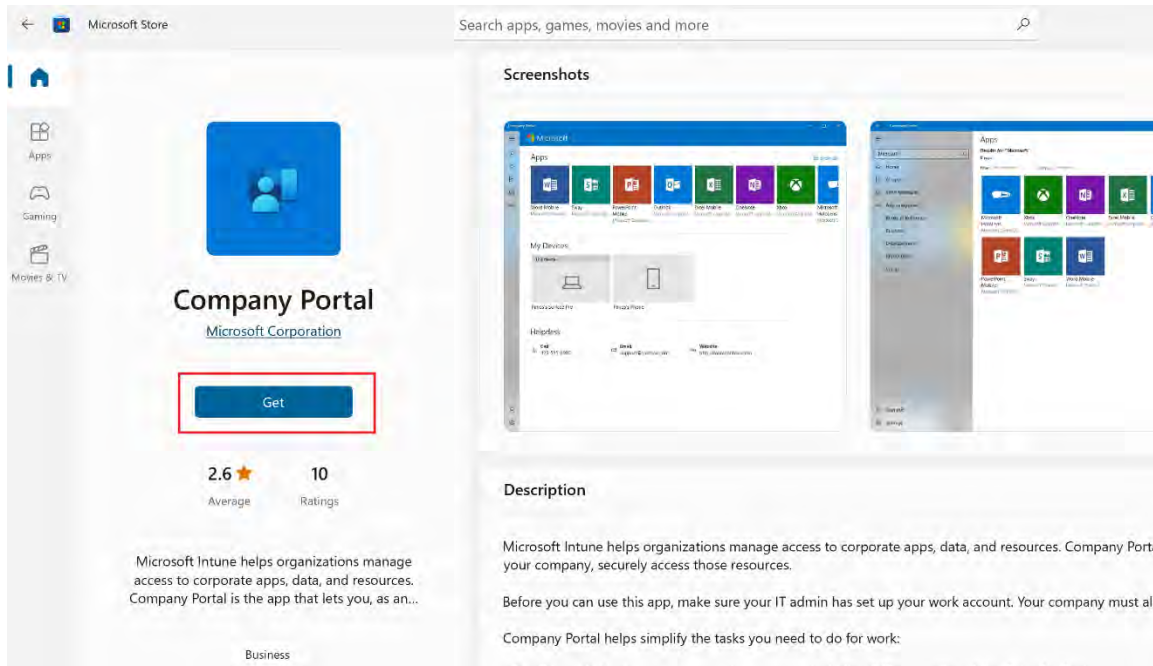
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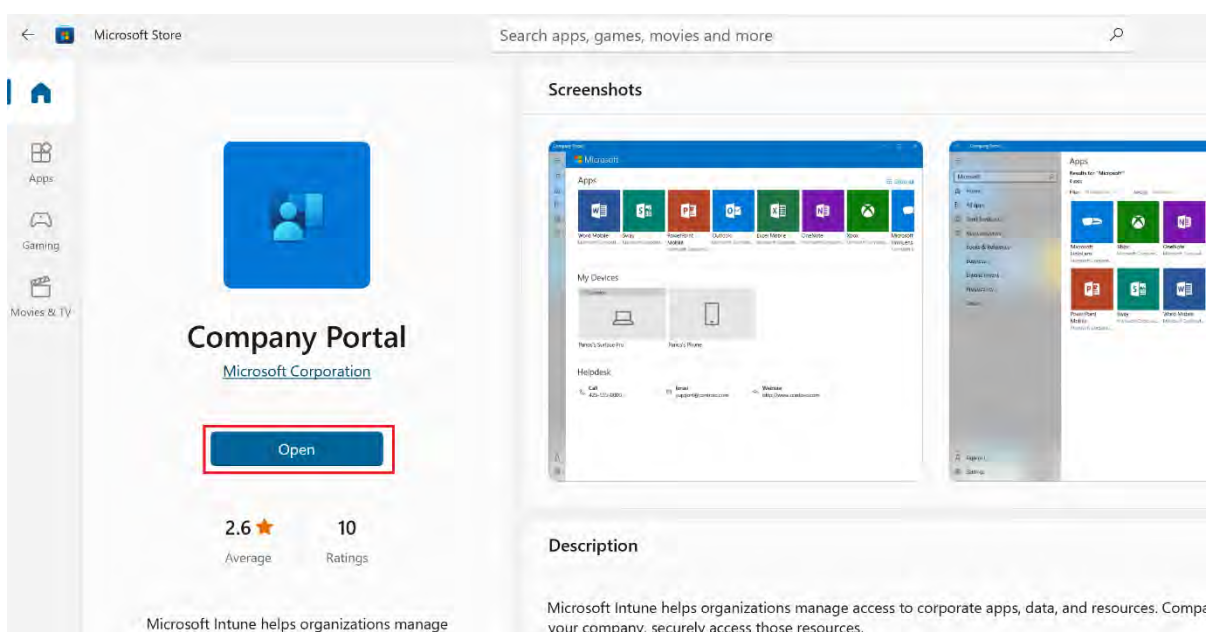
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Install Company Portal app onto device. Click the “Get” Button.



