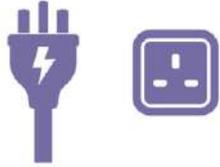


Connect2Work

Setup your
personal device

 **Apple**

Please read before enrolment!



Ensure your phone is charged. The enrolment process can be performed while the device is charging.

The enrolment process may take between **10-20 mins** and **requires access to mobile internet data**. This can be done using the 3G / 4G / 5G data on the SIM card. Please do not use the Endeavour Foundation Corporate or Guest Wi-Fi.



You need at least 1.5GB of free space on your device to accommodate the installation of Endeavour Foundation's default applications



As part of Endeavour Foundation's data security measures, you will be required to have an access code (or PIN) for the device if you don't already. You will **need to nominate a 4-digit code** during the process.

While these instructions are for new **Apple iPhone devices**, they can be loosely followed for older Apple devices (iPhone 6s or above)



You will need to enter your **Endeavour Foundation username and password** a few times when prompted. This is normally your Endeavour Foundation email address but contact the ICT Service Desk on 1300 742 212 to confirm if you are unsure!

Step by Step Instructions

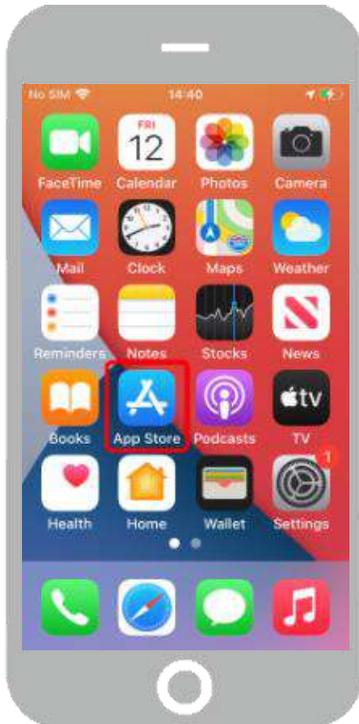
Step	Instructions
1	Open the App Store
2	Search for ' Company Portal ' and tap ' Get ' to install
3	Tap ' Open ' to open the application once installed
4	Tap ' Sign in ' to sign into Company Portal
5	Enter your Endeavour Foundation username (could be <u>firstname.surname@endeavour.com.au</u> or <u>lastnameinitial@endeavour.com.au</u>) and tap ' Next '
6	Enter your Endeavour Foundation credentials (username and password) and tap ' Sign In '
7	Complete Multi-Factor Authentication (MFA) step (if applicable)
8	Get notified so you don't lose access screen - tap ' OK '
9	We recommend you tap ' Allow ' to Comp Portal notifications (this can be changed at any time by going to ' Settings ' > ' Notifications ' > ' Comp Portal ' and switching Allow Notifications off).
10	Tap ' Begin ' to setup the Endeavour Foundation access
11	Review the ' Can't ' and ' Can ' screens and tap ' Continue ' once completed
12	Tap ' Continue ' on 'Set up Endeavour Foundation access' screen
13	Tap ' Allow ' to download the configuration profile
14	Tap ' Close ' once the profile has downloaded
15	Close the Company Portal app and open your ' Settings '
16	Tap ' Profile Downloaded '
17	If this option is not available, follow the onscreen instructions in Company Portal. Go to ' General ', ' VPN & Device Management ' and tap ' Install '. Follow the onscreen instructions and tap ' I installed the profile ' once completed
18	If this does not work tap ' Download again '
19	Under 'Install Profile' tap ' Install '
20	Confirm your pin. Please Note: the system may ask you to set a new passcode to meet minimum security requirements

Step by Step Instructions

Step	Instructions
21	Tap 'Install'
22	Review the 'Warning' screen and tap 'Install'
23	Tap 'Trust' on the Remote Management screen
24	Tap 'Done' once complete
25	Wait for any popups and tap 'Install' on for 'App Installation'
26	Tap 'Manage' on the 'App Management Change' popup (please note: this will do this multiple times if you have downloaded existing company-managed apps)
27	Go back into Company Portal and tap 'Done' on the 'You're all set!' screen
28	Choose 'Endeavour Foundation iOS Apple Devices' and tap 'Continue'
29	Company Portal will now begin to download corporate applications
30	You can remove any apps you don't need by holding them down and tapping 'Remove App'
31	You can review other applications for download from Company Portal by tapping 'View all apps'
32	Tap 'install' on any applications you need

