



A step-by-step guide for families

Follow the three guides below **in order** to prepare your child's Windows 11 laptop for use at school. Complete all steps in each guide before moving to the next.

STEP 1 — Set up your new laptop

Guide 1: Setting up a Windows 11 Laptop – Out-of-Box Setup

Complete all **16 steps** to set up your new laptop for the first time.

☐ Guide 1 completed

STEP 2 — Create your child's student account

Guide 2: Create a Student Account

Complete all **9 steps** to create your child's account on the laptop.

☐ Guide 2 completed

STEP 3 — Connect your laptop to the school

Guide 3: Connect the Device to School – Onboarding with Intune

Complete both parts of this guide:

- **Guide 3 Part 1:** Onboarding with Intune — complete all **7 steps**.

☐ Guide 3 Part 1 completed

- **Guide 3 Part 2:** Connecting to the Education Queensland Network — complete all **3 steps**.

☐ Guide 3 Part 2 completed

Ready for school!

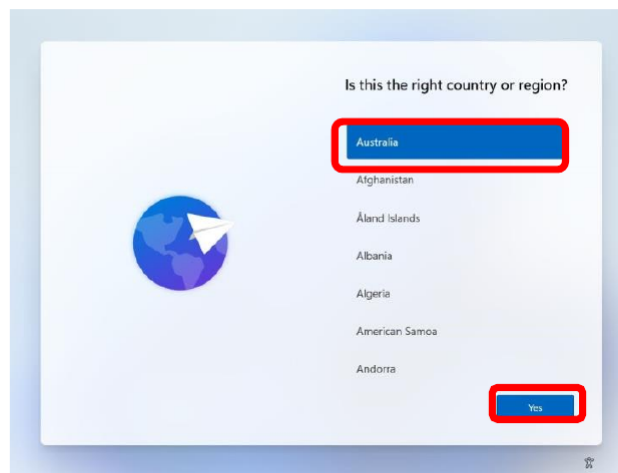
Once all three guides and their required steps are complete, your child's laptop will be set up for school use.

Setting up a Windows 11 Laptop – “Out of Box Setup” guide 1 of 3

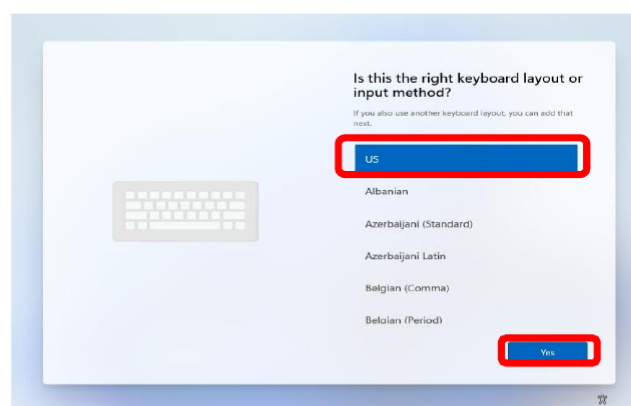
Some steps in this article may not appear for you. Every laptop manufacturer can add or remove certain steps from the windows setup screen. If a step does not appear, ignore that step. If a step appears that is not included, please use your best judgement for what to do.

Before starting, you will require an internet connection and a Microsoft account. If you do not have a Microsoft account, you can create one during this setup. You can use a current email address and “attach” it as a Microsoft account during this setup. **If you have already gone through the initial setup process and wish to learn how to setup your students device ready to be connected to the EQ network you can skip this guide and continue to guide 2 – Setting up an account on the laptop for your child**

Step 1: Is this the right country or region? - Select “Australia” and select “Yes”

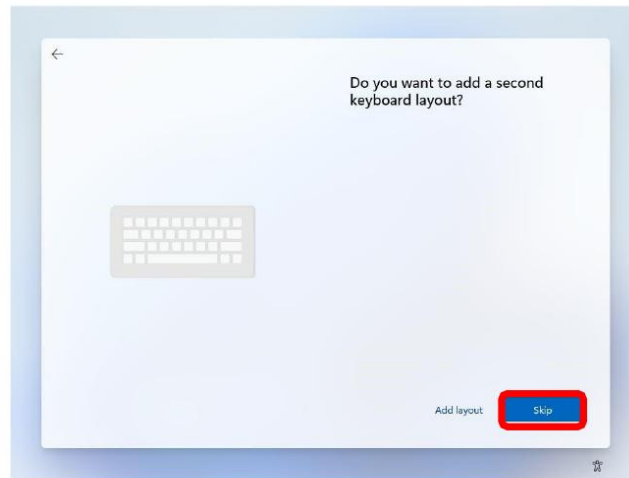


Step 2: Is this the right keyboard layout or input method? – Select “US” or “Unites States”. Australia uses the same keyboard layout. Do not select “UK”.

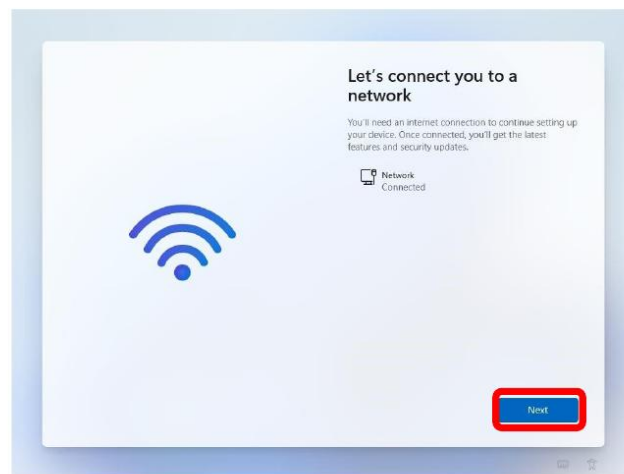




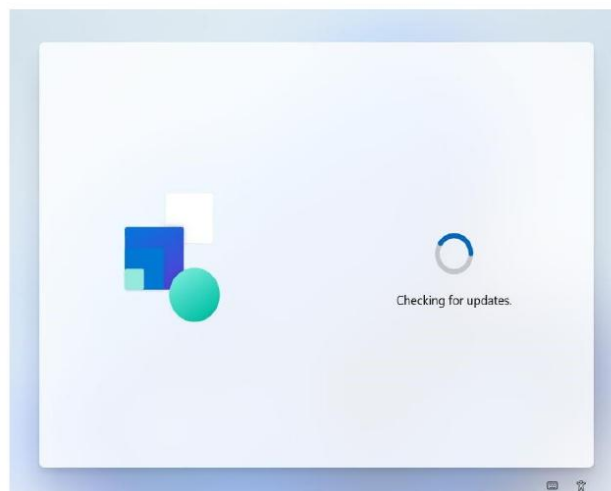
Step 3: Do you want to add a second keyboard layout? – Select “Skip”.



