

Meet the IT Team ✨

Greetings!

We can be found in the IT Center next to Primary Admin @Girls and upstairs in the Library @Boys.

Come and visit us,

We can't wait to see meet you all in person!

The Moreton Bay Colleges IT Contacts:

Email: helpdesk@moretonbay.qld.edu.au

Phone: 3249 9392 or EXT 392

Andrew Daddow
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Snr Systems
Admin



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IT Support
Officer



Melissa Mckirdy
Production Room
Admin support



Student Onboarding 2024

The following guide will walk you through the process to onboard your student device.

We aim to have you set up with the College systems and software ready to go for day 1

Should you experience any problems please do not hesitate to contact IT so that we may assist

Welcome

Pre Check

This Onboarding guide aims to have your device ready to go on their first day with a minimal amount of disruption.

To achieve this, it is important to ensure that the below Pre-Checks are completed and that you follow the guide in a step-by-step manner, should you have any difficulties throughout this process please contact IT Support

All College programmes are designed and tested around a minimum required level of computing device.

There are some included recommendations as well based upon our experience, such as insurance / cases

Please review the BYOD Requirements to ensure that the student device Meets the following:



[BYOD Requirements](#)

Pre Check



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Before you begin

- ☐ Have your StudentID and Password ready
- ☐ Ensure that your device is connected to the internet and connected to power
- ☐ Please ensure that the student device has an administrative account that the student can access
- ☐ Please install any Windows or MacOS updates that are available
- ☐ Reboot the device to ensure that it is starting fresh

Pre Check

Please ensure that the following checks are complete before proceeding



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Username

Your username is a combination of:

Graduation year

Surname (five letters only)

Given name (first letter only)

Example: Sam Smith in Year 7 graduates in 2027, so Sams username is 27SmithS

Sams email address is:

- 27SmithS@mbc.qld.edu.au for Girls College
- 27SmithS@mbbc.qld.edu.au for Boys College

If you do not know your username and password please contact IT Support for assistance

Pre Check



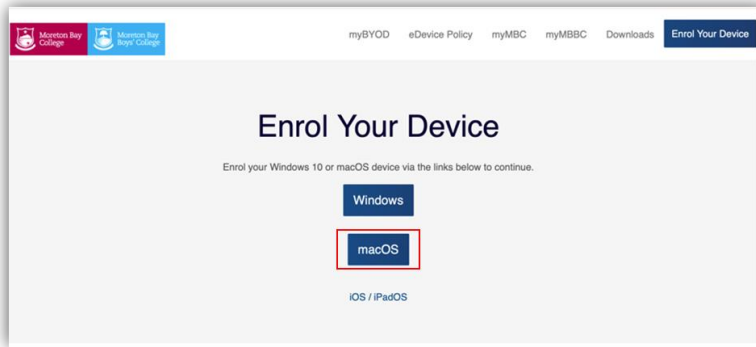
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Open a browser and go to the College BYOD site:

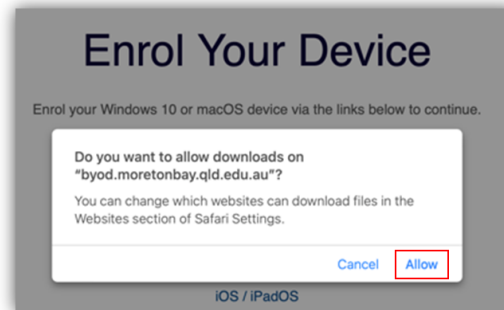
<https://byod.moretonbay.qld.edu.au>



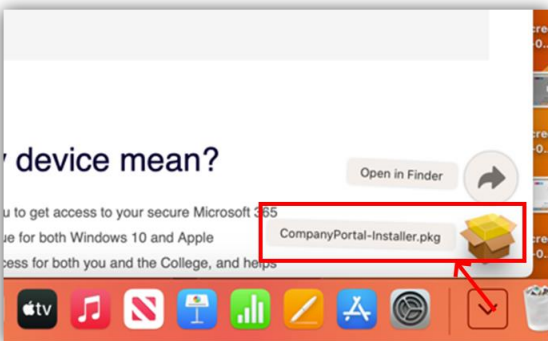
Click the macOS button.

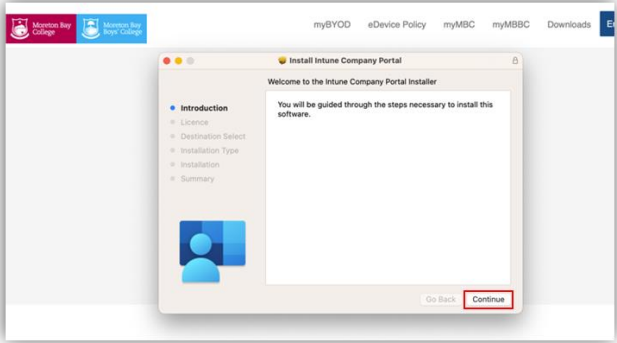
Step One

If prompted select Allow.



If it doesn't pop up automatically click
downloads and run
CompanyPortal-Installer.pkg.

