

Microsoft Intune

1. Select Microsoft Edge icon from your desktop. You must be in this web browser for this process. See Figure 1



Figure 1 – Two Icons of Microsoft Edge Browser

1. Enter URL: portal.manage.microsoft.com – Microsoft Intune Web Company Portal.
2. Sign-in using your BCPS Credentials – Username and Password.

3. Select the  button in the top left corner.
4. Select **Apps**. See Figure 2.

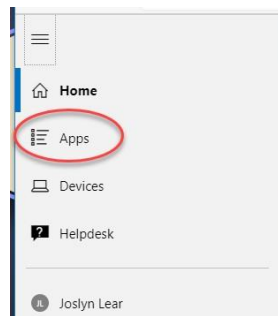


Figure 2 – Microsoft Intune Web Company Portal Menu

5. Users should select the Apps needed. The number of Apps will vary based on courses enrolled or job duties. See Figure 3.

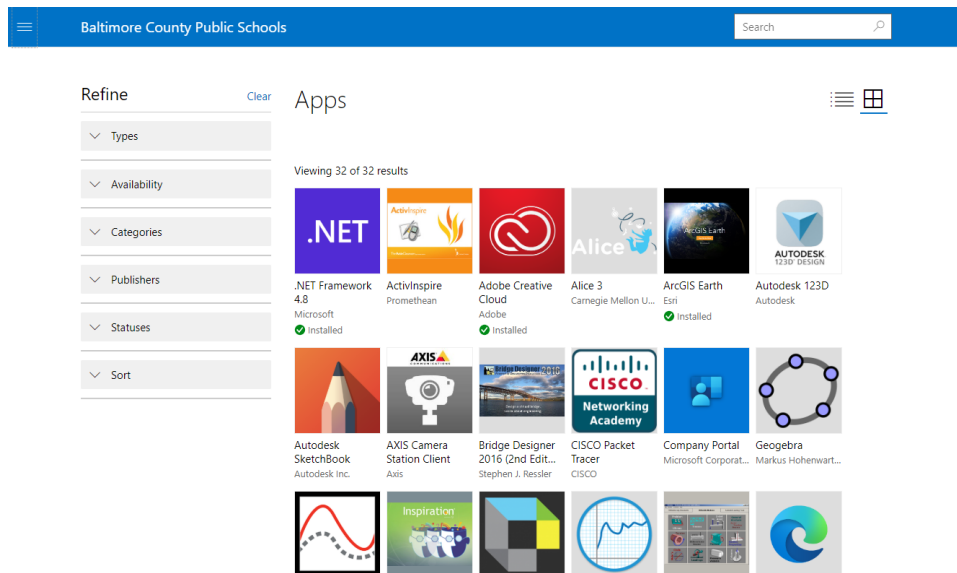


Figure 3– Application Choices

6. Select the College Board app and click **Install** to install the application. See Figure 4.

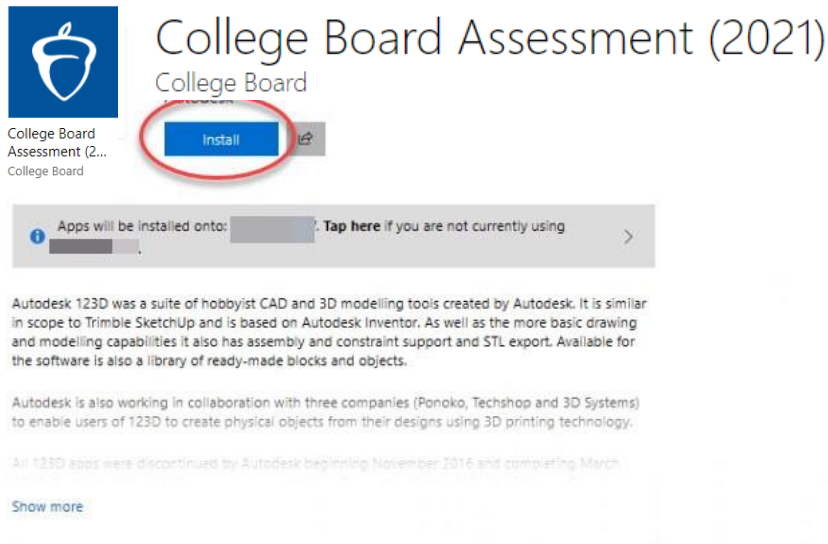


Figure 4 – Application Install Page

For users who have not yet added their device, select Tap here from the grey bar under the Install. See Figure 5.



Figure 5 – Connecting Device to Company Portal

Select your device and click **Select**. See Figure 6.

