

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

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Production Room
Admin support



Student Onboarding 2025

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 you child's 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 relevant BYOD Requirements to ensure that the student device Meets the following:

- ☐ [BYOD Requirements Primary](#)
- ☐ [BYOD Requirements Secondary](#)

Pre Check

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, to install software
- ☐ Please install any Windows updates that are available
- ☐ Reboot the device to ensure that it is starting fresh

Please ensure that the following checks are complete before proceeding

Pre Check

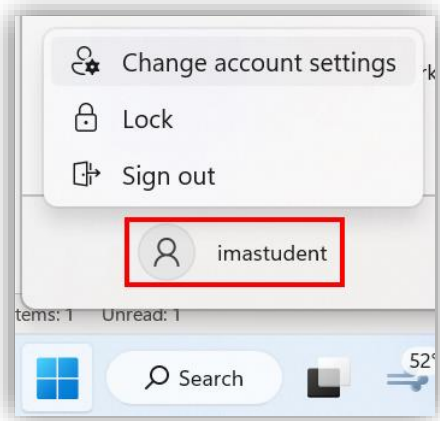


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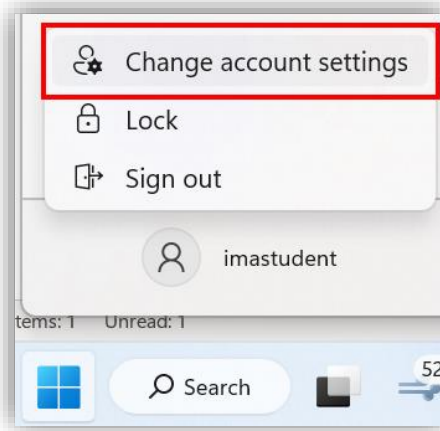


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*If you have come from another school?
Is your device still enrolled in their management system
?*



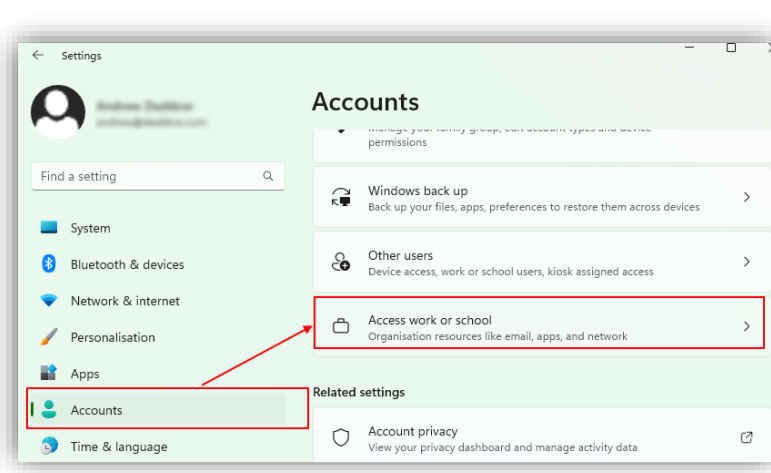
Click windows and your user account



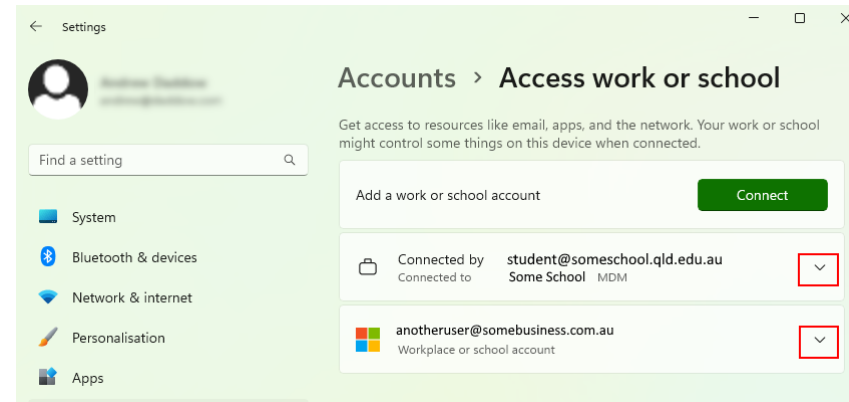
Click "Change account settings"

