**Joining Apples Volume Purchasing Program for Education**

Written and compiled by Neralie Chappell

**VPP Positions and Titles**

**Program Manager**Description: The Program Manager creates and edits Program Facilitator accounts. He/She will decide who is allowed access to the VPP Portal where all bulk app purchasing takes place. The Apple ID used to access the Program Manager enrolment form will be associated with your Program Manager account from that point forward.
   URL: [http://edu-vpp.apple.com/asvpp\_manager](file:///C%3A%5CUsers%5CFloss2%5CAppData%5CLocal%5CTemp%5Chttp%3A%5Cedu-vpp.apple.com%5Casvpp_manager)
   Apple ID Example: unknownpublicschoolvppPM@gmail.com

**Program Facilitator**
Description: Program Facilitators play the largest role in The VPP.  Program Facilitators are the people in your school who purchase apps and books. Program Facilitators can redeem Volume Vouchers in the Volume Purchase Program Education Store. They can search for apps and books and purchase them in variable quantities. **VPPPF Apple IDs may only be created by using an email address that is not already associated with a pre-existing Apple ID** **and can only be used in the VPP Portal**. They may not be used anywhere else within Apple, including iTunes.
   URL: <https://volume.itunes.apple.com/au/store>
   Apple ID Example:  unknownpublicschoolvppPF1@gmail.com

**iTunes End User**
Description: These are the individuals who redeem the app codes within iTunes. These accounts are attached to the schools iPads eg. Unknownpublicschoolipad9999@gmail.com

*One person can be all three but will have 3 different Apple IDs – and 3 different email accounts.*

**Walkthrough**

**Step 1: Register to Become a Program Manager**
   [http://edu-vpp.apple.com/asvpp.html](file:///C%3A%5CUsers%5CFloss2%5CAppData%5CLocal%5CTemp%5Chttp%3A%5Cedu-vpp.apple.com%5Casvpp.html)

In order to enrol for the VPP there must be a designated Program Manager from the school. The sole purpose of the Program Manager is to create and manage Program Facilitators. The Program Manager will also be in charge of reviewing the Terms and Conditions. For a new Program Manager account, it is recommended that you create generic email addresses for use only with this program (example: examplepublicschoolvppPM@gmail.com). This will ensure that if Program Manager leaves their current position, your school will be able to transfer the account to new Program Manager. The school details including ABN number will need to be given and can take up to 5 days to process. Make sure to check all details particularly country. A link will be then emailed to you for you to complete the registration and begin setting up the Program Facilitator Accounts. **As Program Manager, take care when setting up Program Facilitator accounts as the Program Manager cannot delete these facilitator accounts once created, they can only edit the description of the account.**

**Step 2: Assign Program Facilitators**
   Program Manager Tool Used to Create Program Facilitator Accounts
   [http://edu-vpp.apple.com/asvpp\_manager](file:///C%3A%5CUsers%5CFloss2%5CAppData%5CLocal%5CTemp%5Chttp%3A%5Cedu-vpp.apple.com%5Casvpp_manager)

The Program Facilitator(s) are the individuals who redeem the vouchers and manage license compliance (‘shoppers’). Program Facilitators can redeem Volume Vouchers through the Volume Purchase Program portal. They can search for and order both Apps and iBooks in variable quantities, up to the current dollar amount credited to their account via **Visa, Master Card and American Express only**. If your school does not have a credit card, Australia Post offers a Prepaid card that can be used as a Visa Card. For more details take a look at [Australia Post Shop - Load&Go Reloadable Visa Prepaid Card](http://shop.auspost.com.au/loadandgo?cmpid=apbrandloadgo-google&mkwid=sF9DGtd1q|australia%20post%20load%20and%20go%20card|e|pcrid|1252663195). Program Facilitators can be anyone designated by your Program Manager - principals, teachers, technology coordinators etc.

Apple will create a new Apple ID for each Program Facilitator to use exclusively at the VPP portal. Existing Apple IDs cannot be used within VPP. For each Program Facilitator, **you will need to provide Apple with a valid email address that isn’t currently associated with an Apple ID**. The Program Manager is unable to delete the email account but can change the name of the designated email

New Program Facilitator accounts need to be logged into as they do not become active until a password is set and all details are checked and added.

**Step 3: Use you Program Facilitator to shop for app codes!**
   Volume Purchase Program Portal
   <https://volume.itunes.apple.com/au/store>

To purchase apps/iBooks, use the “Search” function to find the apps you want to buy and follow the instructions on the screen. When you attempt to make your first purchase, you will then be asked to enter your credit card details, which it retains in the account. Once the media is purchased, you will receive a spreadsheet containing the license codes. Participating developers can provide their apps for 50% off App Store prices in quantities of 20 or more. You do NOT have to buy 20 apps but even if you don’t need 20, **consider purchasing more than you need, as buying 20 will be cheaper than buying 11 and the codes can be saved for later,** as they don’t expire. There is no separate pricing for books through the program.

