



# Apple Volume Purchase Program

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## **What is the Apple Volume Purchasing Program (VPP) and why should I use it?**

The Apple Volume Purchasing Program (VPP) allows educational institutions to manage licensing compliance and take advantage of volume license purchasing for iOS apps and books through the VPP Education Store. The number of licenses to be purchased is determined by the number of devices (iPad, iPod touch, MacBook, or iMac) you plan to install and use a particular App or Book on.

**Please Note:** Purchasing an App or Book for a single device under an iTunes account and distributing it to multiple devices is illegal and violates Apple Educational licensing. Each device must have its own licensed copy. Schools could be subject to an audit and fined if found in violation by Apple.

## **How does the program work?**

Through a VPP Education Store account, a school or department Program Facilitator will purchase apps and books, using a PCard, or Apple Volume Vouchers. Upon purchase completion the school or department Program Facilitator can download the unique license code for each license purchased for an App or book. Codes can then be distributed to each device through a tool called Apple Configurator and iTunes. The MHIS Help Desk and school technician will assist with the setup and distribution of Apps and Books.

**Please Note:** The Program Facilitator must be or be designated by a School Principal or a Department Head with purchasing authority. Please refer all questions about PCard's and Munis requisitions/Purchase orders to the Hartford Public Schools (HPS) Finance Department.

## **Getting Started**

Enrolling is simple! Here's what's needed to get started:

- Send an email to the MHIS Helpdesk at [MHIS\\_Helpdesk@hartfordschools.org](mailto:MHIS_Helpdesk@hartfordschools.org) requesting to have an account setup for the Apple Volume Purchase Program (VPP).
- MHIS will setup an email address for your school\department to use as an Apple ID as opposed to an employee's personal Apple ID and iTunes account. This will ensure that control of apps remains with your school or department, as opposed to an individual. The new email address will be linked to the designated Program Facilitator's Outlook email account.
- Your new Apple ID login address and Password will be sent via email.



# Apple Volume Purchase Program

## Purchasing Part I:

### Option 1 - Using a PCard to make the purchase:

This is the simplest and most efficient way of purchasing apps! During checkout enter your PCard number and complete the purchase for the exact amount. Once the purchase is complete an email with the license codes will be sent to the School or department VPP email account. See Purchasing Part II instructions for more information. Please refer all questions about PCard rules and procedures to The HPS Finance Department.

### Option 2 – Purchasing Volume Vouchers:

Please contact the MHIS Help Desk to obtain a quote for Apple Volume Vouchers. They come in various denominations of: \$100, \$500; \$1,000; \$5,000; \$10,000. To determine the amount of the voucher needed, the Program Facilitator uses the search tool on the VPP Education Store site as seen below. The site provides current app pricing, and applies quantity discounts to estimate the total cost of the voucher. The quote is then used to create a Purchase Order entered by your department or school. Apple will email the voucher to the contact listed on the PO once they receive the PO.

The screenshot displays the Apple Education Store interface. At the top, there is a navigation bar with links for Store, Mac, iPod, iPhone, iPad, iTunes, and Support. The main header reads "Education Store" and "Volume Purchase Program for Education". Below this, a paragraph explains the program: "This Volume Purchase Program allows educational institutions to purchase multiple copies of the same app or book at once. Developers and publishers may also offer a discount for these multiple purchases. To use this program you must have a Program Facilitator account, which can be obtained by any Program Manager from your institution. To get started, redeem a Volume Voucher by clicking Redeem Voucher, below." To the right of this text is an illustration of a school building.

The "Education Store" section features a search bar with "reading" entered, a "Media Type" dropdown set to "Apps", and a "Category" dropdown set to "Education". A "Search" button is located to the right of the dropdowns. Below the search bar, a list of "iPad Apps" is shown, including:

Name	Developer	Category	Released/Up...
Bob Books #1 – Reading Magic ..	Learning Touch	Education	12/06/10
Bob Books #2 – Reading Magic ..	Learning Touch	Games	05/22/11
Piano Notes Pro – Sight Reading...	Shinning Code	Music	06/01/10
Reading Raven HD	Early Ascent, LLC	Education	02/04/12

Below the app list, the "Purchase Details" section is visible. It shows the selected item: "Bob Books #1 – Reading Magic HD by Learning Touch". The price is listed as "Edition Price: \$1.99". The quantity is set to "30", and the subtotal is "\$59.70". At the bottom of the purchase details, there is a "Continue" button and a note: "\$3.99 ea. (1-19 units), \$1.99 ea. (20+ units)".