Once Company Portal is installed, select “Open”.



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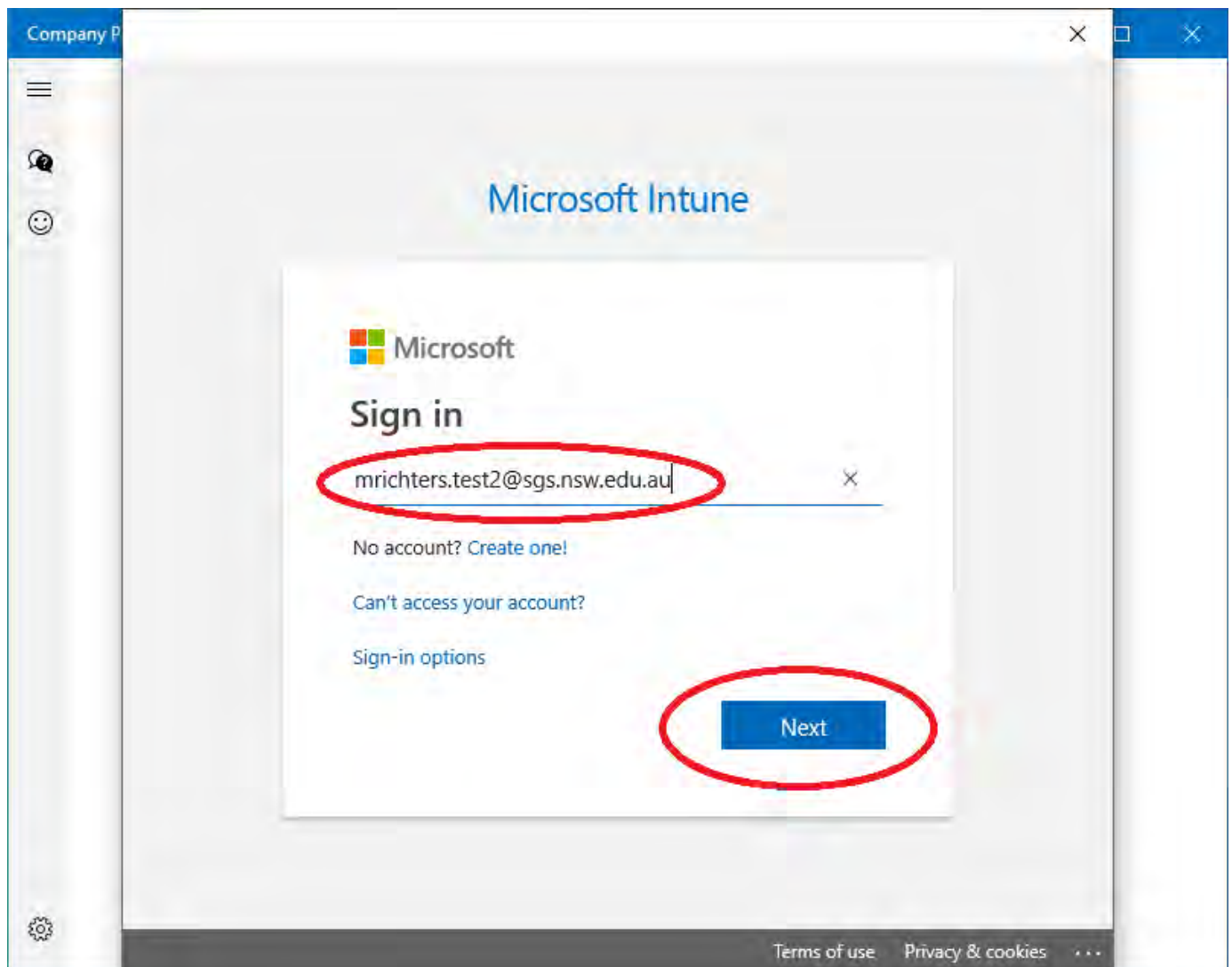