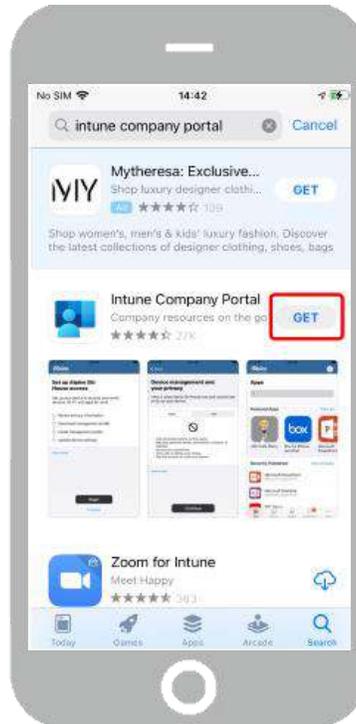
1

Open the 'App Store'



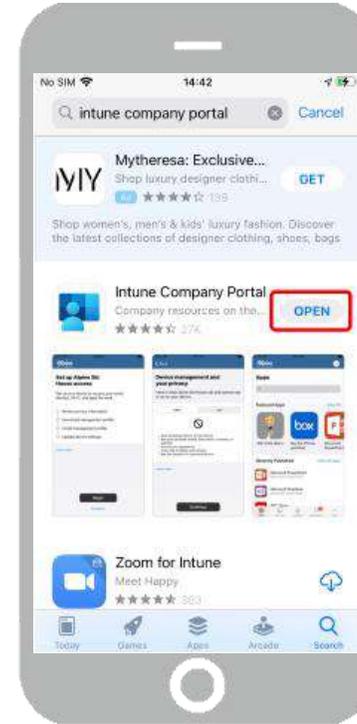
2

Search for **Company Portal** and tap 'Get'



