

MacBook setup for use at Christchurch Boys High

macOS (Monterey and Ventura)

If your MacBook has been used at CBHS by another student DO NOT action the instructions.

Staff will help you with your MacBook setup when you start at CBHS.

These setup instructions contain 4 sections

- Section 1 – Installing macOS Updates
- Section 2 - Finding an Admin account
- Section 3 – Preparing your macbook for use at CBHS
- Section 4 - Installing applications for use at CBHS

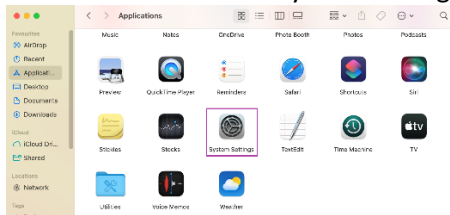
Section 1 – Installing macOS Update

Your laptop needs to have the latest update so the setup can be completed successfully.

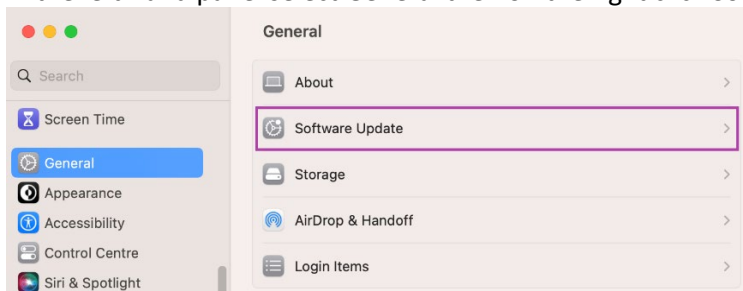
1. Plug in your macbook and turn it on
2. Logon
3. Open finder



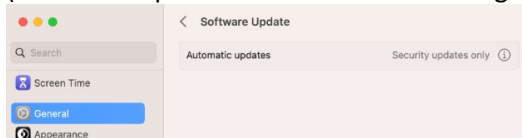
4. Scroll down to see the System Settings icon, double click to open



5. In the left-hand panel select General then on the right click Software Updates



6. If updates are shown install them
(Note – no updates are shown in this image)



7. You have now finished this section – go to **Section 2 - Finding an Admin account**

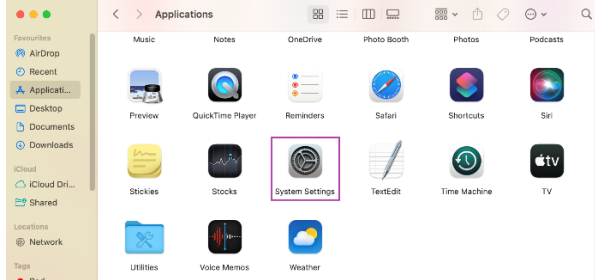
Section 2 - Finding an Admin account

This account is needed to prepare your laptop for use at CBHS.

