

New Joiner First Login Guidance for MacOS

IFR Microsoft 365

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Overview

1. What is this Guide for?

This guide is intended to guide a new IFR starter through configuring their devices. This guide assumes you have selected a MacOS Laptop as your preferred device and have been provided an IFR iPhone.

2. What do you need?

To complete this guide, you will need your;

- New IFR Email address (e.g. john.smith@footballregulator.org.uk)
 - a. Access to your email mailbox to view the eSIM during the required step
- Mobile Phone – an iPhone provided by the IFR
- Laptop – IFR MacOS Laptop
- An accessible WIFI and passkey (home or workplace WiFi)
- 1 hour to complete this guide

3. What does this guide achieve?

Upon completing this guide you will be ready to work on your **IFR MacOS Laptop** and **IFR iPhone** and have the information and tools to continue working.

4. How long will it take to complete?

The entire process of configuring your new **MacOS Laptop** and **iPhone** will take from 45 – 60 minutes to complete. Most of this does not require direct engagement though but rather waiting for automated processes to complete.

5. Who can I contact if I encounter problems

If you encounter issues with any part of this guide please contact the following for support;



+44 (0)1256 976 651



<https://support.elysianit.com>



support@elysianit.com



Support Hours - 08:00 – 18:00 (Mon-Fri excl. Bank Holidays)

6. How to get a GovWiFi username

NOTE: This is only applicable to users setting up their Macbook Air or Dell Laptop in the office.

The following steps can be undertaken to obtain a GovWiFi username and password:

Action	Description
Create a GovWifi account (Recommend using text option)	You can either: • text 'Go' to 07537 417 417 • send a blank email from your public sector email address to signup@wifi.service.gov.uk
You will then receive a response with your username and password for GovWiFi	
For guidance on personal devices, please look to the following guidance	To connect your device, follow the guide for Android , iPhone or iPad , Windows device , Mac or Chromebook

7. iPhone Starting Point

After completing this section, the goal is for your **IFR iPhone** to be out of its box, plugged in charging and ready to go for you to progress with getting it configured.

Please confirm that all of the following have been included in your IFR iPhone box, if anything is missing please reach out using the details in Section 5 of this guide “**Who can I contact if I encounter problems**”

You will have either been personally handed or mailed your **IFR iPhone**. It will arrive in its boxed packaged with the following:

1. iPhone 16e
2. A single charging cable (USB-C)
3. A SIM card ejector tool
4. An “iPhone” pamphlet

Action	Description
Unbox your IFR iPhone	
Confirm the Contents of the box (as detailed above)	
Plug the USB-C cable into an available USB-C Mains adapter (one is not provided with the iPhone)	
Plug the USB-C connector into the bottom of the phone	
- Your iPhone is charging now and ready - Proceed to the next section	

8. Starting up your iPhone for the first time

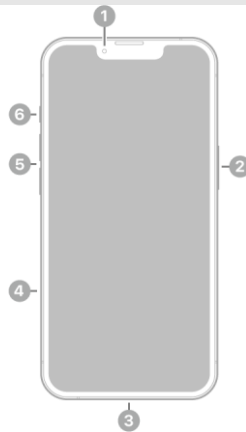
This section of the guide will take you through the process of configuring your IFR iPhone for the first time. This procedure is largely automated and will simply require you to enter your details or approve actions when required.

The end result is that your IFR iPhone will be configured with all of the required apps (automatically) ready for you to continue working.

Action	Description
Ensure that you have completed Section 6 before Continuing:	
	- Unboxed your iPhone - Have it plugged in and have confirmed it is charging

Hold the power button down on your iPhone to turn it on. You will find this on the right hand side of the phone.

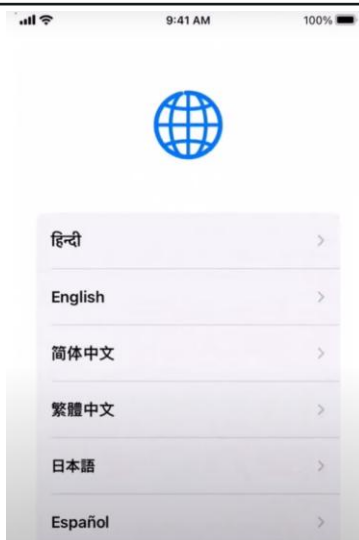
This is indicated by **2** on this diagram.



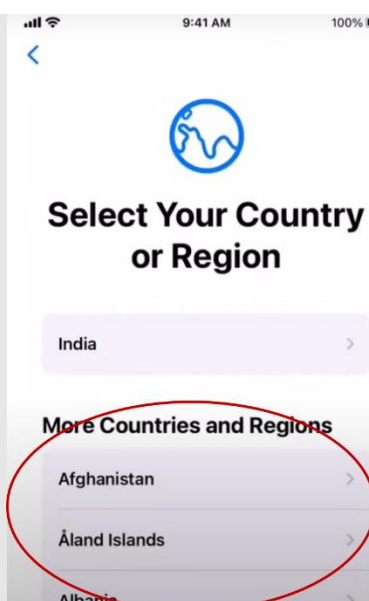
You should see the “**Hello**” screen appear on the iPhone after a moment. Swipe up on the phone to begin.



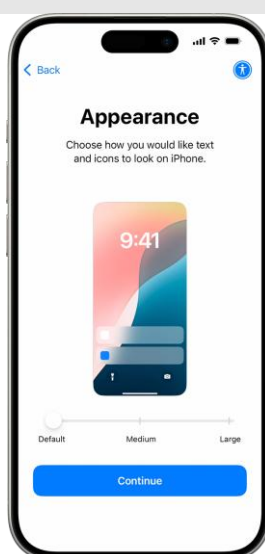
Select your desired
"Language"



"Select your Country or Region" by locating **"United Kingdom"** in the list below



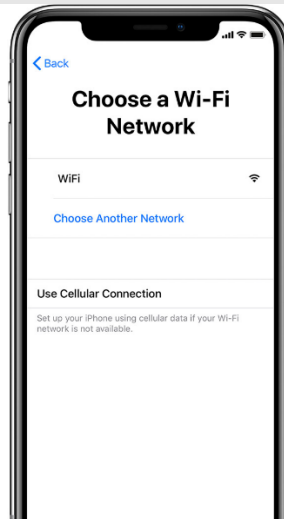
Select your personal
preferences around
"Appearance" in terms of how
large or small text and icons
are then Select **"Continue"**



Select “**Set Up without Another Device**”



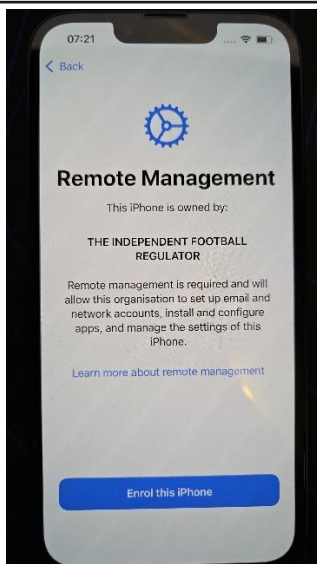
Join your device to your **WiFi** home or office network and provide required password.



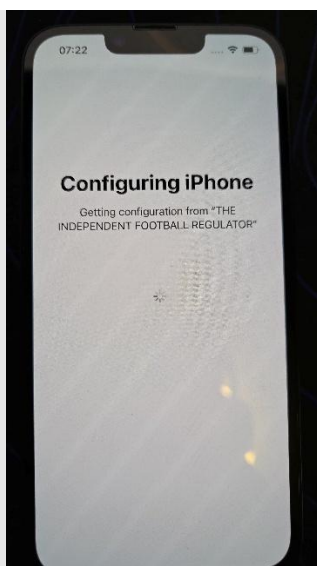
You will see “**Activating your phone**” appear for a few moments, allow the iPhone a minute to progress.



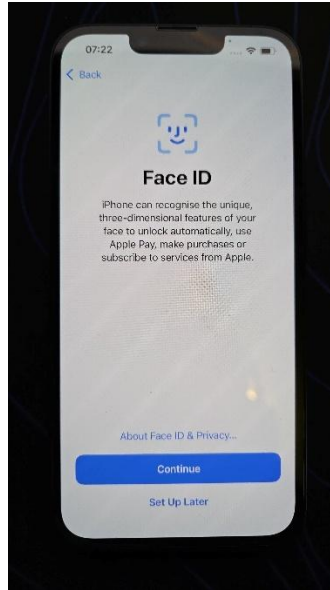
On the “**Remote Management**” screen select “**Enrol this iPhone**”



You will see a message saying “**Configuring iPhone**” - “getting configuration from “THE INDEPENDENT FOOTBALL REGULATOR” allow this to complete to progress



Setup Face ID on your iPhone by clicking **“Continue”**. Instructions and guidance will appear for you to follow, tap **“Get Started”** to begin.