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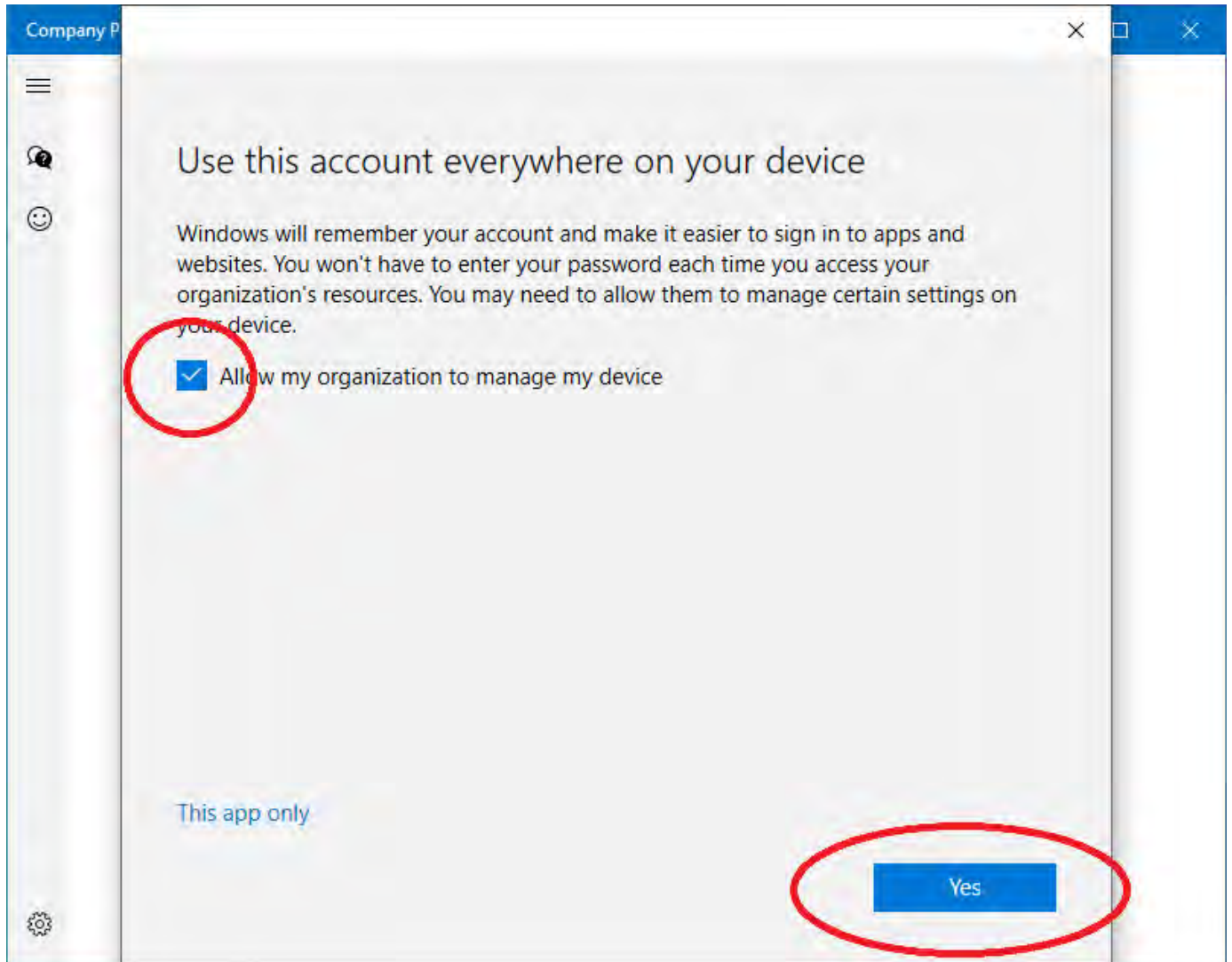
Launch Company Portal app and sign in with your Scone Grammar School account.