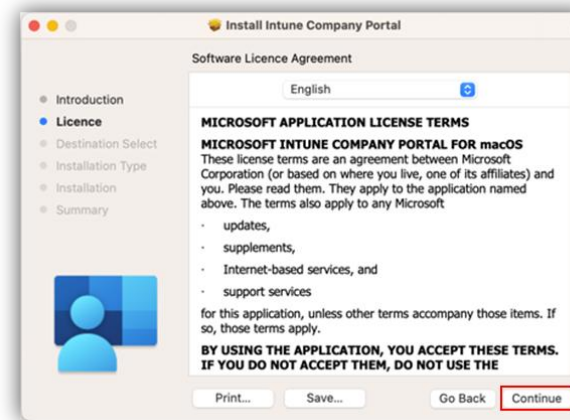




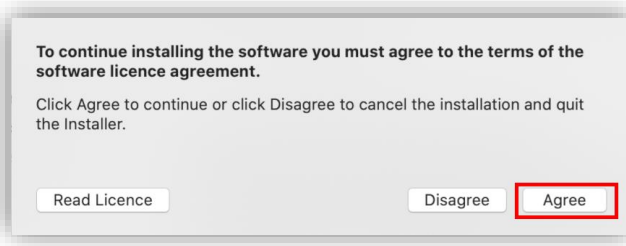
You should now see the “Install Intune Company Portal” screen select Continue.

Step One Continued

On the software Licence Agreement, select Continue.

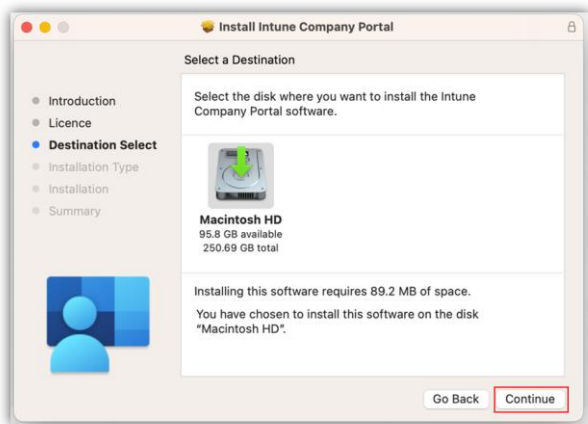


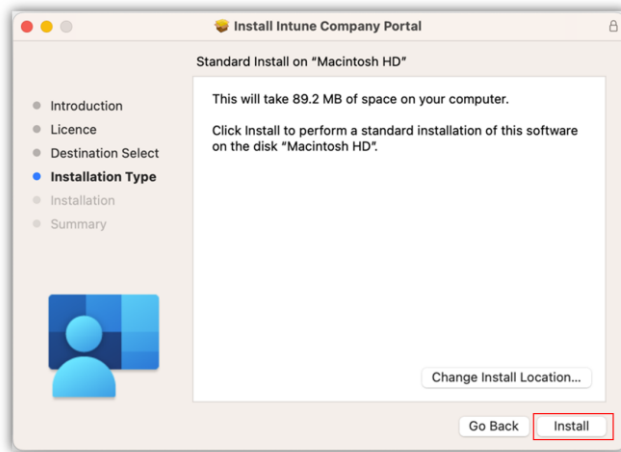
Select Agree on the pop-up.



Step One Continued

Select Continue to select where to install the software.





Please select Install.

You may be asked to authenticate to begin the install.



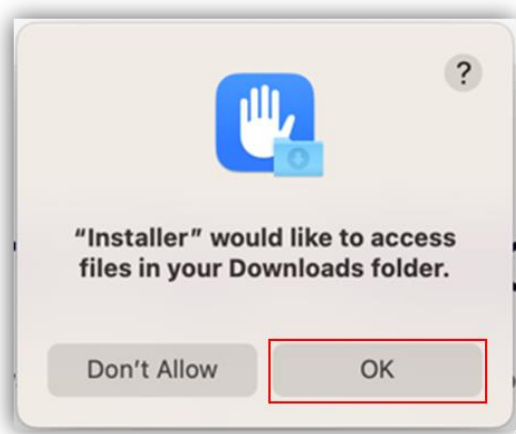
Step One Continued



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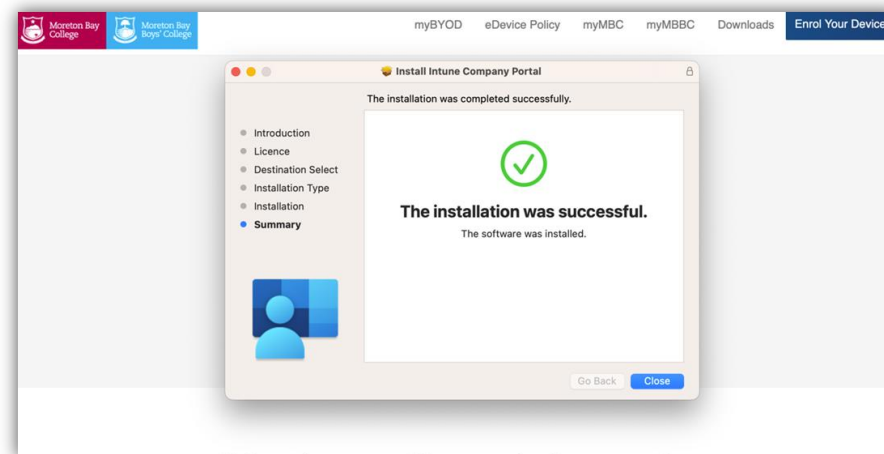
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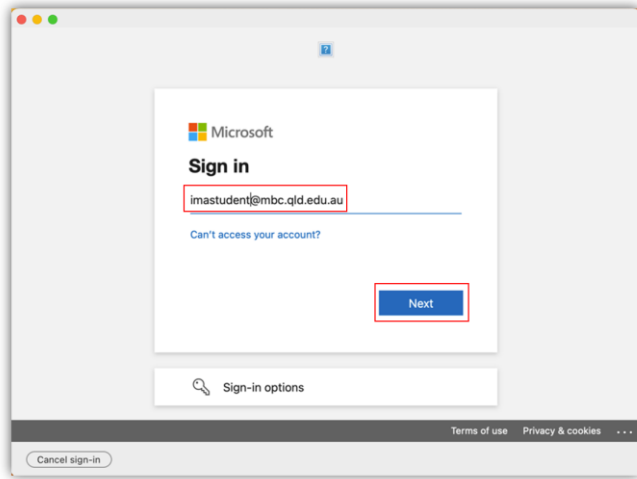
If asked for access to the downloads folder
select OK

