

How to configure your personally owned device (desktop and laptop computers -MacOS)



Complete the following steps to access UoC digital systems and services on your personally owned device:

1. Open the **Safari** web browser.
2. Navigate to <https://staff.cumbria.ac.uk>
3. **Sign in** → with your university email, password and multi-factor approval
4. **Continue** → on the "Set up your device to get access" message.
5. Complete the multi-factor request.
6. **Get the app** → **Allow** → Download. Open downloaded package.
7. Install the downloaded app - **Continue** → **Continue** → **Agree** → **Device Admin Password** **Close** → **Move to Bin**
8. Microsoft Update - **OK** → **Update**
9. Open **Company Portal** from the applications folder.
10. **Sign in** → with your university email, password and multi-factor approval
11. **Begin** → the setup process in the Company Portal app.
12. **Continue** → to confirm you are happy with the privacy information.
13. Press **Download Profile** → Open **System Settings**
14. **Double Click** the management profile to install.
15. Enter your **Device Admin Password** → and press **Enrol**
16. Return to the **Company Portal** application and wait for confirmation (this can take a few minutes).
17. Press **Done** on the "You're all set!" window.
18. Choose a category for this device → **Personal (Personally owned)** → **Done**
19. Check access by opening the **Safari** web browser. Navigate to <https://staff.cumbria.ac.uk>

To remove this access from your device

1. Open Company Portal.
2. Select your device name.
3. Choose **Delete** from the Action ... Menu
4. Click **Remove** to confirm.

If you experience issues please remove all apps and try again. Still having issues? The IT Service Desk are here to support 01228 888 888 or servicedesk@cumbria.ac.uk