Step One

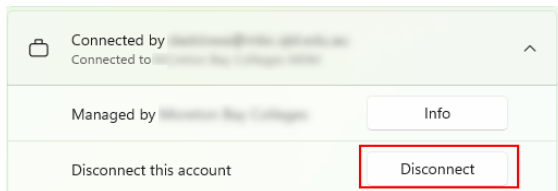
Pre Check



*Click “Accounts” and scroll down
and select “Access work or School”*



*Click the arrow to expand and
click “Disconnect”*

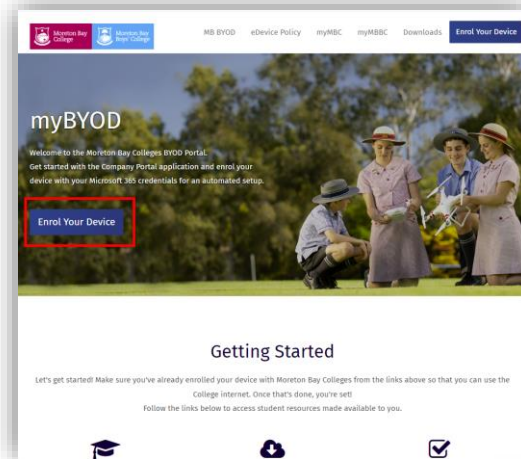


Reboot Your Computer

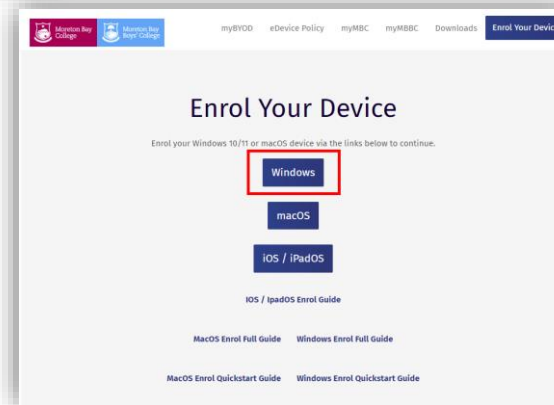
Pre Check Continued

Open a browser and go to the College BYOD site:

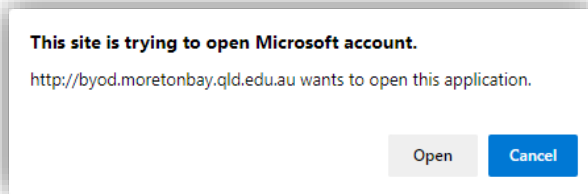
<https://byod.moretonbay.qld.edu.au>



Click “Enrol your Device”

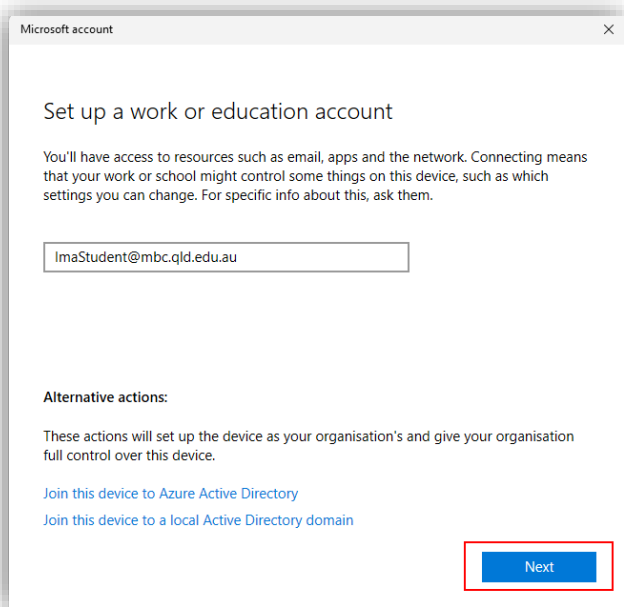


Click “Windows”



If you get a popup as per below, click “Open”

Step One



Enter your College email address

mystudentid@mbc.qld.edu.au

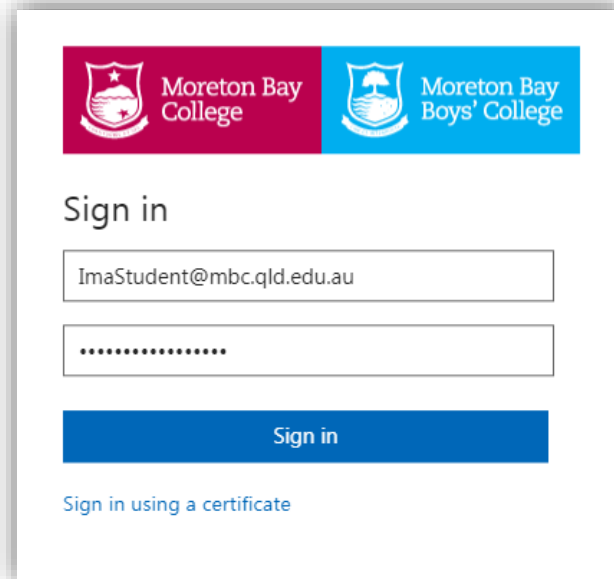
Or

mystudentid@mbbc.qld.edu.au

select “Next”.