Step One Continued

You should now be looking at the following screen



You should be prompted to sign into the Company Portal,

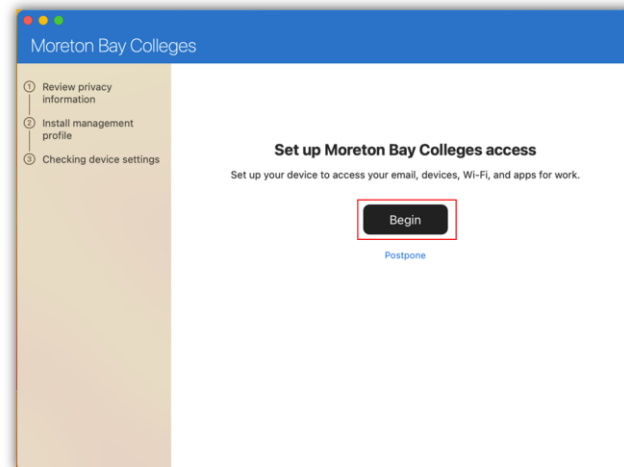


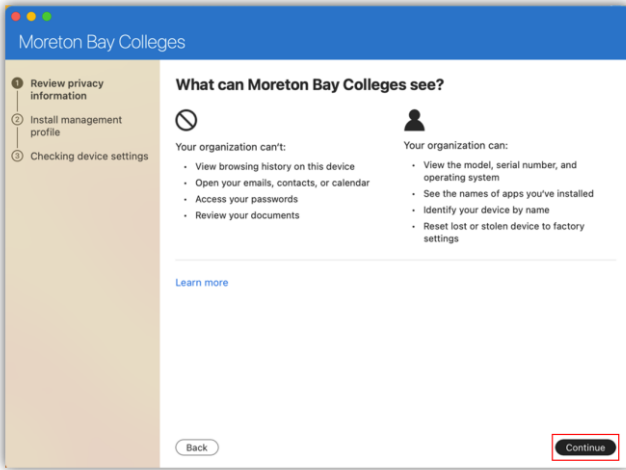
Enter your school email address
mystudentid@mbc.qld.edu.au
select **“Next”**.

Step Two

If you are not prompted press Command + Space to open spotlight and type “company portal” and open the Company Portal application

Select Begin to install the College profile

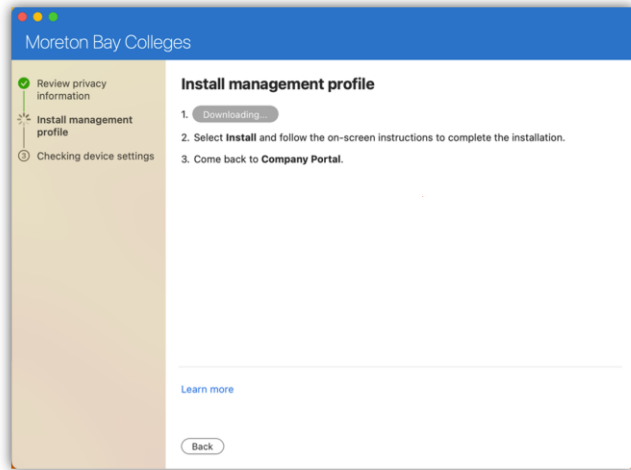




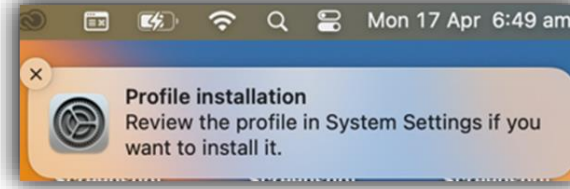
Check your account has been added.
Your account details will be displayed,
Select Continue.

