



CPS Volume Purchase Program Signup

Margaret Murphy and Kathie Iorizzo

This document is a walk through on how to setup the Volume Purchase Program for your school.

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Apple Volume Purchase Program (VPP)

As more schools begin to purchase Apple mobile devices (iPods & iPads) they will be interested in purchasing multiple copies of Apps for their devices. Well, how do you do that? The answer is the Volume Purchase Program (VPP). This document is a walk through on how to setup the VPP for your school.

What is the Volume Purchase Program (VPP) and why do we want all schools to participate in it? VPP is a program that provides many benefits for educational institutions, such as:

- Receiving a 50% discount on most educational and productivity Apps from developers that choose to be part of VPP, when purchasing 20 or more copies of the App.
- tax free vs. buying an App in iTunes
- syncing free Apps to as many educational devices as you want vs. gift cards and only syncing to 5 accounts.
- keeping audit trail for CPS to keep track of all the Apps purchased and the number of licenses for each App
- easier and more flexible than gift cards

Roles in VPP:

There are two main roles in VPP.

1. There is one (1) school designated Program Facilitator, and
2. the teachers using the mobile devices.

Each school should designate a Program Facilitator who will be responsible for VPP at their school.

The Program Facilitator can be the Tech Coordinator or a Lead Teacher and will be able to:

- Gathers teachers' "wish list" of apps in VPP for Principal approval.
- Obtains Principal approval on list and Voucher amount
- Works with Business office or clerk to purchase vouchers for school
- Redeems Voucher and purchases apps from wish list
(<http://volume.itunes.apple.com/us/store>)
- Distributes app codes to the teachers

Example generic Program Facilitator account: BurleyPF1@cps.k12.il.us

The Teacher will be able to:

- Receive codes from Program Facilitator
- Redeem codes in **iTunes**
- Sync mobile devices with generic school account

- Give "wish list" of Apps to Program Facilitator for approval and purchase
Example generic Teacher accounts: Burley1@cps.k12.il.us; Burley2@cps.k12.il.us; ...
Burley4@cps.k12.il.us.

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How does a school become a part of the VPP?

The following steps begin the process for VPP and getting the Program Facilitator and Teacher accounts set up:

Setting up the Program Facilitator account:

1. Designate a Program Facilitator at your school.
2. Contact the IT Service Desk at (773) 553-3925, option 5, requesting to be part of VPP. This will start the process of opening a ticket.
3. The Service Desk will request that you email the Program Facilitator's name and email address to the ITS Technology Acquisitions and Support team at technologypurchases@cps.k12.il.us.
4. CPS will create generic CPS email accounts for your school which includes the one (1) Program Facilitator (e.g., BurleyPF1@cps.k12.il.us) and four (4)* generic teacher accounts (e.g., Burley1@cps.k12.il.us). All of the generic accounts are based on your school's name. The Program Facilitator account will be an alias to your School Principal's email. The generic teacher accounts are alias' to your school's iTunes account (e.g., Burley_iTunes@cps.k12.il.us).
5. The IT Service Desk sends your VPP request to the Exchange team to create the generic VPP accounts, both Program Facilitator and Teacher accounts. Schools can expect to have these generic accounts created within 2 - 3 business days of opening the ticket.
6. Apple will then email additional instructions to the Program Facilitator and CC the Principal within 1 - 2 business days of receiving the information from CPS. The Program Facilitator completes the registration process and activates the unique Apple ID (e.g., BurleyPF1@cps.k12.il.us). The Program Facilitator will use this Apple ID for the VPP and anything App related (see Program Facilitator's role). To find out what your school's facilitator account is, please contact the IT Service Desk at (773) 553-3925, option 5.
7. When completing the VPP registration, please be sure to click the box that allows you to use multiple iTunes accounts to sync to multiple devices when prompted during registration.

*More teacher accounts can be requested.

Here is a sample of the email that the Program Facilitator will receive from Apple with this subject line: Important information about your Apple ID.

Sample email from Apple:

From: Apple [mailto:appleid@id.apple.com]
Sent: Tuesday, October 26, 2010 11:40 AM
To:
Subject: Important information about your Apple ID

Welcome to the App Store Volume Purchase Program. The Authorized Purchaser for your institution has requested an Apple ID for you to be a Program Facilitator for this program. To activate this Apple ID, you'll need to create your password.