Enter your password

select “Sign in”.

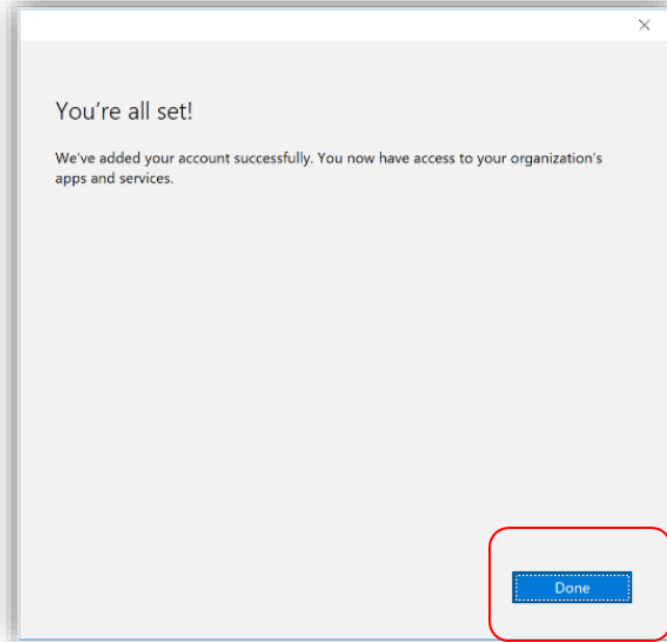


**Step One
Continued**



You should see the screen with “You’re all set!”

Select “Done”.



Step One
Completed

If you had problems here, please contact IT Services for support

Other Software and Services

Now that you have been onboarded, Microsoft Intune will install some certificates required for network access and office 365, will be installed in the background, please leave your device on for at least 1 hour

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

What Next?



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myMBC | myMBBC

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

Click “myMBC”

Click “myMBBC”

Step Two Important Sites

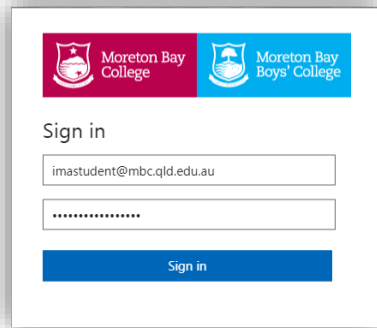
College Website



You will need to login with your Student Email and password

myMBC | myMBBC

Please browse to, and bookmark student Café



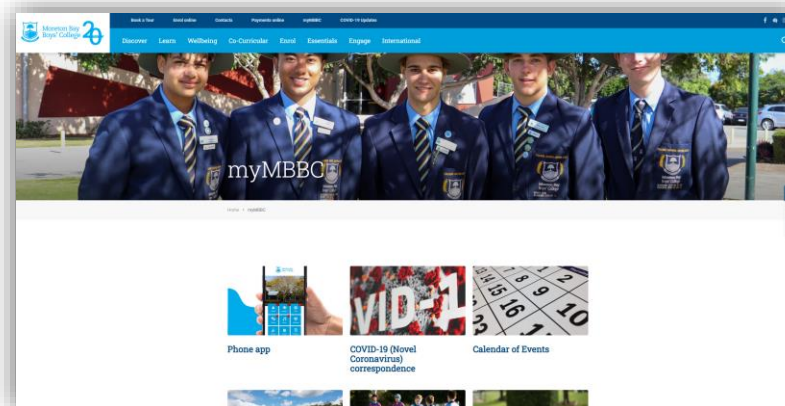
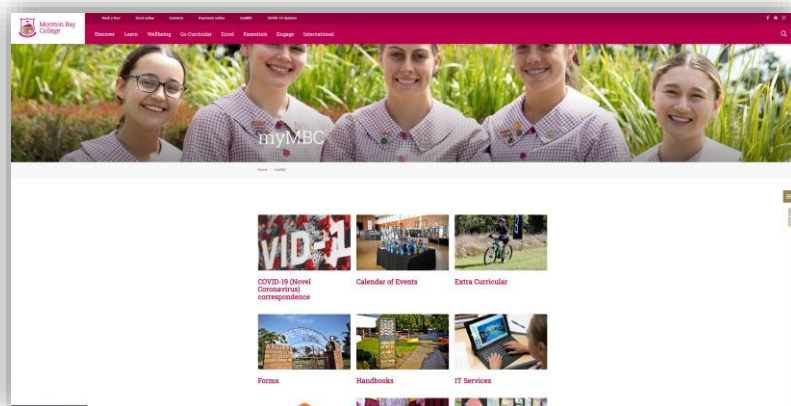
The screenshot shows the login interface for myMBC. At the top, there are two logos: Moreton Bay College (red) and Moreton Bay Boys' College (blue). Below the logos, the text "Sign in" is displayed. There are two input fields: the first contains the email address "imastudent@mbc.qld.edu.au", and the second is a password field with masked characters. A blue "Sign in" button is located at the bottom of the form.