If asked to **“Use Face ID with a Mask”**, please select your preference. If not sure, select **“Don’t Use Face ID with a Mask”**



You will see a message that says **“Face ID Is Now Set Up”**. Tap **“Continue”**

Add a **6 digit Passcode** to your iPhone and make note of this as you will need to use this in the future.



Location Services

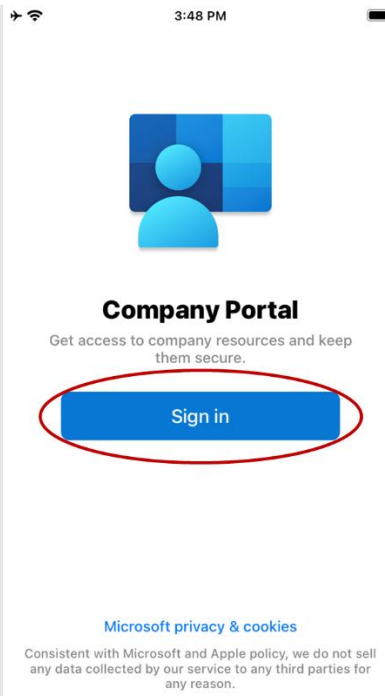
Location Services allows Maps and other apps and services like Find My to gather and use data indicating your approximate location.

[About Location Services & Privacy...](#)

Enable Location Services

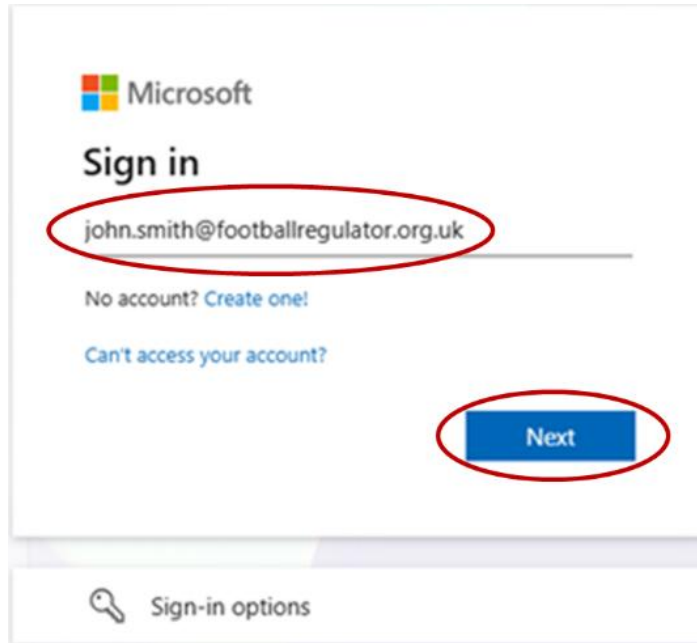
[Disable Location Services](#)

Enable **Location Services** as this will set the time correctly on your device and work with other applications.



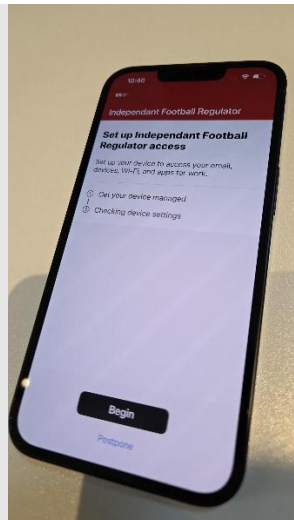
Your phone will immediately prompt you directly into **Company Portal**

On the next screen you are required to enter your IFR email address. Enter this and select **“Next”**



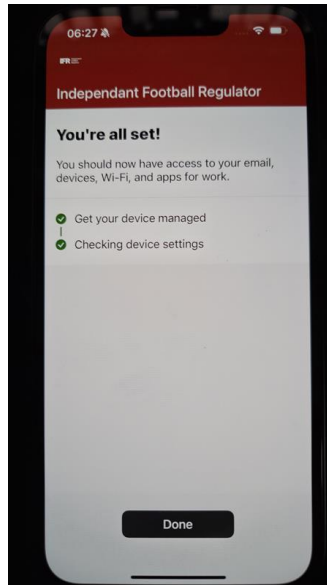
The image shows a Microsoft sign-in interface. At the top is the Microsoft logo. Below it, the text "Sign in" is displayed. A red oval highlights the email address "john.smith@footballregulator.org.uk" entered in the text field. Below the text field, there are two links: "No account? Create one!" and "Can't access your account?". A red oval highlights the blue "Next" button. At the bottom, there is a section titled "Sign-in options" with a key icon.

Tap **“Begin”** on the **“Set up Company access”** screen



Allow the phone some time to verify setting and when the screen changes to the following, tap “**Done**”

Return to the iPhone home screen.



Please allow the device 15 minutes to start downloading your work applications which include:

Outlook
SharePoint
OneDrive
Teams

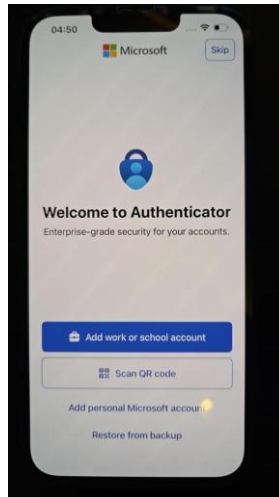
When the background of your iPhone changes to the IFR corporate background and your apps have finished downloading, your device is ready for use.

Once ready, open the **Microsoft Authenticator App** from the home screen.

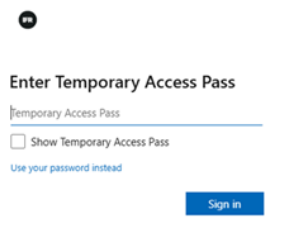


Accept the “**Your data, your privacy**” statement by tapping on “**Continue**”

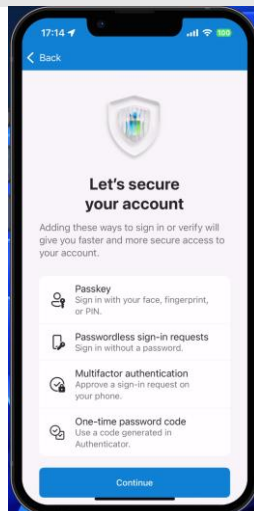
On the “**Welcome to Authenticator**” page, tap “**Add work or school account**”



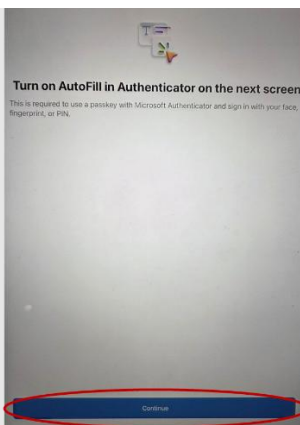
Enter your IFR email address if required, otherwise enter the **Temporary Access Pass** provided to you on the next screen.



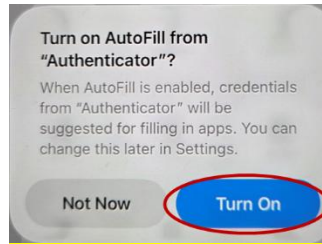
On the “**Let’s Secure your account**” dialog that appears, Select “**Continue**”



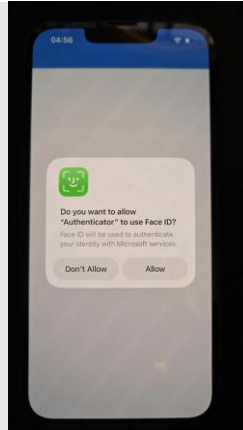
On the “**Turn on AutoFill in Authenticator on the next screen**” dialog that appears, Select “**Continue**”



On the “**Turn on AutoFill from “Authenticator”?**” dialog that appears, Select “**Turn On**”

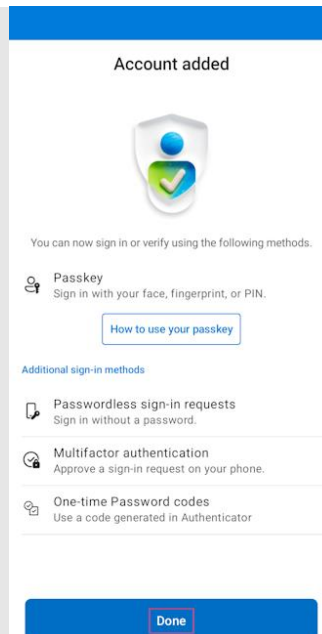


Select “**Allow**”



You may be required to enter **your iPhone PIN** or provide **a biometric** (such as your face) to allow this to proceed. Please enter or provide as required.