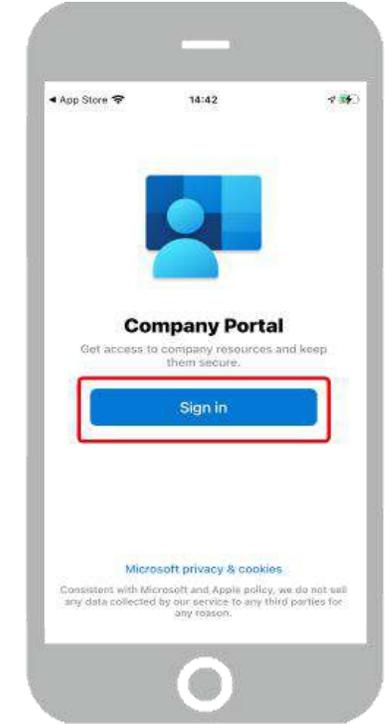
3

Tap '**Open**' to open the application once installed



4

Tap '**Sign in**' to sign into Company Portal

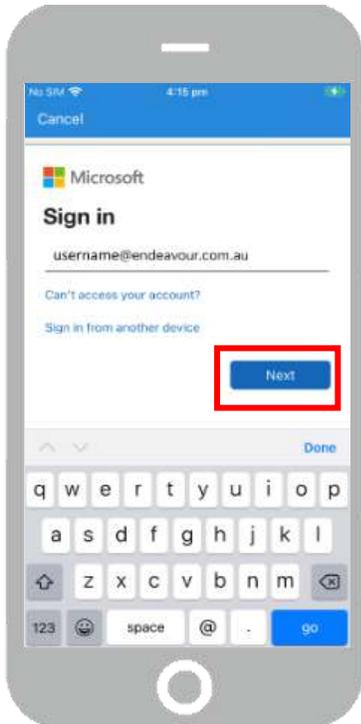


GO



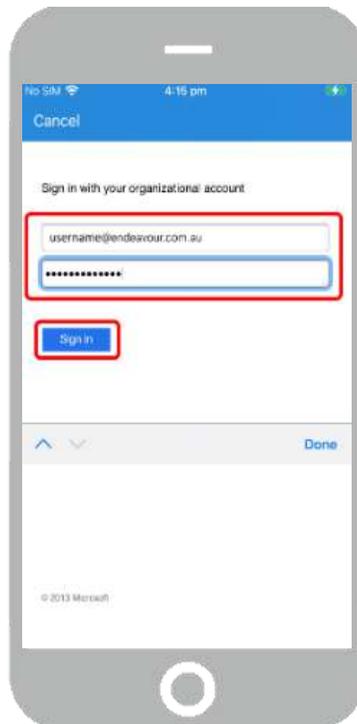
5

Enter your **Endeavour Foundation username** and tap **'Next'**



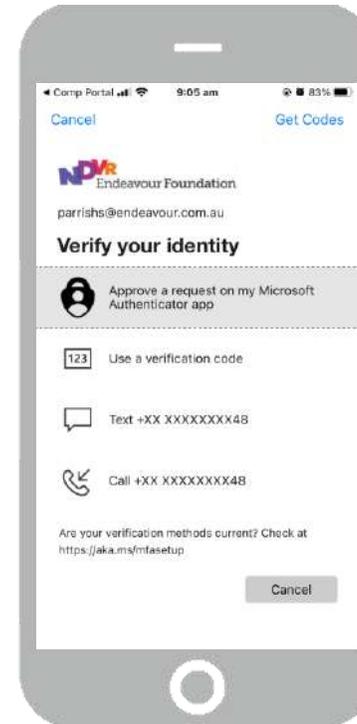
6

Enter your **Endeavour Foundation credentials**



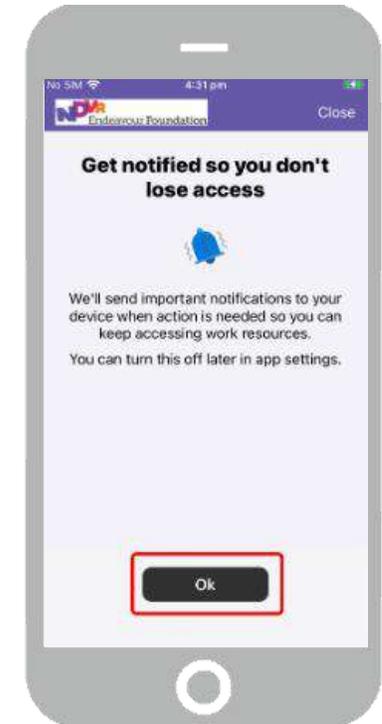
7

Complete the **Multi-Factor Authentication (MFA)** step if applicable



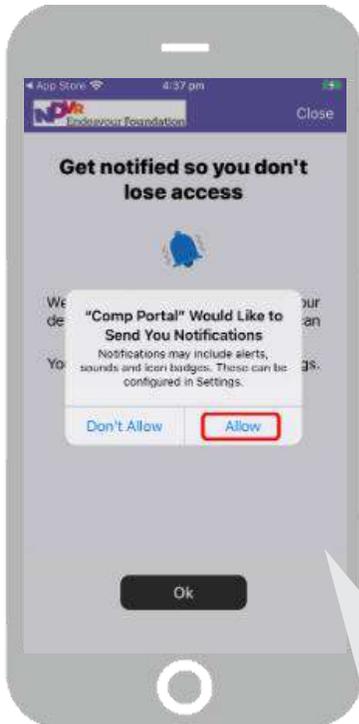
8

Tap **'OK'** to notifications*