Once you complete the Apple ID account setup, you'll have access to the Volume Purchase Program at <http://volume.itunes.apple.com>. You'll be able to redeem Volume Vouchers purchased for you by your Authorized Purchaser, buy codes for content, view your account history, and receive any applicable education pricing on content purchased in volume.

To complete your account setup, create your personal password by going to:
<https://iforgot.apple.com/cgi-bin/us-en/iforgot.cgi?appleid=burlevpfl@cps.k12.il.us>

Please note that this Apple ID is only for use with the Volume Purchase Program. This Apple ID will not allow you to buy or download content from the iTunes Store.

Rest assured that Apple securely stores this and other important personal information and adheres to strict privacy policies.

To learn more about your account and to keep receiving all the latest online Apple Store news, please visit: <http://store.apple.com/youraccount>

Sincerely,

Apple Education

Apple respects your privacy.

Information regarding your personal information can be viewed at:

<http://www.apple.com/legal/privacy/>

Your Program Facilitator account is now created in VPP.

Setting up the Teacher Account:

NOTE: Download iTunes on your sync station if you have not done so already. Go to <http://www.apple.com/itunes/> and click the “Download iTunes” button.

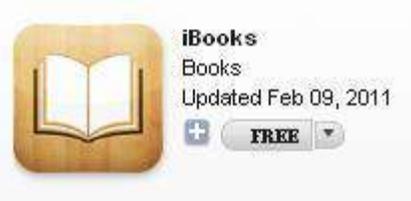


The generic iTunes teacher accounts are tied to the school’s Program Facilitator account. This is to help keep track of App licenses and so that there is no confusion between a personal iTunes account and a school account. The generic iTunes account is also created without a credit card so there is never any fear of anyone having access to the account and purchasing Apps and charging to your personal credit card.

Here are the steps to setup your generic iTunes Teacher account(s), **without a credit card**:

1. Go to iTunes and sign out of your existing account, if you have one. To do this, hover your mouse over your login until you see a small drop-down arrow appear. Click the arrow and select **Sign Out** from the menu.





2. Try to download a free App – we suggest iBooks:

REMEMBER – in order to setup an account without a credit card you must try to

download a free App first! iTunes will recognize that you are not logged in, so you will be prompted to log in, or create a new account.

Sign In to download from the iTunes Store
To create an Apple Account, click Create New Account.

If you have an Apple Account (from the iTunes Store or MobileMe, for example), enter your Apple ID and password. Otherwise, if you are an AOL member, enter your AOL screen name and password.

Remember password

AOL

3. Click the **Create New Account** button.

4. The first screen will welcome you to the iTunes store and explain what an Apple ID is. **Click Continue**



Terms and Conditions and Apple Privacy Policy

Please read and agree to these terms and conditions in order to use this service.
If your billing address is not in the United States, click here. ⓘ

**ITunes Store
TERMS OF SERVICE**

A. ITUNES STORE, MAC APP STORE, APP STORE, AND IBOOKSTORE TERMS OF SALE
B. ITUNES STORE TERMS AND CONDITIONS
C. MAC APP STORE, APP STORE AND IBOOKSTORE TERMS AND CONDITIONS
D. PRIVACY POLICY

THE LEGAL AGREEMENTS SET OUT BELOW GOVERN YOUR USE OF THE ITUNES STORE, MAC APP STORE, APP STORE, AND IBOOKSTORE SERVICES. TO AGREE TO THESE TERMS, CLICK "AGREE." IF YOU DO NOT AGREE TO THESE TERMS, DO NOT CLICK "AGREE," AND DO NOT USE THE SERVICES.

A. ITUNES STORE, MAC APP STORE, APP STORE, AND IBOOKSTORE TERMS OF SALE
PAYMENTS, TAXES, AND REFUND POLICY

The iTunes Store, Mac App Store, App Store, and iBookstore services ("Services") accept these forms of payment: credit cards issued by U.S. banks, payments through your PayPal account, iTunes Cards, iTunes Store Gift Certificates, Content Codes, and Allowance Account balances. If a credit card or your PayPal account is being used for a transaction, Apple may obtain preapproval for an amount up to the amount of the order. Billing occurs at the time of or shortly after your transaction. If you are using 1-Click purchasing or your PayPal