Step 4: Let's connect you to a network – Select your home wifi connection and enter in your password. Once connected – Select “Next”.

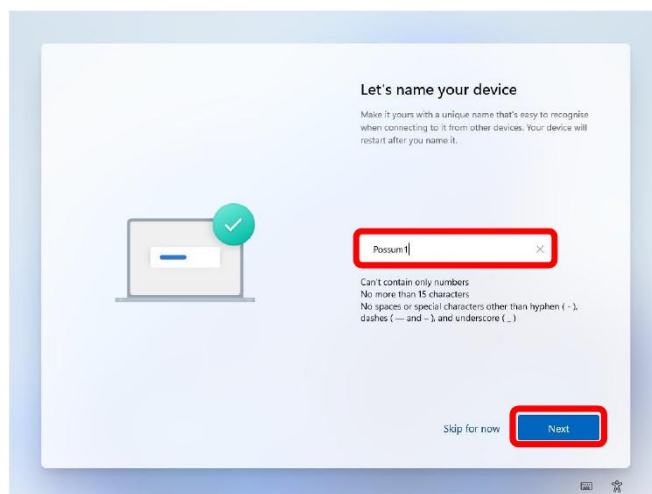


Step 5: Your computer will now check for updates. If any updates are required it will install them automatically. Your computer may restart multiple times during this process.

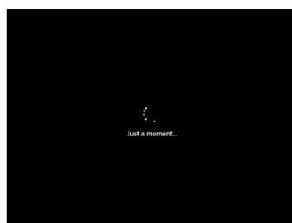




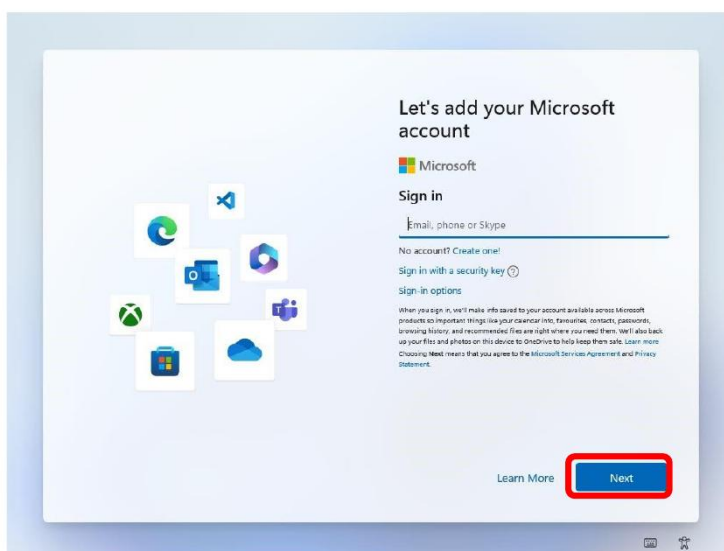
Step 6: Let's name your device – Enter a name for your new device. You could use your child's name followed by "Laptop" eg. "Joe Blogs Laptop". After you have entered a name, select "Next".



Step 7: Your computer may now restart. Please wait until the next screen appears.

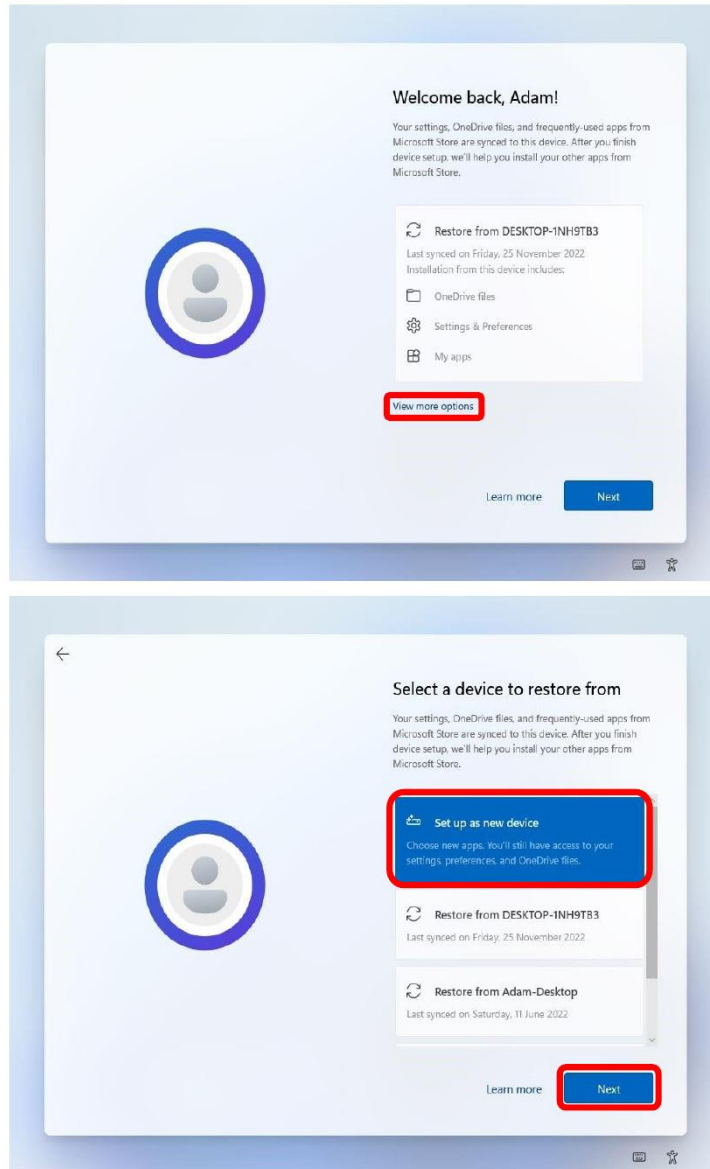


Step 8: Enter your Microsoft Account email. If you do not have a Microsoft account, you can now create one from this page by selecting "Create one!" Once you have entered your Microsoft account email or created your account, select next.

