



**AIRA**  
AMERICAN IMMUNIZATION  
REGISTRY ASSOCIATION

# **InTune Company Portal Installation Instructions**

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**Includes PC & Phones: Windows,  
Mac, Android & Apple**

May 2023

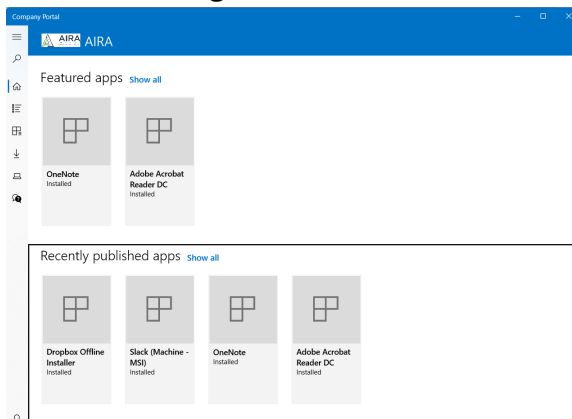
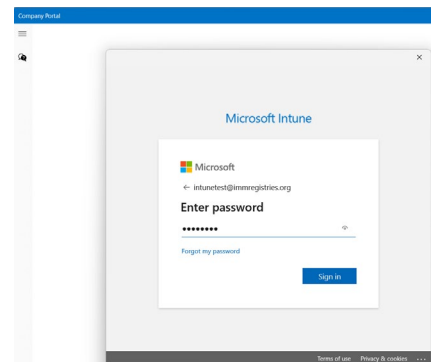
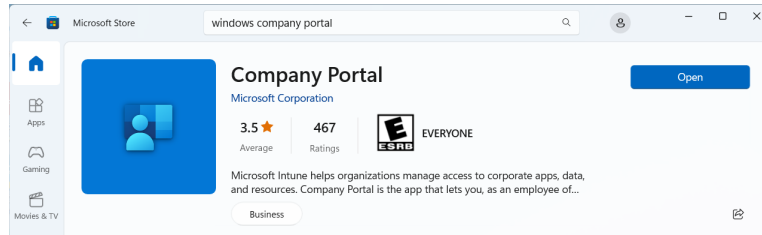
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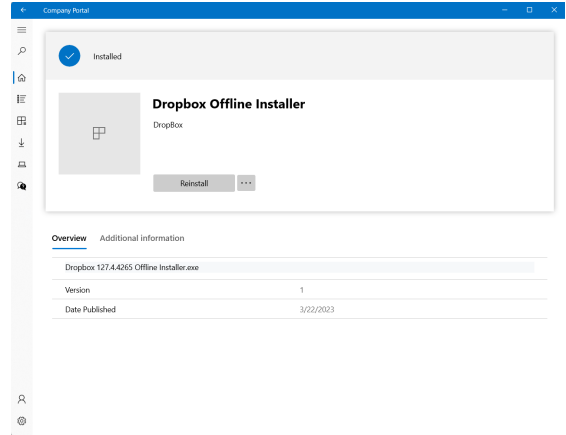
## Laptop/PC: Windows 10 or 11Pro OS

These instructions can be used by AIRA contractors to install Windows Company Portal for those who access AIRA purchased software and licenses (e.g., Dropbox, Microsoft 365, Smartsheet, Slack, etc.) and want to access these applications on their personal Windows device. Please note that the device must be running an operating system of Windows 10 or 11Pro or higher.

1. It is recommended that you first create a separate Windows user on your device specifically for AIRA work. Directions to create a new local user for AIRA work can be found on Microsoft's website [here](#).
2. Ensure you have your AIRA provided Microsoft email and password. If you are a new staff or contractor this will be provided to you by your supervisor or the person overseeing your contract.
3. Go to the Start menu and find the Microsoft Store. Search for "Windows Company Portal" and click **Get** and the application will download. Then click **Open** as seen in the image on the right.
4. Log into the application with your AIRA provided credentials as seen in the image on the right. *Note: you may receive a notice about staying signed in and it is recommended that you select "OK" to stay signed into Company Portal.*
5. You should receive an "You're all Set!" message. Click **Done** in the lower right corner of the box.
6. Once you are signed into Company Portal, all the application that are available to you will display as seen in the image below.

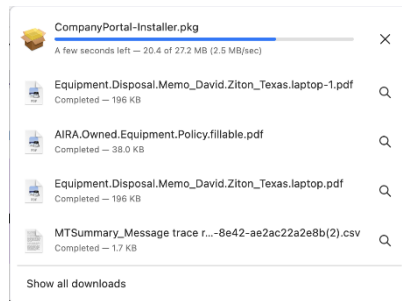


7. Click on the application you want to install. The application will display with an “install” or “reinstall” button similar to the example on the right and depending on if you have installed these applications in the past.
8. Once the applications are installed, log in with your AIRA provided credentials and use the applications as needed to perform work for AIRA.