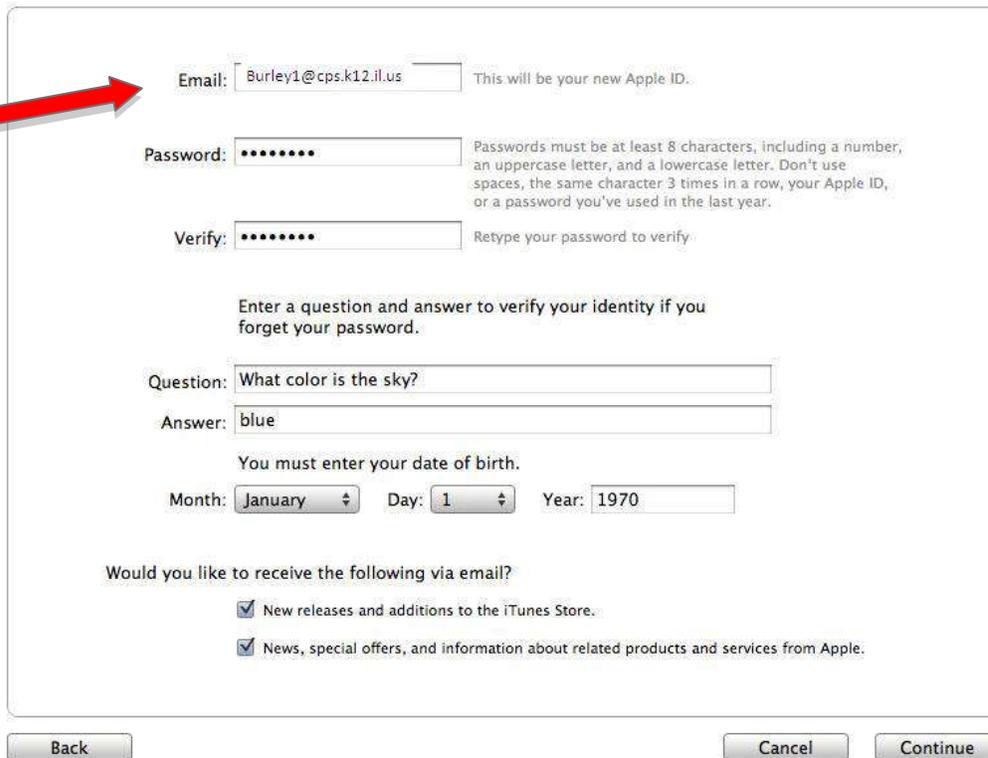
I have read and agree to these terms and conditions.

5. The next screen is the terms and conditions and privacy policy. Read the terms and conditions and then **click the box to agree and click continue.**

6. Apple ID Details

In order to maintain access to the teacher account(s) should the Program Facilitator leave the district, CPS will use some generic information. The email address is the generic email that the IT Service Desk created for your school. This information was emailed to your Program Facilitator. If you do not have this information, please call the IT Service Desk. An example of a generic email account is: **Burley1@cps.k12.il.us**. **You will need to create your own password for this generic teacher account. The password can be the same as your CPS password. Please remember this password. The IT Service Desk will not be able to retrieve this for you.**

Provide Apple ID Details



The screenshot shows the 'Provide Apple ID Details' form. A red arrow points to the 'Email' field, which contains 'Burley1@cps.k12.il.us'. Below it are 'Password' and 'Verify' fields, both containing seven dots. A text box explains password requirements: 'Passwords must be at least 8 characters, including a number, an uppercase letter, and a lowercase letter. Don't use spaces, the same character 3 times in a row, your Apple ID, or a password you've used in the last year.' Below that is a section for a security question and answer. The question is 'What color is the sky?' and the answer is 'blue'. Below that is a date of birth section with 'Month' set to 'January', 'Day' set to '1', and 'Year' set to '1970'. At the bottom, there are two checked checkboxes for email preferences: 'New releases and additions to the iTunes Store' and 'News, special offers, and information about related products and services from Apple.' At the very bottom are three buttons: 'Back', 'Cancel', and 'Continue'. A large grey checkmark is visible in the background.

The security question is going to be **“What color is the sky.”** The answer being **“blue.”** For Birthday, please enter **January 1, 1970**. This allows us to reset the password should the PF leave CPS. When you are done filling out the form leave the two boxes checked and **click continue**.

7. The next screen will prompt for **credit card information**. Simply click the button that says “**None.**” The only time you will see the “None” option is when you try and download a free App at the beginning of creating your account.