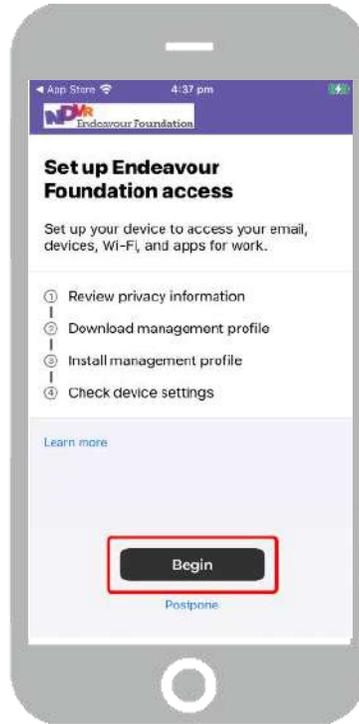
9

We recommend tapping **'Allow'** to Comp Portal notifications*



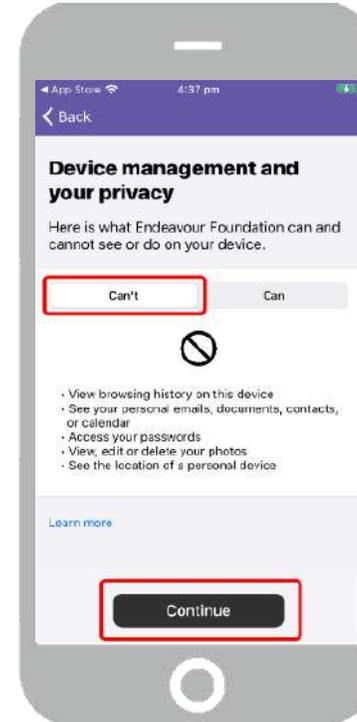
10

Tap **'Begin'** to set up Endeavour Foundation access



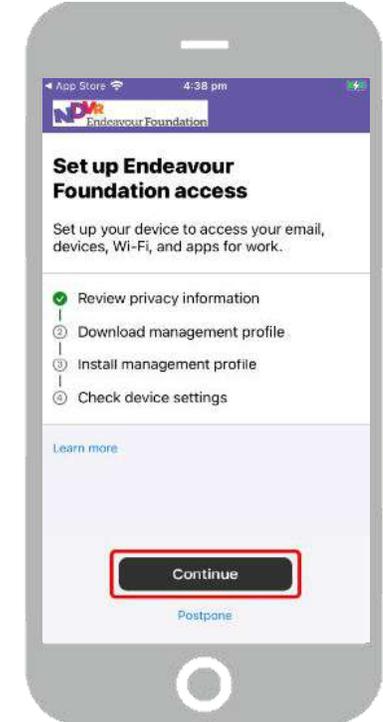
11

Review the **'Can't'** and **'Can'** screens and tap **'Continue'**



12

Tap **'Continue'** on 'Set up Endeavour Foundation access' screen

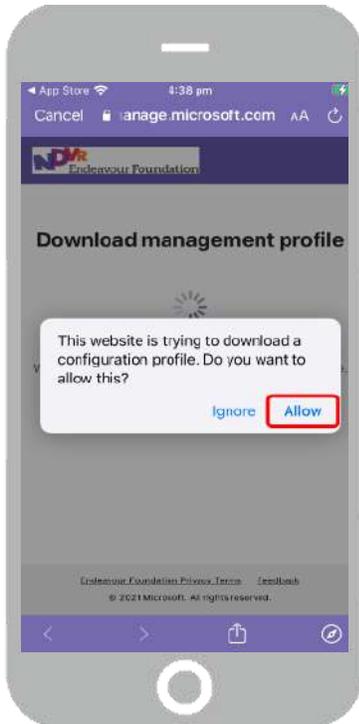


Please Note!
This can be changed at any time by going to **'Settings' > 'Notifications' > 'Comp Portal'** and switching **Allow Notifications** off.