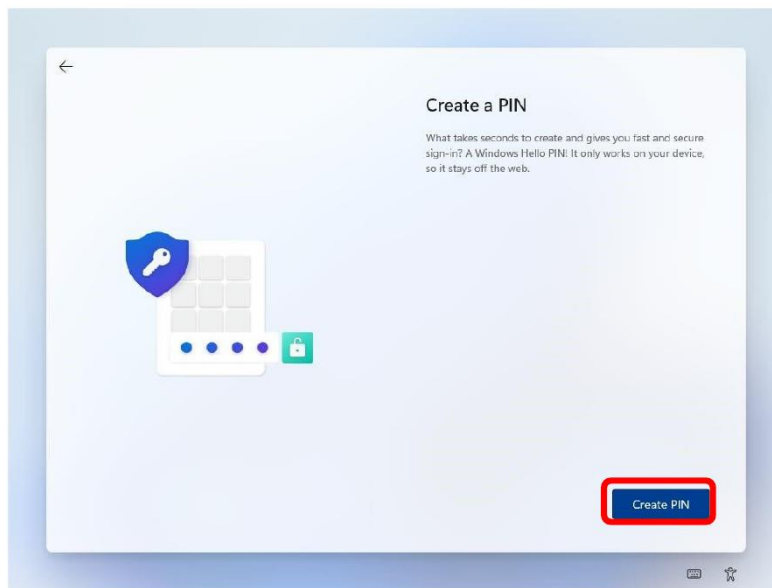




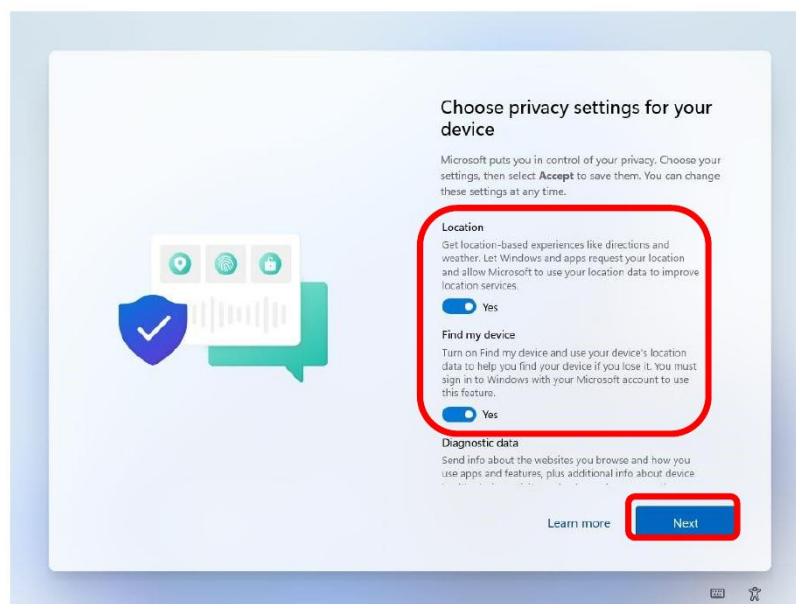
Step 9: If you have previously used your Microsoft account on a Windows 11 device, you may be prompted to “Restore your account”. We do not wish to do this. Select “View more options” and select “Set up as new device” followed by “Next”.



Step 10: Create a pin for you account/logon to the laptop. **Please note, your student will not be using this account and will not need to know this PIN. We will create an additional account on the laptop for them to use.**



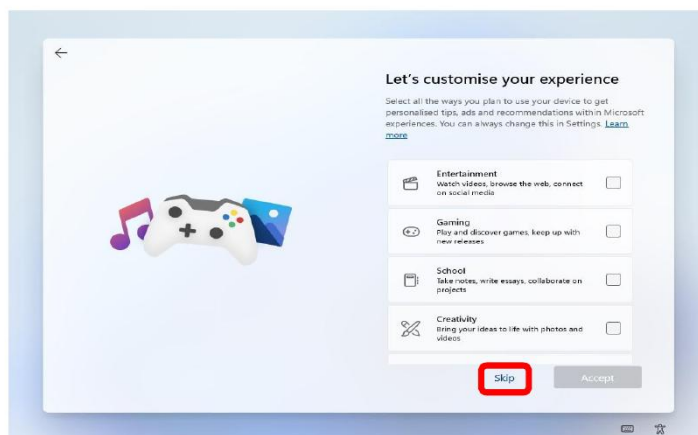
Step 11: Choose your privacy settings for your device. It is recommended to keep “Location” and “Find my Device” turned on. This will enable the device to be tracked from your Microsoft Account if the device were to be lost or stolen. Please read through the other options and device if you wish to keep them on or off. Select “Next” when done.



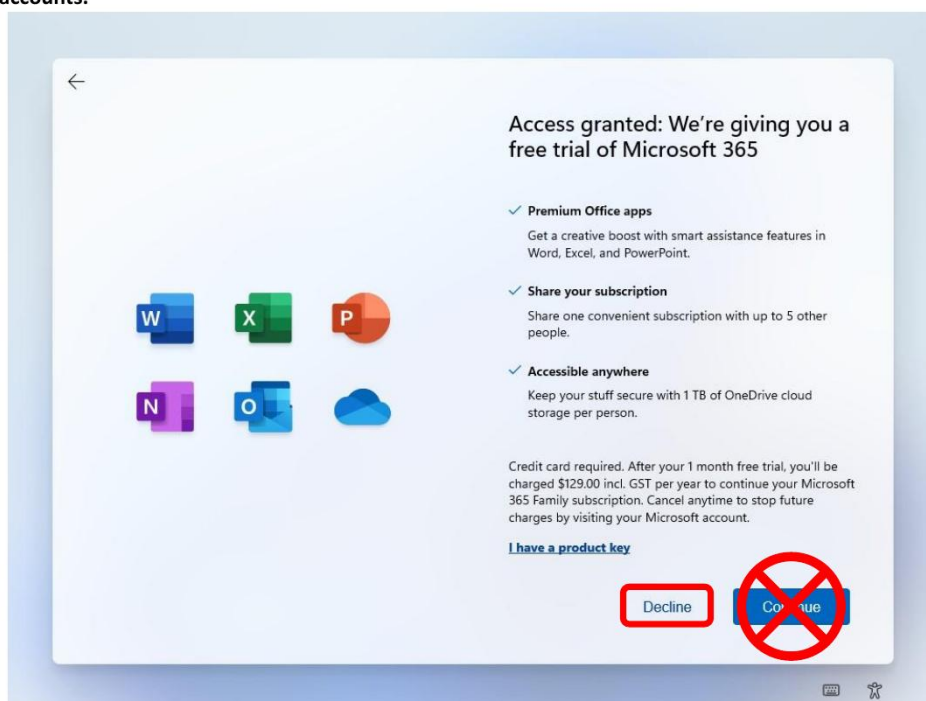
Step 12: Let's customise your experience – This step can be skipped. Select “Skip”.