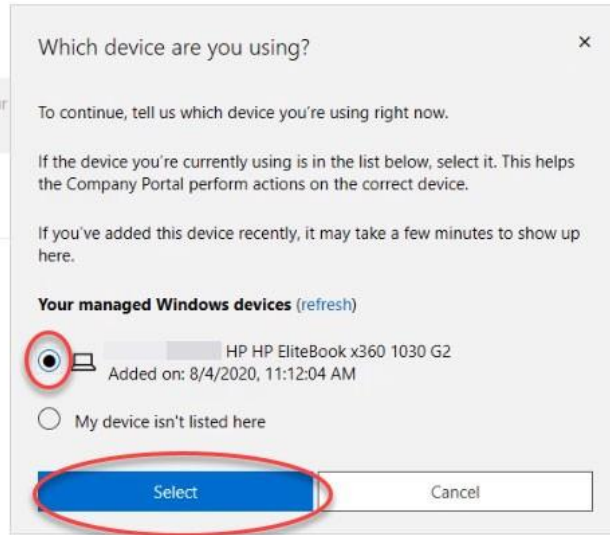


Figure 6 – Adding Device to Company Portal

7. Users should select **Yes** if prompted to switch apps. See Figure 7.

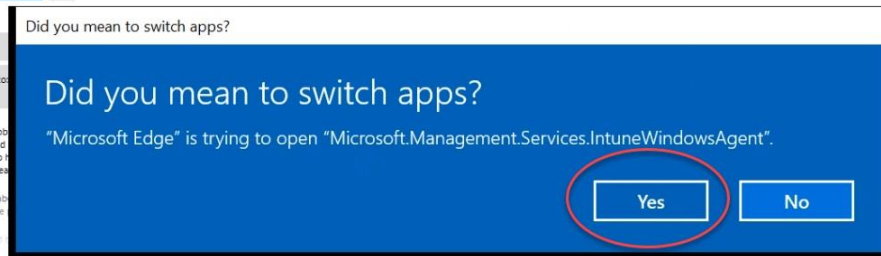


Figure 7 - Prompt

8. Users will see a flag appear on the top right which provides the status of the software being installed as well as the message in the status bar. See Figure 8.

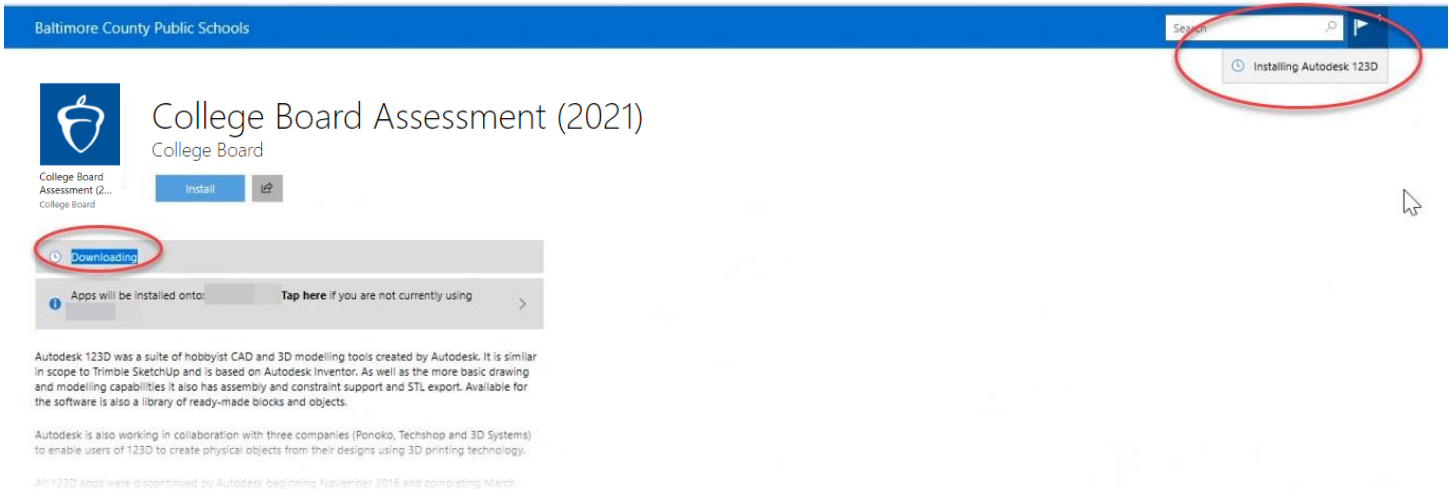
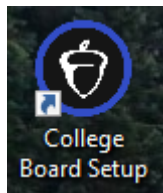
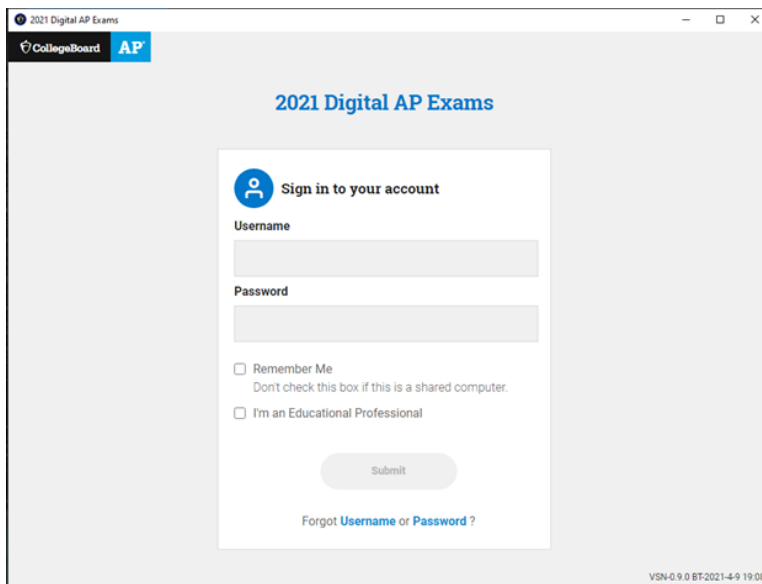
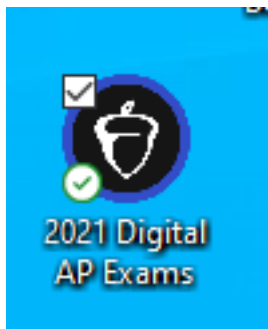


Figure 8 – Flag Indicating Installation Status

9. Once the software is installed, the icon below will be on the desktop.



10. Double click on the icon and the software will be installed. Once completed the icon below will appear on your desktop and the application will open to the sign-in page.



11. Log in using your college board account username and password to access the practice tests and the actual test on testing day.