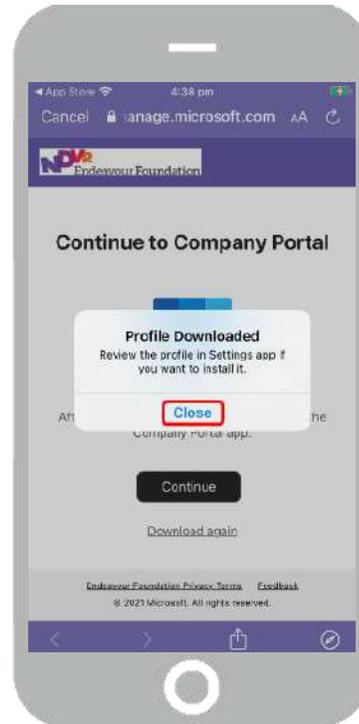
13

Tap **'Allow'** to download the configuration profile



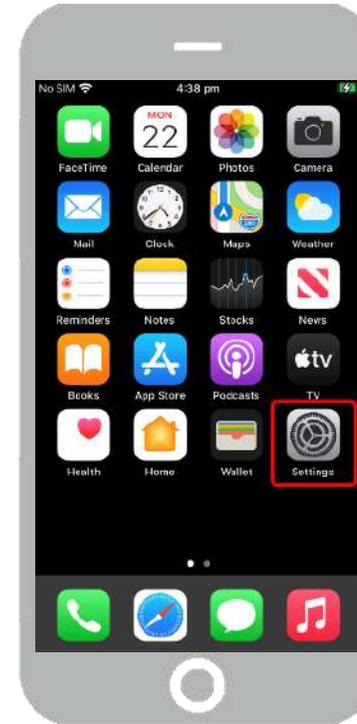
14

Tap **'Close'** once the profile has downloaded



15

Close the Company Portal app and open your **'Settings'**



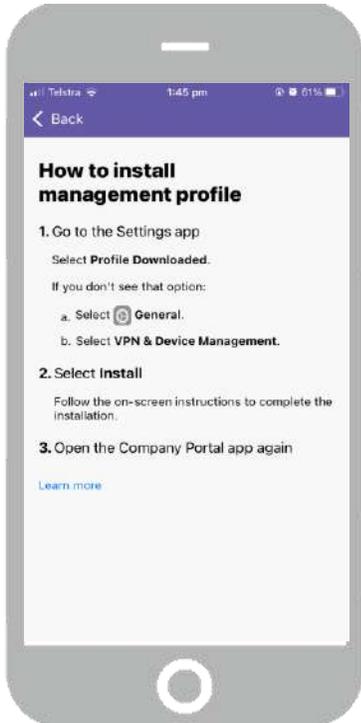
16

Tap **'Profile Downloaded'**



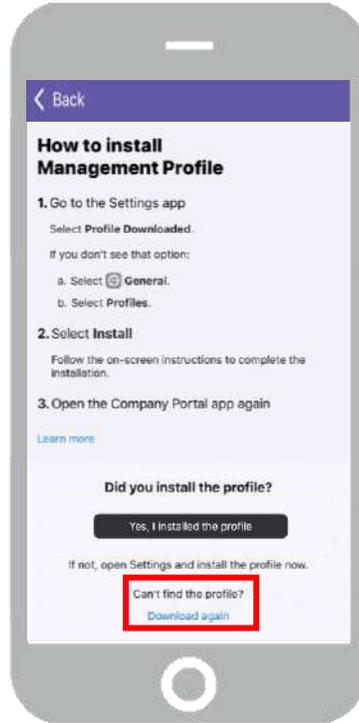
17

IF this is not available follow the onscreen instructions in Company Portal



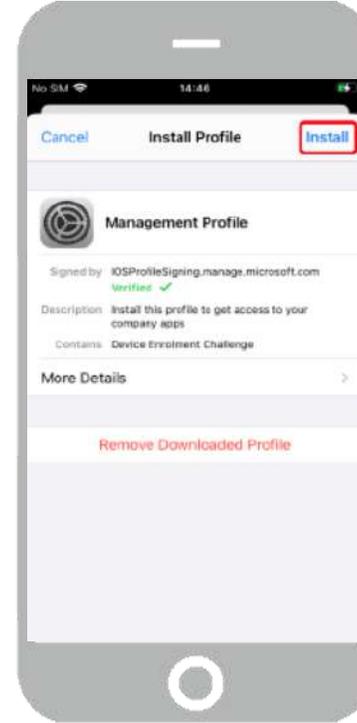
18

IF this does not work tap 'Download again'



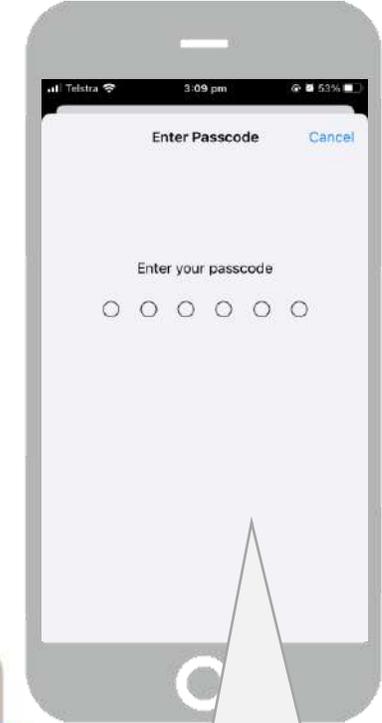
19

Under 'Install Profile' tap 'Install'



