Onboarding your Mac

This guide will assist you with setting up your MacBook which is running macOS Ventura.

ICT Services are available to assist if there are any problems or questions during the onboarding of your Mac and we can be contacted via the following services.

Phone: (08) 8334 1273
Email: ictservices@pac.edu.au

Section 1: Set up your MacBook

The first time that you turn on your MacBook, you will need to complete Setup Assistant to continue setting up your device.

> If Setup Assistant has been completed and you are currently on the Desktop, you can skip to Section 2.

This section of the guide will go through the steps that Setup Assistant requires you to complete.

Select Your Country or Region
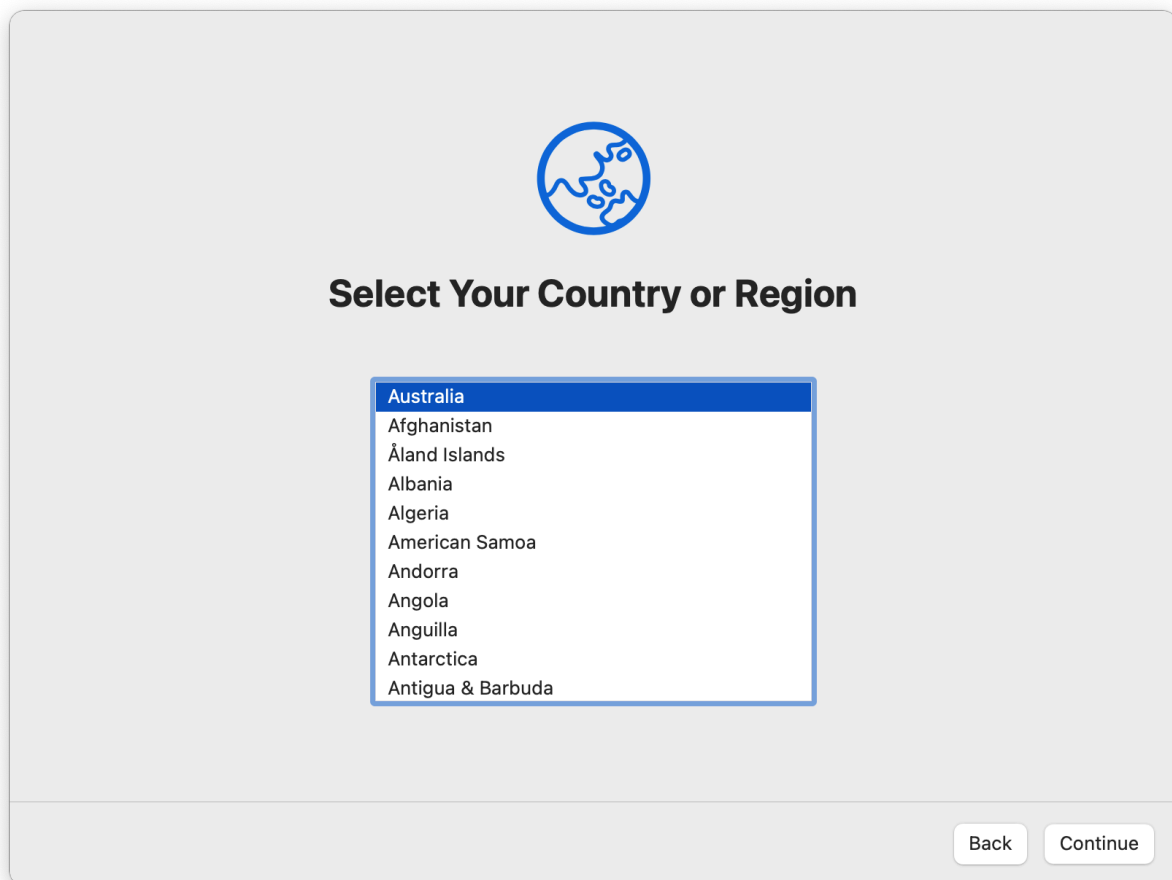
1. Select "Australia" in the list.
2. Click "Continue".

Accessibility

Accessibility features are now able to be setup on Setup Assistant. If these settings are not required, click "Not Now".

Connect to a Wi-Fi network

You will need to join your home Wi-Fi network to complete Setup Assistant.

1. Select your Wi-Fi network name (SSID) in the list.
2. Enter the Wi-Fi network password.
3. Click "Continue".

Data & Privacy

Click "Continue".

Migration Assistant

Click "Not Now".

Sign in with Your Apple ID

An Apple ID is an account that identifies you for services such as iCloud. There are no requirements for an Apple ID to complete this setup.

> You can sign in to your Apple ID via System Settings once Setup Assistant is complete.

1. Click "Set Up Later".
2. Click "Skip".

Terms and Conditions

You will need to accept the Terms and Conditions to continue.