Note: You must use your full email address (username@sgs.nsw.edu.au) as the username and your password. Then select “Open” to launch the Company Portal.





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



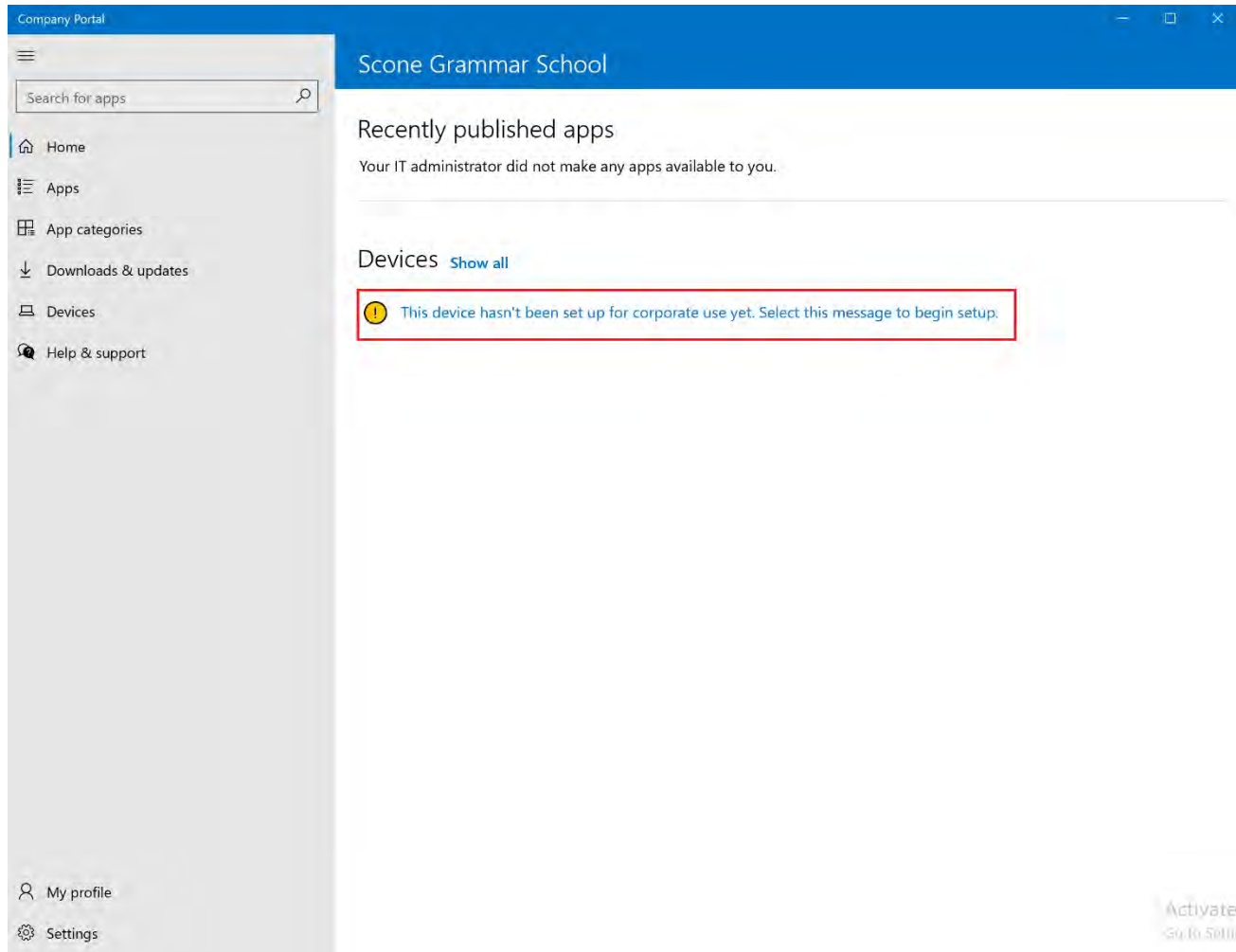
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Click the yellow message to continue device setup.



