Windows 10 - How to connect to the school network

If you are connecting at home, use your home internet connection and skip to step 3.
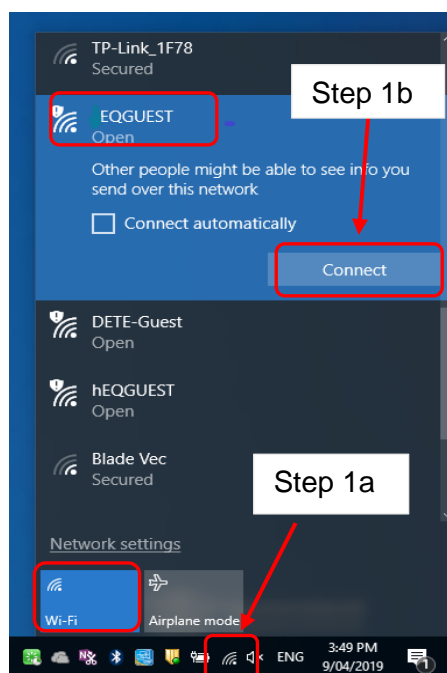
If you are connecting at school, use the steps below.

Use guest Wi-Fi service to connect student's Windows devices

Note: Sign on will only work with a valid school email address (*<username>@eq.edu.au>*). You should use your existing school EQ email address.

Step 1. Select the Guest Wi-Fi network

a. Select the ((• Wi-Fi icon at the bottom right of the screen.

b. Scroll the Wi-Fi networks to select EQGUEST. Select Connect

Step 2. Sign on to the Guest Wi-Fi network

a. A Sign on page will be displayed

b. Enter your EQ email address and password

c. Read and accept the Acceptable Use Policy by ticking the box

d. Select Sign On.

Sign on for guest access.

Email:

mstaf61@eq.edu.au

Password:

••••••••

The Department of Education's information and communication technology (ICT) network is available for approved purposes only. When using the ICT network you must act at all times lawfully and in line with the rules that apply to you which includes:
- The Code of Conduct
- Department's Standard of Practice
- Public Sector Ethics Act 1994 (Qld)
- Crime and Corruption Act 2001 (Qld)
- Information Privacy Act 2009 (Qld)
- Queensland Government Chief Information Office's (QGCIO) Information security policy, framework and standards
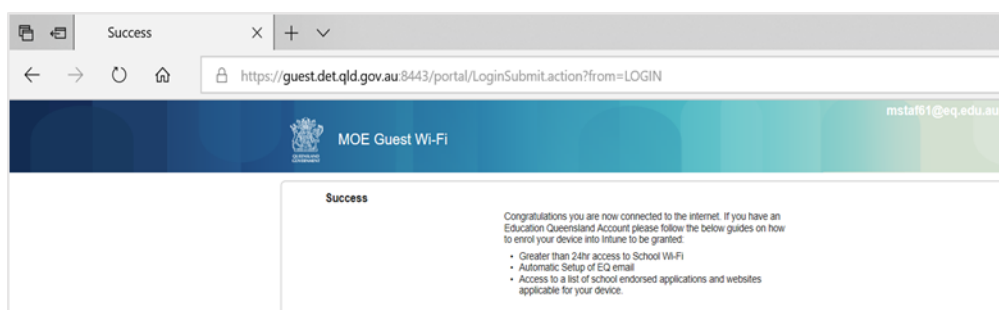- Departmental ICT policies and procedures.
Unauthorised access and use may result in disciplinary action being taken against you. If the department reasonably suspects you are using the ICT network in a manner that constitutes a crime, the department will refer the matter to the police.
You must not attempt to access systems for which you are not authorised, share or let others use your unique username and passwords, or disclose passwords to anyone (even in periods of absence).
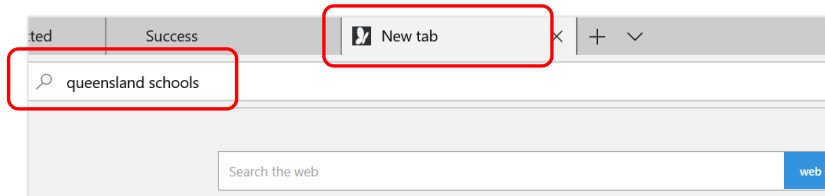
☑ I agree to the terms and conditions

