Northampton College | ICT Helpdesk

See other page for **Android** | Internet required | Phone required | **Advanced Setup**

Staff account on a personal iPad or iPhone setup

Disclaimer: This process is for staff accounts only. Students do not need to follow this process.

1

On your phone install the app **Intune Company Portal**.

Scan the QR code to go to your phone's app store download page.

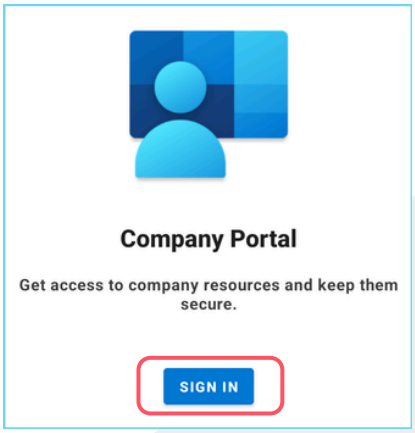
or

Search 'Intune Company Portal' in the App Store.

Download on the App Store

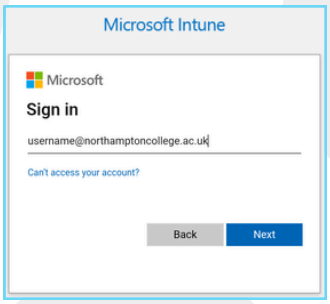
2

Open the Company Portal app and press the **SIGN IN** button.



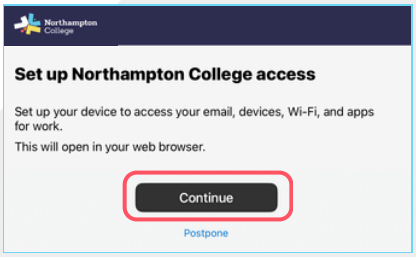
3

In the following screens, sign in with your college username, password and confirm your authentication code.



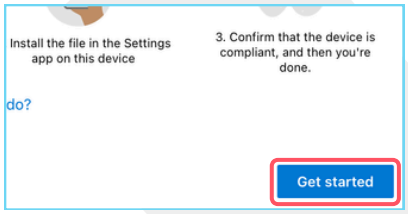
4

Once you are signed in, press **Continue**.



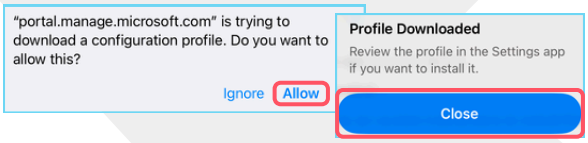
5

Sign in with your college details and press **Get Started**.



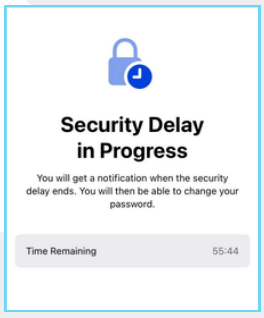
6

In the following pop ups, press **Allow** then **Close**.



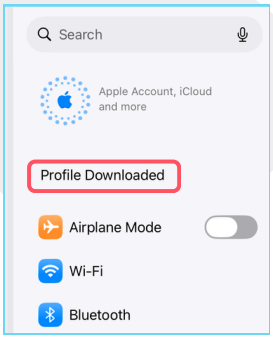
7

Your phone may inform you of a security delay. Due to this, you may need to wait up to 1 hour, then repeat this setup from Step 2 before continuing.



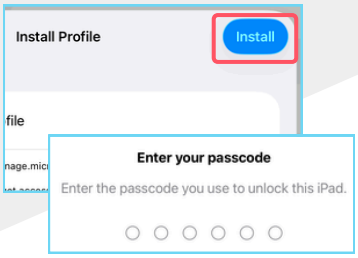
8

Open the **Settings** app and press **Profile Downloaded** at the top of the left menu.



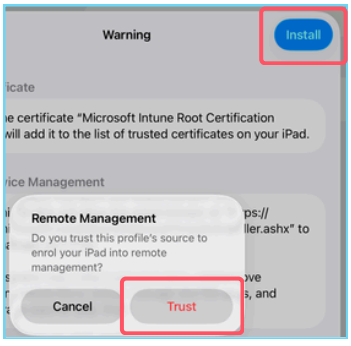
9

In the pop up, press **Install** and enter your passcode.



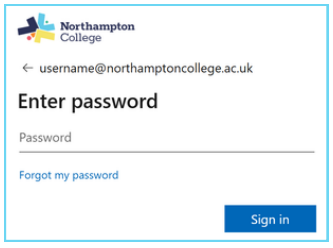
10

In the following pop ups, press **Install**, then **Trust**.



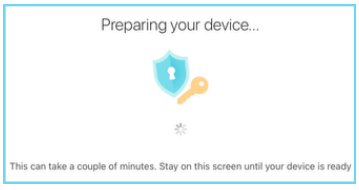
11

Open a Microsoft app, such as Outlook or Teams and sign in.



