



How to Configure a Laptop for School

Company Portal connects your laptop to BTAC so you get the apps, Wi-Fi and settings you need for school.

What you'll need

- A Windows or Mac laptop connected to the internet
- Your school email and password (e.g. 000000@btac.nsw.edu.au, using your student ID). New students get these by email. If you don't have them, contact support@btac.nsw.edu.au
- About 10-15 minutes



Windows laptops

1. Open the Microsoft Store, search for Company Portal and click Get (or Install).
2. Open the app and sign in with your school email and password.
3. Leave "Allow my organization to manage my device" ticked, then click OK.
4. Wait for setup to finish. Company Portal will check your laptop and install school apps. This can take a few minutes, and you may be asked to restart.

Mac laptops

1. Download Company Portal from <https://aka.ms/EnrollMyMac> (it isn't in the App Store).
2. Open the downloaded file and follow the prompts. You'll need your Mac password.
3. Open Company Portal from your Applications folder and sign in with your school email and password.
4. Click Begin, then Continue, then Download Profile when asked.
5. Install the profile (important!) The profile doesn't install by itself:
 - Open System Settings > General > Device Management
 - Click the Management Profile, then Install, and enter your Mac password
6. Go back to Company Portal. It will finish setting up, and school apps will start installing over the next few minutes.

Need help?

Email support@btac.nsw.edu.au and say whether it's a Windows or Mac laptop and which step you're stuck on.