

# Apple Volume Purchasing Program (VPP) Flow Chart



JSD creates unique e-mail address for VPP program

School enrolls a Program Manager

Program Manager enrolls Program Facilitator(s) using the unique VPP e-mail address

Program Manager requests voucher PO

One voucher per facilitator

Program Facilitator redeems volume voucher

Program Facilitator purchases apps

Program Facilitator downloads and distributes codes to End User

End User redeems codes for apps

Program Manager reports Apple account balance to Accounting quarterly

# VPP Detailed Instructions

(September, 2011)

Apple recently introduced the [Volume Purchasing Program](#) (VPP) for apps in the App Store. Apple has even created a new App Store for the VPP. This is a significant change in how apps were handled in the past, and we will be instituting the new purchasing rules for any iPod touch or iPad deployments. The process is a little confusing, but we have developed a system that should make it a bit smoother for all of us.

In order to properly license and deploy apps to iPod touches and iPads, we need to have a license for each device that the app is on. Apple instituted the [Volume Purchasing Program](#) (VPP) in order to facilitate this process. The program is a work in progress and there will probably be things that need to be changed along the way.

As it is, the VPP gives schools and developers things that they have needed in the past to make iPod touch and iPads "a go" in schools:

- Proper licensing by schools and compensation for developers (I know that some will argue this point, but we think it's the right way to go about it)
- Up to 50% discounts on purchases of 20 or more licenses for the same app- developers set this discount (and we encourage it!)
- Ability to use purchase orders (POs) to buy apps... removing the "gift card" or credit card hurdle for our schools
- Sales tax no longer charged (and then reimbursed) for App store purchases
- Multiple distribution models are enabled (either one syncing machine or individual syncing stations)

The process for purchasing requires a "Program Manager" (PM) at the school level. The (PM) is the person who is in charge of and manages the school money. The (PM) is also the person who will approve Apps before they are purchased. This will provide a level of accountability for both the money and how it is used and in dealing with people who believe the iPad or iPod touch is just a toy.

Once the school is enrolled in the VPP and has set up a PM, the PM then creates *different* accounts for people to be "Program Facilitators" (PF), the PF will actually be the person who will get and distribute the license codes to the carts, teacher devices or student devices. Once the code is acquired the apps can then be redeemed, downloaded and synced, first to the computer that will manage the library and then to the iPod or iPad devices for which they purchased a license. It is up to the PF to track how many devices actually get the app loaded on to it.

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Here are the step-by-step process we went through to get set up to begin using the VPP:

1. There will be email accounts set up for the VPP for your school.
  - a. One email Account for Program Manager (PM) (should be the principal of school the assistant principal is okay). Using the standard naming convention: schoolinitialsvpppm@jordandistrict.org
    - i. Here is an example if you were at Bingham High:  
bhsvpppm@jordandistrict.org
  - b. Ten accounts for Program Facilitators (PF) (assistant principals, department heads, team leads or grade level leaders) with standard naming convention: schoolinitialsvpppf1@distictdomain.org
    - i. Here is an example if you were at Elk Ridge Middle:  
ermvpppf1@jordandistrict.org
    - ii. You will have upto 10 PF accounts set up, so the number may be any number from 1-10, create them in order
  - c. Email accounts for each individual teacher device and/or group of iPod touches or iPads. These accounts will be used to set up the iTunes accounts that will be used to redeem the license codes and put the apps on the various devices. These accounts need to be tied to the school and the device not to an individual person. That way if there is ever a time that someone leaves the school there are no problems with the personal iTunes accounts and the apps that were purchased with school money.
    - i. The standard naming convention that will be used for an individual device (one that is assigned to a teacher): schoolinitialsvppmb11@jordandistrict.org
      1. Here is an example if you were at Magestic Elementary:  
mesvppmb11@jordandistrict.org
      - ii. You will have upto 1000 mbl accounts set up, so the number may be any number from 1-1000, issue them in order and make sure to keep track of what device/person/group the email is assigned to
2. Sometime during the iPad/iPod touch set up process you will need to name the device. The device needs to be named so that when you sync it you will be able to keep track of what devices have what apps. The device name will also help when you have multiple devices synced to one computer. The naming standard that should be used is staff/student+devicetype+asset#
  - a. Here is an example for a student device: studentiPad395432 an example for a staff device is: staffiPod395433
3. Sometime during the set up process an iTunes ID will need to be created. There will need to be an iTunes ID created for every device/person/group that has been assigned an email from step 1c. This step can be completed by the end user(teacher), before they sync for the first time
4. Enroll your school in the VPP and set up a PM for the school, to do this go to the [VPP Program Manager Enrolment page](#) the process may take up to 1 week to complete because your account will need to be authorized by Apple
  - a. You will need the email account information that was set up in step 1a.