Sign On

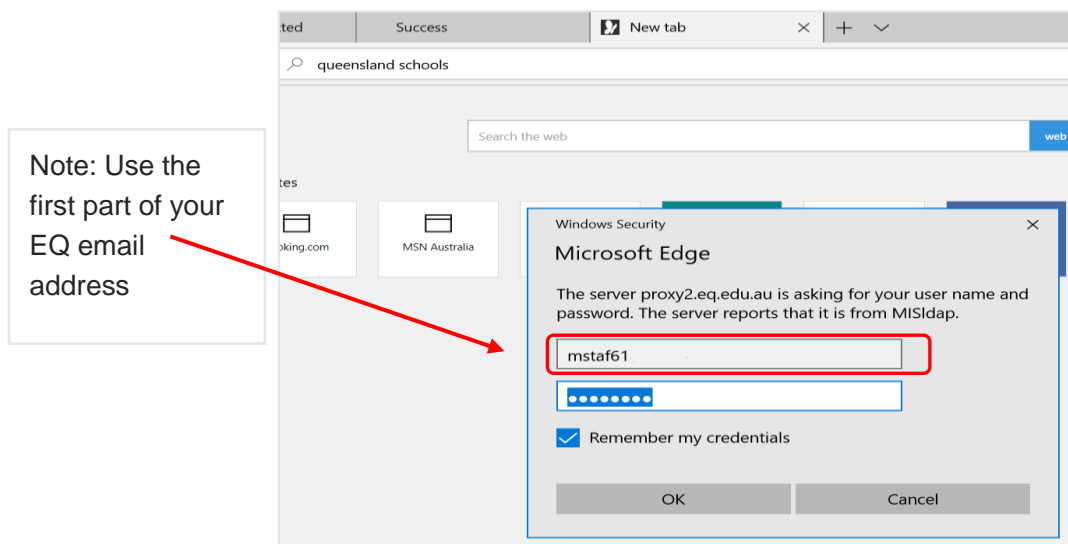e. A success screen will display, close the window.

Success × + ∨

← → ○ ⌂ 🔒 https://guest.det.qld.gov.au:8443/portal/LoginSubmit.action?from=LOGIN

mstaf61@eq.edu.au

MOE Guest Wi-Fi

Success

Congratulations you are now connected to the internet. If you have an Education Queensland Account please follow the below guides on how to enrol your device into Intune to be granted:
- Greater than 24hr access to School Wi-Fi
- Automatic Setup of EQ email
- Access to a list of school endorsed applications and websites applicable for your device.

f. Select a new tab in your browser and type a search in the search bar e.g. Queensland schools.

ted | Success | ▶ New tab × | + ∨

🔍 queensland schools

Search the web | web se

g. You will be prompted to enter your EQ username and password. Ensure only the first part of your EQ email address is entered e.g. mstaf61. Type your password. Select OK.
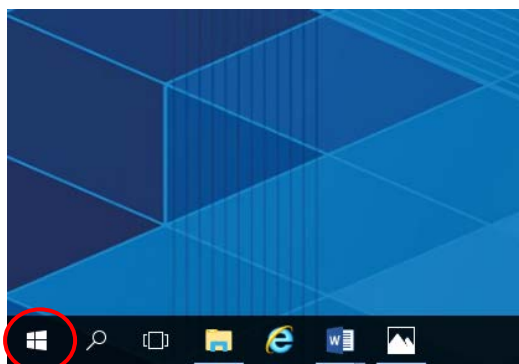
Note: Use the first part of your EQ email address

h.   If your internet is not working, contact your school IT support staff for assistance.