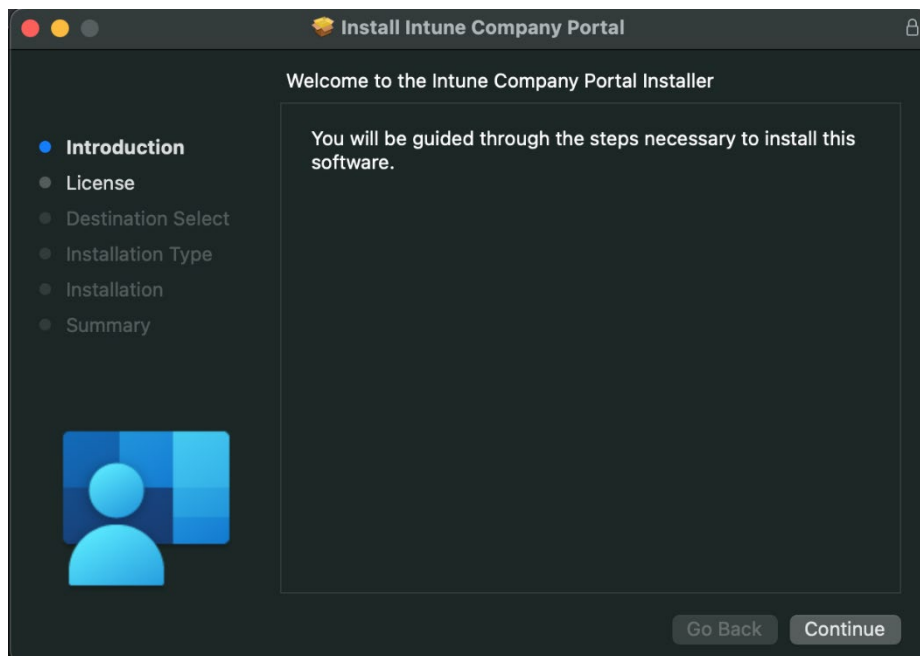
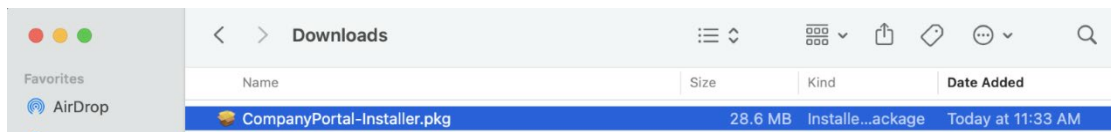


# Laptop/PC: macOS

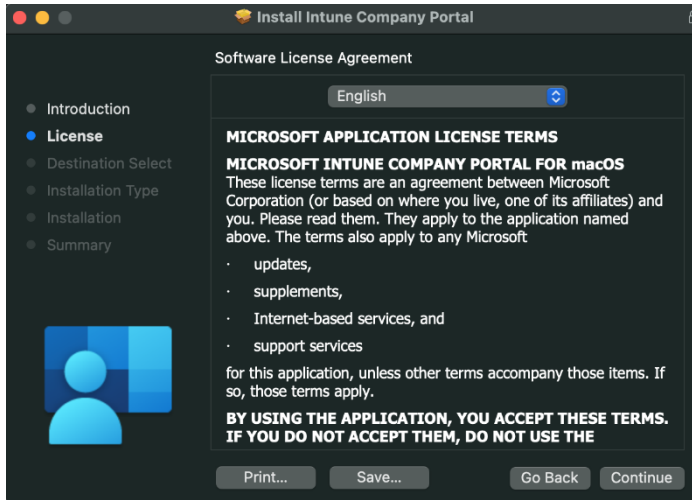
## 1. Download [Company Portal for MacOS](#).



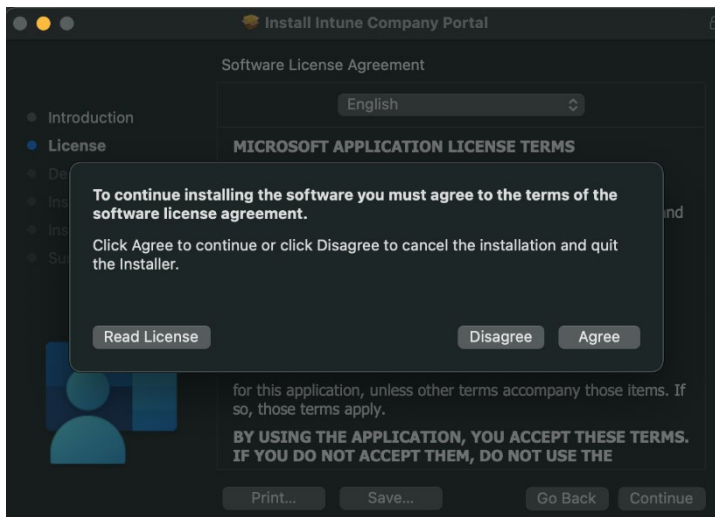
## 2. Open download and launch.



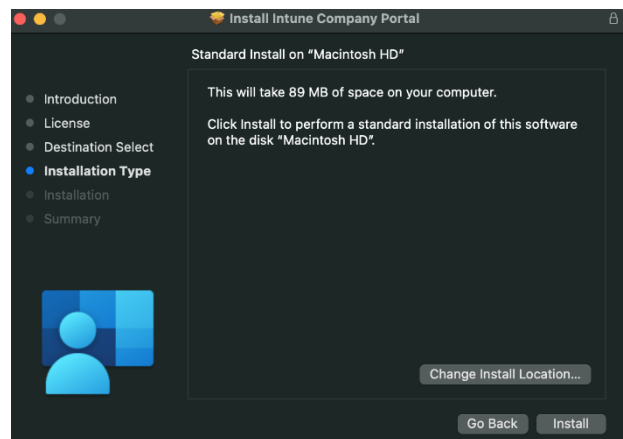
3. After reviewing terms, select **Continue**.



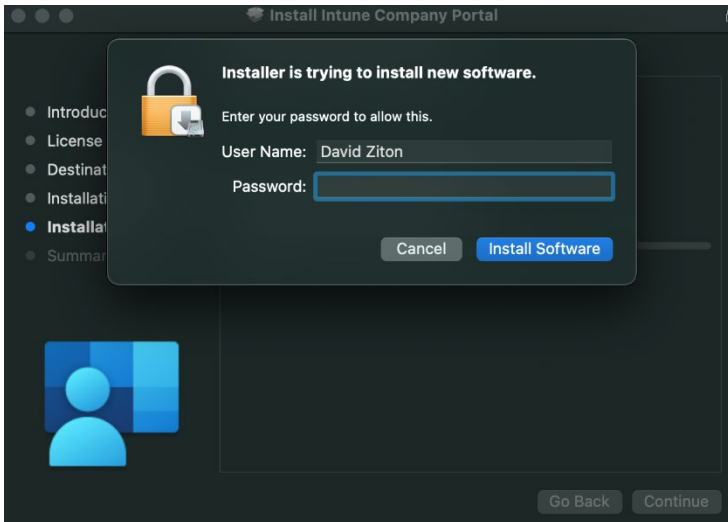
4. Select **Agree** to continuing to install software.