Windows 11 setup

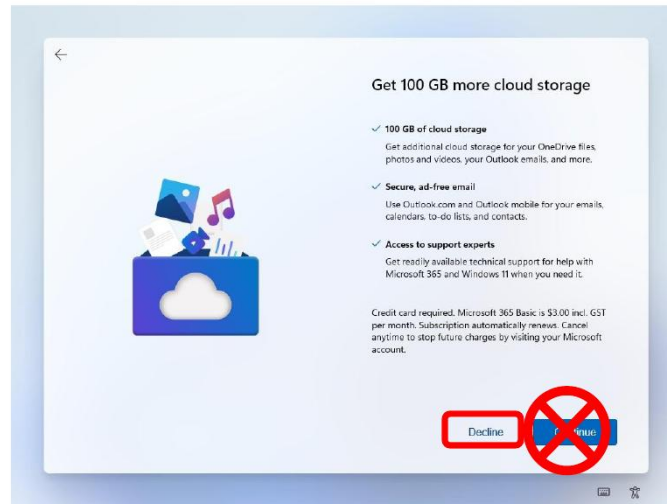
Step by step instructions for preparing a Windows 11 BYOD laptop



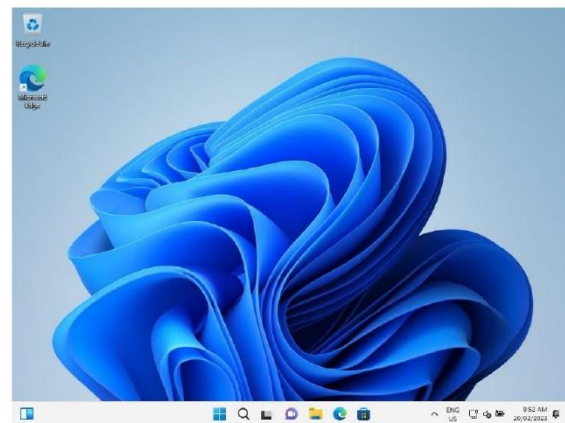
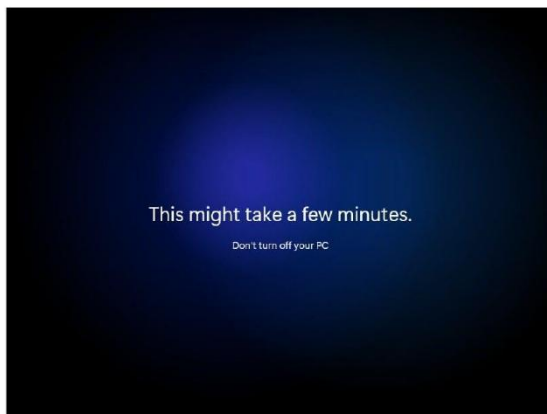
Step 13: If you are prompted about a free trial for Microsoft 365 it is important you **decline**. All students are given free access to Microsoft 365 under their school accounts. There is no need to pay for Microsoft 365 for their school accounts.



Step 14: Cloud storage – Decline this offer. All students get access to their own OneDrive that carries with them throughout their time in Education Queensland. From here, other offers may appear during the setup stage. You can decline all of them. No paid for services/subscriptions are needed for your students device.



Step 16: Your device will not restart and boot into Windows. Sign in using your pin or prompted.



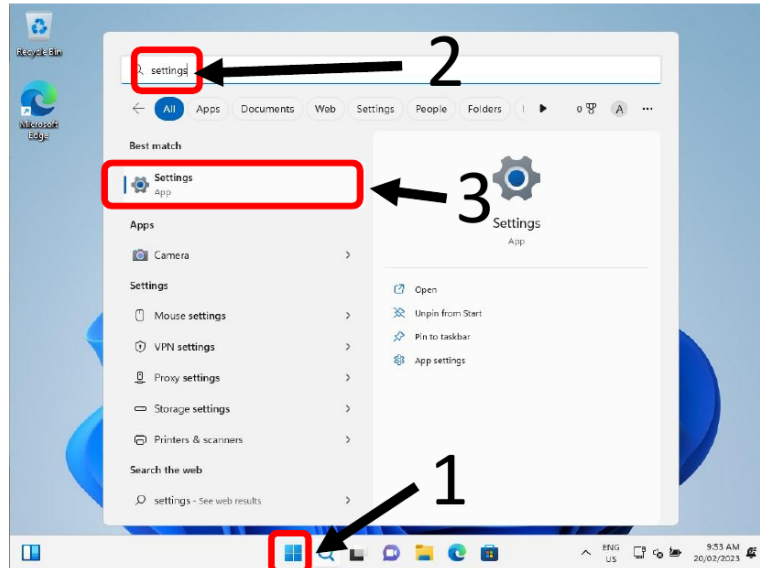
Your child's device is now setup and ready to have an account created to at school! Proceed to Guide 2: Setting up an account on the laptop for your child.