1. Click "Agree".
2. Click "Agree".

Create a Computer Account

A Computer Account needs to be created and it will become the Administrator of this MacBook.

1. Enter your full name (for example John Appleseed).

   > The account name will automatically populate when you enter a password.

2. Enter a password (this will be used to login to your MacBook).
3. Enter a hint to remember your set password (this is optional).
4. Click "Continue".

Enable Location Services

Location Services allows apps like Maps and services like Spotlight Suggestions to gather and use data including your approximate location.

1. Click the box next to "Enable Location Services on this Mac".
2. Click "Continue".

Analytics

Click "Continue".

Screen Time

Screen Time gives you information about how you spend time in apps and on websites.

> You can turn on Screen Time via System Settings once Setup Assistant is complete.

Click "Set Up Later".

Siri

> You can turn on Siri via System Settings once Setup Assistant is complete.

1. Deselect the checkbox labeled "Enable Ask Siri".
2. Click "Continue".

Touch ID

> Not all models of MacBook support Touch ID and you may not see this screen.

1. Click "Set Up Touch ID Later".
2. Click "Continue".

> You can turn on Touch ID via System Settings once Setup Assistant is complete.

Choose Your Look

Select one of the three appearances and click "Continue".

> You can change the appearance via System Settings once Setup Assistant is complete.

Setting Up Your Mac...

Setup Assistant is now complete and you can now progress onto the next section.

Section 2: Enrolling your MacBook

Enrolling into our mobile device management (MDM) solution allows ICT Services to deploy required college applications and settings.

Connect to your home Wi-Fi network

You will need to be connected to your home Wi-Fi network to be able to continue the enrollment of your device.

1. Click the Wi-Fi icon in the menu bar.

2. From the list, click your Wi-Fi network name (SSID) in the list.

   > If your Wi-Fi network name (SSID) doesn't show, click "Other Networks".

3. Enter the Wi-Fi network password.
4. Click "Join".

> At Prince Alfred College you will need to be connected to a Wi-Fi network called "PrinceAlfredCollege". This will allow access to school services such as printing. Section 6 in this guide will guide you through on how to connect to the "PrinceAlfredCollege" Wi-Fi network.
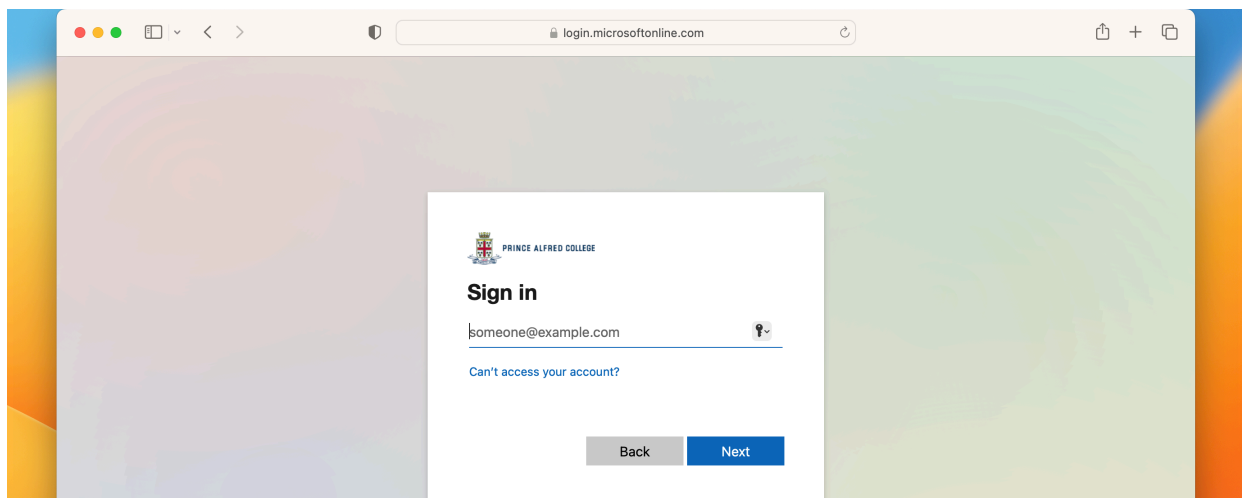
Opening the enrollment page

To the start the enrollment, the following steps will need to be completed.

1. Open Safari from the Dock.
2. Enter the URL "https://jamf.pac.edu.au/enrol" into the address bar.
3. Press the return key on your keyboard.

Downloading the MDM Profile

1. Enter your school email address (studentid@pac.edu.au).
2. Enter your password (Your DOB in this format YYYYMMDD e.g. 20020123).

3. Click "Sign in".

   > You may be asked if you would like to save this password. Click "Not Now".