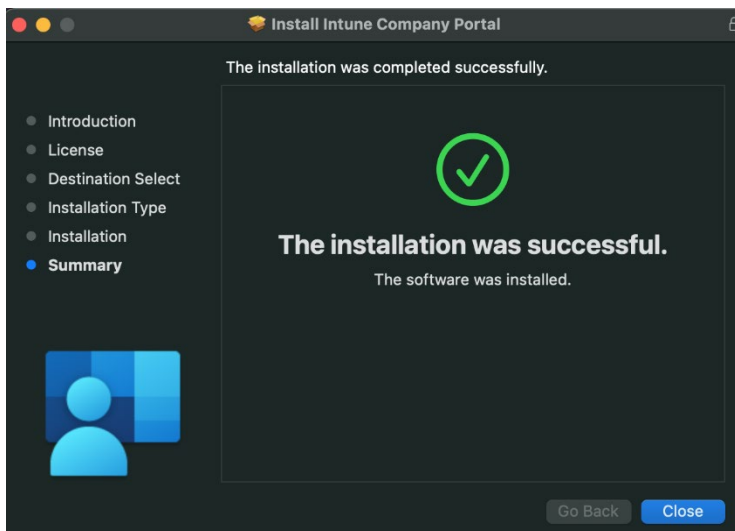
5. Confirm **Install** of software.  
There is an option to change the install location.



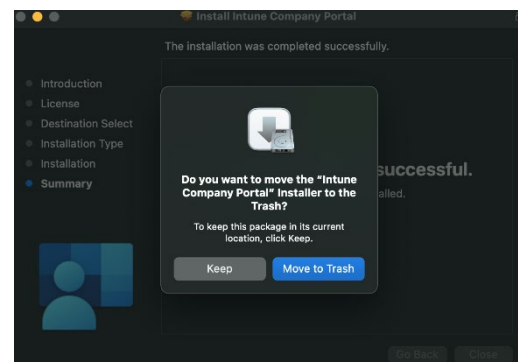
6. Input password to access your Mac.



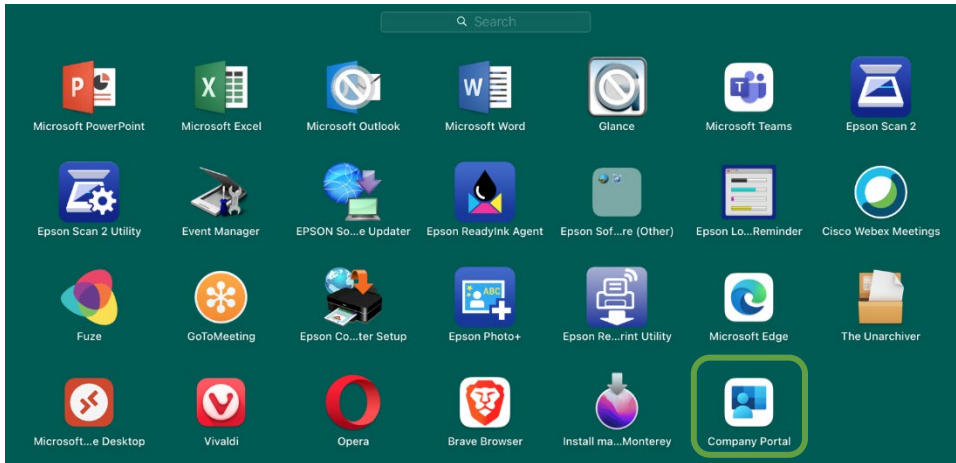
7. Once software is completely installed, select **Close**.



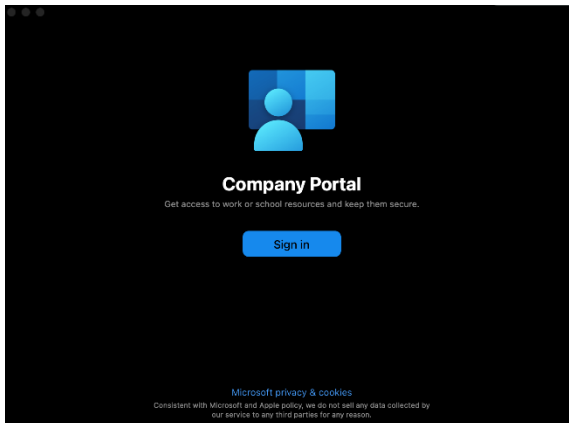
8. You will be prompted to move the "Intune Company Portal" installer to the trash. It is recommended to move installer software to the Trash.