Create a student account

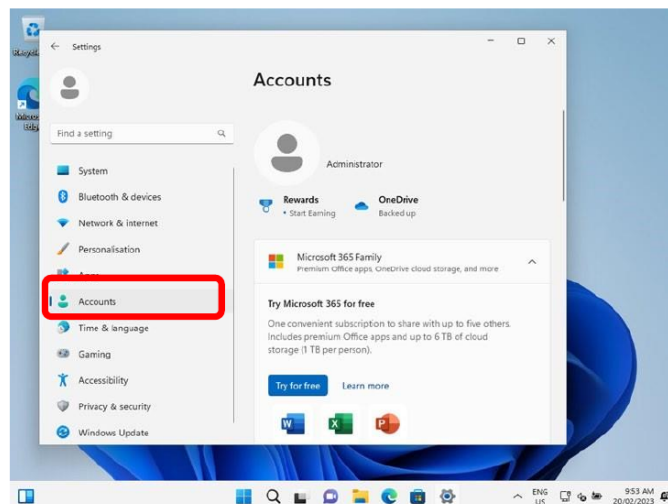
Step by step instructions for preparing a Windows 11 BYOD laptop

Setting up a Windows 11 Laptop – “Create a student account” guide 2 of 3

Step 1: Go to settings – 1. Press the “Start” button. 2. Type “Settings” (No need to click anything, just start typing). 3. Click on the “Settings” app when it appears.



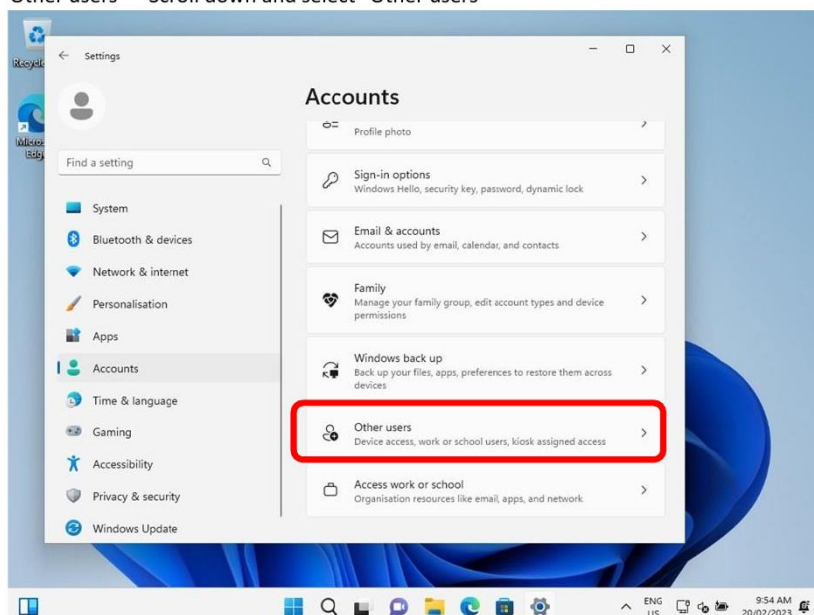
Step 2: Go to Accounts – Select “Accounts” on the left-hand side of the page



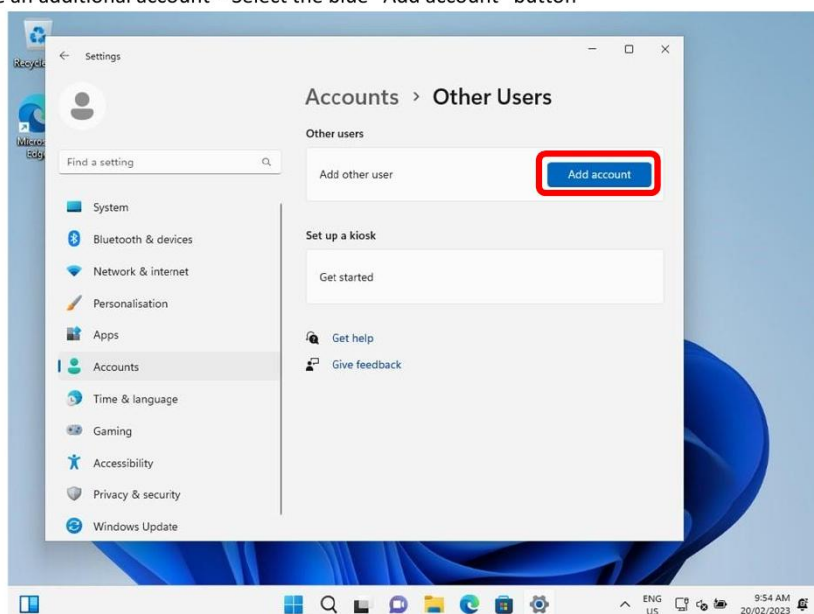
Create a student account

Step by step instructions for preparing a Windows 11 BYOD laptop

Step 3: Go to “Other users” – Scroll down and select “Other users”



Step 4: Create an additional account – Select the blue “Add account” button

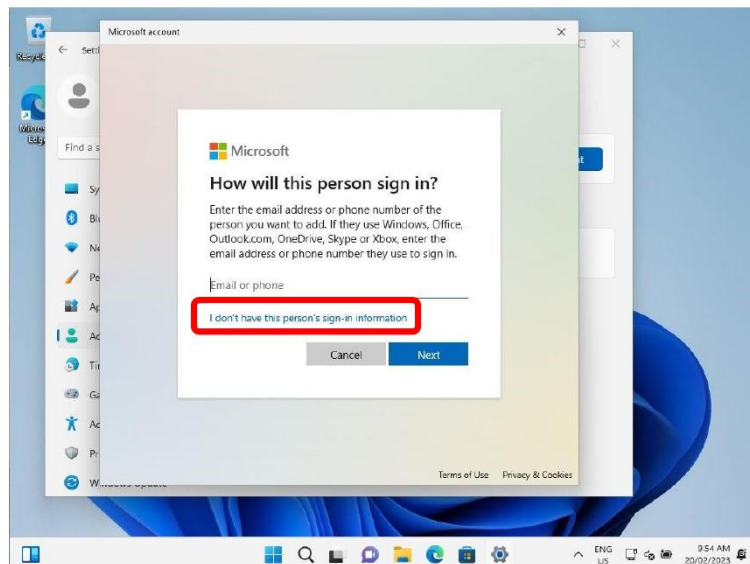


Step 5: Create the additional account. If you have a Microsoft Account for your student, you can sign in as them here. Skip to step 8 once signed in. If you do not have a Microsoft account for your student, or do not wish to use/create one we can create a local account for your student to use. Select “I don’t have this person’s sign-in Information. **Note: If you wish to use Microsoft Family Safety for content filtering and restrictions whilst at home, a Microsoft account for your student is required. More information can be found out about Microsoft Family safety here: <https://www.microsoft.com/en-us/microsoft-365/family-safety>**