4. Click "Continue".
5. Click "Allow".

Installing the MDM Profile

1. Click the Apple button in the top left hand corner of the display.
2. Click "System Settings…".
3. Click "Privacy & Security"
4. Scroll down and click "Profiles".
5. Double click "MDM Profile" and click "Install…".
6. Click "Install".
7. Enter your MacBook password.
8. Click "Enrol".
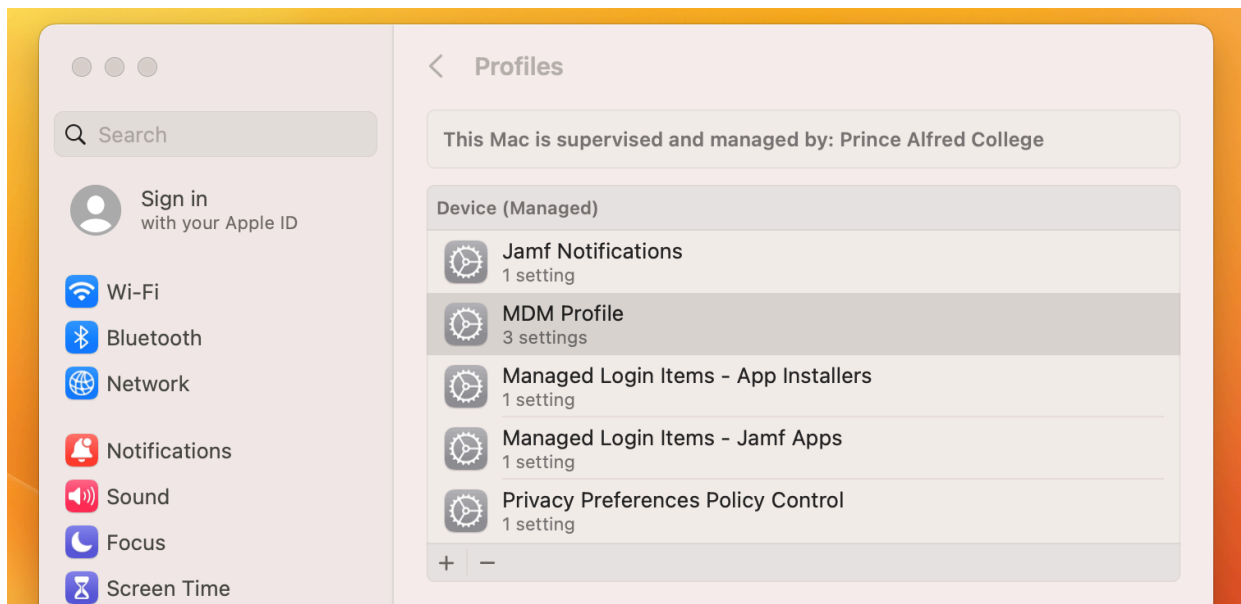
Your MacBook will now communicate with our MDM server and deploy the required Configuration Profiles. This process can take about 2-3 minutes to complete.

The enrollment is complete once the Self Service application has opened.

Section 3: Installing essential school applications and services

Using the Self Service application, you can complete the installation of all essential school applications and services. This will include:

- Microsoft 365 for Mac
- Bitdefender
- NoMAD
- Vivi
- Follow me Printer
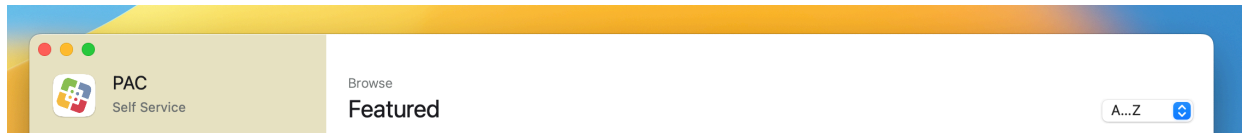
To start the installation, you will need to complete the following.

1. Open the Self Service application on the Dock.
2. Click "Onboarding" on the sidebar.
3. Click "Start Setup".

The onboarding setup will now start to install all essential school applications and services. **This process can take about 10 to 15 minutes to complete depending on your internet connection.** When the setup is complete please click "Close" and then continue to Section 4.

Section 4: Setting up Microsoft Outlook

The school recommends using Microsoft Outlook for your school email.

Open Microsoft Outlook

Launchpad is an easy way to find and open apps on your MacBook and this is how we will locate Microsoft Outlook.

1. Click the Launchpad icon on the Dock.
2. Locate and click "Microsoft Outlook" in the list of apps.
3. Microsoft Outlook will open.

> If you are unable to find Microsoft Outlook in the list of apps, you can start typing Microsoft Outlook and it will search Launchpad.

Activate Microsoft 365 for Mac

Before you can start using Microsoft Outlook, you will need to sign in and activate Microsoft 365 for Mac.