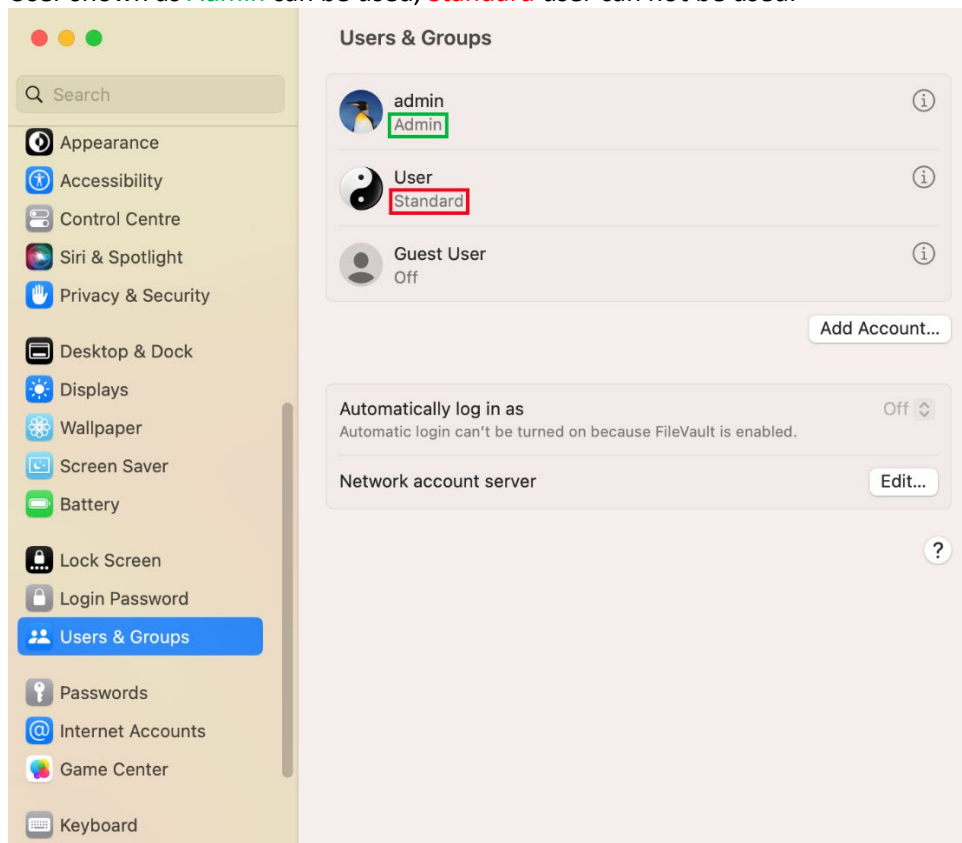
1. Logon
2. Open finder



3. Scroll down to see the System Settings icon, double click to open



4. Go to the Users & Groups area.
User shown as Admin can be used, Standard user can not be used.



If you don't know the password for an administrator, you will need to find this first before proceeding.

If you are not allowed the password, someone who knows the password can log in for you and complete the setup.

In this case, the setup can be completed away from school if the laptop has an internet connection.

Section 3 - Preparing your laptop for use at CBHS

Do not complete this section unless you have signed on using an admin account as found above.

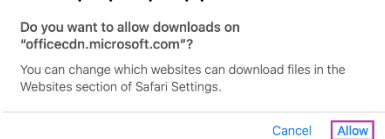
1. Open Safari (or another browser)



2. Enter aka.ms/enrollmymac in the address bar and press enter.



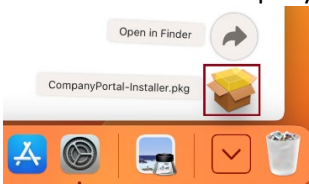
3. If this pop-up appears click Allow



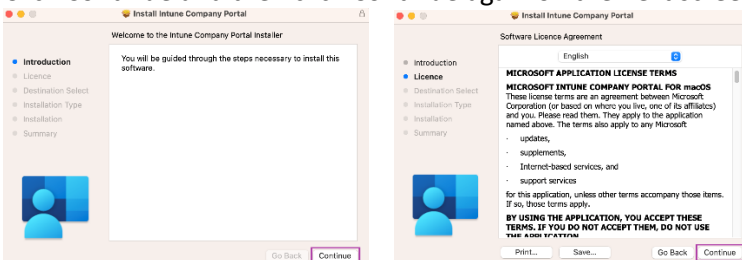
4. The Company Portal install package will download and appear on the right of the Dock. Click it to expand.



5. Double-click the CompanyPortal-Installer.pkg icon to start the install.



6. Click Continue and then click Continue again on the next screen



7. Click **Agree** on the license agreement pop-up
You can [Read the License](#) first if you want to.

To continue installing the software you must agree to the terms of the software licence agreement.

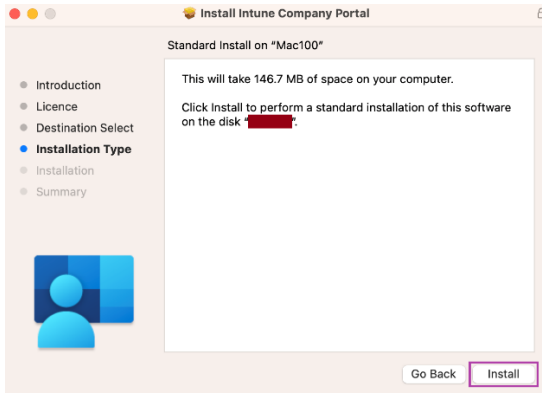
Click Agree to continue or click Disagree to cancel the installation and quit the Installer.