 To change payment details or check your Volume Purchase history, go to:

 <https://volume.itunes.apple.com/WebObjects/MZFinance.woa/wa/accountSummary>

**Step 4: Use codes to download Apps and iBooks**

Once you have received the spreadsheet with app/iBook-specific codes you will want to distribute those codes to your End Users. You can do this one of two ways: You may choose to email the download code or email the download link/URL, both are located on the spreadsheet.

Option 1 Download Code Process: **Using the App Store app on your iPhone, iPod touch, or iPad**, tap Redeem at the bottom of the Featured list. Enter the code and download your app. If it tells you to redeem trough your computer, it is because your device requires synching and will work after doing so. **On your Mac or PC**, click Redeem in the Quick Links box at the top right of the iTunes Store window. If you’ve downloaded your app to your Mac or PC, you’ll want to sync your device to get the app.

Option 2 Link/URL Process: **Open the email on your iPhone, iPod touch, or iPad** and tap the link. Your app will automatically download to your device. **Or you can open the email on your Mac or PC** and click the link to add the app to your iTunes library, then sync your iPhone, iPod touch, or iPad to add the app to your device.

PLEASE NOTE:  Your End User account is a standard iTunes account you use for your device.  It is NOT your Program Facilitator log in.

**VPP Resources**

VPP Homepage
[http://www.apple.com/education/volume-purchase-program/](file:///C%3A%5CUsers%5CFloss2%5CAppData%5CLocal%5CTemp%5Chttp%3A%5Cwww.apple.com%5Ceducation%5Cvolume-purchase-program%5C)

VPP FAQ's
[http://www.apple.com/education/volume-purchase-program/faq.html](file:///C%3A%5CUsers%5CFloss2%5CAppData%5CLocal%5CTemp%5Chttp%3A%5Cwww.apple.com%5Ceducation%5Cvolume-purchase-program%5Cfaq.html)

Enroll in the VPP
[http://edu-vpp.apple.com/asvpp.html](file:///C%3A%5CUsers%5CFloss2%5CAppData%5CLocal%5CTemp%5Chttp%3A%5Cedu-vpp.apple.com%5Casvpp.html)

Recommended Educational Apps
[http://www.apple.com/education/apps/](file:///C%3A%5CUsers%5CFloss2%5CAppData%5CLocal%5CTemp%5Chttp%3A%5Cwww.apple.com%5Ceducation%5Capps%5C)

Apple IT Resources

<http://www.apple.com/education/resources/information-technology.html>

VPP Webcast
Description: This is a live online event that takes place every Tuesday at 2:00PM USA Central Time. It shows the entire Volume Purchase Program process, and allows you to ask questions to a live person via chat. It is extremely helpful and thorough. *There is also a recorded "On Demand" version of the webinar that you may watch at your own leisure, however you will not have the benefit of being able to ask questions via the live chat and once registered, you leave the window open to watch but unsuccessful on a PC.*

Some of this information is not appropriate in Australia such as payment options and setting up of school email accounts.
   Live URL: [http://edseminars.apple.com/ASVPP](file:///C%3A%5CUsers%5CFloss2%5CAppData%5CLocal%5CTemp%5Chttp%3A%5Cedseminars.apple.com%5CASVPP)
   On-Demand URL: [http://edseminars.apple.com/ASVPP/ondemand](file:///C%3A%5CUsers%5CFloss2%5CAppData%5CLocal%5CTemp%5Chttp%3A%5Cedseminars.apple.com%5CASVPP%5Condemand)

**If you need any type of assistance with the Volume Purchase Program, email Apple direct on** **vpp@apple.com** **and they respond promptly although they are in America so be clear that you are in Australia so they can adjust the advice given to be appropriate.**

**Purchasing apps using VPP and then importing into Configurator**

Written by Laura Chaffey

1. Log in to your VPP Facilitators account and then search for the app you’d like to purchase. - <https://volume.itunes.apple.com/au/store>
2. Select the quantity and then hit buy (It will readjust the cost when you put in 20 or more as the quantity).
3. The program will list the app and it will initially say processing. You may need to refresh the page until you see ‘Download Spreadsheet’ option appear next to the app.
4. Download the spreadsheet and open it up to view the codes (If you do not have Numbers or another spreadsheet program, simply open the file in Preview mode)
5. Open up iTunes under your iTunes End User account and then click on redeem.
6. Type in the code for the first licence and allow it to download the app into iTunes.
7. Close iTunes down once it has been downloaded.
8. Go back to your VPP Program Facilitator account and re-download the spreadsheet.
9. Open up Apple Config.
10. Add the app to your supervise list of apps. It will give you a warning that you need to import codes before distributing the app to iPads.
11. To do this, locate the app in the list of apps and click on the number 0. It will ask to import the codes from your spreadsheet – Click on Import Redemption Codes.
12. It will ask if you want to import them onto this instance of config, as you should not have config running on two separate computers. Say Yes and click on ‘Do not ask me again’ if you don’t want the warning to appear again.
13. Locate the spreadsheet (second download version) in your download folder, hit OPEN and then DONE and VOILA you should have a number next to the app showing how many licences you have to distribute.