Step Two Continued

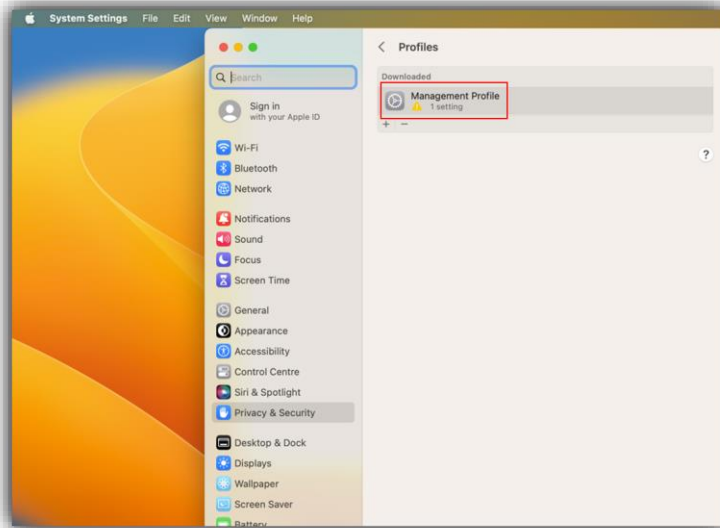
The profile will now begin Downloading



You should see a pop up on the top right of your screen, click this to go to the profiles page.



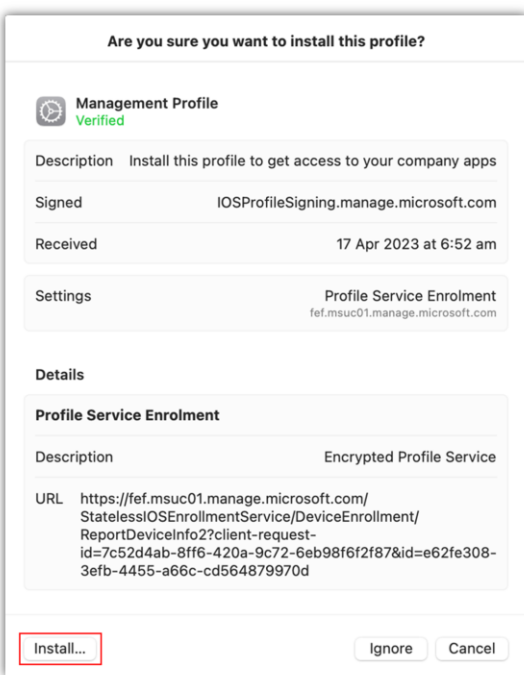
You should be looking at the Profiles screen



If you did not see the popup or don't see the profiles screen

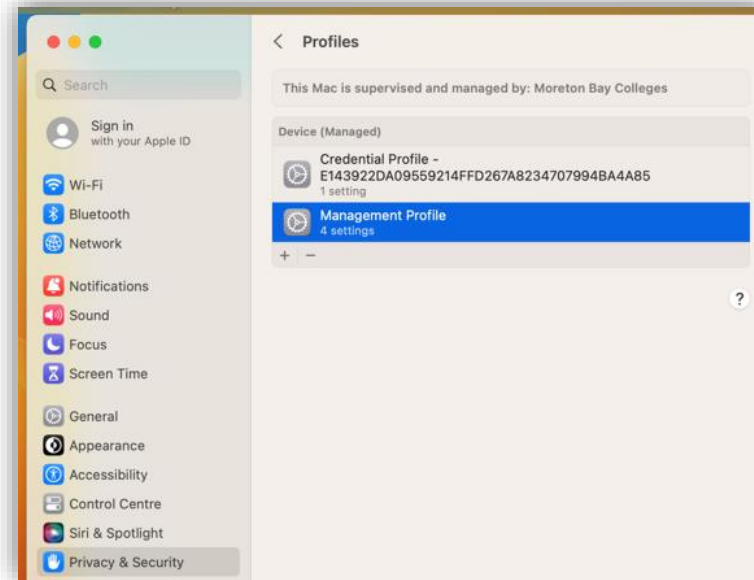
System Settings->Privacy & Security, and scroll down to Profiles

Step Three System Settings



Open the profile and select Install, please note that you may be asked for administrators' access, if so, please login with your Mac admin username and password

If all is completed, you should now see “Management Profile” as shown



Step Three System Settings

Congratulations Enrolment complete.

Other Software and Services

Now that you have been onboarded Microsoft Intune will install some certificate files required for network access and office 365 will be installed in the background if it is not already

*This may take a while and should run in the background automatically,
Lets move on to other software and important places*

What Next?

myMBC | myMBBC

*Please browse to the College website and click
“myMBC” or “myMBBC” depending on your College*

Click “myMBC”

Click “myMBBC”

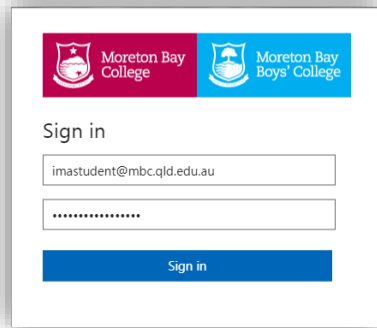
Step Four Important Sites College Website