On the “**Account added**” dialog box that appears Select “**Done**” to finish.



You can now begin to sign into each of you're Apps such as Outlook, Teams, SharePoint etc. Where you

are required to, enter your IFR Email Address. In many cases though your email address will be pre-populated for you.

9. MacOS Laptop Starting Point

After completing this section, the goal is for your IFR MacOS Laptop to be out of its box, plugged in charging and ready to go for you to progress with getting it configured.

Please confirm that all of the following have been included in your IFR MacOS Laptop box, if anything is missing please reach out using the details in Section 5 of this guide **“Who can I contact if I encounter problems”**

You will have either been personally handed or mailed your **IFR MacOS Laptop**. It will arrive in its boxed packaged with the following:

5. MacOS Laptop
6. A single charging cable (USB-C to Apple MagSafe Connector)
7. A mains wall adapter and charger
8. A “Designed by Apple in California” pamphlet

Action	Description
Unbox your IFR MacOS Laptop	
Confirm the Contents of the box (as detailed above)	
- Assemble the 2 part mains wall Adapter as shown - Plug the USB-C (Small connector) into the back of the Assembled mains Wall Adapter - Plug the assembled mains wall adapter into the Mains Wall Socket	
Plug the Apple MegaSafe (Large connector) into the side of the Laptop	
- Your Laptop is now powered by the Mains and will start charging - Proceed to the next section	

10. Starting up your laptop for the first time

This section of the guide will take you through the process of configuring your IFR MacOS Laptop for the first time. This procedure is largely automated and will simply require you to enter your details or approve actions when required.

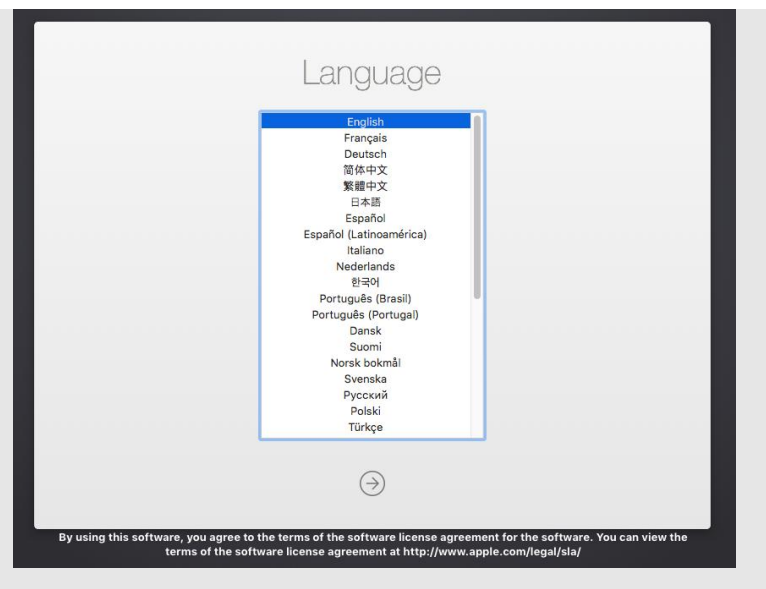
The end result is that your IFR MacOS Laptop will be configured with all of the required apps (automatically) ready for you to continue working.

Action	Description
Ensure that you have completed Section 6 before Continuing:	
- Unboxed your MacOS laptop - Have it plugged in and have confirmed it is charging	

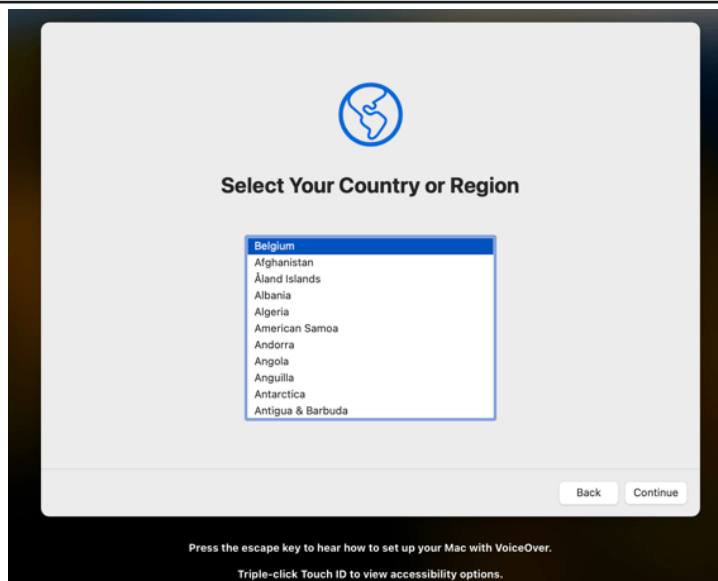
Open the lid of your MacOS Laptop, assuming it has sufficient battery the screen should turn on automatically.

If the Laptop does not immediately turn on, wait for 5 minutes (for the Laptop to charge a little and then press the 'On/Off' Key on the keyboard (top right hand 'black' key)

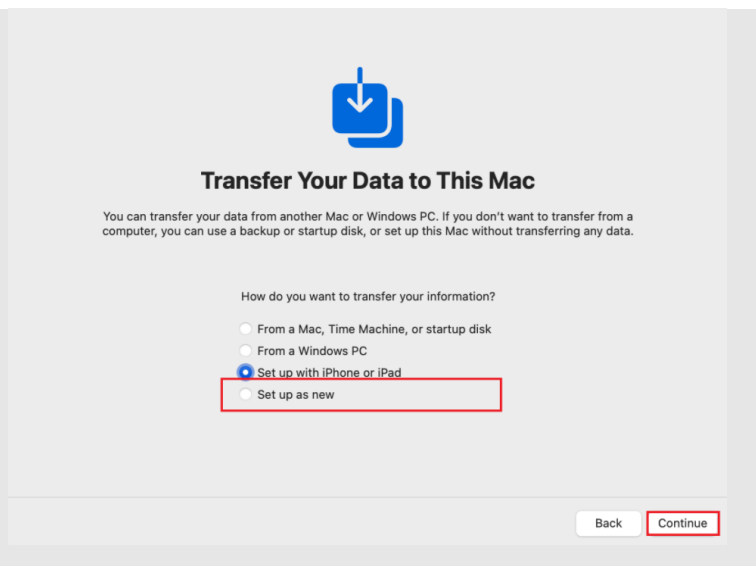
Select your **Language** and click the arrow in the bottom right.



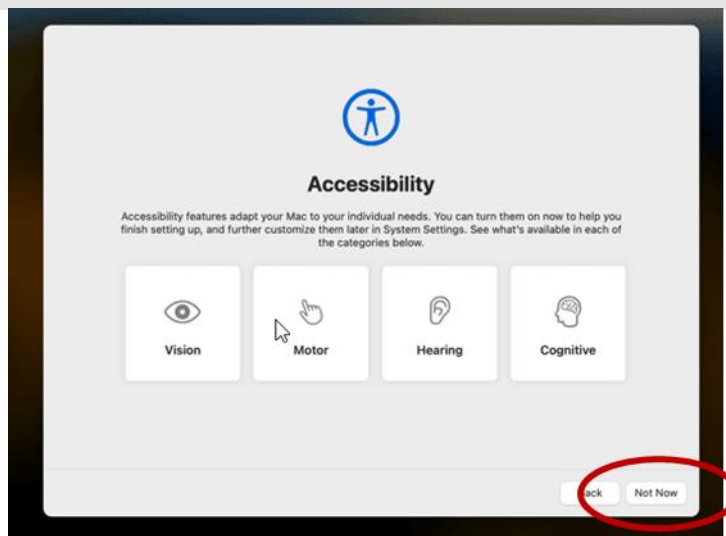
Select your Country or Region
and press "Continue"



Select "Set up as new" and
select "Continue"



Define any preferences
around Accessibility if
required, otherwise click on
"Not now".