8. Continue filling out the form, using the **Program Facilitator’s contact information** for name/phone. Use the schools address for the address.

Salutation: Ms. ▾

First Name: Kathleen Last Name: Iorizzo

Address: 125 S. Clark St

City: Chicago State: IL - ILLINOIS ▾

Zip: 60603 Phone: 773 5533502

Country/Region: United States

9. The final screen is a confirmation advising the account has been created and to activate it. **Click Done;** and close iTunes.

Secure Connection

Verify Your Email Address

An email has been sent to the address below with a link to verify your Apple ID. Make sure to check your email and follow the link to complete the creation of your Apple ID.

Burley1@cps.k12.il.us

Resend Verification Email

Done

10. Verify your new teacher account
11. Open a web browser of your choice. (Internet Explorer, Firefox, Safari, etc.).
12. In the address bar type in this URL: <https://cpsmail.cps.k12.il.us/>



13. This will bring up the CPS Mail system. On the right hand side enter in the generic school email account and password that were provided to you from the IT Service Desk. The Username name is related to the school name and the password is very specific to this account.

(e.g., Username: Burley_iTunes@cps.k12.il.us; Password: xxxxxx)

14. Click **Log On**

15. On the left hand side click on **Inbox**.



16. You will see a welcome email from Apple. Double click on it to open it.

From	Subject	Received	Size
Apple	Please verify the contact email address for your Apple ID.	Tue 3/22/2011 11:27 AM	10 KB

17. When you open the message it's a confirmation from Apple with a link to **“Verify Now.”** Click on that link.

Dear Kathleen Iorizzo,

You've entered schoolname@cps.edu as the contact email address for your Apple ID. To complete the process, we just need to verify that this email address belongs to you. Simply click the link below and sign in using your Apple ID and password.

[Verify Now >](#)



Wondering why you got this email?

It's sent when someone adds or changes a contact email address for an Apple ID account. If you didn't do this, don't worry. Your email address cannot be used as a contact address for an Apple ID without your verification.

For more information, see our [frequently asked questions](#).

Thanks,
Apple Customer Support

TM and copyright © 2011 Apple Inc. 1 Infinite Loop, MS 96-DM,
Cupertino, CA 95014.

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18. A web page opens asking you to confirm the email address. Enter in the same password that you created when you set up your assigned teacher account in iTunes (e.g., Burlev1@cps.k12.il.us). Remember, you may have used your CPS password. This is not the same password associated with the Program Facilitator Account or generic CPS mail account (e.g., not related to Burlev iTunes@cps.k12.il.us).

19. Click on **Verify Address** button.

My Apple ID

Verify your email address.
Please verify the email address associated with your Apple ID.

Sign in to verify your email address.
To verify the email address klorizzo@cps.k12.il.us, please sign in with your Apple ID and password.

Burlev1@cps.k12.il.us

[Forgot your Apple ID?](#)

[Forgot your password?](#)

Verify Address

20. You will have a confirmation with a link to return to the store. Click on the **Return to the Store** button.

✓ Email address verified.

Thank you for verifying your address. Burley1@cps.k12.il.us is now associated with your Apple ID.



21. iTunes will launch and ask you to sign into the store. Enter in the same information you entered to create your Apple ID. Click **Sign in**. You are done with creating your Apple ID.



The Teacher account is now created.

You can follow these same steps to create multiple generic teacher accounts. IT Service Desk sets up you school with four (4) generic teacher accounts to start. You can request more if needed.

While teachers are waiting for the vouchers to arrive, they can begin creating an App Wish List to provide to the Program Facilitator. Teachers can visit the Volume Purchase Program App Store to start searching for Apps, determining how many copies of the Apps they want, and even find out if the App will be discounted.

<http://volume.itunes.apple.com/us/store>

Purchasing Vouchers:

Now that your accounts are created, here are the steps for the Program Facilitator to purchase vouchers for use in VPP. Vouchers are only accepted in VPP, not gift cards.

1. To purchase Volume Vouchers, the Program Facilitator should work with the school's Oracle clerk. Volume Vouchers are located in the Apple catalog on the iProcurement site. Volume Vouchers are available in the following increments: \$100, \$500, \$1,000, \$5,000.
2. Have the clerk do a search in the Apple Catalog for "Vouchers".
3. Purchase the required denomination in order to buy your desired number of Apps (e.g., 3 x \$100 = \$300 in vouchers).
4. Once these are purchased through Oracle, the voucher(s) will be shipped via US Mail directly to the Program Facilitator within 1 -2 weeks.