Step 3. Next steps

To access school email, learning applications, printers and shared network drives, you will need to enrol your device into Microsoft Intune.
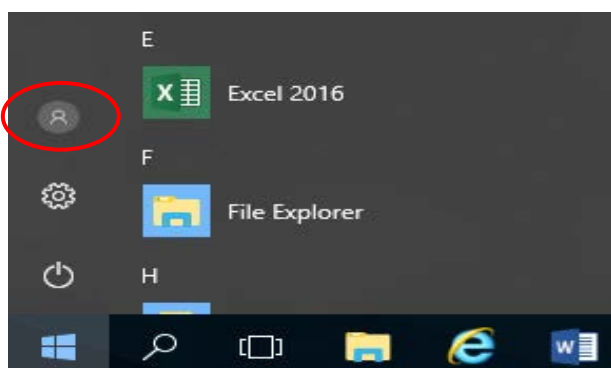
How to install Intune

Step 1

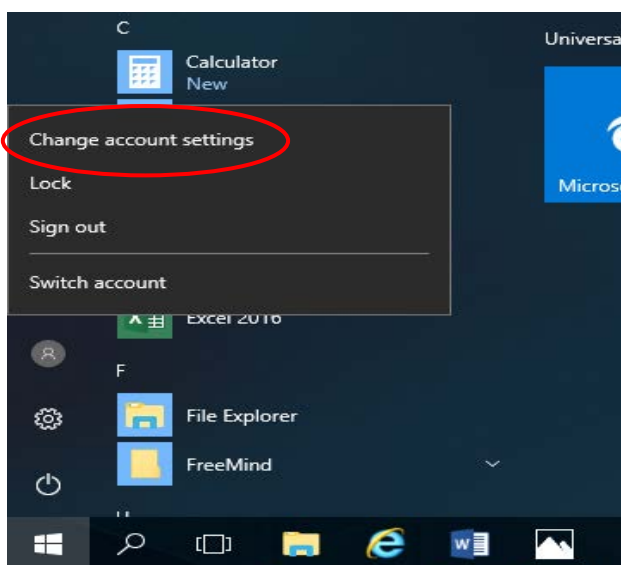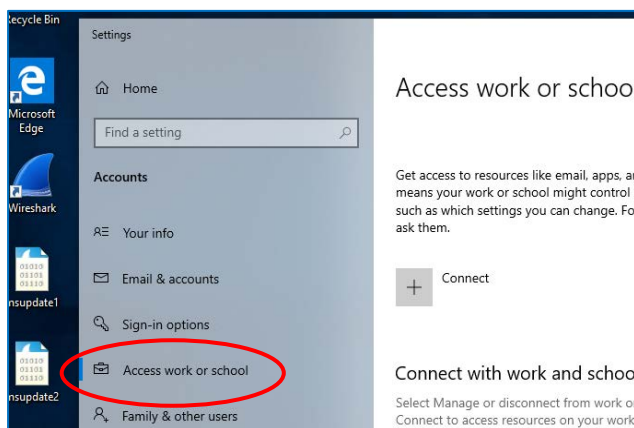Connect to the internet and select the **Windows icon** at the bottom left hand corner of your screen.

Step 2

Select the **person** icon.

Step 3

Select **Change account settings**.

Step 4

Select **Access work or school**.

If your account is already listed, select it and then select **Disconnect**.

Then select **Connect**.

Step 5

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.

flast1@eq.edu.au

Alternate actions:

These actions will set up the device as your organization's and give your organization full control over this device.