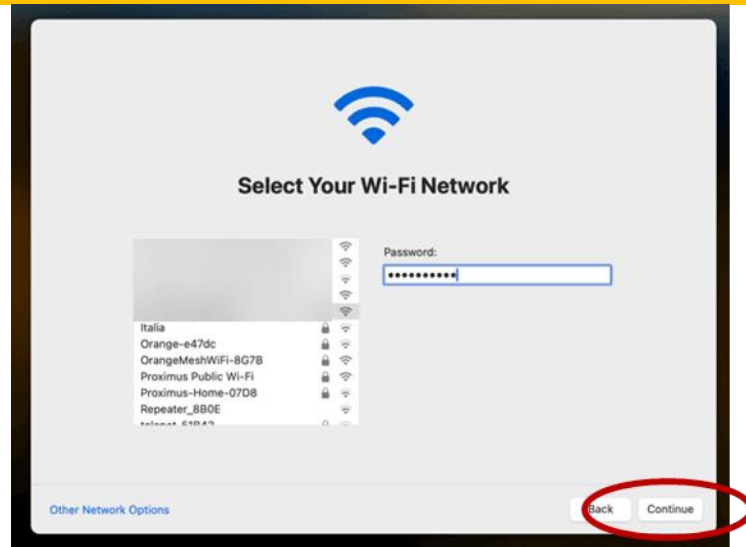


KEY ACTION

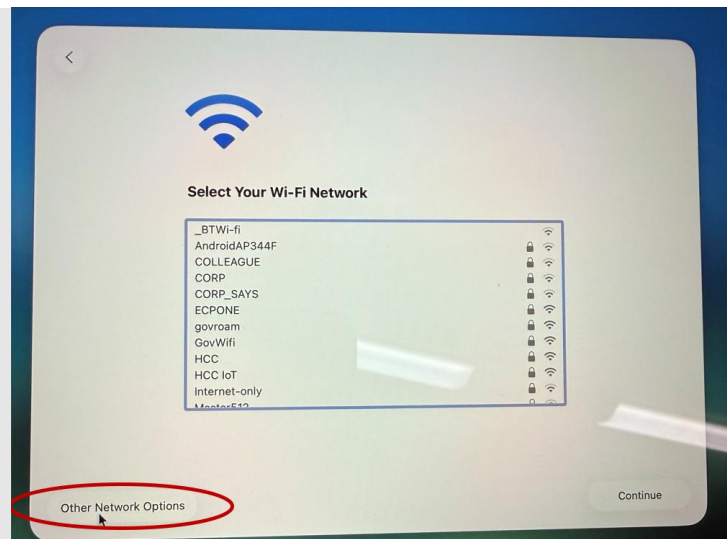
Below there are two sets of guidance to join the WiFi, one for home users and one for users setting their devices up in the office. Please ensure you follow the correct guidance.

NOTE: For users setting your Macbook Air at **home**, simply join your device to your home WiFi solution.

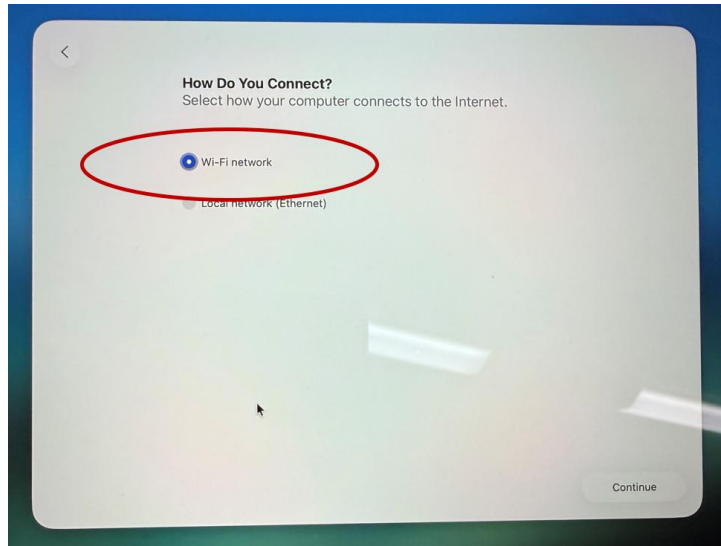
For users setting their devices up in the office, please follow the next step.



NOTE: For users setting your Macbook Air up in the **office**, select “Other Network Options”



Select “**Wi-Fi network**” and click “**Continue**”



Select or enter the following details:

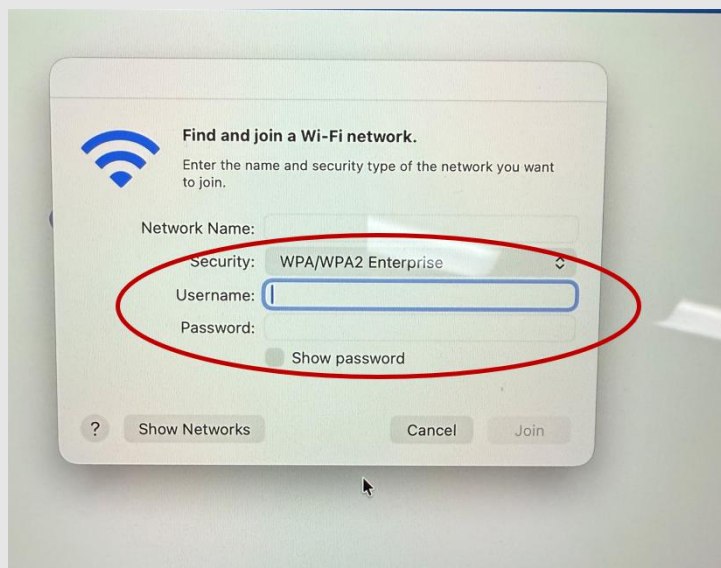
Name: GovWiFi

Security: WPA/WPA2 Enterprise

Username: Enter the username provided by GovWiFi

Password: Enter the password provided by GovWiFi

Note: For users in the office guidance will be given for obtaining a GovWiFi username and password



The result should look as follows (with your username and password entered instead).

Select “**Join**”

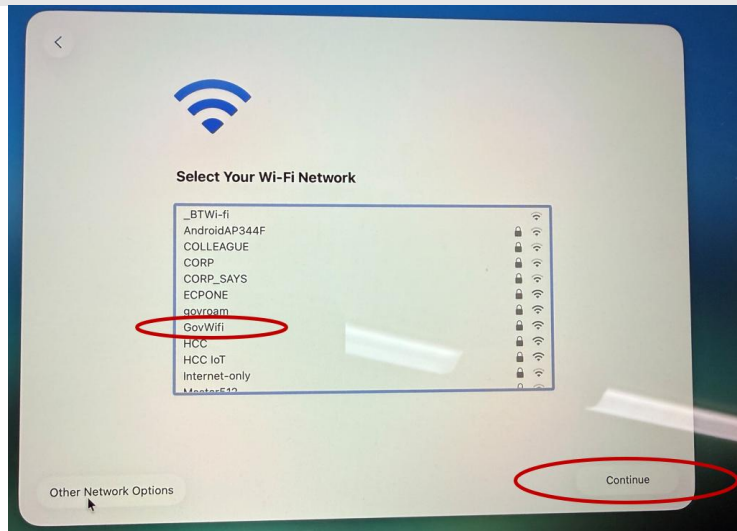


Select “**Continue**” to accept the certificate.



NOTE: This step may not appear and it may progress beyond this point without the need to select GovWiFi again at this stage.

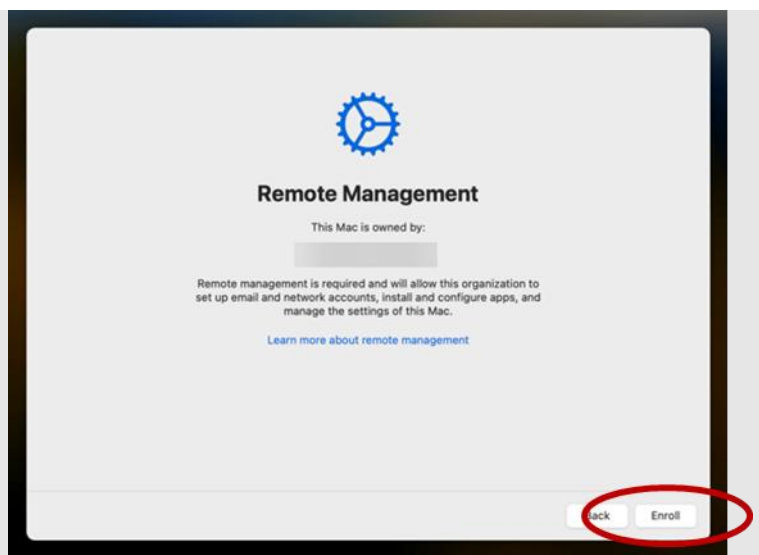
Select “**GovWiFi**” from the list, this will be the connection you created above and then select “**Continue**”



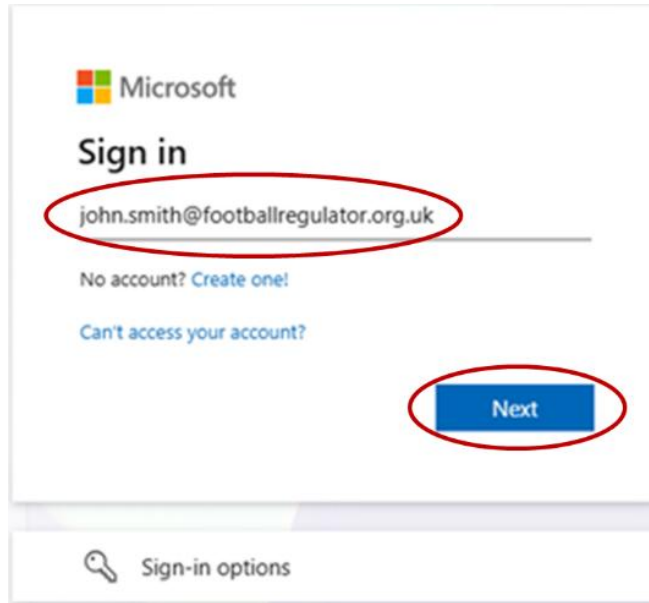
On the “**Remote Management**” dialog box that appears. Click on “**Enroll**” to continue.