9. Launchpad will list the "Company Portal" application and you can double-click icon to start the application.

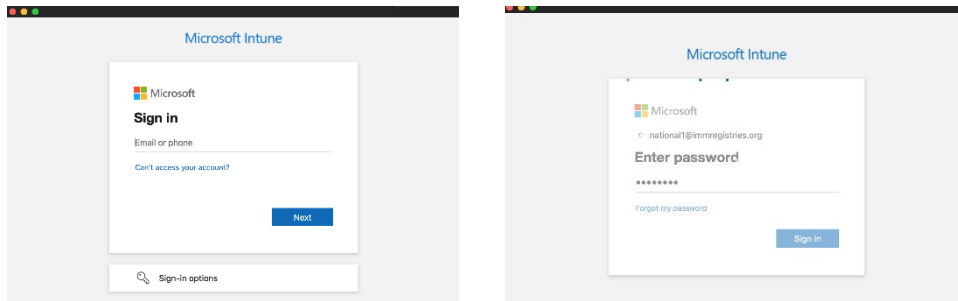


10. After launching Company Portal App, sign in.

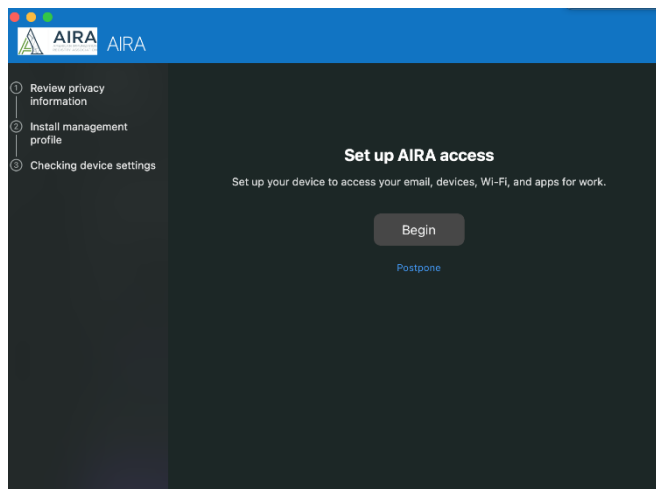


## Sign-in to Company Portal

1. Sign in on Intune with your AIRA email address and password.

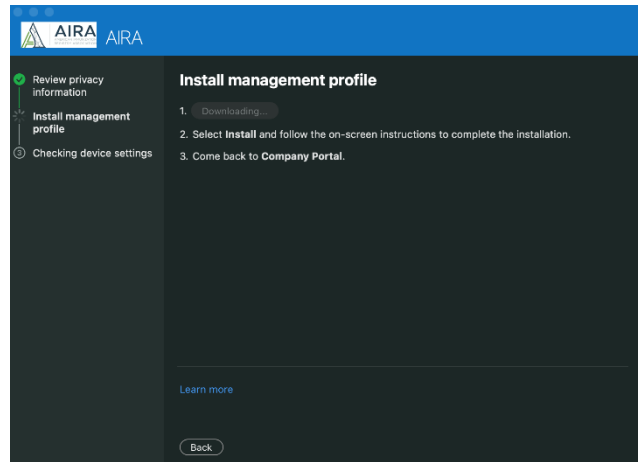
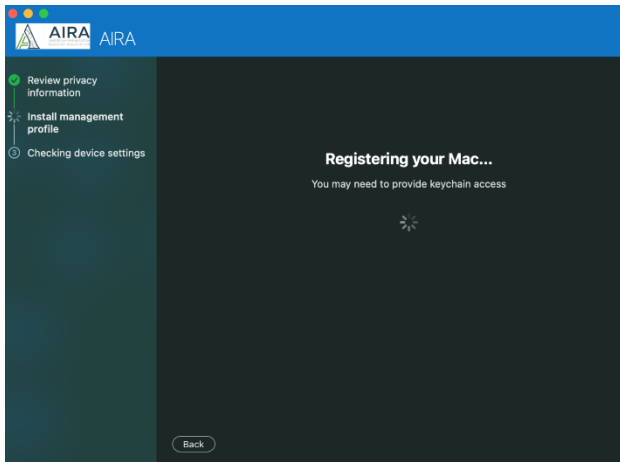
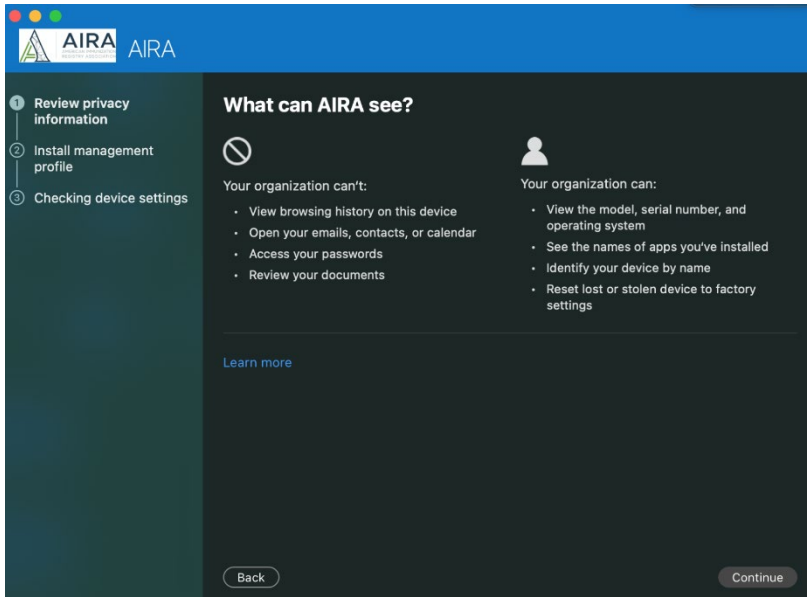