[Read Licence](#)

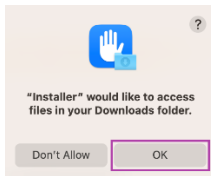
Disagree

Agree

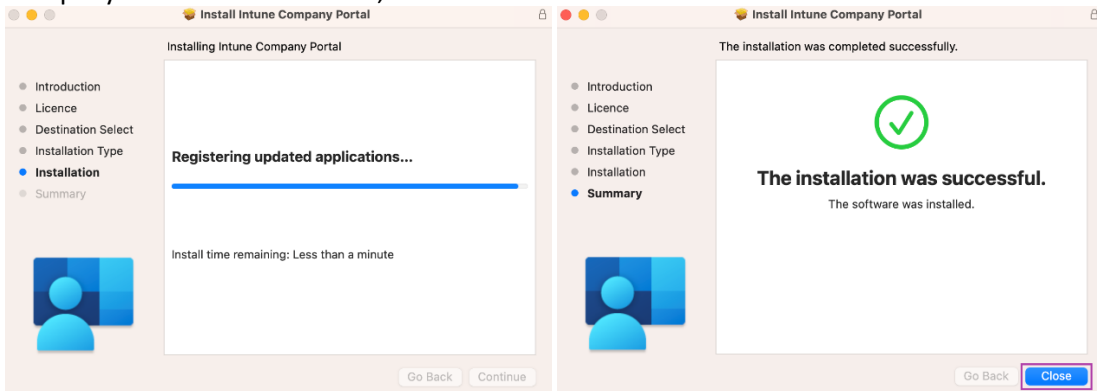
8. Click Install, enter your password then click Install Software



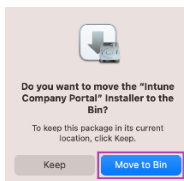
9. Click OK



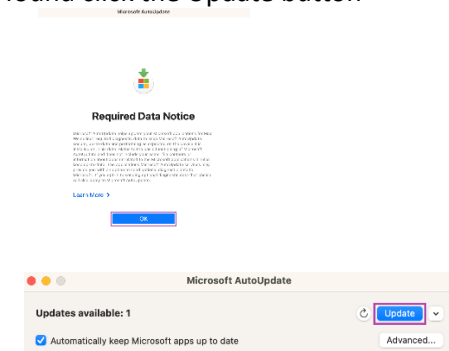
10. Company Portal will now install, click Close when it finishes.



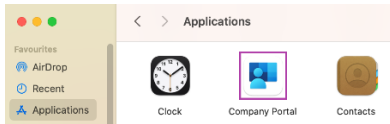
11. You can now delete the Installer package by clicking Move to Bin.



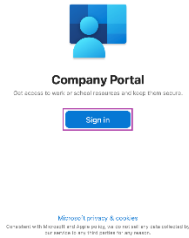
12. On the next screen click OK to check for updates to the Company Portal. If any updates are found click the Update button



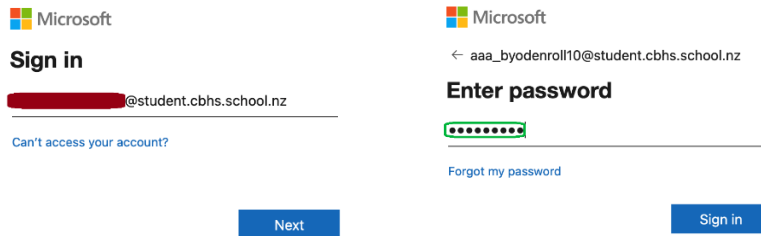
13. Open Finder, go to Applications, find Company Portal and launch it.