Note: Whilst it is blurred out in the example image you should see under “This Mac is owned by:”

The Independent Football
Regulator



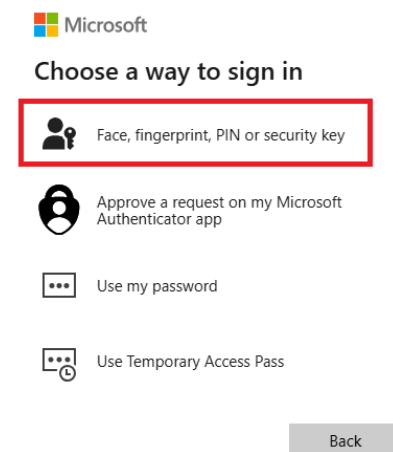
On the “Sign in” Dialog box that appears, enter your IFR email address. Enter this and select “Next”



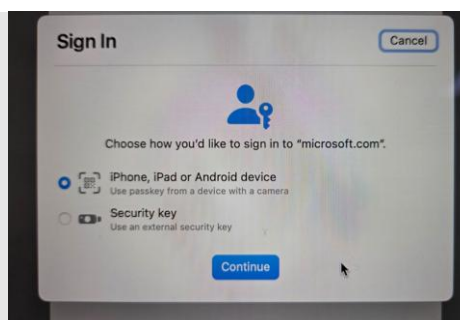
NOTE: DO NOT enter your Temporary Access Pass here. Instead select “**Sign in another way**”



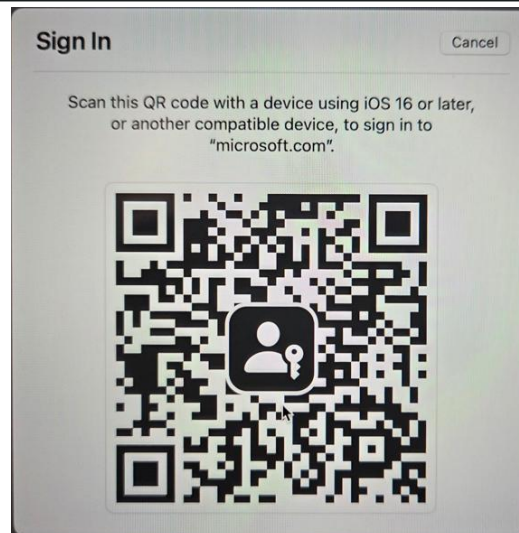
On the “**Choose a way to sign in**” dialog box that appears, Select “**Face, fingerprint, PIN or security key**”.



You will then be required to provide your passkey. Select “**iPhone, iPad or Android device**” and then select “**Continue**”



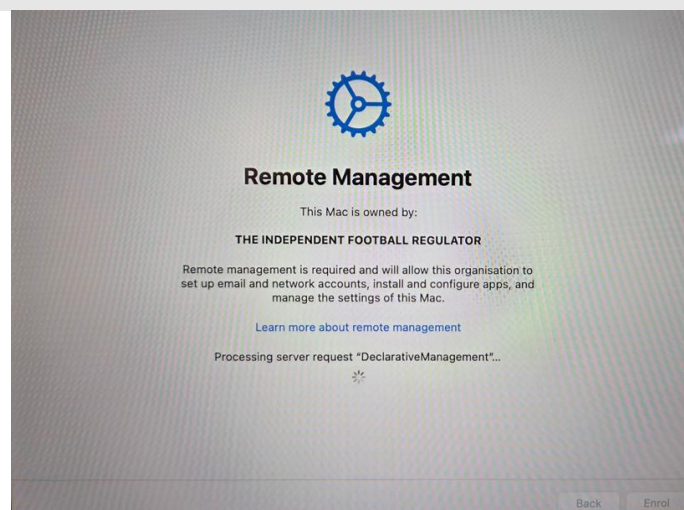
Using the mobile device you previously set your Passkey on (likely your IFR iPhone), use the camera on your mobile phone, point it at the QR code on the screen and tap “**Sign in with your Passkey**” to proceed



Sign in using the Passkey process you will have previously used when setting up your Authenticator and Passkey.

The following dialog box will appear indicating progress is being made.

After a short time the screen will disappear, please allow this to process to continue

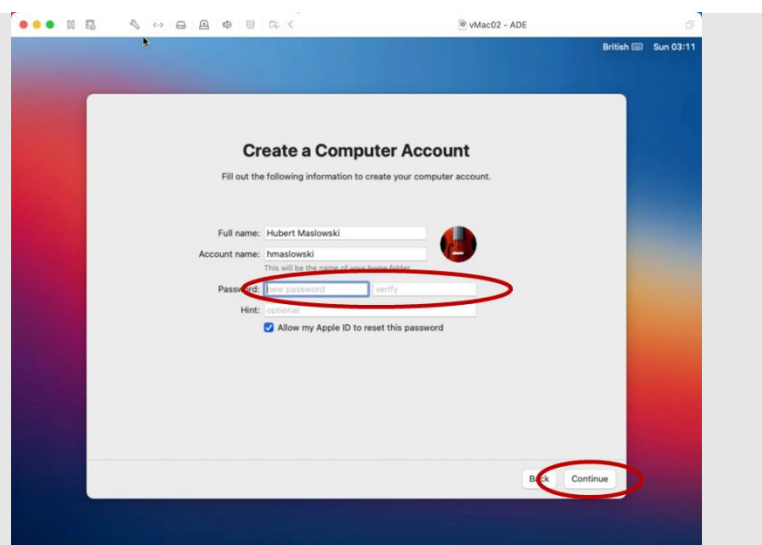


On the “**Create a Computer Account**” dialog box that appears

NB: This Creates your Mac Local Account as follows;

Example

Full Name: Prepopulated
Account name: Prepopulated
Password: [Your choice]



IMPORTANT: You **must** take a note of the following details from the dialog (you will need them later);

- Full Name:
- Account Name:
- Enter a Password (this should **NOT** be your IFR login password)
- Enter Hint

Remember and take note of these details (and remember your password) as you will need it to login going forward. Only you will have this password and no one else, including ElysianIT Support, will be aware of it.

Select "Set time zone automatically using current location" and then select "Turn on Location Services" on the popup that appears. Proceed by selecting "Continue"

Select Your Time Zone

To select a time zone, click the map near your location and choose a city from the Closest City menu. You can also have the time zone change automatically, if possible, based on your current location.