Join this device to Azure Active Directory

Join this device to a local Active Directory domain

Next

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

Step 6

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Managed Internet Service

Sign in with your username and password

Username * flast1

Password * ••••••••

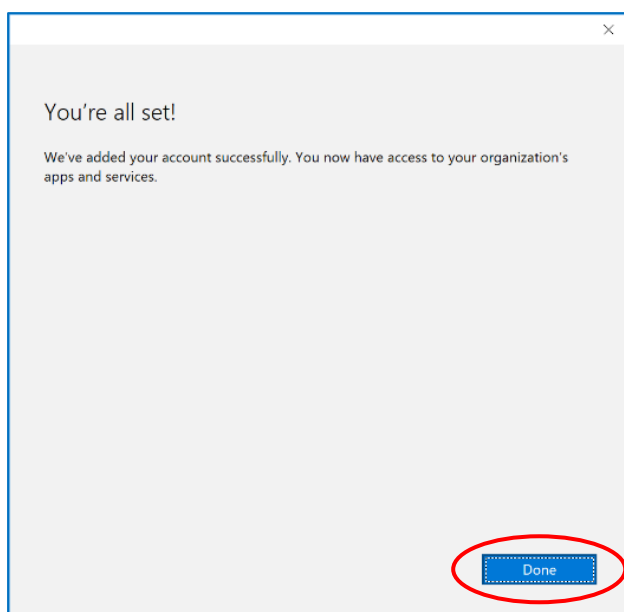☑ I agree to the conditions of use and privacy statement

Sign in

Change my password

The username may appear in the Username field in the Managed Internet Service screen.

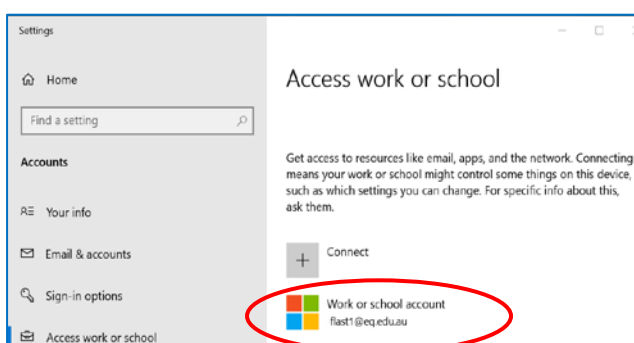If not, please enter your username, password, accept the terms and conditions, and **Sign in**.
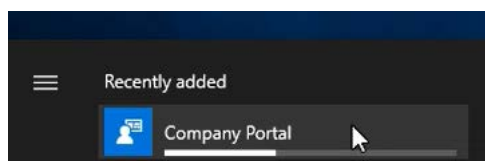
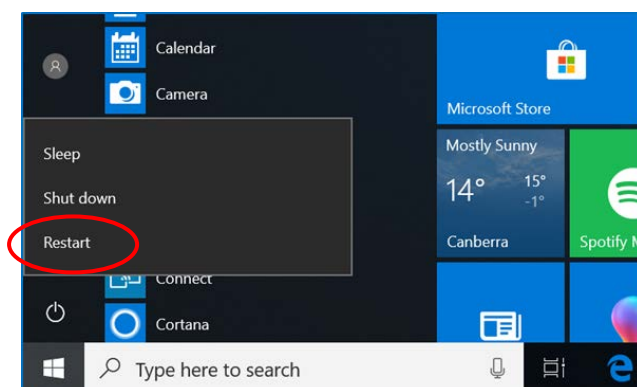**Step 7**

Please select **Done**.

Step 8

Check your account has been added. Your account details will be displayed.
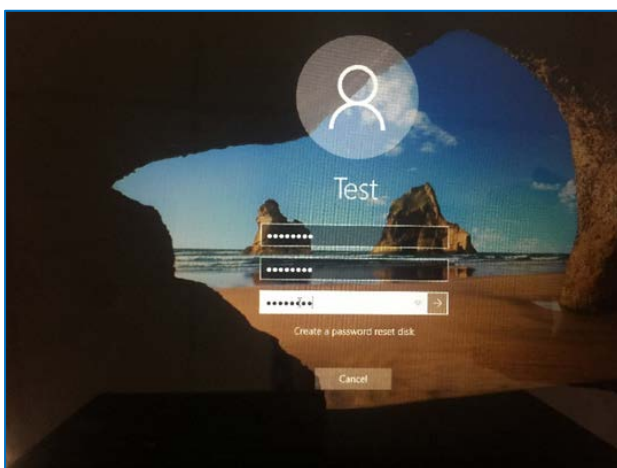
Step 9

Select the Windows icon at the bottom left-hand corner. Wait for the Company Portal app to install.

Step 10

Please restart your device. Select the **Windows icon** at the bottom left-hand corner, then the **power symbol** and then **restart**.