1. You should find your school email has already been entered.
2. Enter your password (Your DOB in this format YYYYMMDD e.g. 20020123).
3. Click "Sign in".

Your privacy matters

When you open Microsoft Outlook for the first time, you will receive a message *"Your privacy matters"*. Click "Done".

Section 5: Setting up OneDrive

The school recommends the use of OneDrive. Your school email includes 1TB of cloud storage and items stored in your OneDrive folder will be available online across your devices.

Open OneDrive

Launchpad is an easy way to find and open apps on your Mac and this is how we will locate OneDrive.

1. Click the Launchpad icon on the Dock.
2. Locate and click "OneDrive" in the list of apps.
3. OneDrive will open after a short amount of time.

> If you are unable to find OneDrive in the list of apps, you can start typing OneDrive and it will search Launchpad.

Signing into your OneDrive account

1. You should find your school email has already been entered.

2. Click "Sign In".

   > You will find your password has been entered for you. If this is not the case, please enter your password before continuing.

3. You are going to keep the OneDrive folder at it's default location, click "Next".
4. To finish setting up, click "Next" and "OK".
5. Click "Open OneDrive Folder".

Section 6: Finish setting up your MacBook

Section 6 is only available to be completed when you are onsite at the college. This section cannot be completed at home.

Connect to the PrinceAlfredCollege Wi-Fi network

At Prince Alfred College you will need to be connected to a Wi-Fi network called "PrinceAlfredCollege". This will allow access to school services such as printing.

1. Click the Wi-Fi icon in the menu bar.

2. From the list, click "PrinceAlfredCollege".

    > If "PrinceAlfredCollege" doesn't show, click "Other Networks".

3. Enter your username (Student ID).

4. Enter your password (Your DOB in this format YYYYMMDD e.g. 20020123).

5. Click "OK".

6. Once you click OK, you're prompted to authenticate to the network, click "Continue".

7. Enter your MacBook password.

8. Click "Update Settings".

> If you are a Boarder at Prince Alfred College, you will also need to join the "PAC Boarders" Wi-Fi network when located in the Boarding House using the above steps. When you are located at Prince Alfred College, your device will automatically connect to the "PrinceAlfredCollege" Wi-Fi network.

Signing into NoMAD

NoMAD is a menu bar application that allows you to print, see when your school network password will expire and provide shortcuts to school services whilst at school.

To sign into NoMAD, the following steps will need to be completed.

> NoMAD on a home Wi-Fi network will show as 'Not Connected' and cannot be signed into at home.
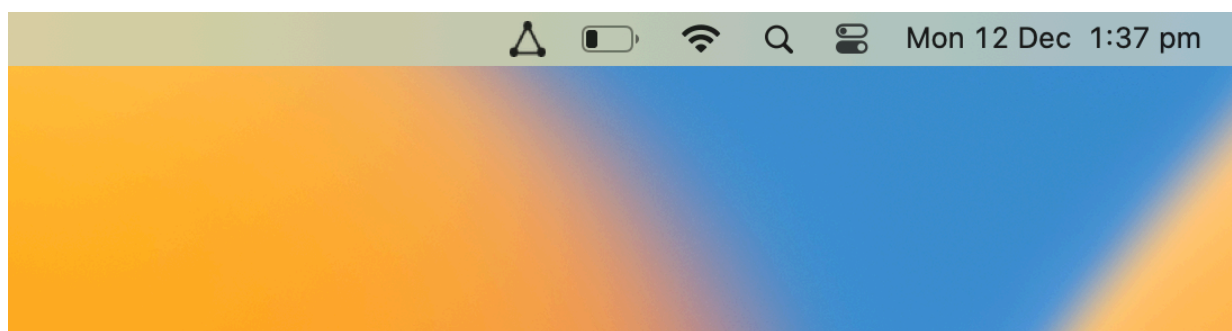
1. Click on the triangle in the menu bar at the top of your screen.
2. Click "Sign In".
3. Enter your username (Student ID).
4. Enter your password (Your DOB in this format YYYYMMDD e.g. 20020123).
5. Click "Sign In".
6. The NoMAD icon will now show a check mark if you have successfully signed in.

Section 7: Enrollment Complete

Your MacBook is now setup and ready to be used at Prince Alfred College. Thank you for your help in enrolling your device into our management system.

Questions

If you have any questions for the ICT Services team, our contact information is available below.

Contact us

ICT Services can be contacted via the following services.

Phone: (08) 8334 1273
Email: ictservices@pac.edu.au

Visit us

If you would like to visit ICT Services, our ICT Help Desk Hours of Operation are:

Monday: 8 am — 4 pm
Tuesday: 8 am — 4 pm
Wednesday: 8 am — 4 pm
Thursday: 8 am — 3:30 pm
Friday: 8 am — 4 pm

We are located in The Frederic Chapple Library (Middle/Senior School).