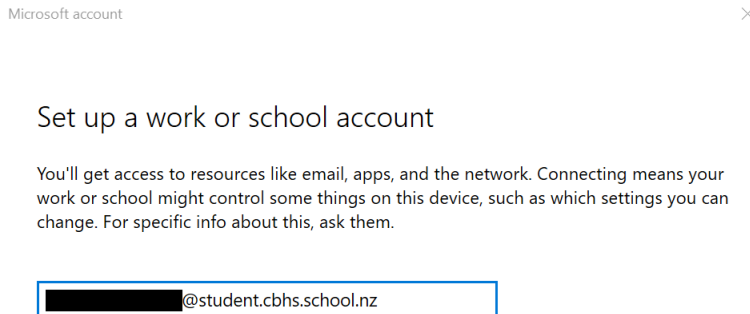
14. Click Sign in



15. Enter the ID and password the school has given you.



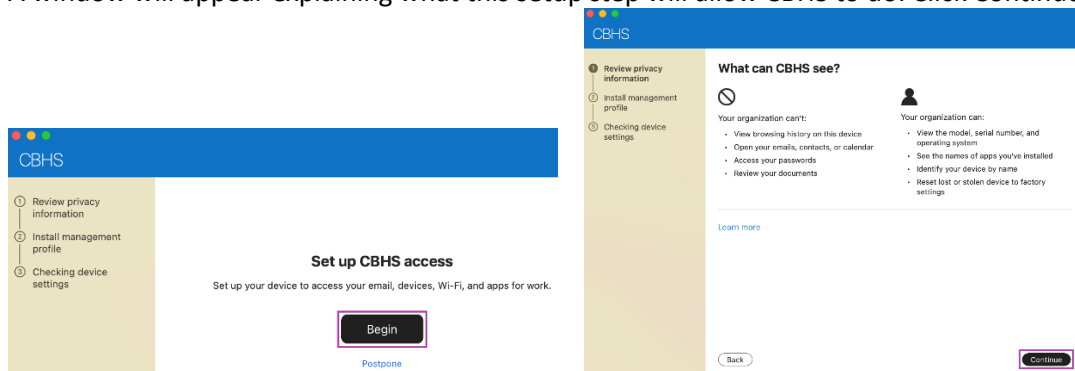
16. Enter the email address that has been given to you



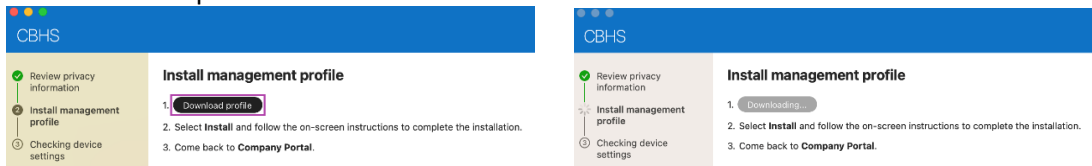
17. Company Portal is now ready to setup your MacBook for use at CBHS.

Click Begin.

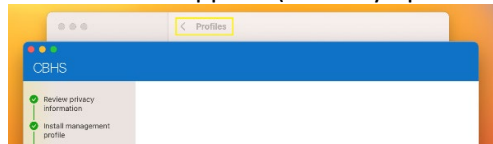
A window will appear explaining what this setup step will allow CBHS to do. Click Continue.



18. Click Download profile and the download will start



19. When the Download completes you will need to install the profile.
A Profiles window will appear. (this may open behind the install window)

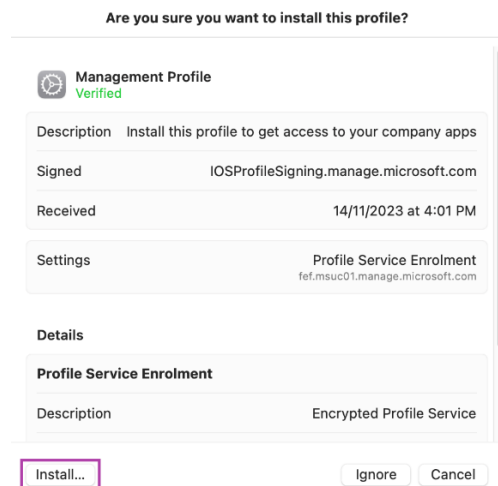
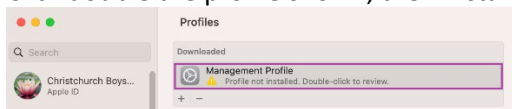


or

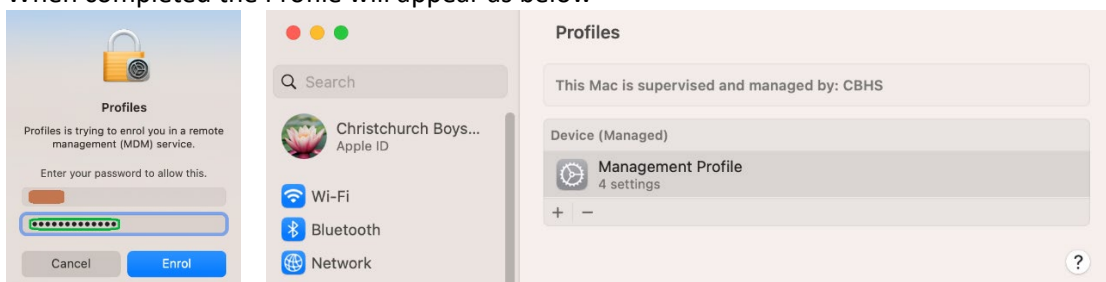


Scroll down and open the profiles section

Click double the profile shown, then Install in the next window.

