

Connecting your laptop to Mackay State High School

Connecting the laptop to the Mackay State High School network is completed by students and their family at home. This process, called Onboarding, will configure appropriate settings on the laptop to allow secure connection to the schools WI-FI network using a Microsoft product called Intune. Once connected to the WI-FI network, students will be able to access the secure and filtered internet connection at school, connect to printers in the Resource Centre, and download school supplied software and other resources. Below is a listing of what school administration staff can and cannot see on connected devices.

Your school can only see information that is relevant to the school: • Device owner • Device name • Device model • Device manufacturer • Operating system and version eg: iOS 13 or Windows 10 /11 • App inventory and App names, like Microsoft Office 365 • On student and staff's personal devices the school can only see school managed Apps • Device serial number and IMEI	Your school does not monitor student's use of the device • Cannot see your child's personal information • Cannot see what your child is doing on their device • Does not track student's locations / device location • Does not provide information on personally installed applications • Does not allow uninstalling of any applications including your child's own applications • Home Network cannot be seen • Calling and web browsing history • Email and text messages • Contacts • Calendars • Passwords • Pictures, including what's in the photos app or camera roll • Files
---	---

These instructions will show you how to onboard a BYOx Windows device. This process may take up to 15 minutes to complete.

Before you start, please have your students school supplied email address and password ready.

If you do not have this information, you will not be able to successfully complete the installation. Please contact your Mackay SHS ICT Services to obtain these details.

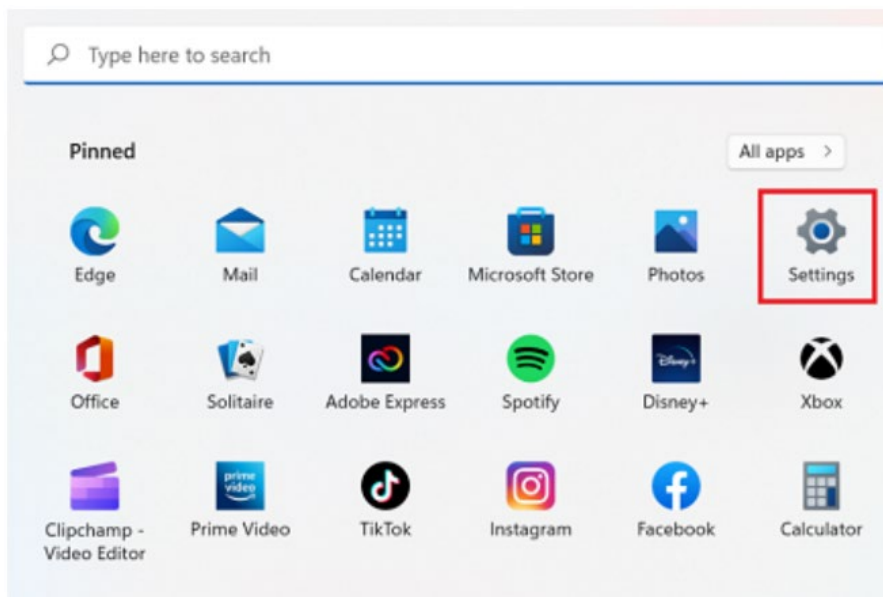
These instructions are for Windows 11. You may find some of the screens look different to the ones provided here if you have an older version of Windows 11, or there have been changes made to Intune. Instructions for connecting Apple devices can be accessed from the Mackay SHS website in the [Curriculum – Bring Your Own Device](#) section. There are also video instructions for the following Windows 11 process that you may find preferable.

Please note: If you have any problems with onboarding, please contact Mackay SHS ICT Services for assistance

