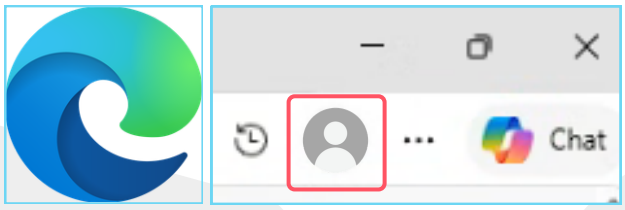
Northampton College | ICT Helpdesk

Internet required | Computer required | Advanced Setup

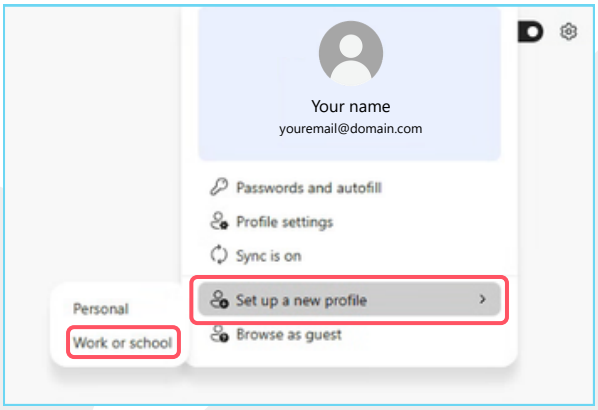
Staff account on personal Windows computer setup

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

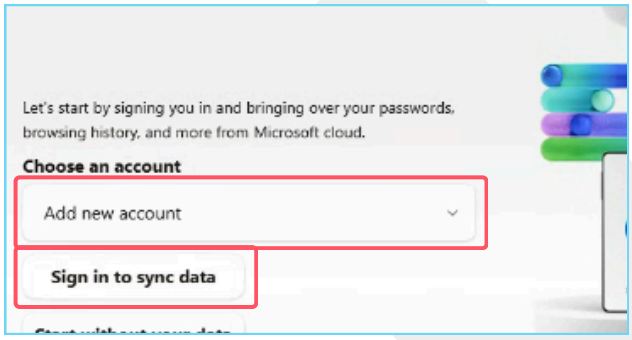
1. On your computer, open **Microsoft Edge**. In Microsoft Edge, click on the profile picture in the top right.



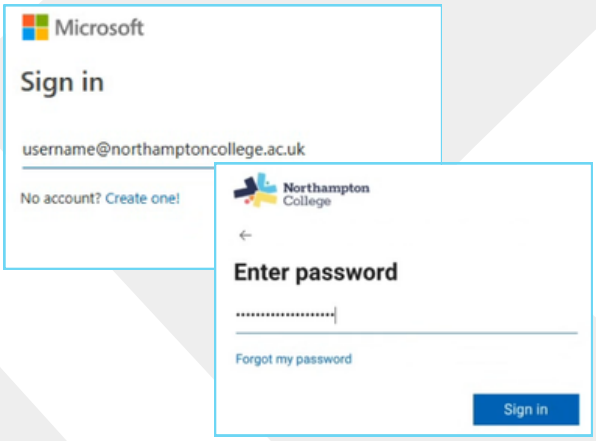
2. In the menu that opens, click **Set up a new profile**, then select **Work or School**.



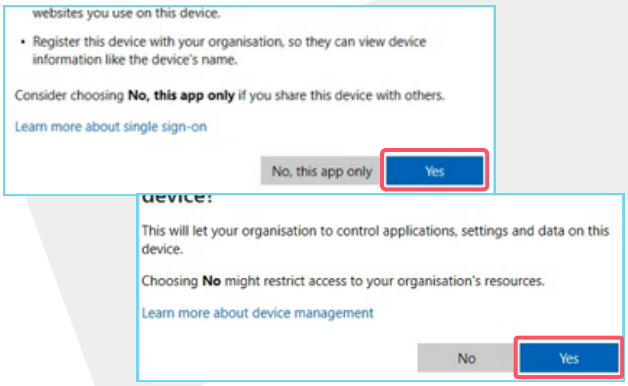
3. In the pop up, ensure **Add a new account** is selected in the drop down menu, then click **Sign in to sync data**.



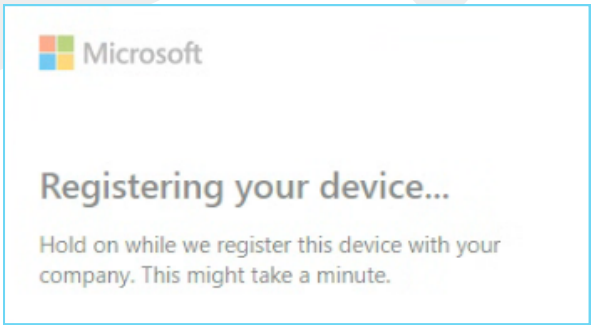
4. Sign in using your Northampton College email and password, and confirm your Authentication code.



5. In the following pop ups click **Yes**.



6. Your device will now load and register with Northampton College.



7. You can now access company recources via your Edge work profile. This can be found in the top right button in Edge from step 1, or on your taskbar - shown by the breifcase in the bottom right of the Edge logo.