2. Click **Begin** and follow the steps below to install the management profile.

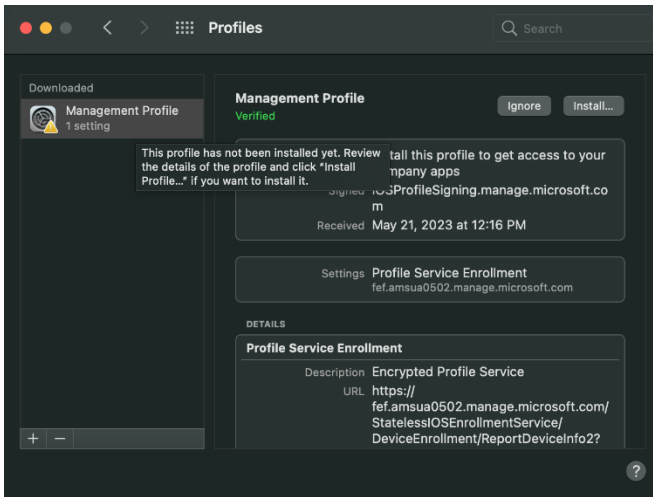


# Install Management Profile

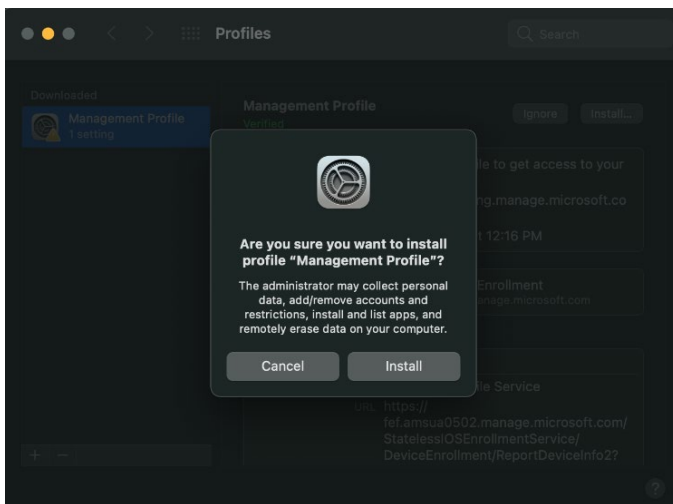
1. Click **Continue** and follow the prompts on your screen



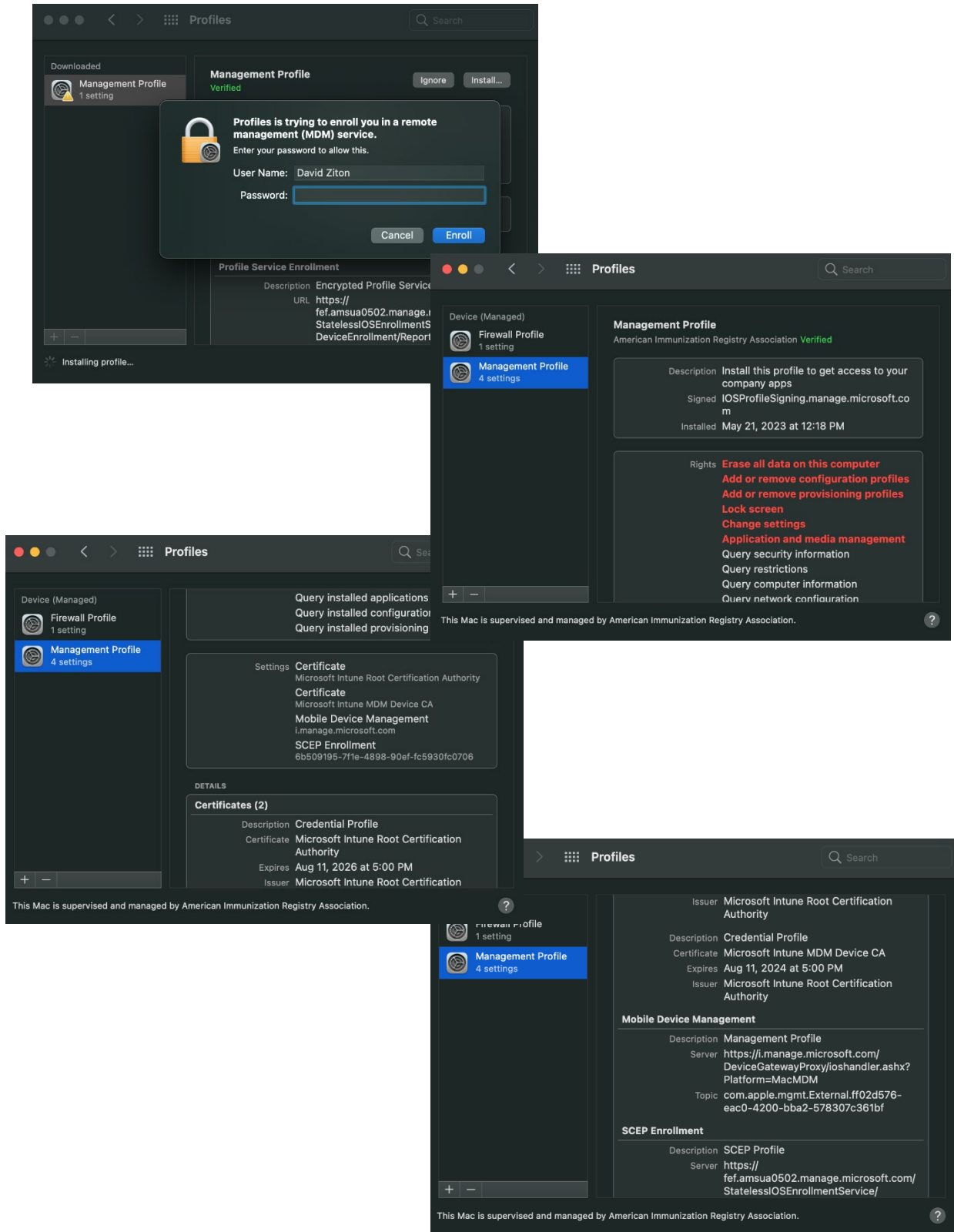
2. Confirm installation of Company Portal by clicking **Install**