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Click Next to continue device setup.

Company Portal

Search for apps

- Home
- Apps
- App categories
- Downloads & updates
- Devices
- Help & support

Set up your device

We'll help you set up this device for use with your company. You only have to do this once per device.

1. Add corporate account to this device
2. Connect this device to work

You can use the Company Portal even if you don't complete these steps, but you won't be able to install your company apps or access some company resources.

My profile

Settings

Next



Click “Connect” to continue device setup.

Company Portal

Search for apps

- Home
- Apps
- App categories
- Downloads & updates
- Devices
- Help & support
- My profile
- Settings

Connect to work

You must connect this device to work to access company apps and resources.

Select “Connect” and follow the instructions.

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.

Connect

[What happens when I connect my device to work?](#)

[What can IT see when I connect my device to work?](#)

Next

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

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.

Next

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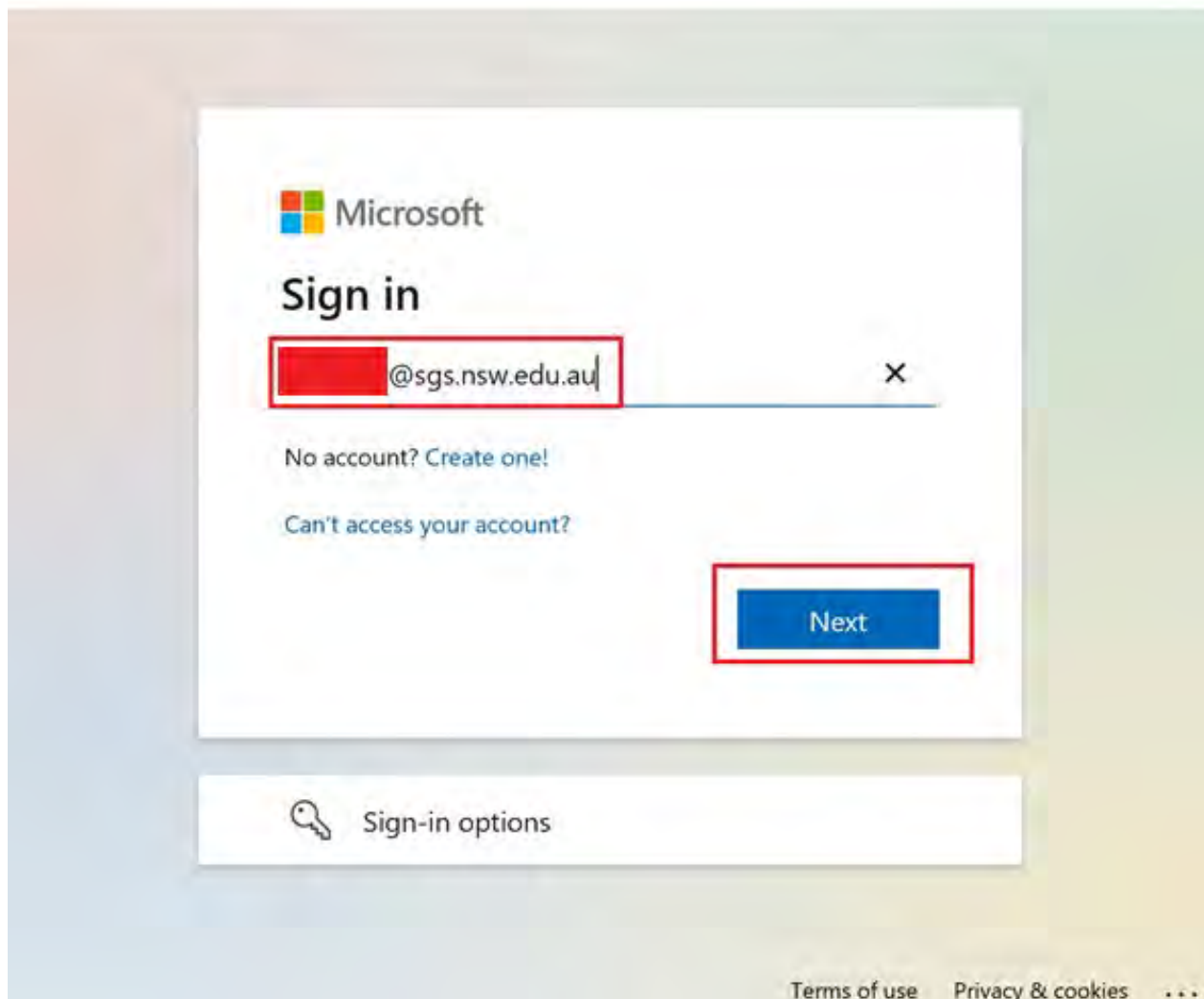


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It would ask to sign in with Microsoft account. Please put your Scone Grammar School Email & Password. And Click “Next” Button

Connecting to a service



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Microsoft account

Setting up your device