Step 11

Settings will differ for everyone and you may be prompted to change your password. If you are, please do so.
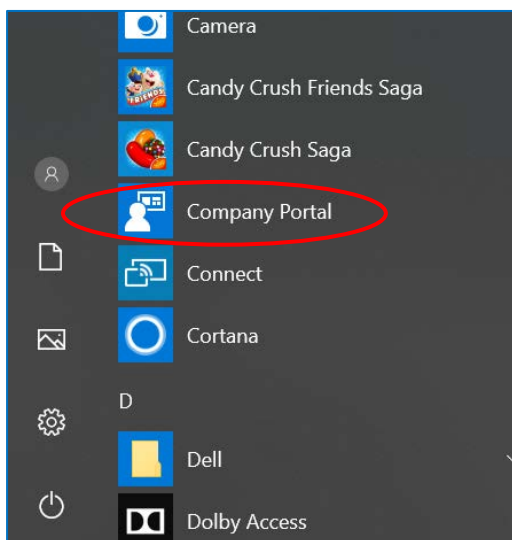
When your device has restarted, the Intune set up is completed. It may take up to 15 minutes to finish installing. You can use your device in the meantime but please keep it connected to the internet.

You are now ready to install the apps your school has recommended.
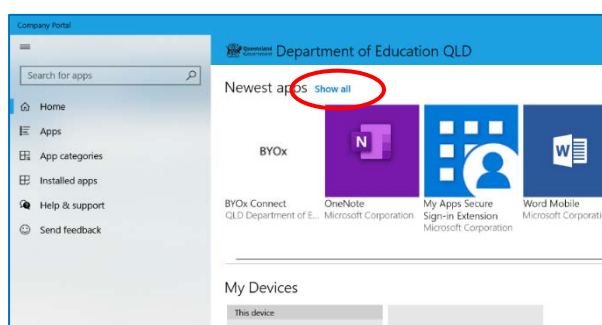
How to install an app

Step 1

To install the apps, please select the **Windows icon** at the bottom left hand corner of the screen, and then open the **Company Portal application**.
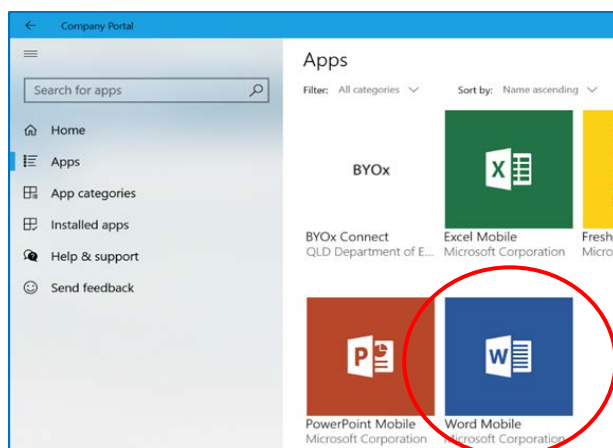
If requested, sign in with your school user name and password.

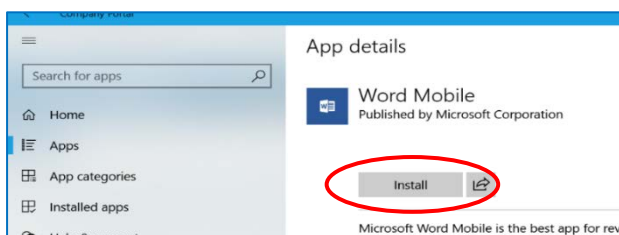## *Step 2*

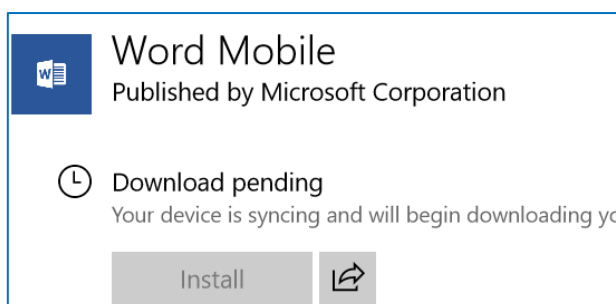Select **Show all** to see the apps your school has indicated you require.