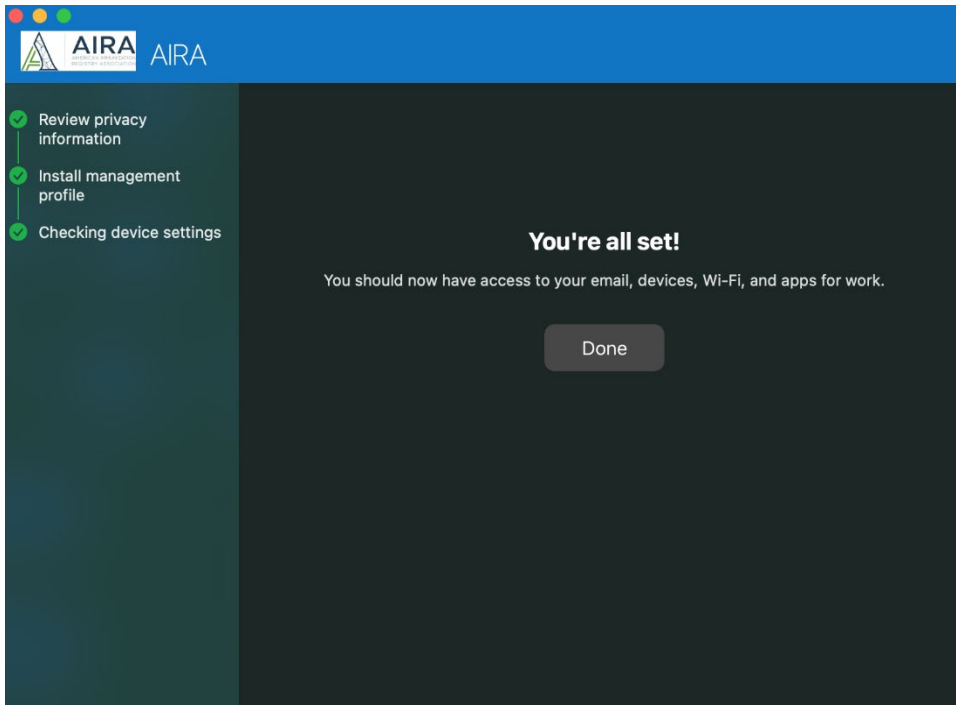
3. Click **Install** to initiate the installation of Management Profile



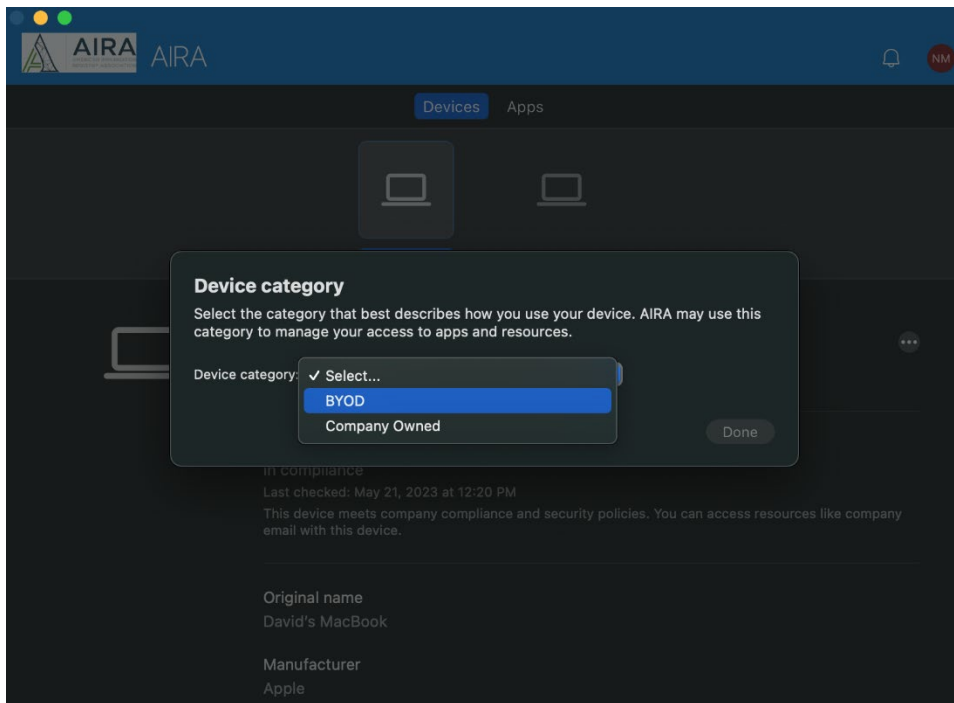
4. Add Mac password and follow prompts to continue installation.



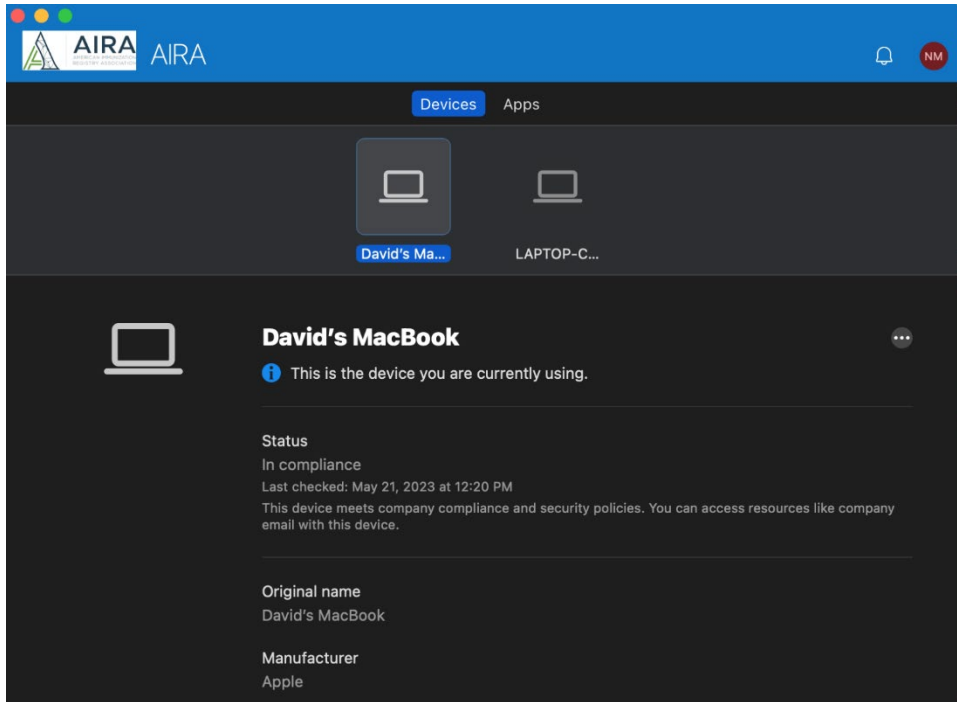
5. Click **Done** once the install is completed.



