



# How to Configure an iPad for School

The Company Portal app is used by schools and workplaces to manage iPads and give access to apps and resources safely.

## What You'll Need:

- The iPad, connected to Wi-Fi
- The Apple ID password (if App Store asks for it)
- A few minutes of quiet time

## 1. Open the App Store

Tap the App Store icon on the iPad's home screen.

## 2. Search for "Company Portal"

Tap the Search tab at the bottom. Type "Company Portal" in the search bar. Look for the app by Microsoft Corporation.



## 3. Download the App

Tap the Download button (it looks like a cloud with an arrow or says "Get"). Enter the Apple ID password or use Face ID/Touch ID if prompted.

## 4. Open the App

Once it's installed, tap Open or find the Company Portal icon on the home screen.

## 5. Sign In

Sign in with the school email address (000000@btac.nsw.edu.au), replacing 0's with your student's ID number. If you do not have your child's email or password, please contact BTAC IT Support at [support@btac.nsw.edu.au](mailto:support@btac.nsw.edu.au).

Follow the prompts to register the device.

## 6. Allow Permissions

The app may ask for permission to:

- Install a management profile, access certain settings and download required apps. Tap 'Allow' or 'Continue' when asked.

## 7. Finish Setup

The app will guide you through the rest of the setup.

Once complete, the iPad will be ready with the apps and settings needed for school or work.



# How to Configure a Laptop for School

The Company Portal app is used by schools and workplaces to manage laptops and give access to apps and resources safely.

## What You'll Need:

- A laptop (Windows or Mac), connected to the internet
- Your school email address and password
- A few minutes of quiet time

## 1. Open a Web Browser

On your laptop, open Chrome, Edge, Safari, or another browser and go to <https://portal.manage.microsoft.com>



## 2. Sign In

Use your school email address (e.g. 000000@btac.nsw.edu.au, replacing the 0s with your student ID number). If you don't have your child's email or password, please contact BTAC IT Support at [support@btac.nsw.edu.au](mailto:support@btac.nsw.edu.au).  
New enrollments will receive this in an email.

## 3. Download the Company Portal App

Once signed in, you'll be prompted to download the Company Portal app for your device. Follow the prompts to install the app.

## 4. Open the App

Once installed, open the Company Portal app from your Start Menu (Windows) or Applications folder (Mac).

## 5. Sign In Again

Sign in with the same school email and password.

## 6. Allow Permissions

The app may ask for permission to:

- Install a management profile, access certain settings and download required apps. Tap 'Allow' or 'Continue' when asked.

## 7. Finish Setup

The app will guide you through the rest of the setup. Once complete, your laptop will be ready with the apps and settings needed for school.