20

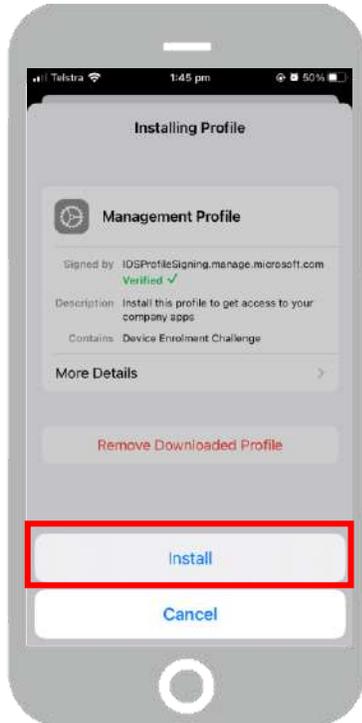
Enter your passcode to confirm the changes



Please note!
You may be asked to set a new passcode to meet minimum security requirements

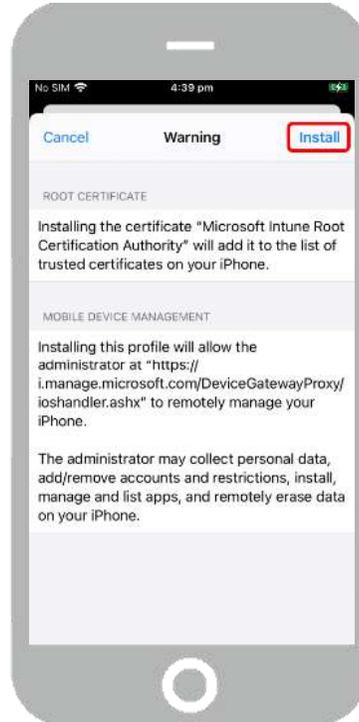
21

Tap 'Install'



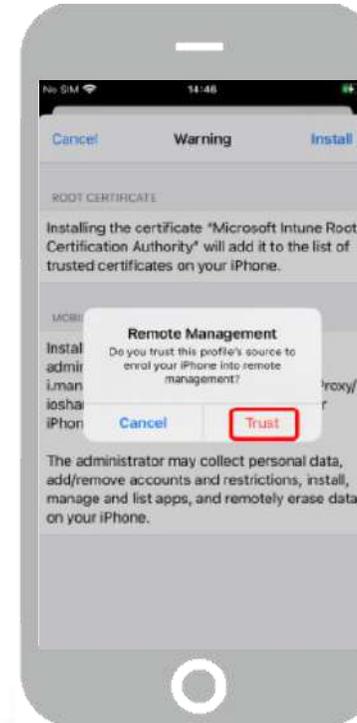
22

Review the 'Warning' screen and tap 'Install'



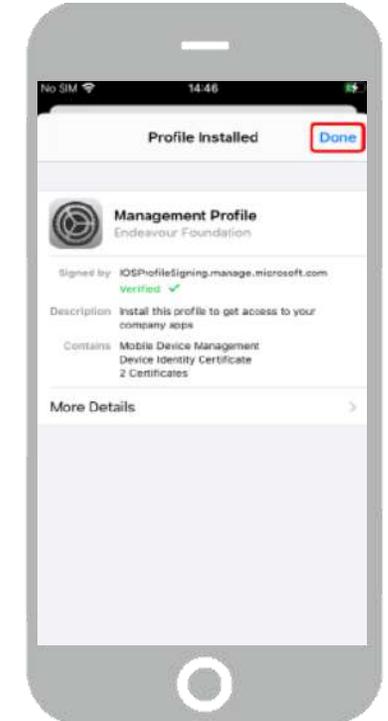
23

Tap 'Trust' on the Remote Management popup



24

Tap 'Done' once complete



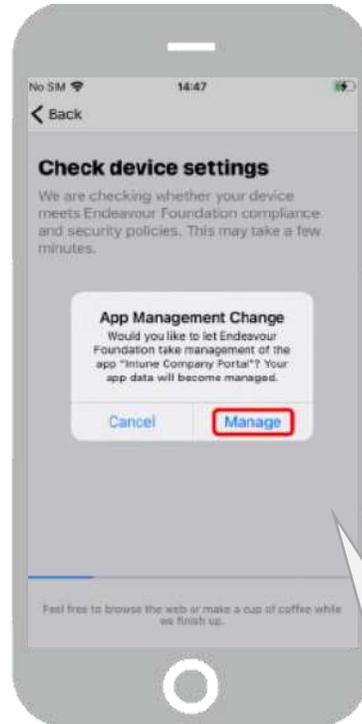
25

Wait for any popups and tap **'Install'** for 'App Installation'