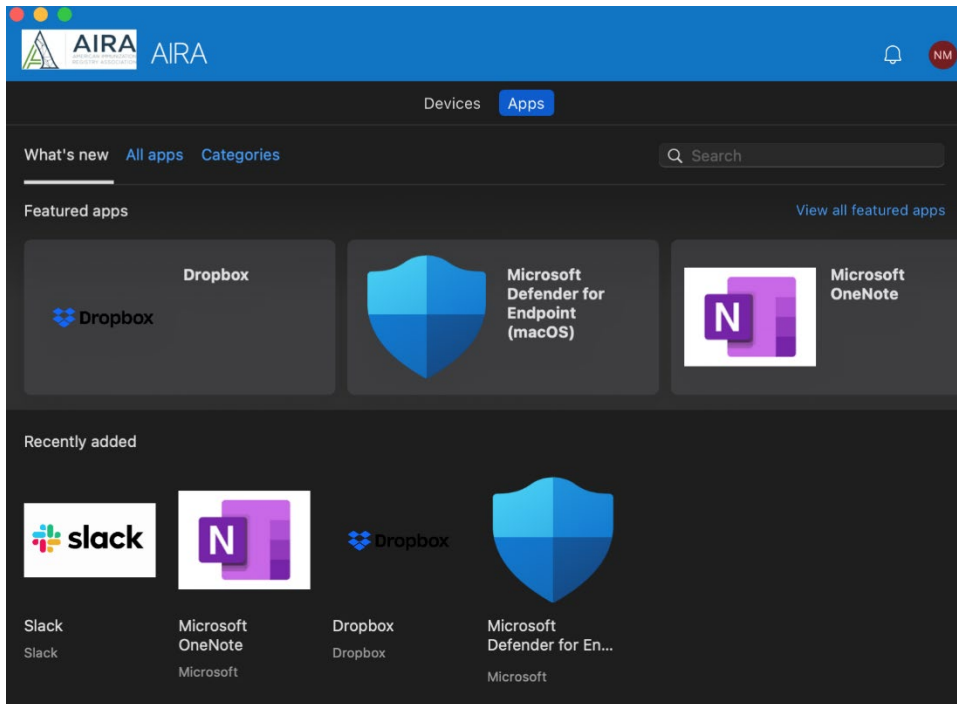
6. Select BYOD from the drop-down when prompted for Device Category.



7. You can view Device listed within AIRA's Company Portal.



8. At the top of your screen, you can select "Apps" and view applications available for you to download / install and utilize.



## References

Enroll your macOS device using the Company Portal app

<https://learn.microsoft.com/en-us/mem/intune/user-help/enroll-your-device-in-intune-macos-cp>

Add the macOS Company Portal app

<https://learn.microsoft.com/en-us/mem/intune/apps/apps-company-portal-macos>

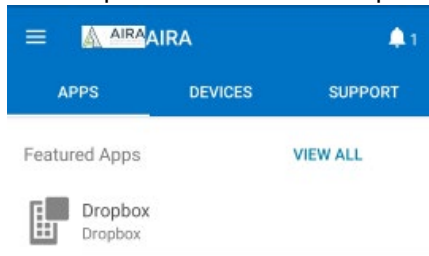
Additional instructions to add the Company Portal for macOS app:

<https://learn.microsoft.com/en-us/mem/intune/apps/apps-company-portal-macos#instruct-users-to-download-and-install-company-portal>

## InTune Company Portal: Android Devices

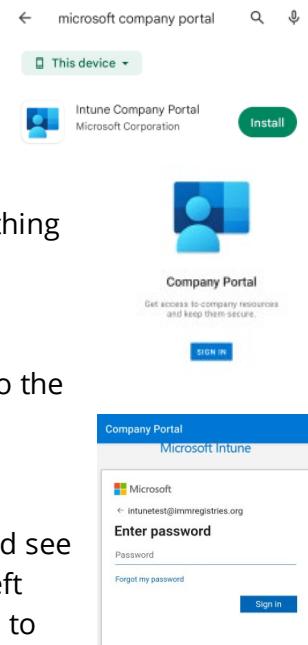
These instructions can be used by either AIRA staff or contractors to install Windows Company Portal in order to access AIRA purchased software and licenses (e.g., Dropbox, Microsoft 365, Smartsheet, Slack, etc.) on their personal Android devices.

1. Ensure you have your AIRA provided Microsoft email and password. If you are a new staff or contractor this will be provided to you by your supervisor or the person overseeing your contract.
2. Navigate to your Play store to search for new apps.
3. Search for "Microsoft Company Portal." You should see something similar to the image to the right.
4. Install and open the app. *Note: you may be asked to allow notifications.*
5. You should see a sign in option on the screen like the image to the right. Click **Sign In**.
6. You will be taken to a Microsoft sign in screen. Use the AIRA provided email and password. See image on the right.



7. Once you are logged in you should see a screen similar to the one on the left with the available apps you are able to download. If you do not see apps you should have access to or have questions, please put a Slack in the Victory Support channel for help.

8. Click on the application you want to install. Your Play store will open, and you can download and install the applications and then log in with your AIRA provided credentials. Some applications such as Dropbox do require dual authentication with your cell phone number.