☐ Set time zone automatically using current location

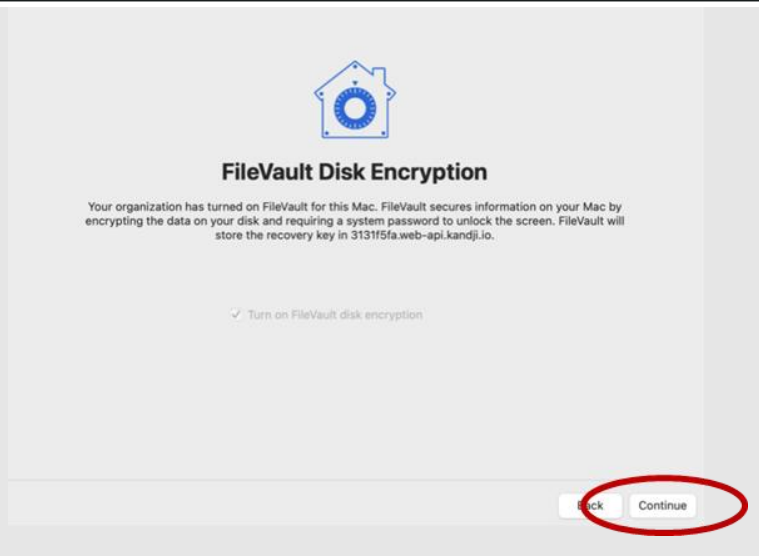


Time Zone: Eastern Standard Time

Closest City: New York, NY - United States ▼

Back Continue

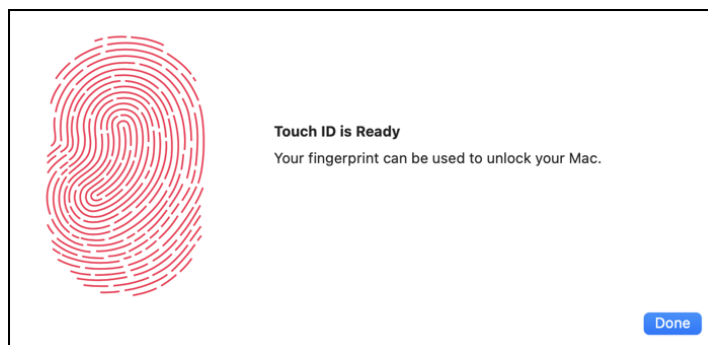
Click “**Continue**” on FileVault Disk Encryption



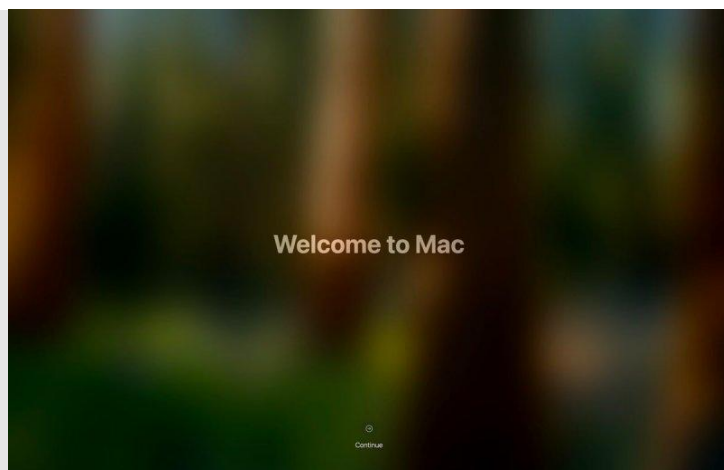
It's recommended that you configure Touch ID by clicking “**Continue**” and providing your fingerprint.

(NB:**Place** your finger on the 'black' power button on the keyboard (top right key) – do not Press on the powerbutton as this may turn the device off

If you would prefer not to, you may click on “**Set up Touch ID Later**”.



On the “**Welcome to Mac**” screen select “**Continue**”

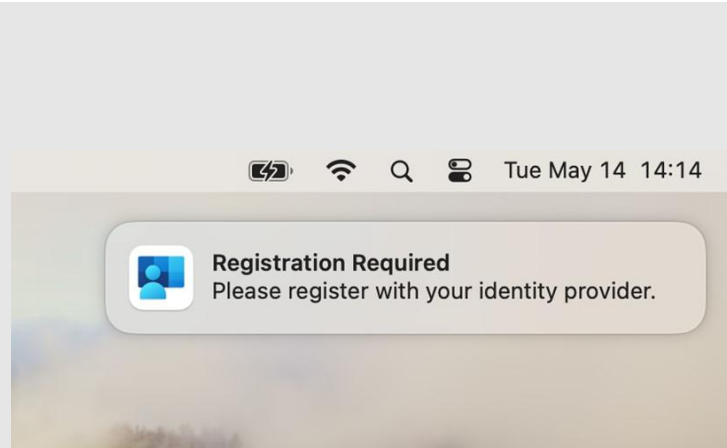


TAKE NOTE OF THE NEXT STEP

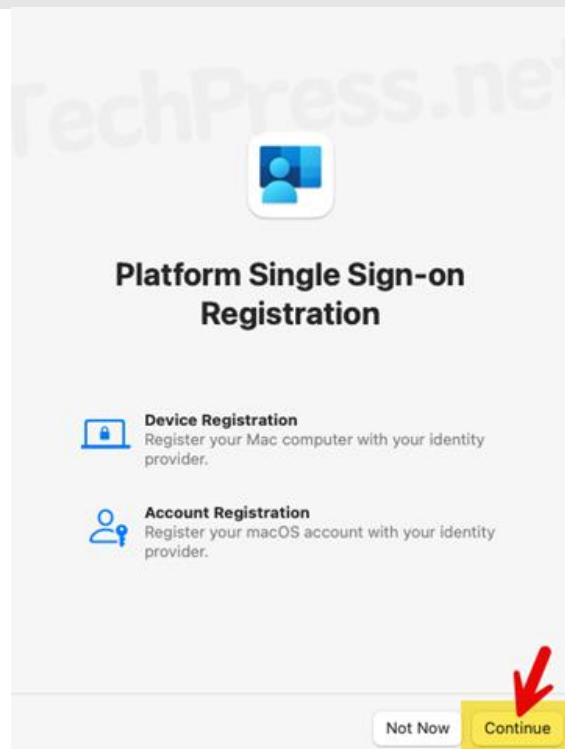
IMPORTANT: Please do not use the IFR MacOS Laptop until you see the following banner pop up in the top right. This may take up to 10 minutes.

You **MUST** complete this step to correctly setup your IFR MacOS Laptop.

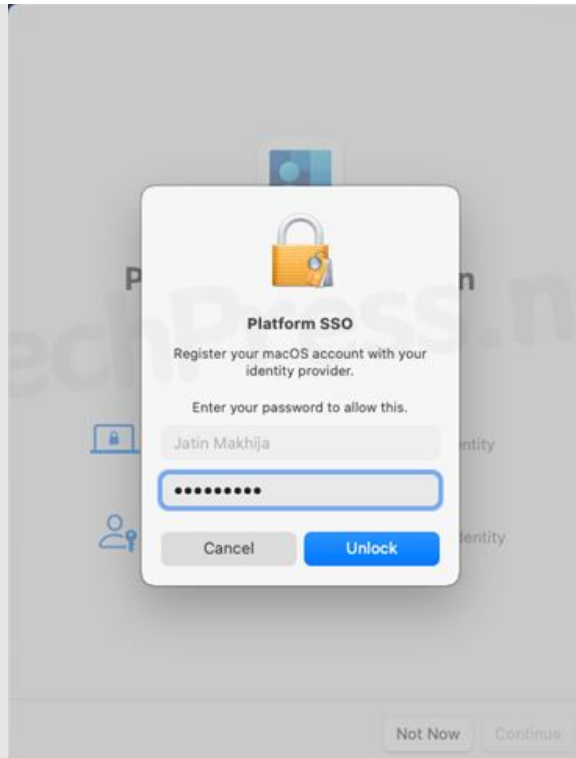
- Hover over the “Registration Required” banner
- Select the “**Register**” button that appears inside the Banner



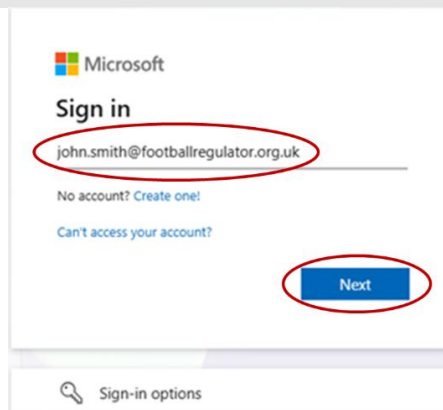
On the “**Platform Single Sign-on Registration**” dialog box, click “**Continue**”



Enter your password for your **Mac Local Account (NOT your IFR Logon Account)**. These are the details for the account you were previously asked to take note of. Click **“Unlock”** to continue.