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

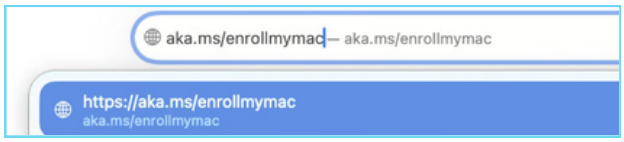
Northampton College | ICT Helpdesk

Internet required | Computer required | **Advanced** Setup

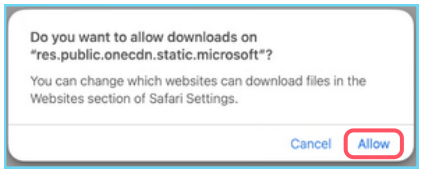
Staff account on personal Mac setup

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

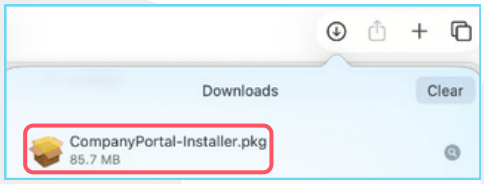
1. In the Safari app, go to the website https://aka.ms/enrollmymac.



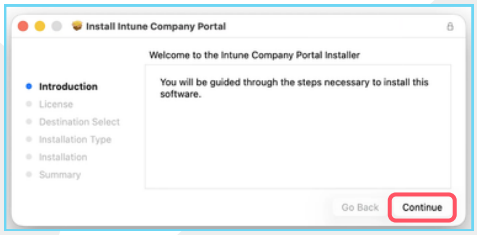
2. In the pop up, click **Allow**.



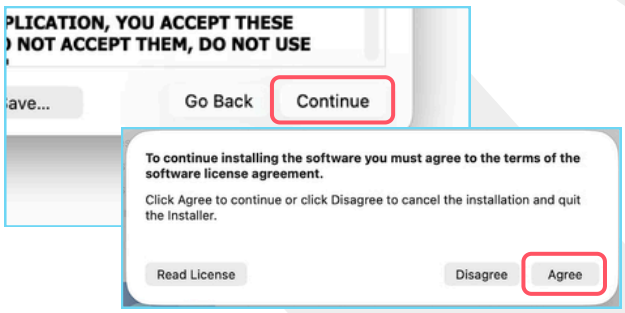
3. Open the app that downloads named CompanyPortal-Installer.pkg.



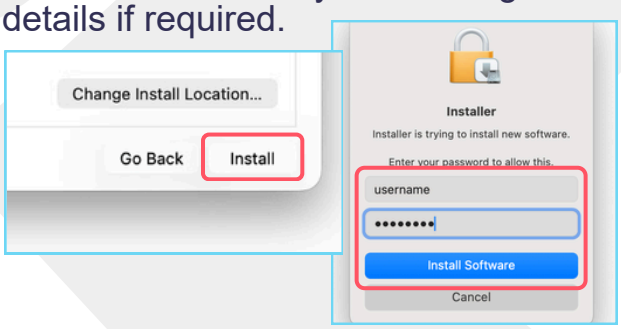
4. Open the installer and click **Continue**.



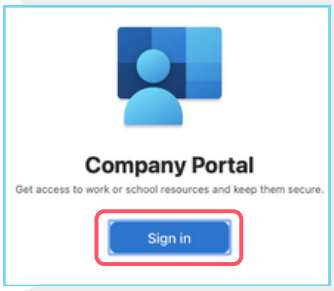
5. In the license confirmation screen and pop up, click **Continue** and **Agree**.



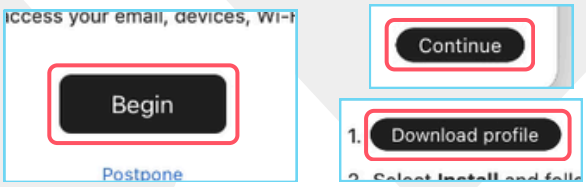
6. In the installation screen, click **Install** and confirm your Mac sign in details if required.



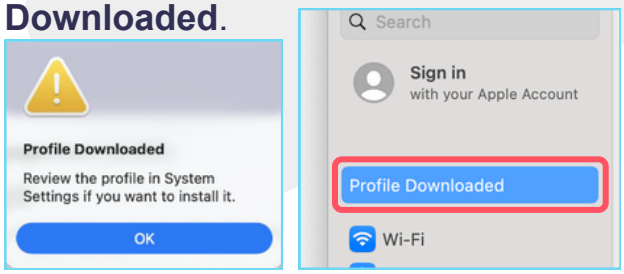
7. Once installed, open the **Company Portal** app and click **Sign in**. Use your Northampton College details.



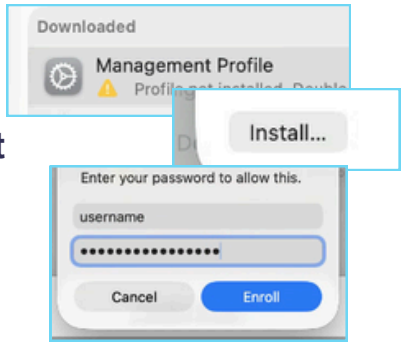
8. In the Company Portal app, click **Begin**, **Continue** on the following screen then **Download Profile**.



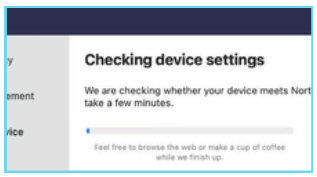
9. In the pop up, press **OK**, then open the settings app and click **Profile Downloaded**.



10. In the menu on the right, double click **Management Profile**, then click **Install...** and **Enroll** in the pop up.



11. The Company Portal app will check your device settings.



12. Once checked, Company Portal should confirm you can now sign in to Microsoft sites with your college account, such as Outlook and Teams.