*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 being Student Cafe*

Step Two Important Sites

myMBC | myMBBC



Student Cafe

Scroll down to the icon for Student Cafe



Student Café



Student Café

Please note use the student ID only not the full email address IE: "31smita" not "31smita@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 Two Other Software

Student Cafe

Please Note:

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

Step Three Other Software



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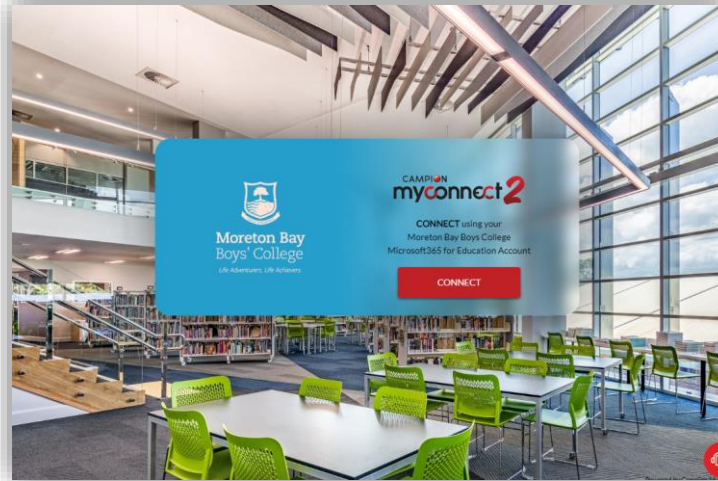


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Campion My Connect



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



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

Step Three
Other Software
Digital textbooks

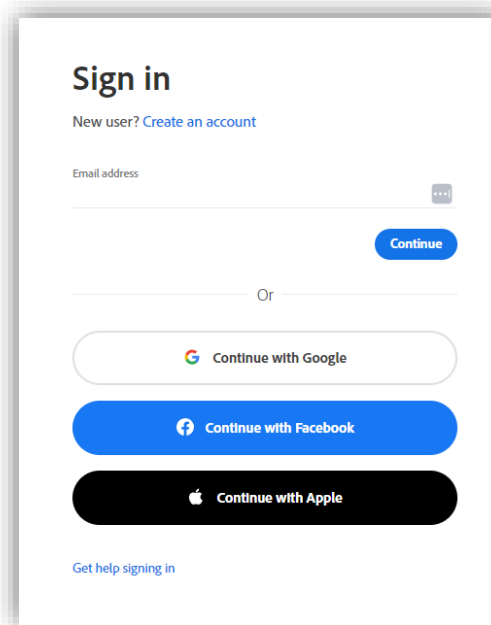
Campion is our provider for Digital Textbooks, please sign in here to access them and make sure that you bookmarked the site

Adobe Creative Cloud

(Secondary College Only)