Redeeming Vouchers:

Once the voucher(s) are received in the mail, the Program Facilitator can now log into VPP and redeem voucher(s) and purchase App(s) for the teachers.

1. Program Facilitator goes to the VPP site: <http://volume.itunes.apple.com/us/store>
2. They log in with their newly created Program Facilitator Apple ID (e.g., BurleyPF1@cps.k12.il.us and their personally created password). Click the **Sign In** button.



App Store

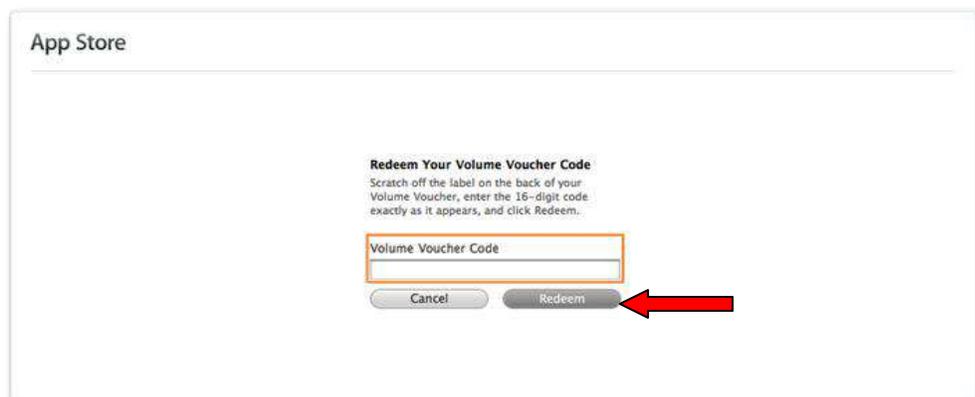
Volume Purchase Program Sign In
Sign in below with the Program Facilitator Apple ID and password that was given to you by your institution's Authorized Purchaser.

Apple ID: Password:

Cancel Forgot Password... **Sign In**

Warning - Enter in the same information here that you used to create your Apple ID.

3. The Program Facilitator redeems a voucher code in the Volume Purchase Program Store before making a purchase from this site. Click the **Redeem** button.



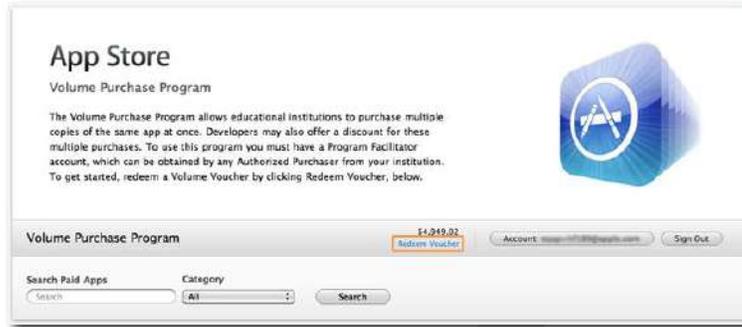
App Store

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.

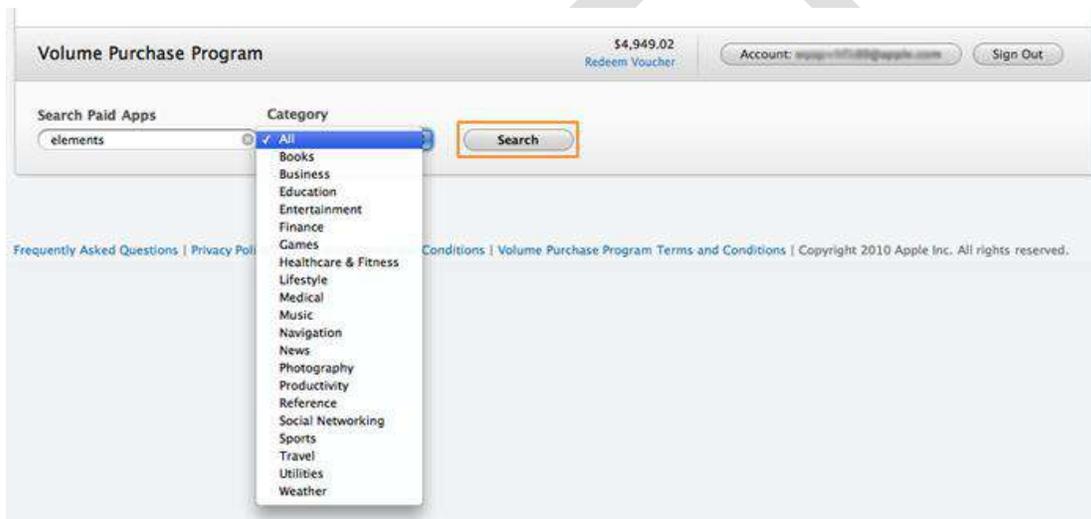
Volume Voucher Code:

Cancel **Redeem**

- After the program facilitator redeems a voucher code, the credit appears on the Volume Purchase Program account for purchasing App licenses.

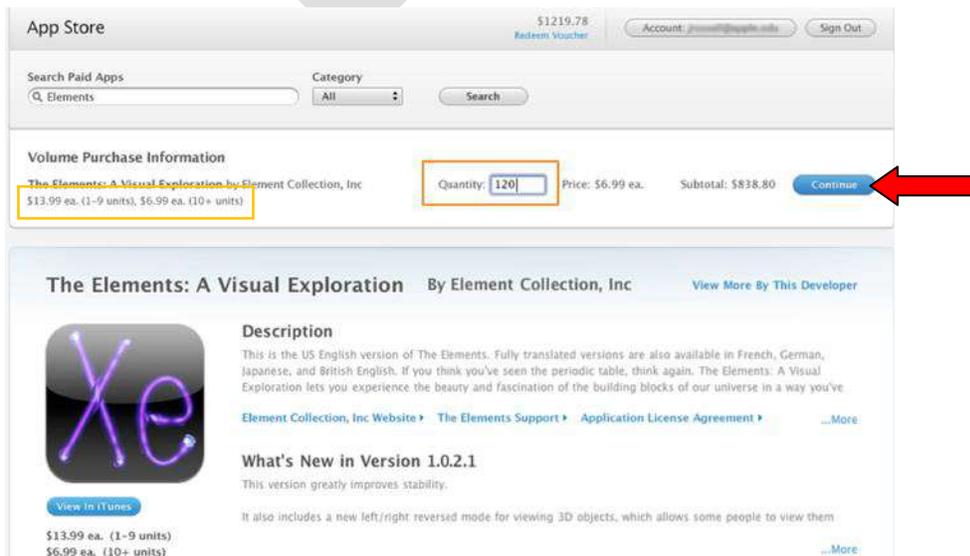


- The Program Facilitator searches the Volume Purchase Program Store for the App(s) from the teacher's "Wish List".

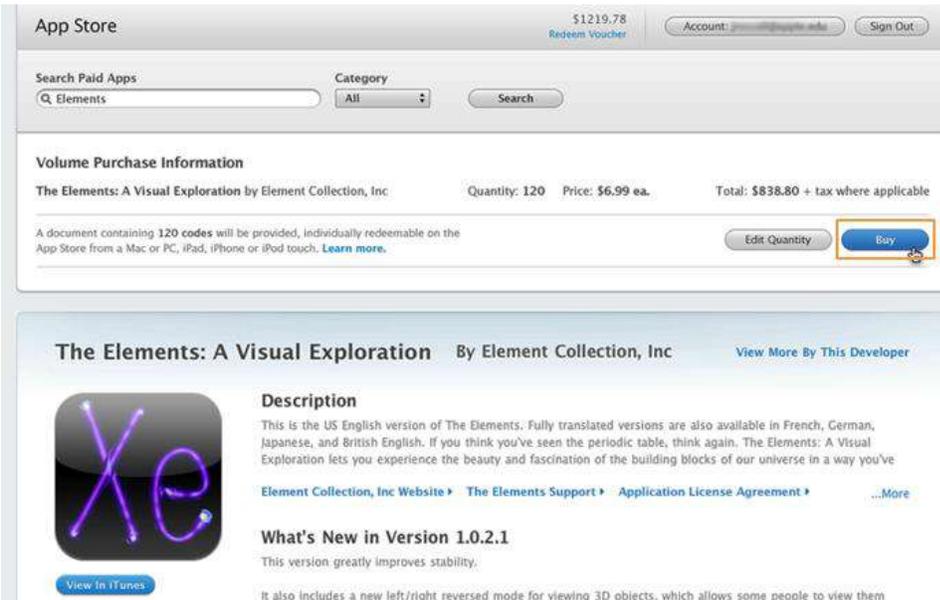


- The program facilitator purchases the appropriate number of licenses requested by the teacher.
NOTE: It is here where you will see if the App is discounted when purchasing 20+ copies.