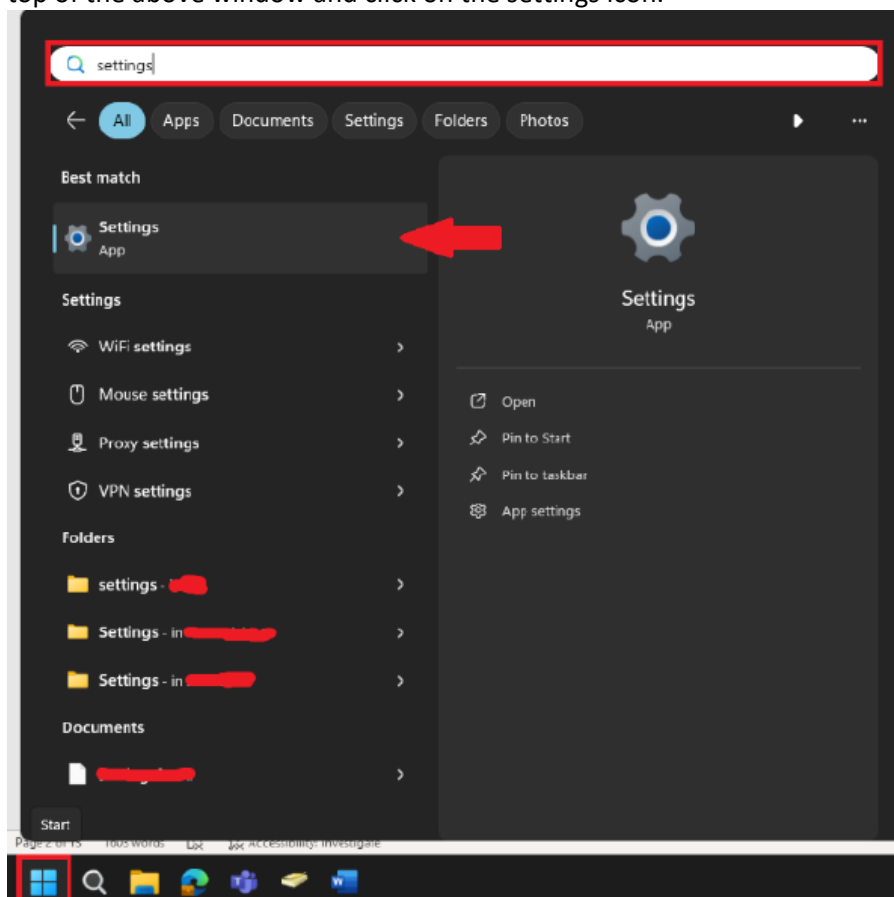
1. Connect to the internet and select the **Windows** icon at the bottom of your screen.



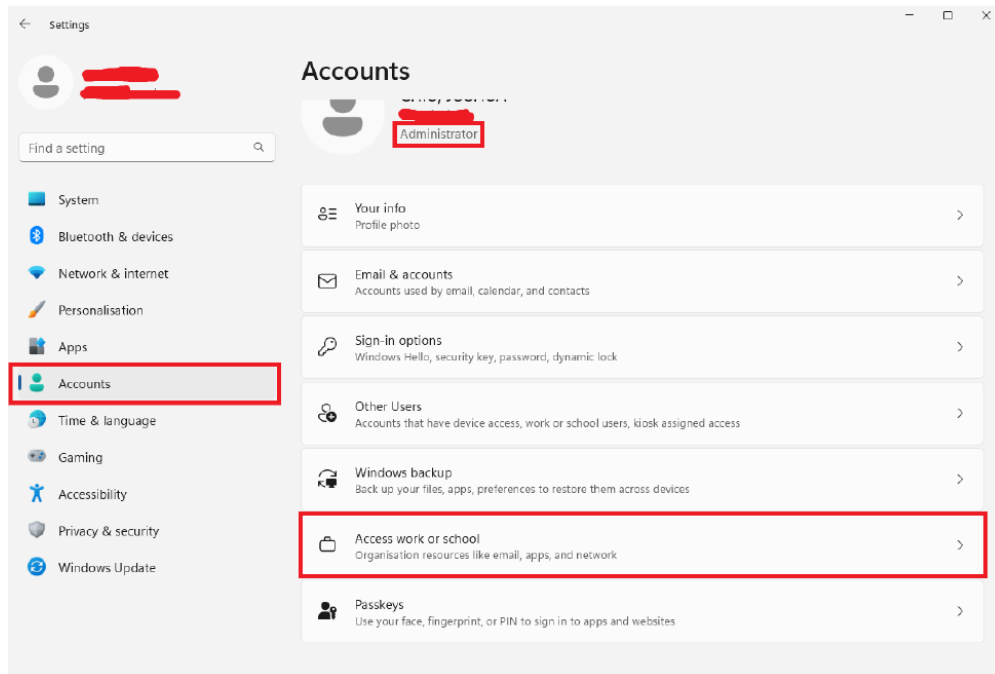
2. Select the **Settings** Icon.