# Apple Volume Purchase Program

## Redeeming Apple Vouchers for Licensing Codes:

1. Upon receipt of the voucher code, go to the VPP Education Store at <http://volume.itunes.apple.com/us/store> and click *redeem voucher* and add the funds to the school or department account. The process is similar to adding money from an iTunes gift card to an iTunes account for making purchases instead of a credit card. **See Example Below.**

The screenshot shows the iTunes Volume Purchase Program sign-in page. At the top is a navigation bar with links for Store, Mac, iPod, iPhone, iPad, iTunes (selected), and Support, along with a search icon. Below the navigation bar is the title "Volume Purchase Program". The main content area contains the heading "Sign in to redeem Volume Vouchers." followed by the instruction: "Sign in below with the Program Facilitator Apple ID and password that was given to you by your institution's Program Manager." There are two input fields: "Apple ID" and "Password". Below the "Apple ID" field is a "Cancel" button. Below the "Password" field are "Forgot Password..." and "Redeem" buttons.

2. Vouchers are redeemed by entering the 16 digit code on the back of the voucher and press "Redeem" to receive credit towards your purchases.

### **Redeem Your Volume Voucher Code**

Scratch off the label on the back of your Volume Voucher, enter the 16-digit code exactly as it appears, and click Redeem.

Volume Voucher Code



## Apple Volume Purchase Program

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### **Purchasing Part II – Completing the purchase of Apps using a Voucher or Pcard:**

1. Select the App/book or multiple Apps/books and complete the transaction.

### Volume Purchase Information

Pages by Apple Inc.	Quantity: 20	Price: \$4.99 ea.	Subtotal: \$99.80 + tax where applicable
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A document containing 20 codes will be provided covering 20 licenses, redeemable on the App Store from a Mac or PC, iPad, iPhone or iPod touch.

[Edit Quantity](#) [Buy](#)

2. Once you have purchased the App/book(s) you will receive an email similar to the sample email listed below to the school or department VPP email address.

**Your codes are ready to download.**

iTunes Store [do\_not\_reply@apple.com]  
Sent: Thu 11/4/2010 3:35 PM  
To: itunes

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### Volume Purchase Program

Dear David,

Your codes for the item listed below are ready to download from the Volume Purchase Program. To get them, [go to your Volume Purchase Program account](#) (sign in may be required) and click the Download link next to the item.



## Apple Volume Purchase Program

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3. Click on the link in the email and log in to the school or department VPP Education Store account , then click the download link to retrieve a spreadsheet of codes. Please note: Keep track of all spreadsheets downloaded from Apple with the codes for future reference.

Volume Purchase Codes	
Order Number	MT72F5QH9
Product	ArtikPix - Full, v1.2.1, Seller: Jason Rinn
Purchaser	David Ligon <itunesvpp@husd.org>
Codes Purchased	20
Codes Redeemed	0
Codes Remaining	20
Code	Redemption Link
3FI PT4XFYXΔF	<a href="https://buy.itunes.apple.com/WebObjects/M7Finance.wpa/wa/freeProductCodeWizard?code=3FI_PT4XFYXΔF">https://buy.itunes.apple.com/WebObjects/M7Finance.wpa/wa/freeProductCodeWizard?code=3FI_PT4XFYXΔF</a>

### **Redeeming and Installing Apps and Books:**

Contact the MHIS Help Desk to schedule the install of Apps and Books on your devices. If you have difficulty with the process of looking up or purchasing Apps or Books the Help Desk can assist with walking you through the steps. Please note: When setting up the install request with MHIS please make sure you have a designated computer available for the management of your iOS devices and the home of the Apple Configurator and iTunes VPP Apple ID Account for your school or department.