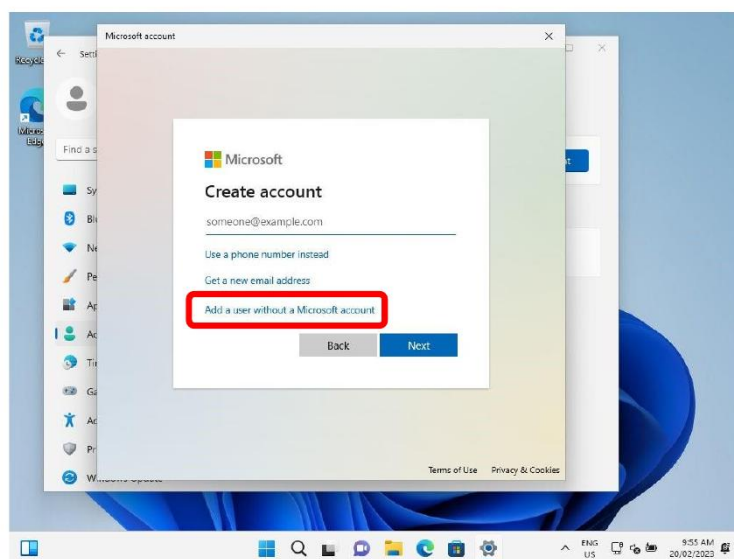
Create a student account

Step by step instructions for preparing a Windows 11 BYOD laptop

Whilst your student's device is at school and connected to our network, our school filter will manage what your students can see/do on the internet. When connected to your home network, this filter does not apply. Microsoft's Family Safety is a good tool to be able to add content filters to ensure what your students are doing



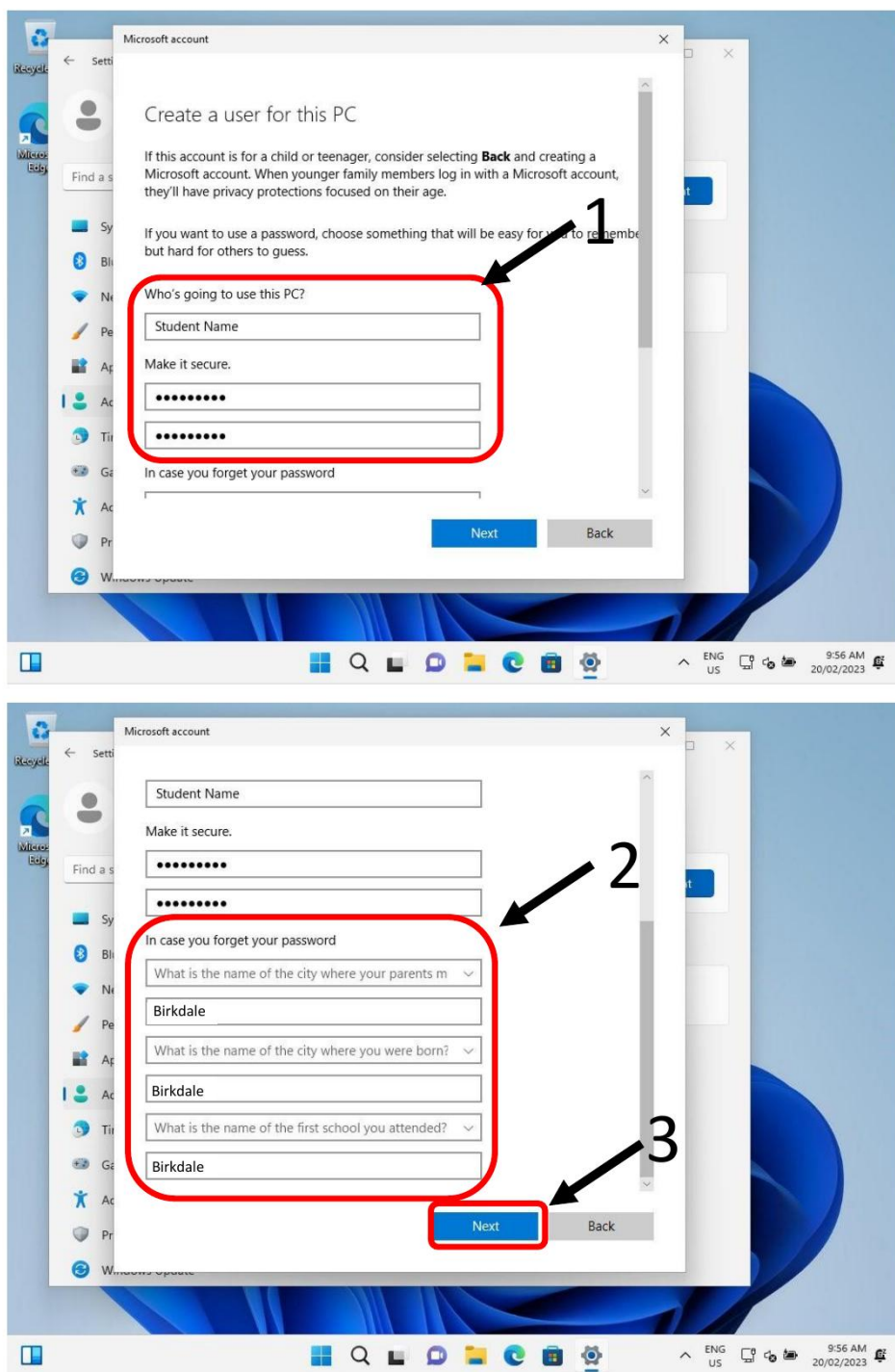
Step 6: Select "Add a user without a Microsoft account".



Step 7: Enter your students name, create a password that they can easily remember, and add security questions and answers. Select "Next" when done

Create a student account

Step by step instructions for preparing a Windows 11 BYOD laptop



Microsoft account

Create a user for this PC

If this account is for a child or teenager, consider selecting **Back** and creating a Microsoft account. When younger family members log in with a Microsoft account, they'll have privacy protections focused on their age.

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?

Student Name

Make it secure.

.....

.....

In case you forget your password

Next Back

Microsoft account

Student Name

Make it secure.