- Enter the quantity and click the **Continue** button.

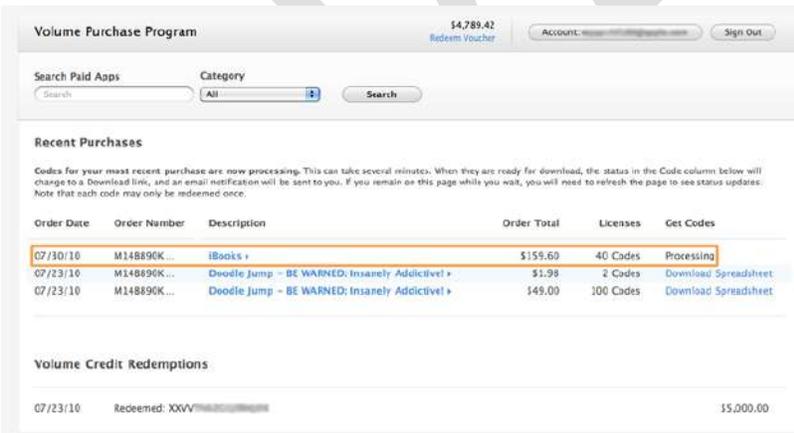


8. The Program Facilitator clicks the **Buy** button to confirm the purchase.

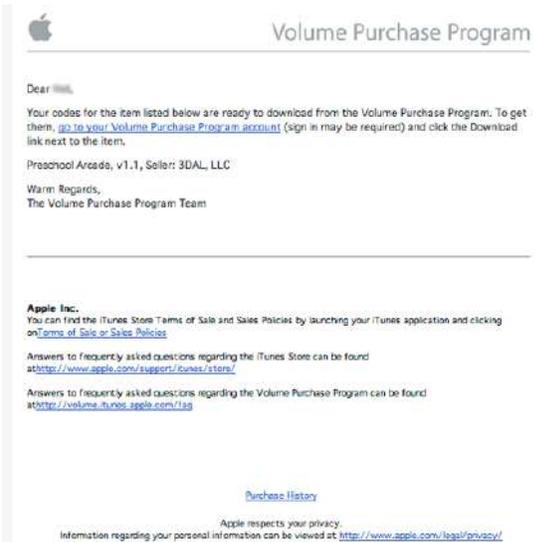


9. After the confirmation, the Program Facilitator sees the history page with a notification that the codes for the order are being processed.

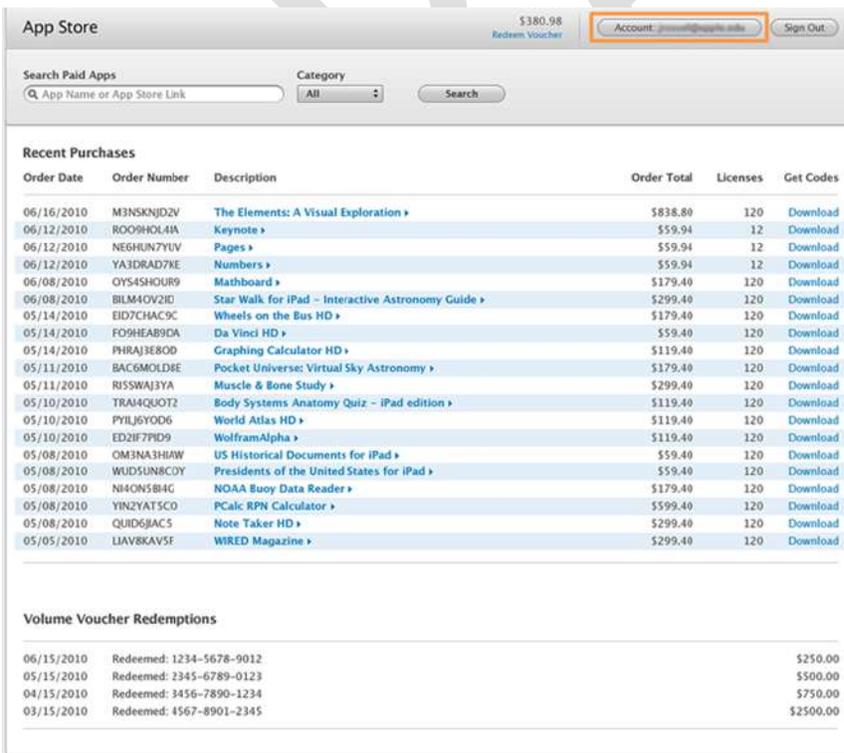
Program Facilitators will receive one App redemption code for each purchased license.



