



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.

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.