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



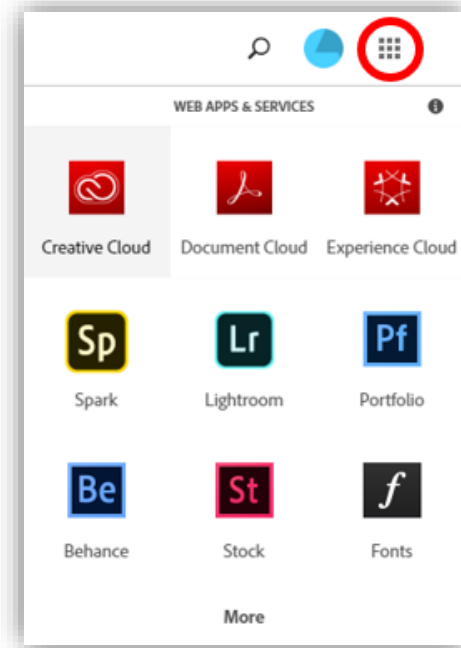
The screenshot shows the Adobe Creative Cloud sign-in interface. At the top, it says "Sign in" with a link "New user? Create an account". Below this is an "Email address" input field with a "Continue" button to its right. A horizontal line with the word "Or" in the center separates this from the social 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 Three Other Software

Adobe

Adobe Creative Cloud

Once signed into Adobe



- 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 Three 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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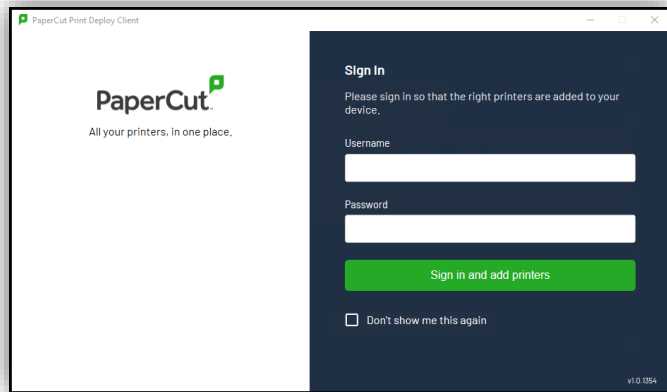


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Printing - (Windows)

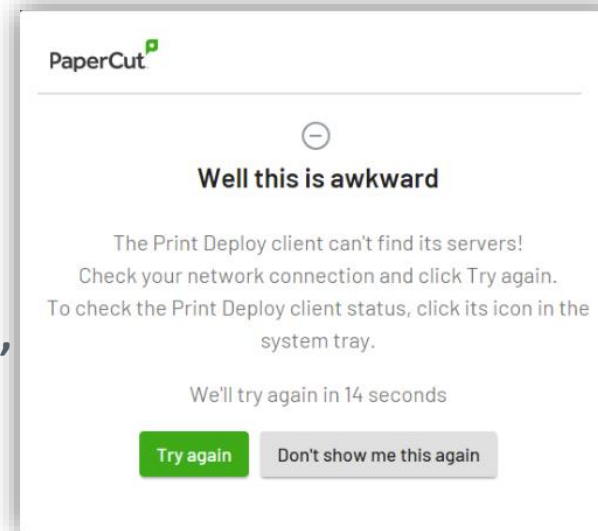
Click on the following link to install PaperCut which manages printing for students

<http://byod.moretonbay.qld.edu.au/downloads/pc-client.msi>



NOTE: You will not be able to sign into Papercut until you are at the College

NOTE: This is expected if you are not at the College, when you are at the College open papercut and enter your College account and password.



Step Four Other Services Printing

Microsoft 365



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



Step Five Microsoft 365

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

Microsoft 365

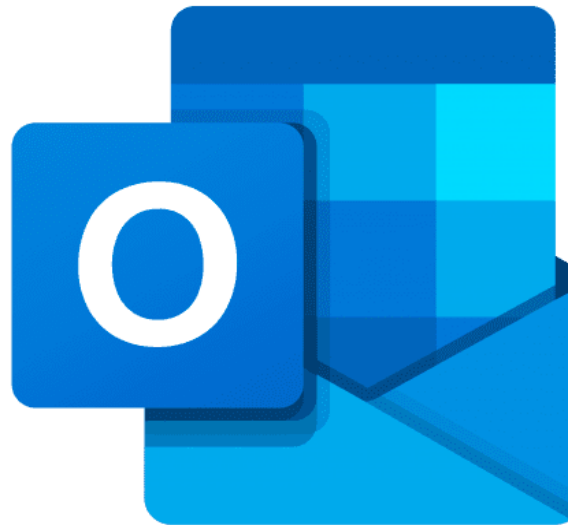


Hopefully by now the Microsoft 365 has been installed in the background

Open outlook

Enter school email address and password
when prompted

Follow the prompts
(uncheck the mobile prompt)