.....

.....

In case you forget your password

What is the name of the city where your parents live?

What is the name of the city where you were born?

What is the name of the first school you attended?

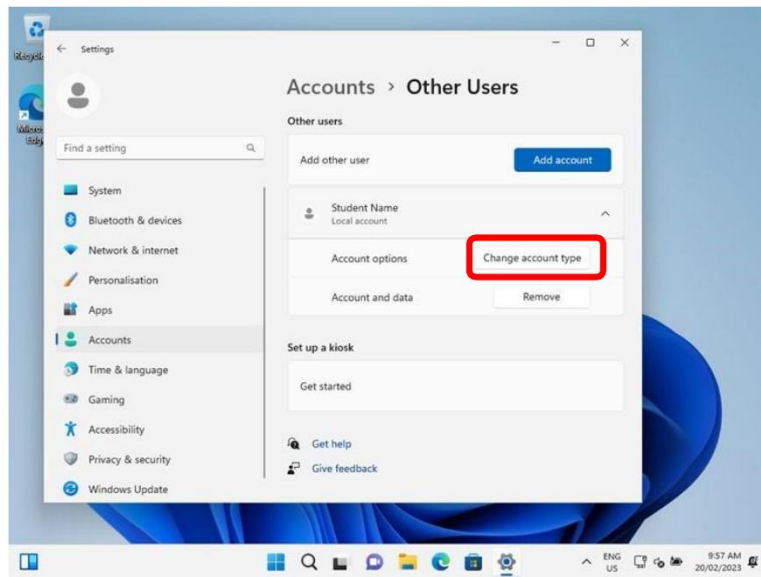
Next Back

Step 8: Make the new user account an Administrator of the device. (This step is vital to ensure the device can connect correctly to the Education Queensland computer network. Without administrator access your student will not be able to access the internet or install applications required for day to day learning activities) – Under the new account you have just created, select “Change account type”.

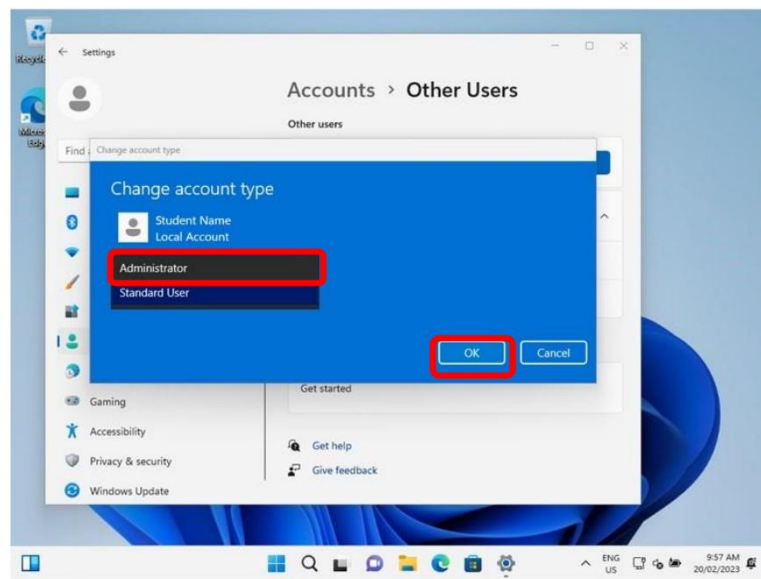


Create a student account

Step by step instructions for preparing a Windows 11 BYOD laptop



Step 9: From the drop-down box, select “Administrator” followed by “OK”



Your child's device is now setup and ready to be connected to their account for access at school! Proceed to [Guide 3: How to Onboard the device.](#)

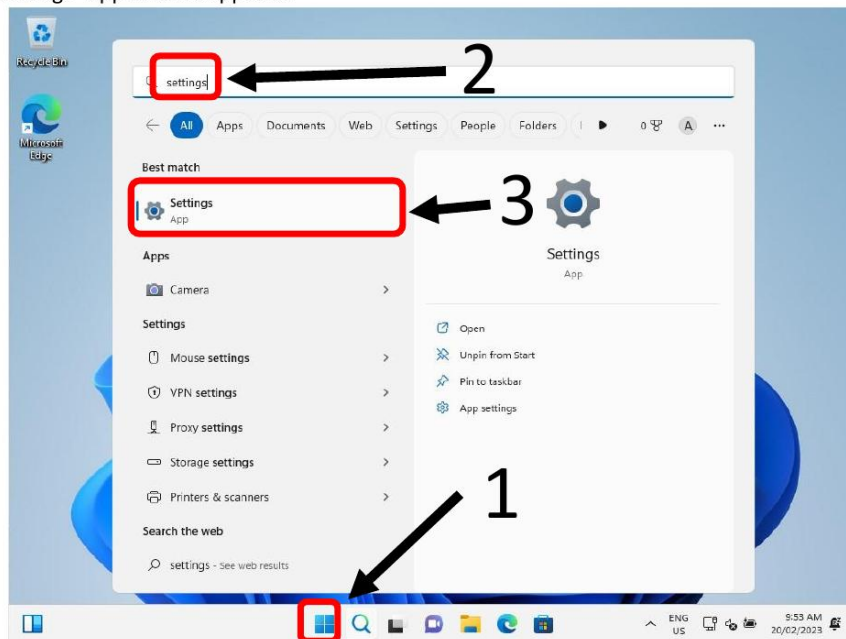


Setting up a Windows 11 Laptop – “Onboarding with InTune” guide 3 of 3

Before starting, you will require your students school username and password. If your student has not yet attended school, these details will not be available until 2-3 days after their first day attending. You can ask your child's teacher for these details after they have first attended.

NOTE: Your child's account on the computer that they will be using **must be set as an administrator of the device**. If you are unsure how to do this, refer to guide 2 “Create a student account” follow step 1, 2, 3 and 8. The device will not download all the necessary applications and wireless settings if this is not done.

Step 1: Go to settings – 1. Press the “Start” button. 2. Type “Settings” (No need to click anything, just start typing). 3. Click on the “Settings” app when it appears.