- After the Program Facilitator completes the order and it processes, he or she will receive an email that the codes are available for download. The Program Facilitator can log into the App Store Volume Purchase Program portal and download a spreadsheet containing app-specific codes — one code per app purchased.



- At any time after the purchase, the program facilitator can click the button with the account name to sign in and view the purchase history and remaining store credit.



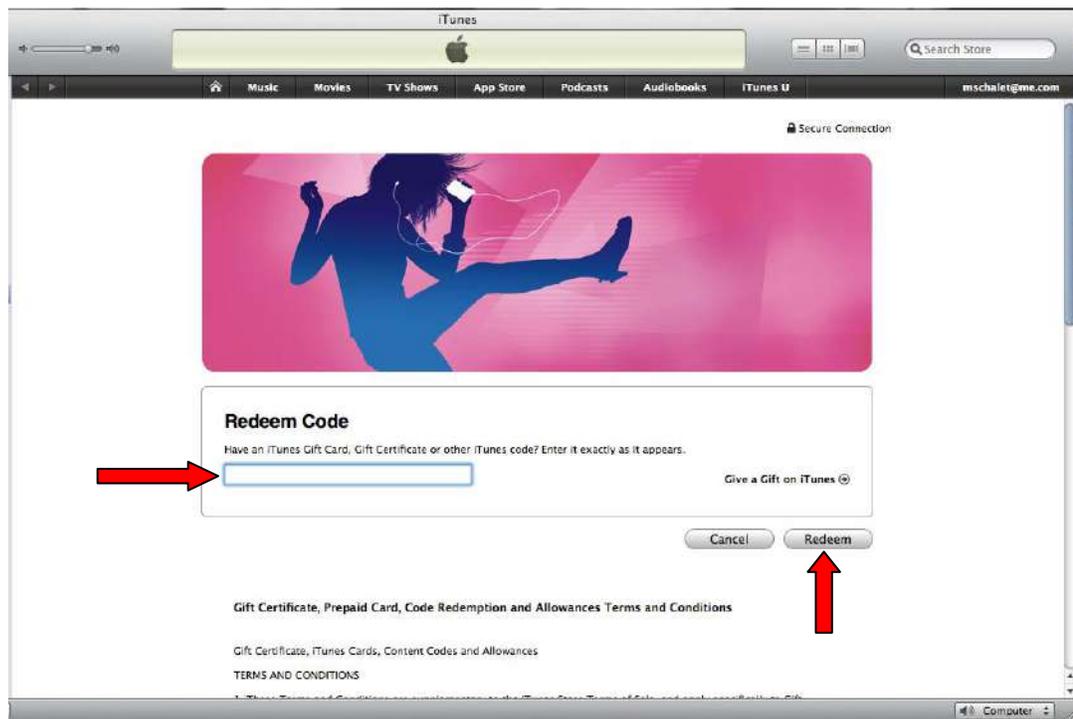
12. After purchasing Apps, the Program Facilitator will receive an email with a link to the Program Facilitator’s dashboard. The dashboard will have a spreadsheet that is populated with App-specific codes – one code per license. These codes may then be distributed to your teachers for them to log in to the teacher iTunes account and use the designated code to download the App. The dashboard will also provide Program Facilitators with a running log of which Apps have been downloaded via your codes.

Redeem App Codes (licenses) in iTunes:

Teacher redeems App codes in iTunes. The teacher will use this new account to log into the iTunes Store (e.g., Burley1@cps.k12.il.us) and select Redeem from the drop-down arrow.



1. Enter one App code on your sync machine and click the Redeem button.



2. Sync your Apps. The App Store Volume Purchase Program includes a new condition that will allow your school to use one or more iTunes accounts to sync multiple iOS devices. You will be able to sync your Apps to as many iPad/iPods that you purchased licenses for in the Volume Purchase Program App Store.