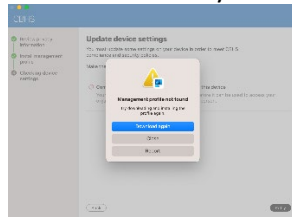


20. Enter your MacBook password and click Enroll.
When completed the Profile will appear as below

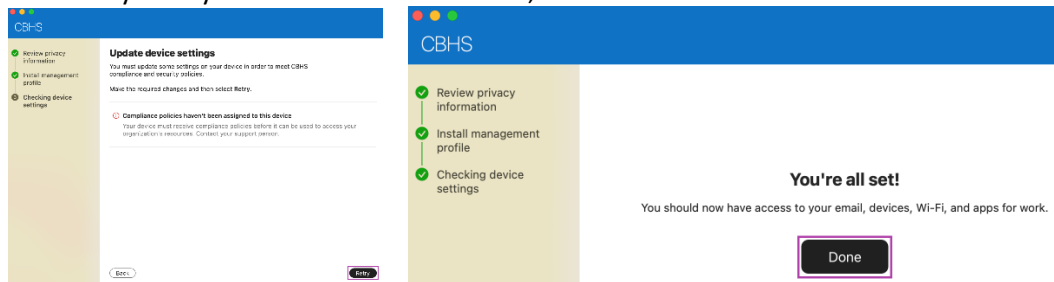


21. Return to the Company Portal app.

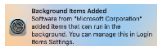
You may see a message saying Management profile not found.
Click to close it if you do.



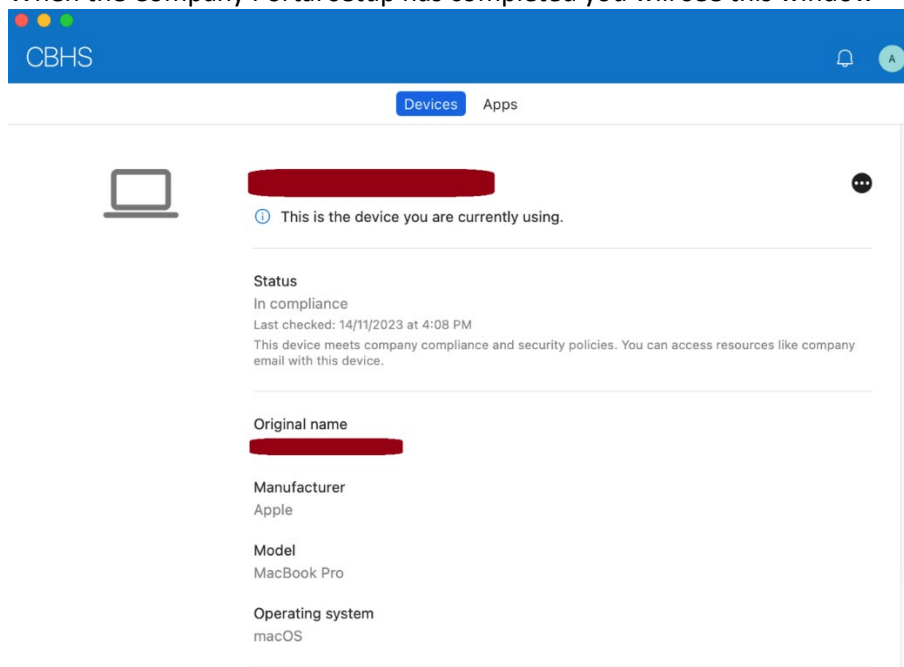
22. You will most likely see the screen below. This will display while Company Portal is doing additional CBHS setup. This can typically take up to 10 min.
Click Retry until you see the second window, then click done.