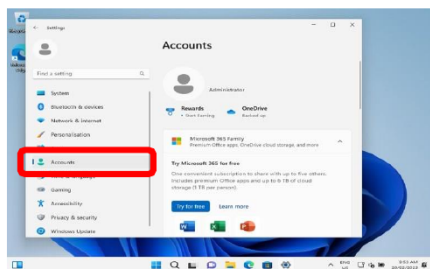


Step 2: Go to Accounts – Select “Accounts” on the left-hand side of the page



Connect the device to school

Step by step instructions for preparing a Windows 11 BYOD laptop



Step 3: Select **Access work or school**



Step 4: Enter your child's school *username* followed by @eq.edu.au and click "Next"

Set up a work or school account

You'll get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.

mstaff78@eq.edu.au

Next

Step 5: Please enter your students username, password, accept the terms and conditions and **Sign in**.



Connect the device to school

Step by step instructions for preparing a Windows 11 BYOD laptop

Managed Internet Service

Sign in with your username and password

Username * mstaf78

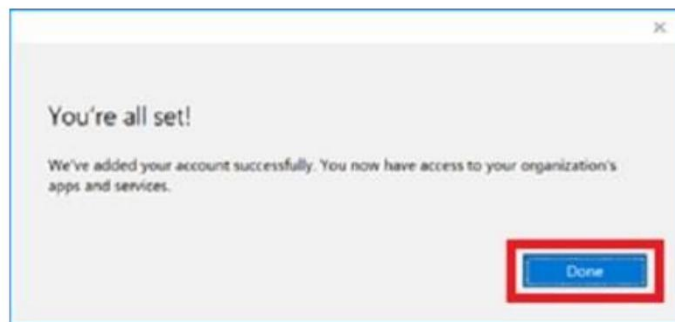
Password *

☒ I agree to the [conditions of use](#)

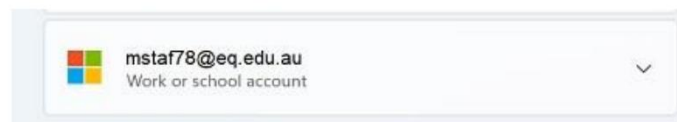
Sign in

[Change my password](#)

Step 6: Please select **Done**.



Step 7: Check your account has been added. Your account details will be displayed.



Your child's device has now been setup to work the Education Queensland network!

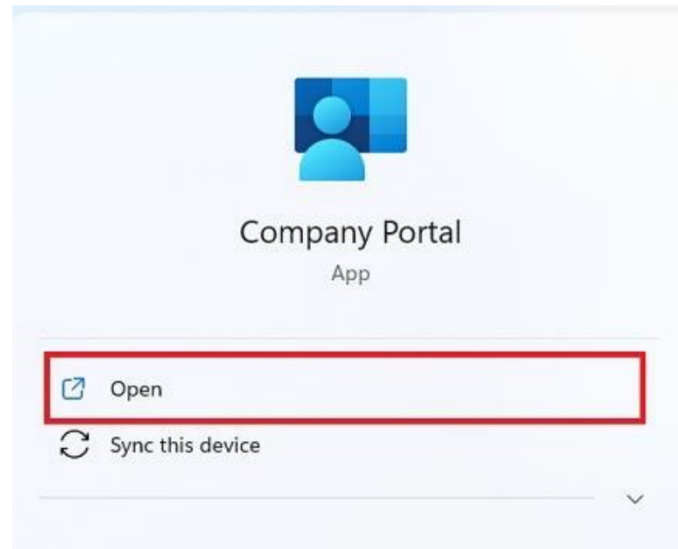
Now some apps are required to be installed. Please wait 5-10 minutes before completing the next step to allow time for the computer to finish the setup in the background.

Step 1: Go to Company Portal - 1. Press the "Start" button. 2. Type "Company Portal" (No need to click anything, just start typing). 3. Click on the "Company Portal" app when it appears and click Open if necessary. Company Portal may ask you to sign in again, if so, please sign in again using your child's username and password.

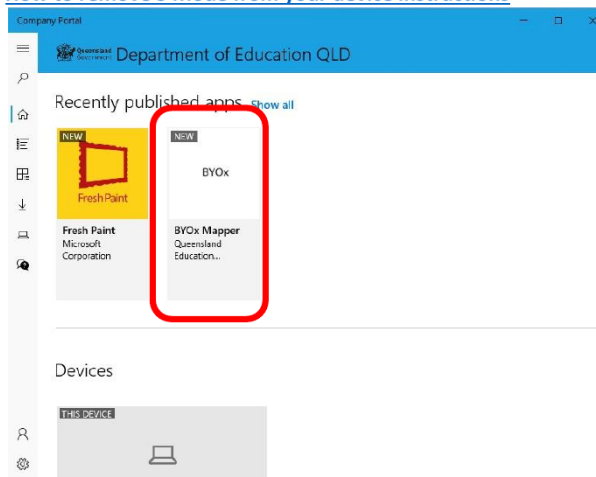


Connect the device to school

Step by step instructions for preparing a Windows 11 BYOD laptop



Step 2: The only app required to be installed at home is BYOx Mapper – Click on “BYOx Mapper” **NOTE: If BYOx mapper does not show, it may mean the device is in “S Mode”. Before you can continue, you will need to remove S Mode from the laptop.** [How to remove S Mode from your device instructions](#)

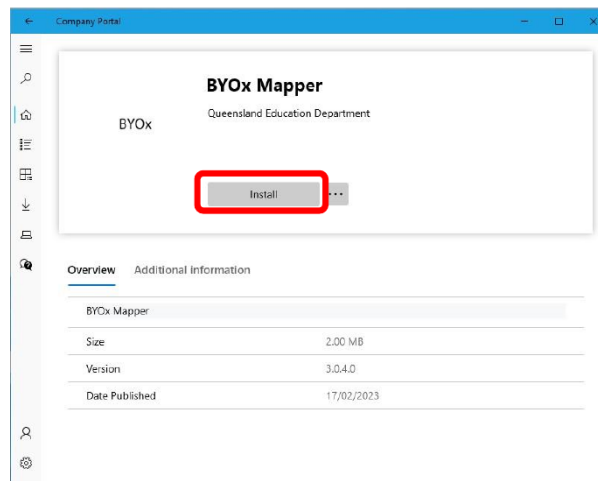


Step 3: Click “Install”



Connect the device to school

Step by step instructions for preparing a Windows 11 BYOD laptop



You are done!