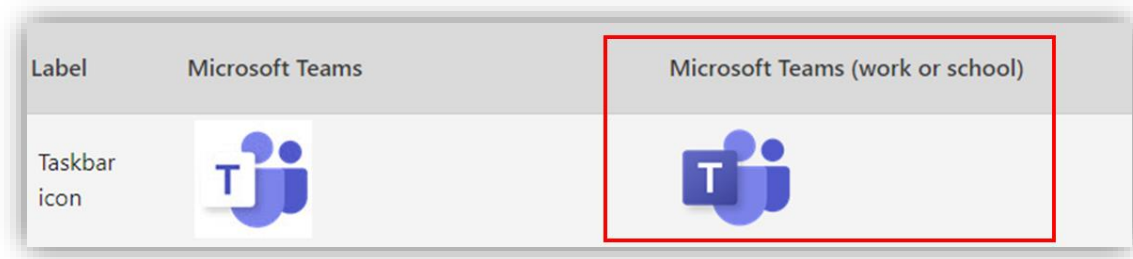
Step Five Microsoft 365 Outlook

Microsoft 365



Please note that there are two versions of Microsoft teams that look similar

We use Microsoft Teams (work or school)



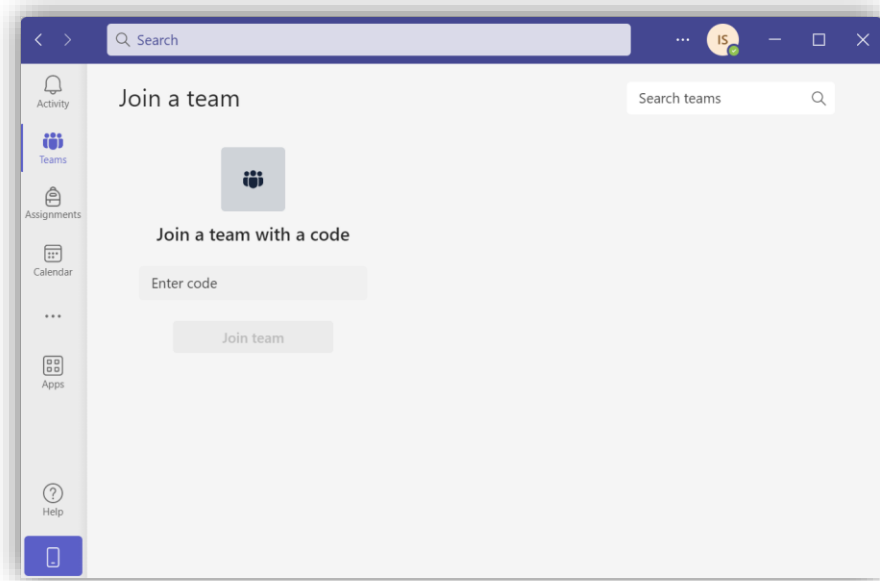
Please open Microsoft Teams (work or school) if requested, sign in with your StudentID and Password

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 Five 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

File storage folders suggestion is in your OneNote
Section > Office 365
Page > OneDrive > Folder set up

'Happy Cloud'

Good



Syncing



Error's please see IT



Step Five Microsoft 365 Onedrive Continued

Microsoft 365

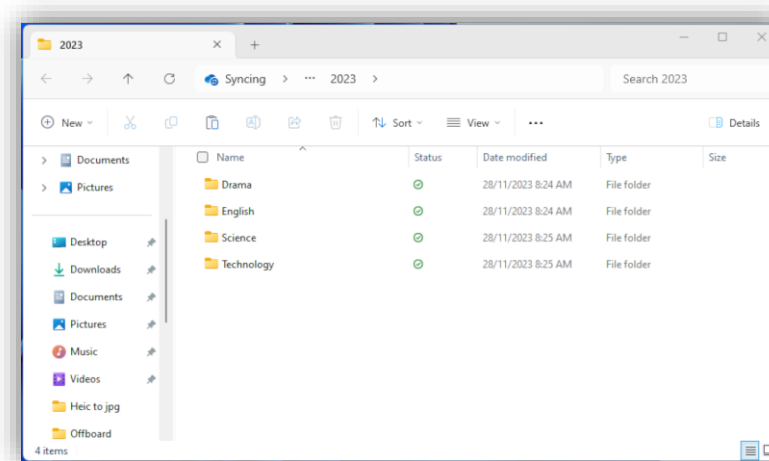


Create your class folders in OneDrive

Open OneDrive and create a year folder

Open the Year Folder and create subject folders

Step Five Microsoft 365 OneDrive Continued



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!

Feedback:

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

For any questions or assistance please contact ICT Support

[Survey](#)

Complete & Feedback



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