- b. You will need to know your Apple Customer #/Account # (a number that goes on PO)
5. After the VPP is approved by Apple, the PM needs to create up to 10 PF accounts, you will only be able to do this after your VPP account has been authorized by Apple.
  - a. Use the same naming convention from step 1b above  
schoolinitialsvpppf1@jordandistrict.org
  - b. You will need the email account information that was set up in step 1b
  - c. The PF accounts cannot be used on the normal iTunes store- these accounts are specific to the [VPP App Store](#)
  - d. Each VPP PF account needs to be tied to the school, not a person. Here is the naming convention: schoolinitialsvpppf1@jordandistrict.org
    - i. Here is an example if you were at Copper Hills High:  
chhsvpppf1@jordandistrict.org
    - ii. You will have up to 10 PF accounts, so the number may be any number from 1-10, create them in order
6. Following the setup of the PF accounts, the PM can submit a request for a VPP Voucher in the amount that is needed by the PF (only available in the following amounts \$100, \$500, \$1000, \$5000, \$10000) by following the JSD purchasing procedures
  - a. Please only order the amount of vouchers needed so we can minimize the amount of excess fund on deposit with Apple. For example, if an order of \$850.00 is desired, please purchase one \$500.00 voucher and four \$100.00 vouchers rather than a single \$1000.00 voucher.
  - b. You will order the VPP Voucher the same way that you order an Apple computer and you can find the part/item numbers on the [App Store Volume Purchase](#) part of the Apple Education store
  - c. The voucher will be shipped to you just like Any other Apple hardware or equipment
  - d. You will need to order a voucher for each active PF account. Once a voucher has been redeemed in in a PF account, the funds associated with the voucher can only be used by the PF account that redeemed it.
7. When the school receives the VPP Voucher, the PM will give the voucher to the PF that needs it, then the PF can redeem the voucher by signing into their account [here](#) and then by clicking on the blue Redeem Voucher link.
  - a. Just type in the code from the back of your voucher and press redeem
  - b. Now the funds are ready to be used by the PF to acquire license codes
    - i. VPP vouchers are tied to specific PF accounts, the PF account that redeems the voucher (puts it into the VPP system) is the only PF that can use the funds. If there are multiple PF managing accounts, then the PM will need to purchase the same number of vouchers)
8. Now that the PF has redeemed the voucher, the PF can purchase apps and get the codes for app distribution.
  - a. First the PF needs to sign in to the [VPP App Store](#)
  - b. Search for the app that you want to purchase (not all apps are available in the VPP App Store if the app is not available you can purchase it through the regular iTunes store, remember to use the account from step 1c above)

- c. When the search results come up, click on the blue name of the app that you want (here you can review the app info to make sure it is the same one that you were expecting)
  - d. Enter the # of apps that you need, (you will need to purchase one app for each device that you intend to install the app on)
  - e. Click Continue
  - f. Click Buy
  - g. Once the order has finished processing, you can look at the account download history to get the license codes for distribution.
  - h. Now the PF can give the codes to the teacher or lab manager so that the app can be installed on the appropriate devices. If the app is going to be installed on multiple devices in a lab, you can use one code for all devices or you can use individual codes for each device. No matter which way you choose, if you have 5 license codes for an app, that app can only be put on 5 devices whether you install them with one code per device or one code for all devices. It is the PF's responsibility to keep track of the number of apps purchased and the number of devices that the app is on.
9. Now that the apps have been purchased, the Teacher or Lab Manager needs to log into the regular iTunes store and redeem the code in the same way they would redeem an iTunes gift card. This needs to happen with the device iTunes ID or Lab/group iTunes ID and not their personal iTunes ID. (Remember that the app was purchased with school money in the VPP App Store)
- a. The teacher/lab or group manager will use the Apple iTunes ID that was created or setup from step 1c above

At this point, you are set up and ready to roll for the VPP purchase process.

10. Accounting must report all funds of the District, no matter where the funds reside. Each quarter end, Accounting requests schools to submit their school checking account summaries for the three previous months. Schools will now also be requested to submit with this checking account report, screen shots of their Apple accounts showing:
- a. The quarter end balance (e.g. 03/31/20xx, 06/30/20xx, 09/30/20xx, 12/31/20xx); and
  - b. The activity in and out of their Apple account for the quarter.
11. In reading Apple's online VPP documentation, we understand that the VPP process in schools at the end-user level is assumed to be:
- a. What does a teacher do if they want to buy an app?
    - i. Teacher finds an app they want,
    - ii. Teacher asks the PF (could be the same person, actually) to get them a download code for the # of devices that the app will be installed on.
    - iii. PF then asks the PM for approval to purchase the # of apps that the teacher requested (following the established school procedures).
    - iv. PM may need to buy another VPP Voucher if there isn't enough money available in the PF's account that requested the purchase.
    - v. Once approval is given, the PF can sign into the [VPP App Store](#) and search for the requested app (not all apps are available on the VPP App Store), and

purchase the quantity that the teacher requested (if you need help on how to do this see step 8 above).

- vi. PF "purchases" the correct number of licenses/codes on that same site.
- vii. PF gets download codes (licenses) for the app equal to the number purchased.
- viii. PF gives those codes to the teacher/cart manager/student for them to download and install app.
- ix. The teacher/cart manager/student will then be able to use their iTunes ID (username and password) from step 1c to redeem the code (if it was purchased with school money, it should only be downloaded to accounts that are tied to the school and not individuals).
- x. Now you have a new app, purchased tax free and at a discount (if you bought more than 20 copies). You can repeat steps 1-9 above anytime you need.

Online link where this information may be found, including the flow chart:

<https://docs.google.com/document/pub?id=11A3ZpILKUU5t-Q6ry0Utjk6PhgSJOywJ6zj3CQVp044>