You will need to login with your Student Email and password

myMBC | myMBBC

Please browse to, and bookmark student Café

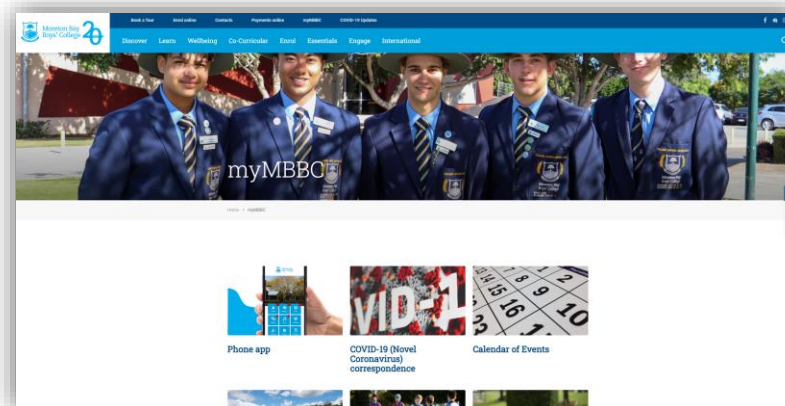
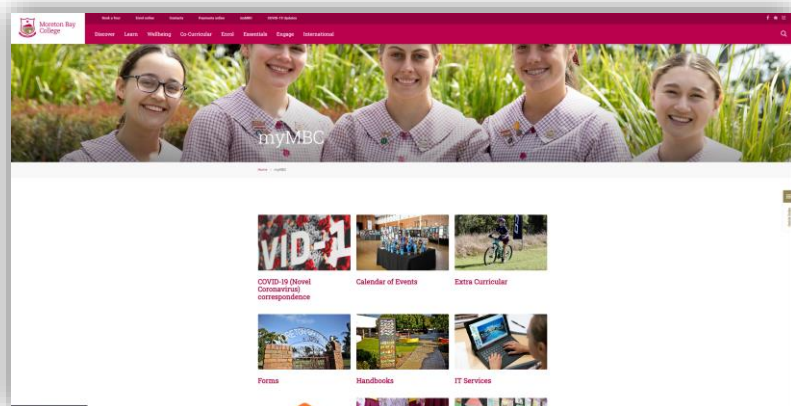


*login with your Student Email and password,
when prompted*

*myMBC | myMBBC is your central hub for College activities and is a very useful
resource, one of the most important will be Student Cafe*

Step Four Important Sites

myMBC | myMBBC



Student Cafe

Scroll down to the icon for Student Cafe



Student Café



Student Café

Please login with the student ID only not the full email address IE: "31smitta" not "31smitta@mbc.qld.edu.au"

Student Cafe will be used regularly please bookmark this page and familiarise yourself with it

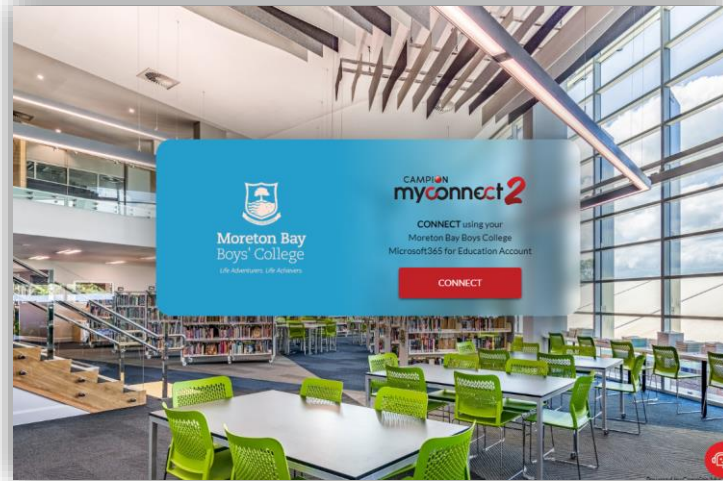
Timetable:

- Class teachers (with photo)
- College Calendar
- Assessment dates and results
- Daily Notices

Step Four Other Software

Student Cafe

Campion My Connect



Step Four
Other Software
Digital textbooks

<https://mbc-qld.campion.education/login>

<https://mbbc.campion.education/login>

Campion is our provider for Digital Textbooks, please sign in here to access them and make sure that you bookmarked the site

Please Note:

During January, Campion My Connect will not be enabled until the first week of term.

Step Four Other Software



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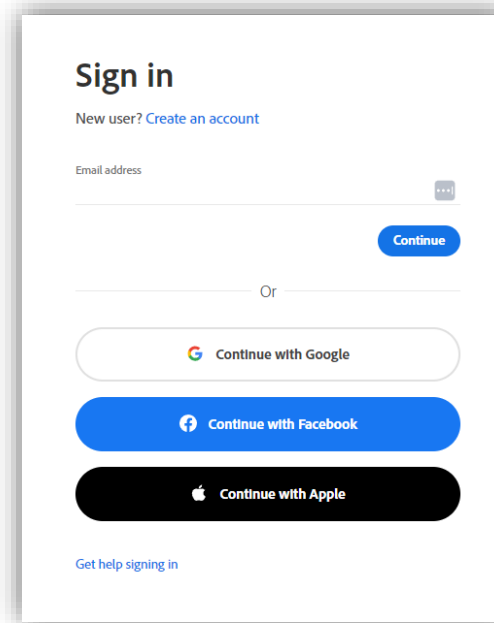


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Adobe Creative Cloud

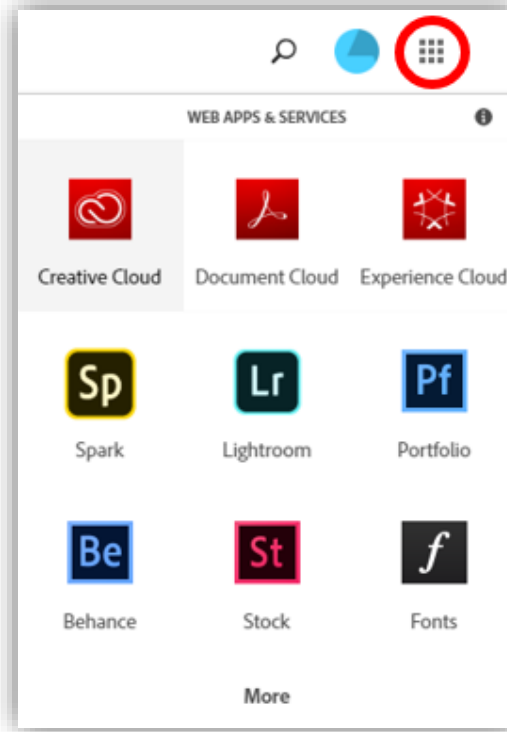
The adobe suite is a significant part of our College software packages