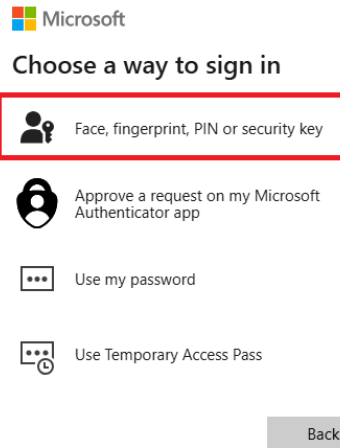
Enter your **IFR Email Address** and click **“Next”**



NOTE: DO NOT enter your Temporary Access Pass here. Instead select **“Sign in another way”**



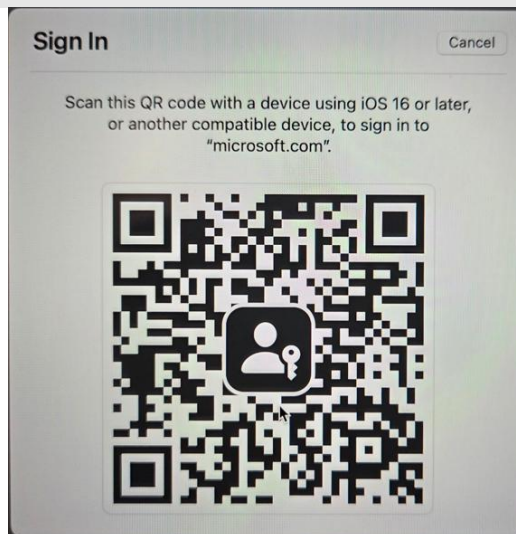
On the “**Choose a way to sign in**” dialog box that appears, Select “**Face, fingerprint, PIN or security key**”.



You will then be required to provide your passkey. Select “**iPhone, iPad or Android device**” and then select “**Continue**”

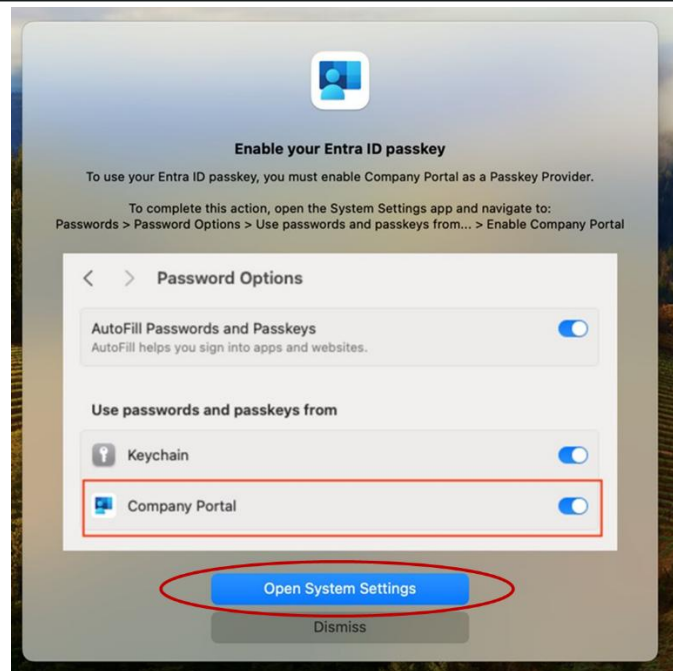


Using the mobile device you previously set your Passkey on (likely a personal or DCMS provided), use the camera on your mobile phone, point it at the QR code on the screen and tap “**Sign in with your Passkey**” to proceed



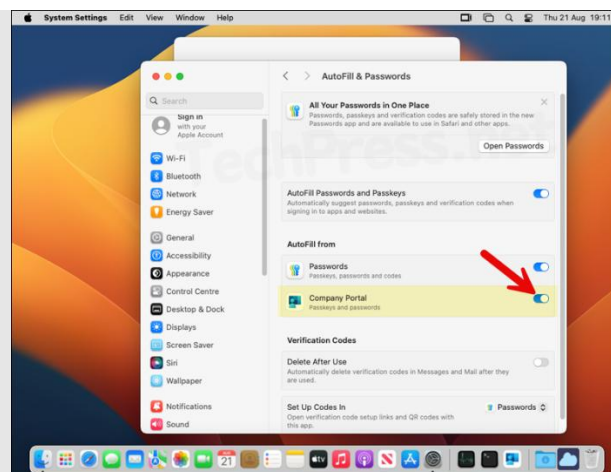
You will see a page pop-up advising your device is being prepared, allow a minute for this to complete.

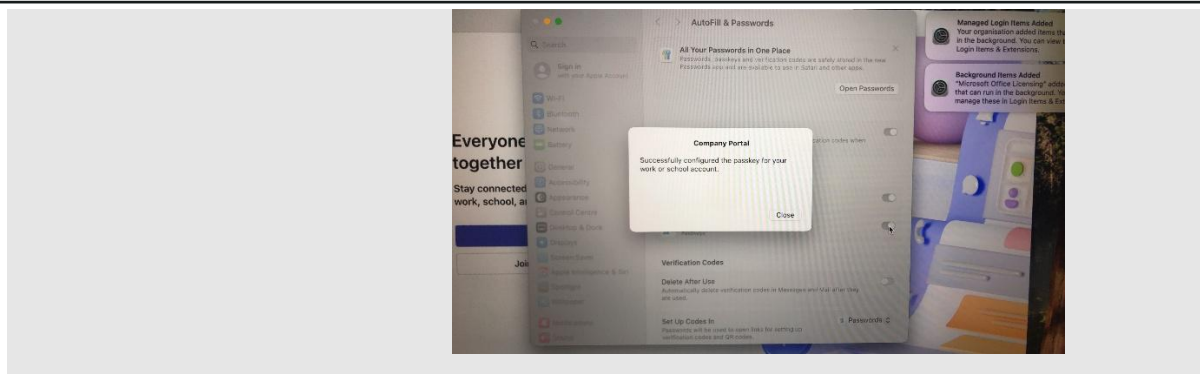
On the “**Enable your EntraID passkey**” dialog that appears Click on “**Open System Settings**”



On the “**AutoFill & Passwords**” Dialog that appears Select and toggle the blue switch for “**Autofill Passwords and Passkeys**” first, and then “**Company Portal**” second.

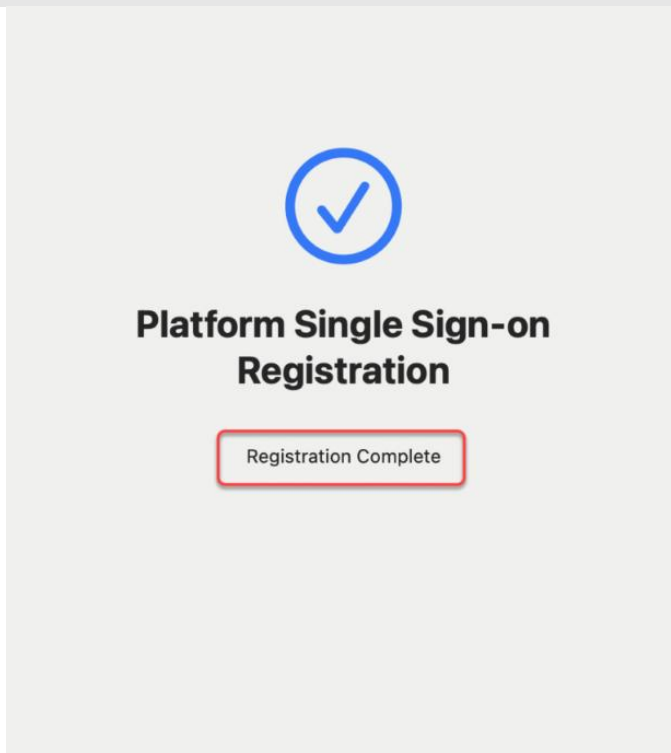
On the “**Company Portal**” Success dialog box that appears Click “**Close**”



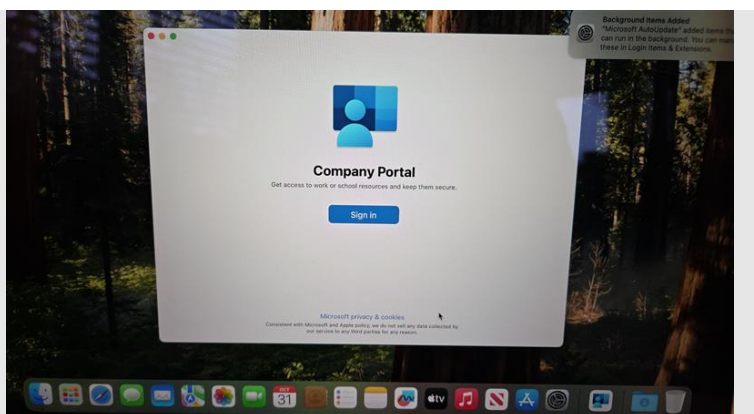


Note: This page might be behind the one you were previously looking at, feel free to close that page to get to this.

Click “**Close**” on the “**Platform Single Sign-on Registration**” screen to complete the process.