23. A number of notification windows may appear. These can be closed.



24. When the Company Portal setup has completed you will see this window

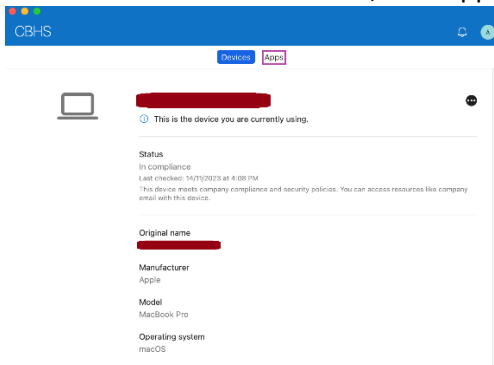


If you see the above screen you can go to [Section 4 - Installing applications for use at CBHS](#)

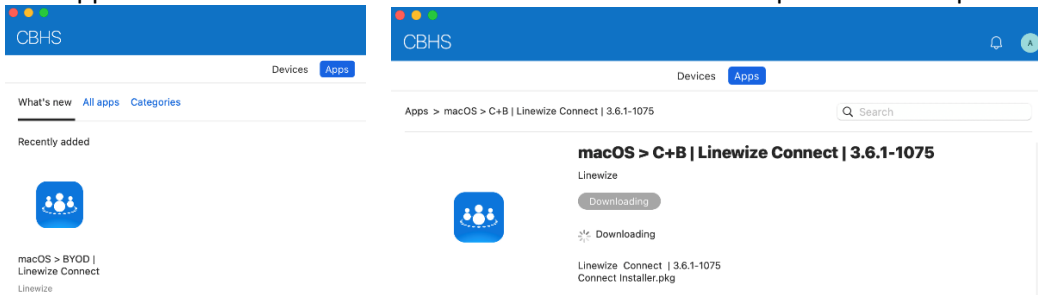
**If you do not see this window after repeated retries as above, don't panic.
We will assist you with finishing the setup when you start at school.**

Section 4 - Installing applications for use at CBHS

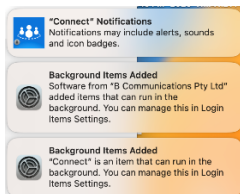
1. Log on with the account you will be using at school
2. Open the 'Company Portal'. Click Sign in if asked to.
3. You will see a window like this, click Apps



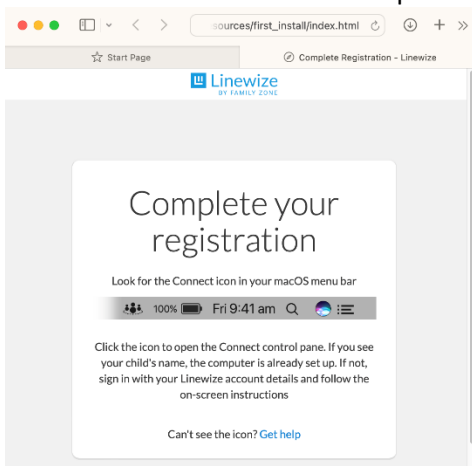
4. You will see a window with apps that can be installed for use at CBHS.
5. Install Linewize Connect first. Click on its icon then click Install in the next window. The app will download and install. It can take some time for this process to complete.



6. When you install Linewize Connect you will see several notifications pop-up. These can be closed.



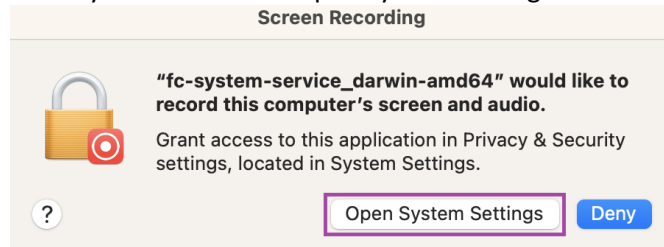
7. When Linewize Connect has completed you will see this window. It can be closed.



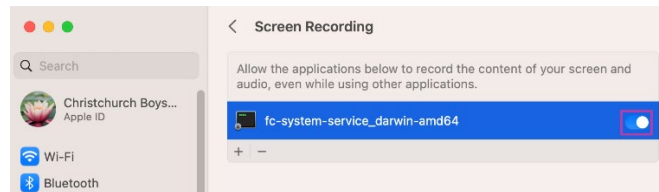
8. You should now see this on the menu bar at the top of the screen



9. Linewize Connect has now been installed but some additional setup steps will take place.
a. When you see this click Open System Settings



- b. On the next screen set the slider as shown



- c. Close the System Setup window
d. Linewize Connect Setup is now complete.
10. Linewize Connect is now installed. The app may show as failed. This is not unusual even when the install has completed successfully. When you start school your teachers can check it is working correctly and get help for you if it isn't.
11. You can now install any other apps that may be show in the Company Portal Apps window.

Note - Some apps can take a long time to install.