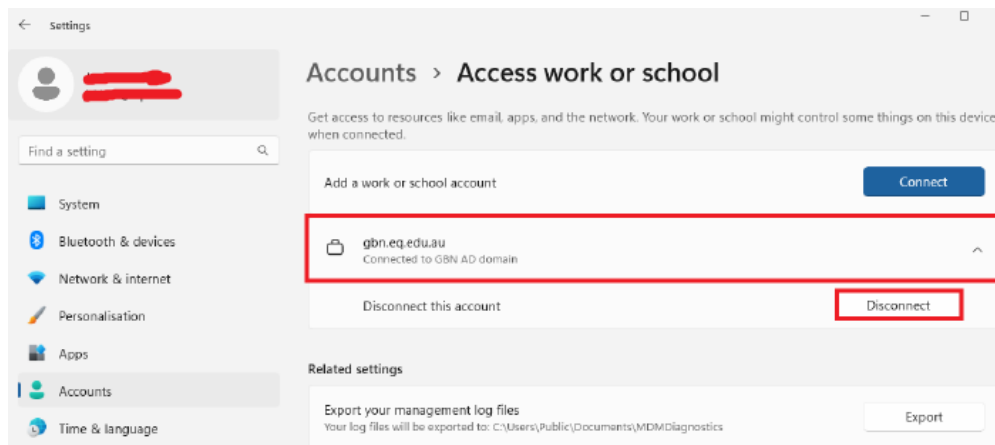
If you can't see the settings icon, you can search for it. Type **Settings** in the search bar at the top of the above window and click on the settings icon.



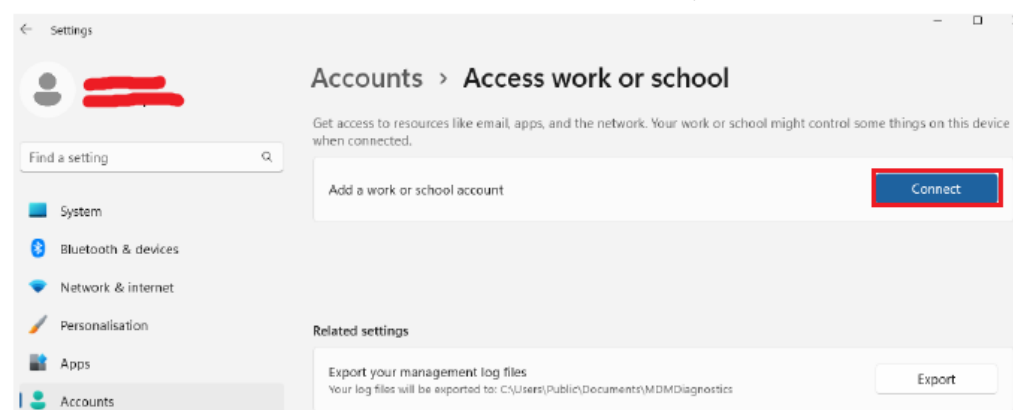
3. Select **Accounts** (the one with the green person icon next to it. (If you are not able to see the icon you may have to Maximise the Settings Window). Check if your account is an Administrator, if not please refer to the **“Creating a Local Account”** section earlier in this guide for information on changing account types. (Onboarding requires the account to have Administrator access to continue.) Once the Accounts tab is selected, select **Access work or school** located on the right of the screen.



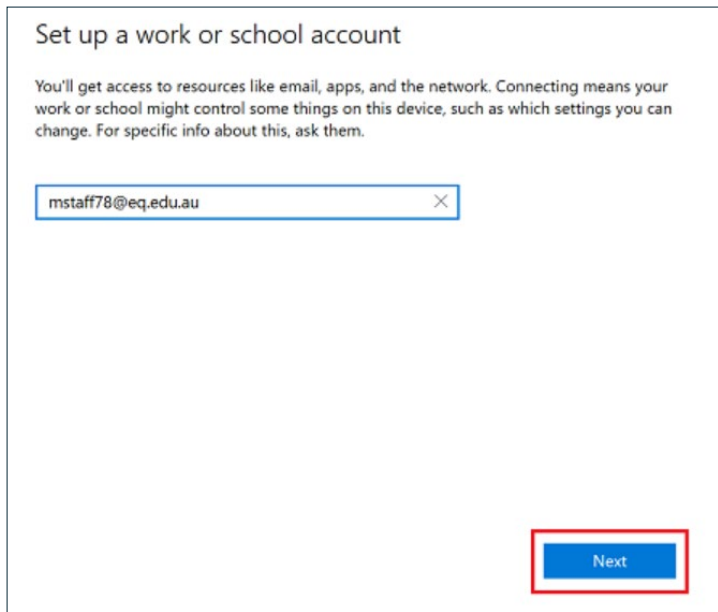
4. Check there are no existing connections. If there is click on the connected account, and then disconnect.