- Navigate to adobe.com/au
- Click Sign In in the top right of the screen
- Enter your school email address and hit enter

A screenshot of the Adobe Creative Cloud sign-in interface. At the top, it says "Sign in" with a link "New user? Create an account". Below is an "Email address" input field with a "Continue" button to its right. A horizontal line with the word "Or" in the center separates this from the social login options. There are three buttons: "Continue with Google" (with the Google logo), "Continue with Facebook" (with the Facebook logo), and "Continue with Apple" (with the Apple logo). At the bottom, there is a link "Get help signing in".

Step Four Other Software Adobe

Adobe Creative Cloud



- Click the waffle menu in the top right
- Select Creative Cloud
- Right side of your screen “Install Creative Cloud app”
- Follow the instructions to install Creative Cloud
- Once downloaded, you will be asked to sign in.
- Use your school email address and follow the prompts

Step Four Other Software

Adobe

Library Services

The Moreton Bay Colleges provide Library services before and after school and are a fantastic resource to make use of

MBC Library

Opening hours 7.00am – 5.30pm

Printing assessment tasks before school, lunch and after school

Amazing resources available and wonderful support

Mrs Claire Jackson (Head of Libraries)

MBBC Library

Opening hours 7.30am – 5.00pm

Printing assessment tasks before school, lunch and after school

Amazing resources available and wonderful support

Head of Library | Ms Carol Milne

Step Four Other Resources Libraries



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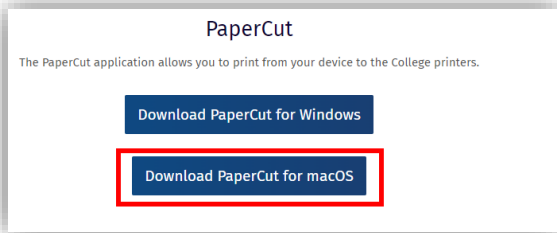


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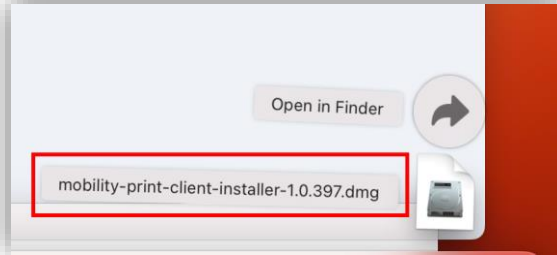
Printing - (macOS)

Click on the following link to install PaperCut which manages printing for students

[MoretonBay BYOD - Downloads](#)

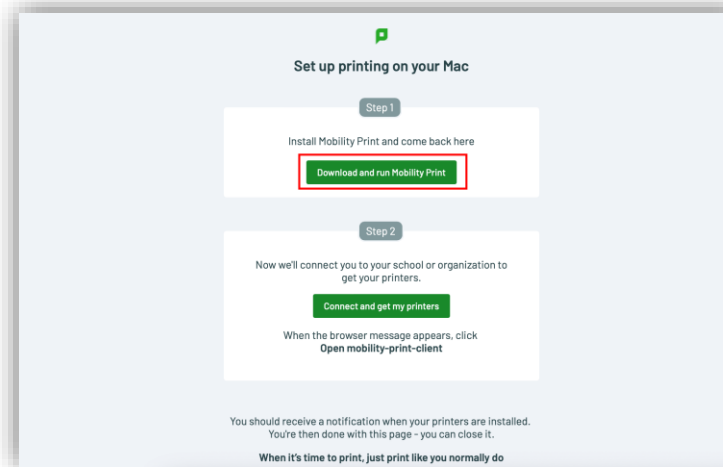


Click Download papercut for macOS



Open the Installer from your downloads

Click Download and run Mobility print

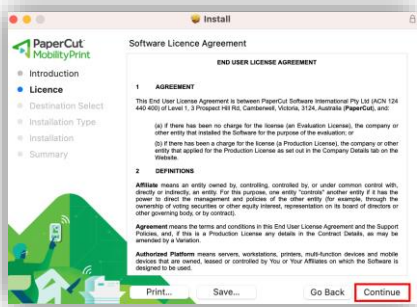


Step Four Other Software

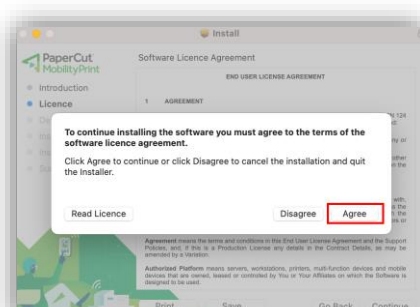
Printing (Mac) Install Papercut

Printing - (macOS)