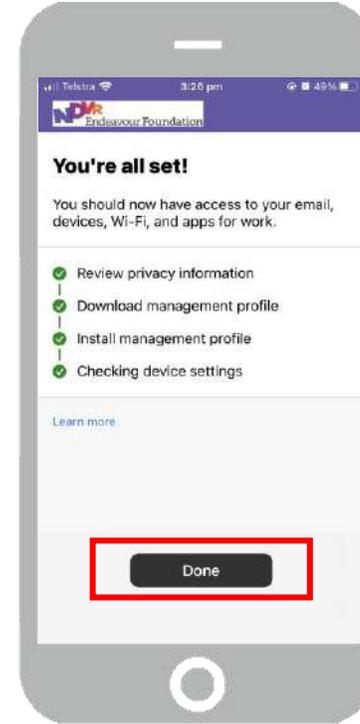
26

Tap **'Manage'** on any 'App Management Change' popups



27

Go back into Company Portal and tap **'Done'** under 'You're all set!'



28

Choose **'Endeavour Foundation iOS Apple Devices'** and tap **'Continue'**



Please note!

This may come up multiple times if you have any existing company managed apps already on your device



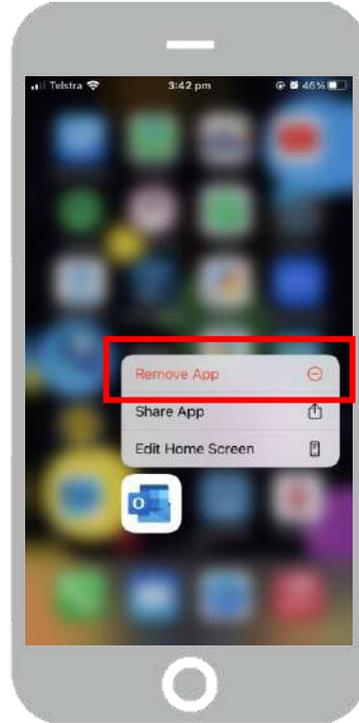
29

Company Portal will now begin to download corporate applications



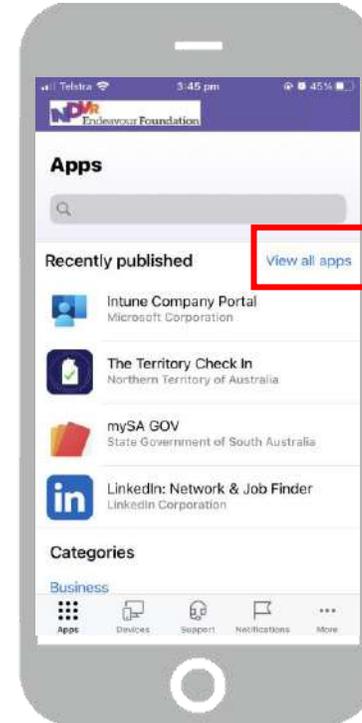
30

You can remove any apps you don't need by holding down and tapping 'Remove App'



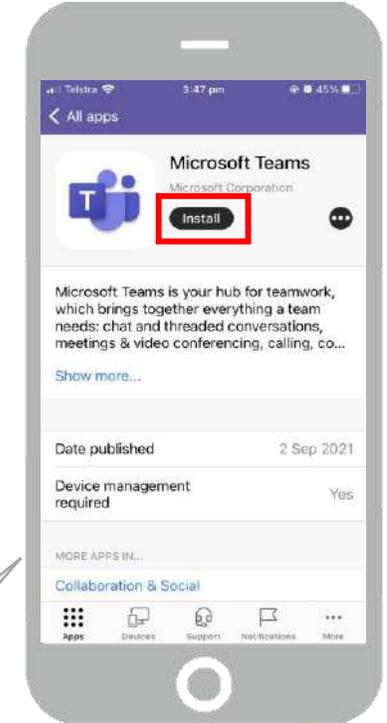
31

Choose other apps from Company Portal by tapping 'View all apps'



32

Tap 'Install' on any applications you need



Please note!
Endeavour Foundation will *not* cover the cost of premium application versions outside of the Connect2Work platform