12

Your device will prepare for use, then sign you in.



For more support contact: helpdesk@northamptoncollege.ac.uk or 01604 734216.

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See other page for **iPhone/iPad** | Internet required | Phone required | **Advanced Setup**

Staff account on a personal Android setup

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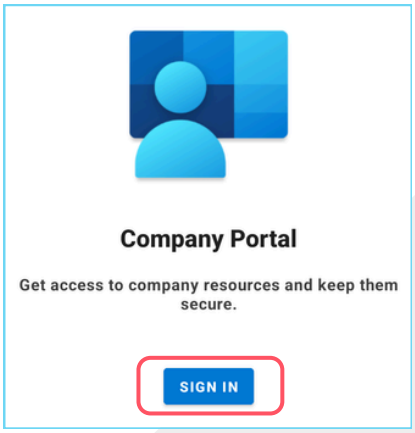
or

Search 'Intune Company Portal' in the Google Play app.

GET IT ON Google Play

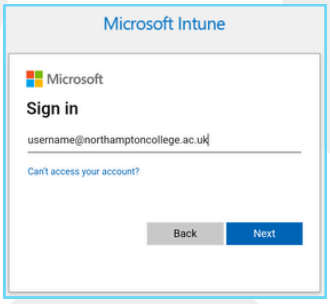
2

Open the Company Portal app and press the **SIGN IN** button.



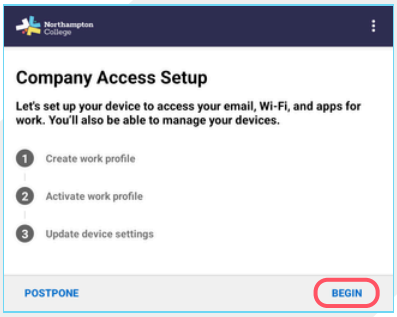
3

In the following screens, sign in with your college username, password and confirm your authenticatior code.



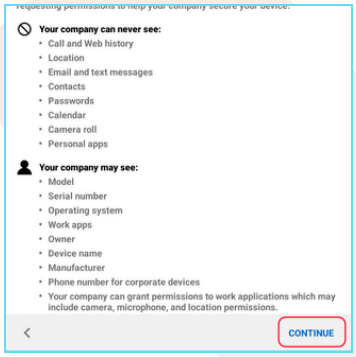
4

On the following screen, press **BEGIN**.



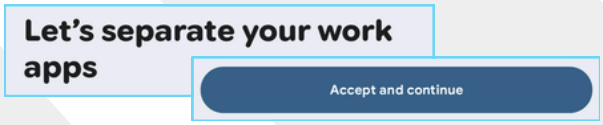
5

Review the privacy information in the following screen and press **CONTINUE**.



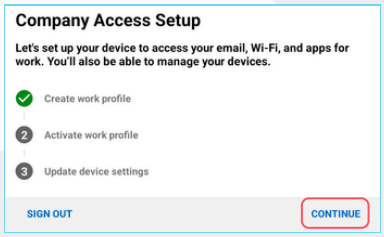
6

The following screens will vary depending on your phone's version of Android, however all will ask to setup a work profile, and may ask you to accept terms and continue. Proceed through these steps.



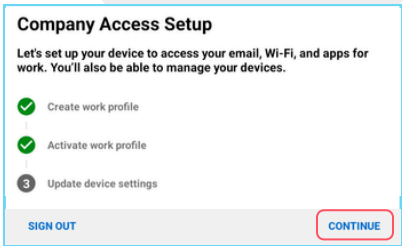
7

Once your work profile is created, press **CONTINUE**.



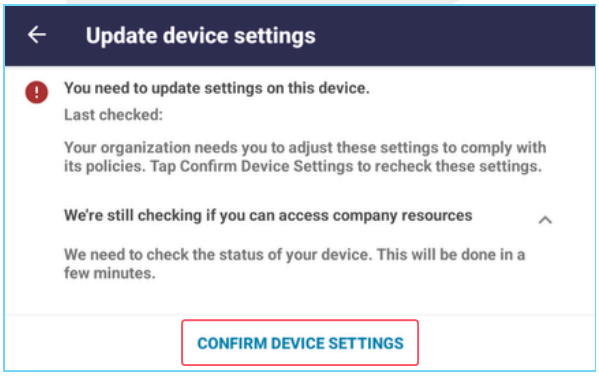
8

Once your device has been registered, press continue again.



9

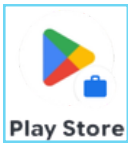
On the following screen, press **CONFIRM DEVICE SETTINGS**.



10

Work access has now been setup.

Work apps will have a small blue briefcase icon next to their icon.



Work apps will be found under a tab in your apps list named **Work.**



Work apps may also be in a folder on your home screen labelled **Work**.

For more support contact: helpdesk@northamptoncollege.ac.uk or 01604 734216.