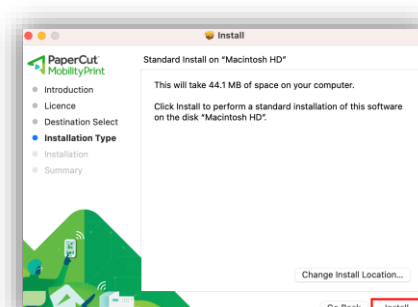
Install Papercut



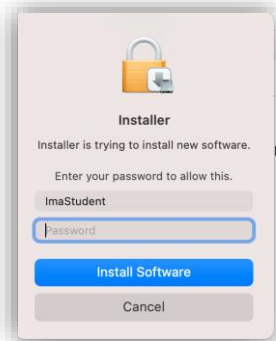
Click “Continue”



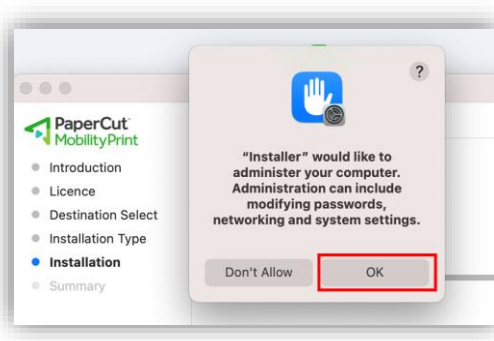
Click “Agree”



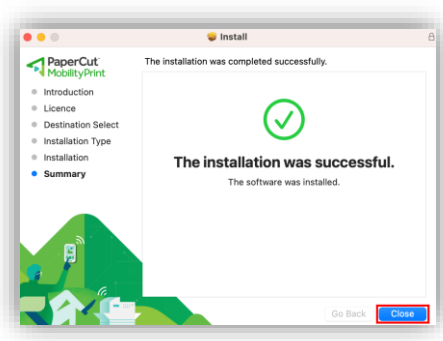
Click “Install”



Insert password
if required



Click “OK”



Complete

Step Four Other Software

Printing (Mac) Install Papercut



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Printing - (macOS)

Step 2

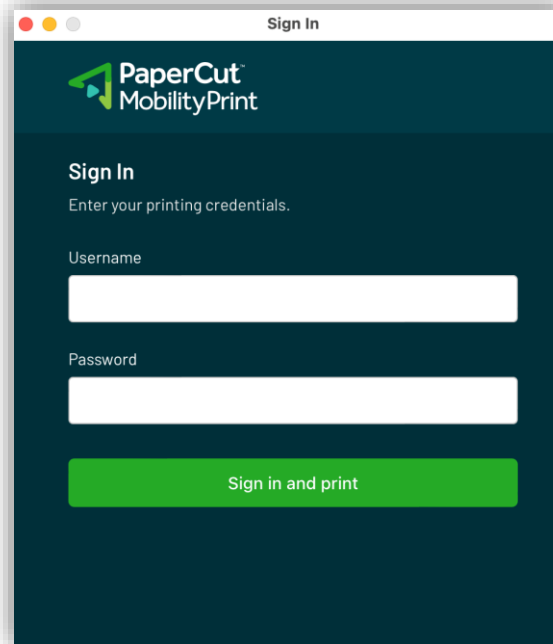
Now we'll connect you to your school or organization to get your printers.

Connect and get my printers

When the browser message appears, click
Open mobility-print-client

Click “Connect and get my printers”

Sign in with your College Student ID and password



The image shows a 'Sign In' window for PaperCut MobilityPrint. The window has a dark blue header with the PaperCut MobilityPrint logo. Below the header, the text 'Sign In' is followed by 'Enter your printing credentials.' There are two input fields: 'Username' and 'Password'. At the bottom, there is a green button labeled 'Sign in and print'.

Step Four Other Software

Printing (Mac) Install Printers

Microsoft 365



- Word
- Excel
- PowerPoint
- OneNote
- Outlook
- Teams
- OneDrive



Microsoft Office should install automatically, please note that this may take up to an hour depending upon your internet connection.

Step Five Microsoft 365

Microsoft 365

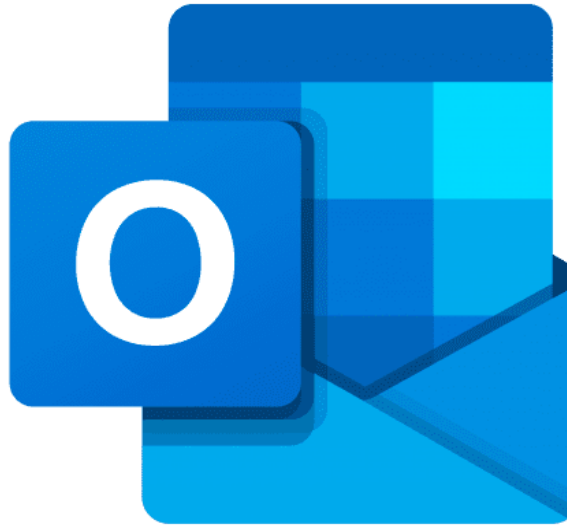


Hopefully by now the Microsoft 365 has been installed in the background

Open outlook

Enter school email address and password
when prompted

Follow the prompts
(uncheck the mobile prompt)