Once all the connected accounts have been disconnected, click on **Connect**.



5. Enter your school *@eq.edu.au* email address and select **Next**.



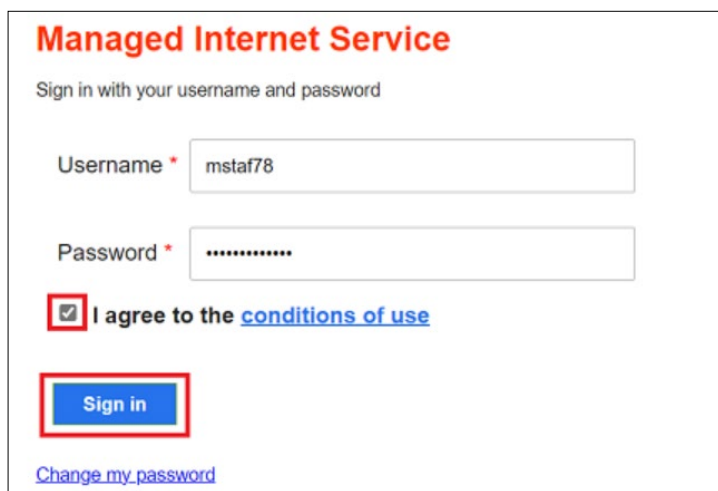
Set up a work or school account

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.

mstaff78@eq.edu.au

Next

6. Enter your **username**, **password**, accept the **conditions of use** and select **Sign in**.



Managed Internet Service

Sign in with your username and password

Username * mstaf78

Password *

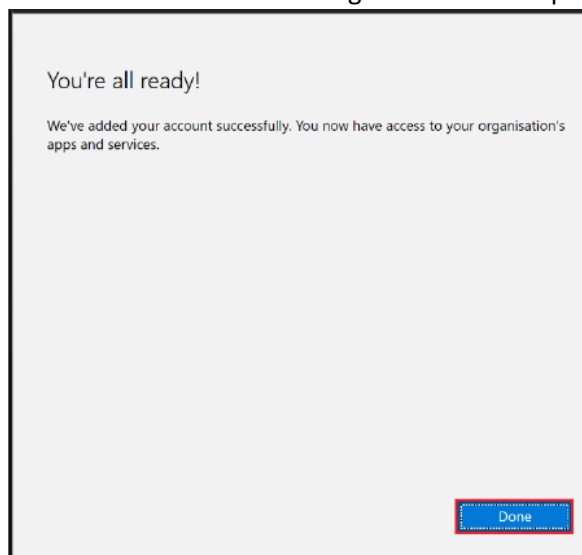
☒ I agree to the [conditions of use](#)

Sign in

[Change my password](#)

If you receive an **Authentication Failed** message, please contact Mackay SHS ICT Services to reset your password.

7. After signing in using your school username and password, it will enter a loading process. Please wait until the following screen shows up. Then select **Done**.

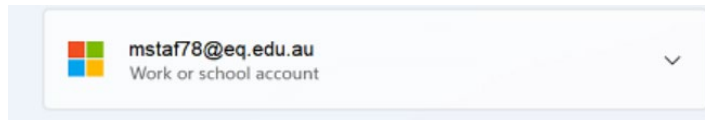


You're all ready!

We've added your account successfully. You now have access to your organisation's apps and services.

Done

8. Check your account has been added. Your account details should now be displayed under the connect button.



Please leave your laptop on and connected to the internet for 15 minutes afterwards to ensure the syncing process has completed. Once the 15 minutes is up, please restart the device and sign back in. You may be asked to reset your password at this stage.

As your laptop now automatically connects to the Mackay SHS network, secure login to your laptop is necessary. This is to protect both yourself and other users of the Mackay SHS network. If your password is not strong enough, or is not able to be checked, then you will be prompted to reset your password. You will need to create a password that meets the following requirements:

- The length of the password/passphrase must be at least 8 characters.
- The password cannot contain all or part of the user's account name.
- The password must contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)

Congratulations, your laptop is now setup and configured to automatically connect to the Mackay SHS network. Your laptop will connect to the EQNET Wi-Fi network whenever you are school.