Step 3

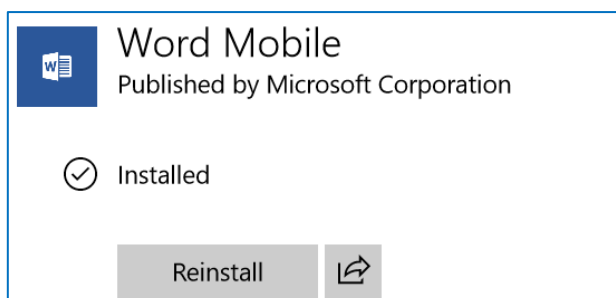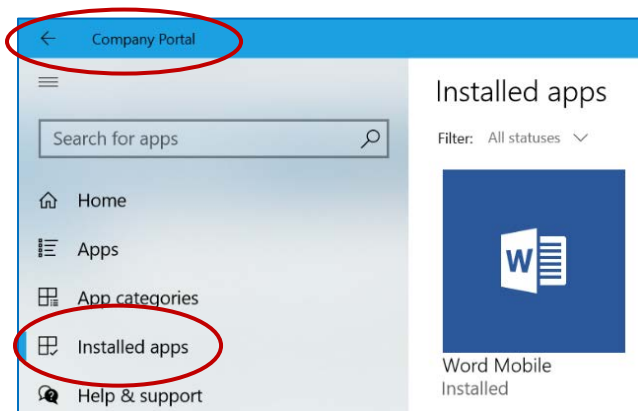Select an app to install. In this example, we will use **Word Mobile**.

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Step 4

Select the **Install** button.

Step 5

A downloading message will be displayed during installation.

Step 6

The app has finished installing.

Step 7

To check your app has installed, select Installed apps and see it in the list.
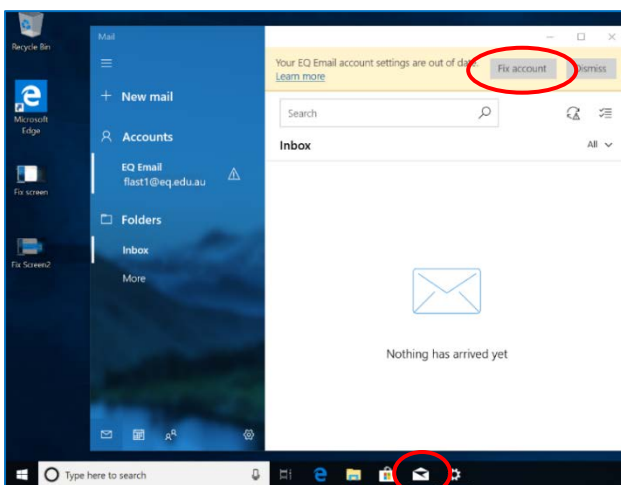
Click the back arrow **Company Portal** to install additional apps, repeating Steps 2 to 7.

Next, you can set up your school mail account.
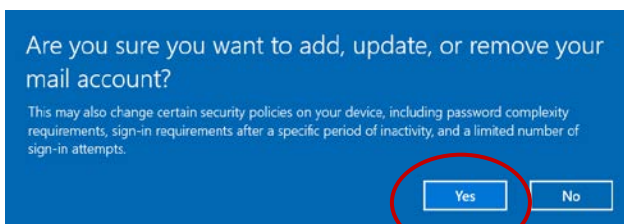
How to set up mail

Step 1

Open your mail app by selecting the **mail icon** at the bottom of the screen. You will see your school EQ Email account listed.

If you do not, please note it may take up to 20 minutes, depending on your device and internet connection. There are some cases where it has taken up to a day to process. Please select **Fix Account**.

Step 2

A message will then confirm if you want to make changes to your mail account, select **Yes**.

Step 3

The All done! screen will be displayed. Select **Done**.

Your mail account has been set up for use and you can now send and receive emails from your school mail account.

Your device is now ready for school. If you need help with installing Intune, an app or mail account, please see your school for assistance.

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