Step Five Microsoft 365 Outlook

Microsoft 365



We use Microsoft Teams extensively the Moreton Bay Colleges



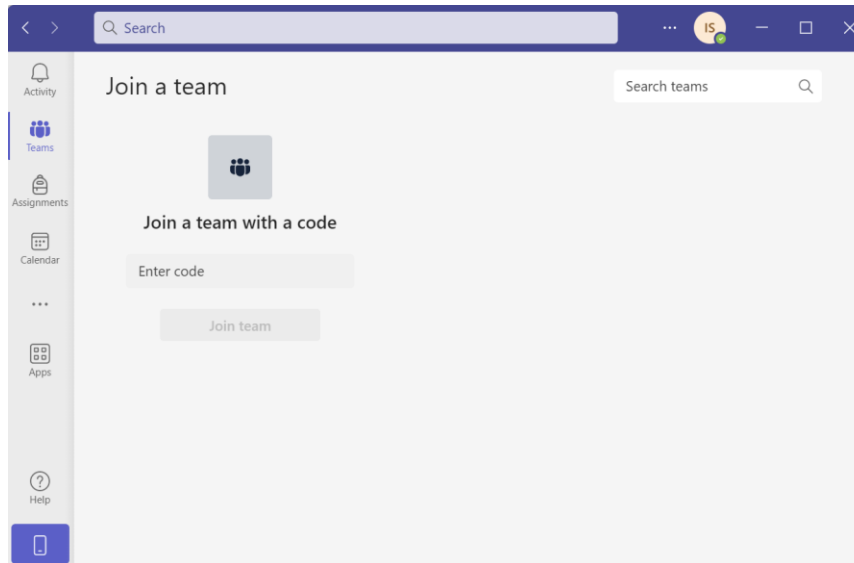
Please open Microsoft Teams, if requested, sign in with your StudentID and Password

Step Five Microsoft 365 Teams

Microsoft 365



Please note that as you are enrolled in classes, those teams will appear here automatically



Please ensure that you are familiar with the program and can access it ready for when you are added to classes

Step 5 Microsoft 365 Teams

Microsoft 365



Q: Who wants to write an assignment TWICE?

A: No one!

Save all your files to your OneDrive so this doesn't happen to you 😊

Step Five Microsoft 365 Onedrive

Microsoft 365



One Drive is your cloud-based storage option
Save all files to this location, not the hard drive

'Happy Cloud'

Good



Syncing



Error's please see IT

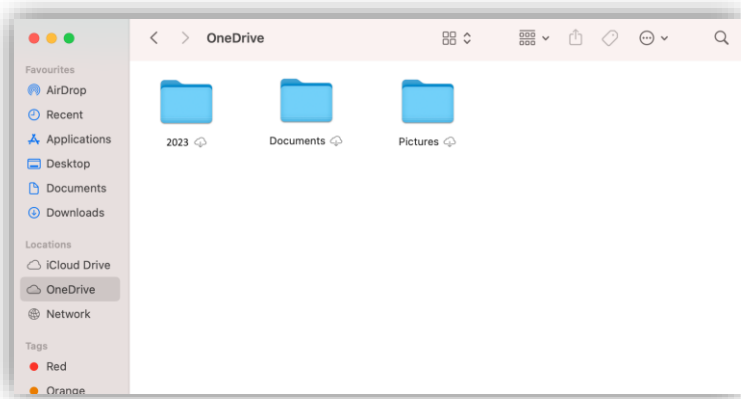


Step Five Microsoft 365 OneDrive

Microsoft 365

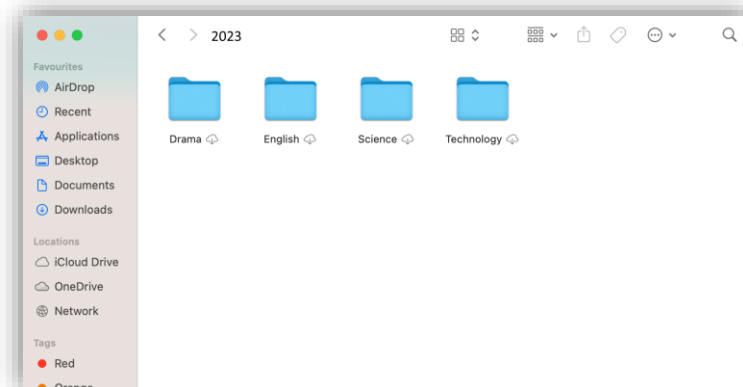


Create your class folders in OneDrive



*Open **OneDrive** and create a year folder*

*Open the **Year Folder** and create subject folders*



Step Five Microsoft 365 OneDrive

Microsoft 365



Most, of your subject teachers will use OneNote

OneNote is program that can be used to:

- **Share class notes**
- **Share outlines**
- **Set homework**
- **Work on collaborative tasks**
- **Teachers can give instant feedback**

Step Five Microsoft 365 OneNote

Handy Hints - Students

The following are suggestions for good device and work habits:

- Check your school email twice a day
- Charge your laptop every night, *not* in your bedroom...
- Write Homework, assessment dates and co-curricular commitments in your Diary. Your IYC will help you set up your diary and point out the important information.

Handy Hints

Handy Hints - Parents

- [E-Device Policy](#)
- [Guidelines for use of Social Media](#)
- E-Safety commissioner website ([Parent Portal](#))
- We encourage careful monitoring of screen time

Handy Hints

...& we're done!

Complete & Feedback

Feedback:

Please complete this quick form to provide any feedback on your onboarding experience

[Parent Survey](#)



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