Open the **Company Portal** (Found via the Launchpad) and click “**Sign In**”



Select your account from the “**Account Found**” list and select “**Continue**”

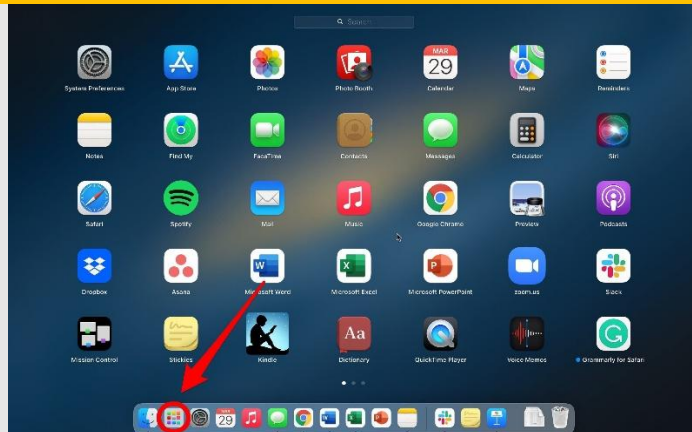
You may now **close down the Company Portal App** on your MacOS.

At this point you should leave your MacOS Laptop to continue setting up work related settings and applications in the background. It's recommended to **leave it for about 30 minutes** to complete these discrete tasks.

You may begin to use the device once you see the Microsoft Applications have installed, such as:

Microsoft Outlook
Microsoft Teams
Microsoft OneDrive
Microsoft Word
Microsoft Excel

These can be confirmed by going to the **Launchpad**.



When opening up each of these applications the majority should pre-populate your email address, if however your email is not pre-populated please enter your new IFR email address and approve the sign-in on your Mobile Phone Passkey.

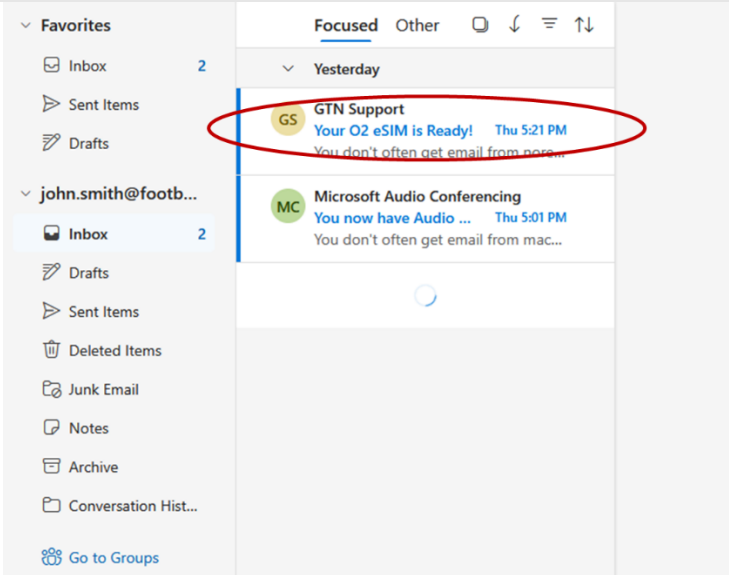
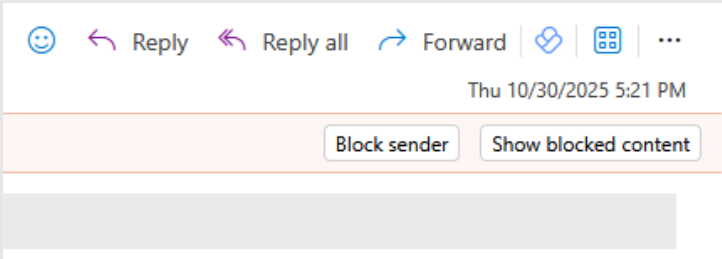
NOTE: MacOS requires you to login using a Local Account first when first logging into MacOS, subsequently you will be required to use your IFR email address on any pop ups.

NOTE : Once reaching this point on the on the guide , can you restart your device .

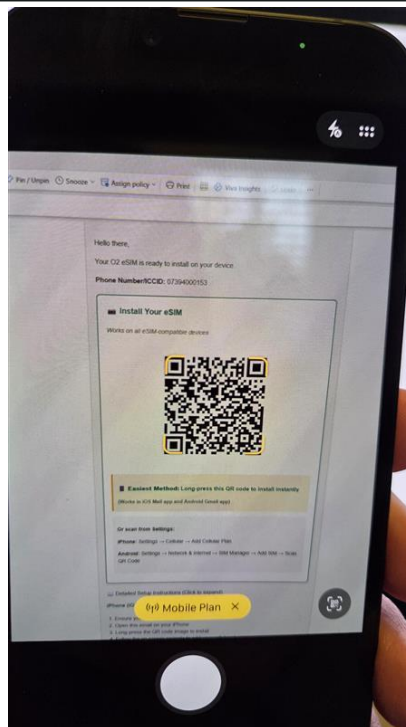
4. Setting up your eSim

Your eSim will allow your mobile phone to connect to the network and therefore allow you to send and receive calls, as well as access cellular data. Follow these instructions to complete the process of setting up your eSim:

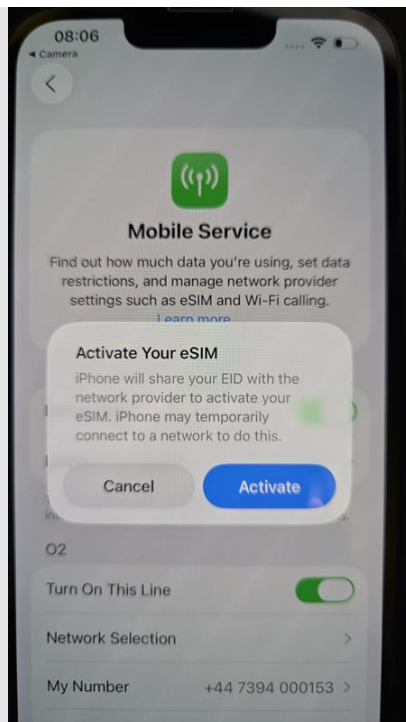
IMPORTANT: Only begin this step after first setting up your iPhone first and then your MacOS Laptop.

Action	Description
Open Outlook on your IFR provided MacOS Laptop or Dell Laptop	
Locate the email from GTN Support titled “ Your O2 eSIM is Ready! ” and open it	
For Dell Laptops (MacOS Ignore) NOTE: If you are using a Dell Laptop you might not see a QR Code in the email. Check at the top of the email for the following banner and click “ Show Blocked Content ”	

You will see the following section in the email, using your **IFR provided iPhone**, use the camera to **scan the QR code** and tap “**Mobile Plan**”

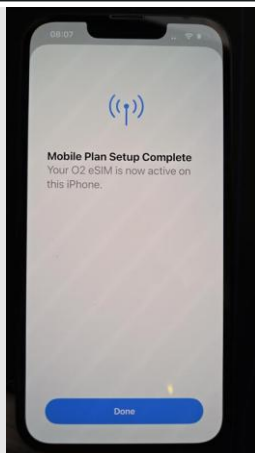


Tap “**Activate**”

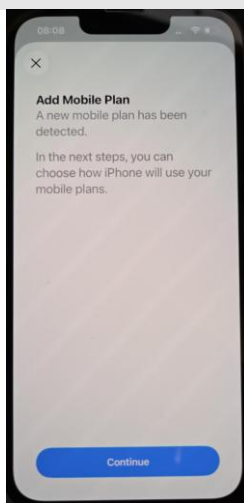


Tap “**Continue**” on the “**Activate eSIM screen**”.

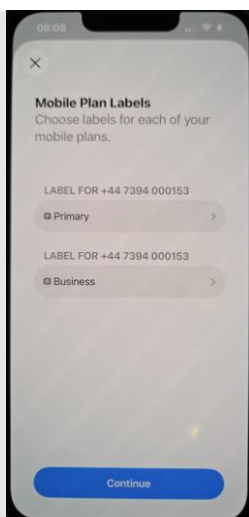
Tap **“Done”** to complete.



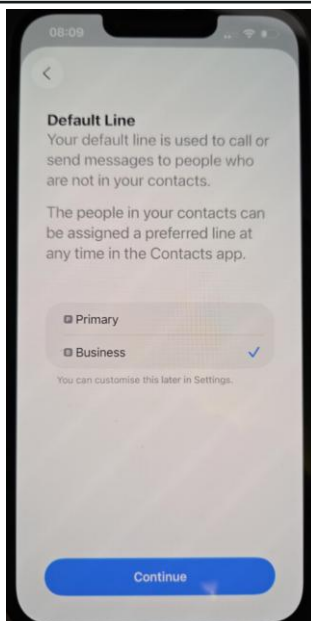
Tap **“Continue”**



Tap **“Continue”**



Tap “**Business**” and then
“**Continue**”



Tap “**Continue**”



Tap **“Business”** and then
“Done”