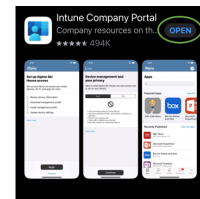
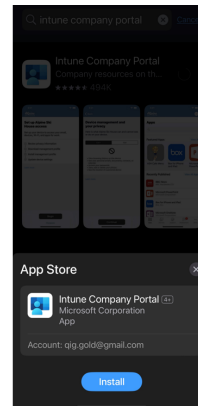


## InTune Company Portal: Apple iOS Devices

These instructions can be used by either AIRA staff or contractors to install Intune Company Portal in order to access AIRA purchased software and licenses (e.g., Dropbox, Microsoft 365, Smartsheet, Slack, etc.) on their personal iPhone devices.

1. Ensure you have your AIRA provided Microsoft email and password.
  - a. If you are a new staff or contractor this will be provided to you by your supervisor or the person overseeing your contract.
2. Navigate to your App store to search for new apps.

3. Search for "Intune Company Portal." You should see something similar to the images to the right.

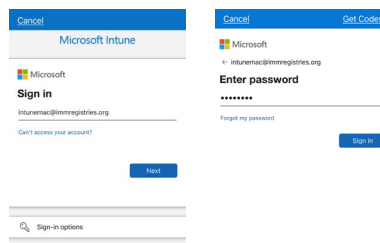


4. Install and open the app.
  - a. Note: you may be asked to allow notifications on your device.

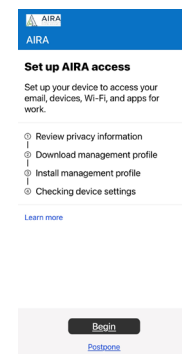
5. You should see a sign in option on the screen like the image to the right. Click Sign In.



6. You will be taken to a Microsoft sign in screen. Use the AIRA provided email and password. See images on the right.

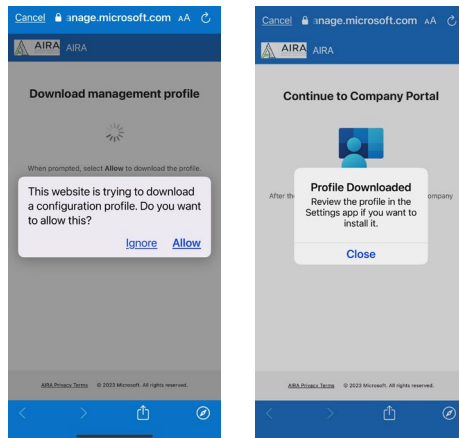
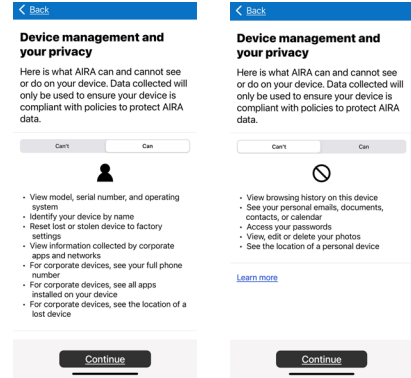


7. Once you are signed in, you should see a screen similar to the one on the right that outlines the four steps to set up/install AIRA access via the Intune Company Portal. Click **Begin** to continue.
  - a. Review privacy information
  - b. Download management profile
  - c. Install management profile
  - d. Checking device settings



8. Review the privacy policies that detail what AIRA can and cannot see or do on your device, selecting the **Continue** button to move forward.

9. Next, you will download the management profile. Select **Allow** to initiate the configuration profile downloaded. You should see screens similar to the images below.



10. The third step is to install the management profile. Go to the Settings app on your iPhone and select General and then VPN & Device Management. Follow the on-screen instruction prompts on your iPhone to complete installation.

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### How to install management profile

- Go to the Settings app  
Select **Profile Downloaded**.  
If you don't see that option:
  - Select **General**.
  - Select **VPN & Device Management**.
- Select **Install**  
Follow the on-screen instructions to complete the installation.
- Open the Company Portal app again  
[Learn more](#)

[← Back](#)

### How to install management profile

- Go to the Settings app  
Select **Profile Downloaded**.  
If you don't see that option:
  - Select **General**.
  - Select **VPN & Device Management**.
- Select **Install**  
Follow the on-screen instructions to complete the installation.
- Open the Company Portal app again  
[Learn more](#)

11. Once you have installed the management profile, open the Company Portal app again and select the button to confirm you have installed the profile. Your screen should look similar to the one on the left.

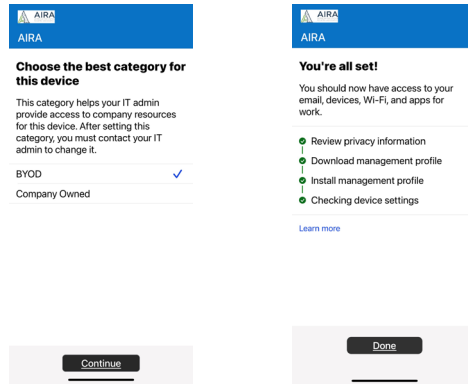
**Did you install the profile?**

**Yes, I installed the profile**

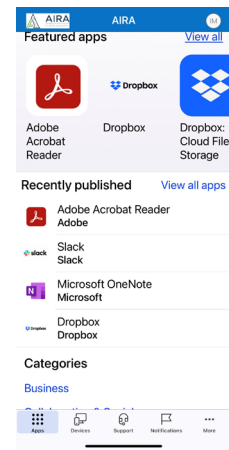
If not, open Settings and install the profile now.

Can't find the profile?  
[Download again](#)

12. Next, choose the "BYOD" category for your device and click **Continue**. A new screen should appear with a message displayed that indicates *You're all set!*



13. Once you are logged in, you should see a screen similar to the one on the right with the available apps you are able to download. If you do not see apps you should have access to or have questions, please put a help request in the Victory Support Slack channel.



14. Click on the applications you want to install/access. You can download and install the applications and then log in with your AIRA provided credentials. Some applications such as Dropbox do require dual authentication with your cell phone number.