It will take a few minutes to connect to your school or workplace. Any company apps, network settings, email accounts, security policies, or other settings that your school or workplace has set up for you will soon be set up on your device. If you don't have access after waiting a few minutes, open the Settings app and select Accounts > Access work or school > Info > Sync.





Click Next to finalise device setup.

Company Portal

Search for apps

- Home
- Apps
- App categories
- Downloads & updates
- Devices
- Help & support

My profile

Settings

Connect to work

You must connect this device to work to access company apps and resources.

Select "Connect" and follow the instructions.

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.

[Connect](#)

[What happens when I connect my device to work?](#)

[What can IT see when I connect my device to work?](#)

Your device is now connected to work!
Select Next to continue.

[Next](#)

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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”.

The screenshot shows the 'Company Portal' application interface. On the left is a navigation pane with options: Home, Apps, App categories, Downloads & updates, Devices, Help & support, My profile, and Settings. The main content area displays a success message: 'You're all set!' followed by the text 'This device is now set up for management. You should be able to access company apps and resources soon.' Below this is a note: 'If you have difficulty accessing company resources, contact your IT administrator for assistance.' A list of two items follows, each with a green checkmark: '1. Add corporate account to this device' and '2. Connect this device to work'. At the bottom right, a 'Done' button is highlighted with a red rectangular box.