

Instructions for Apple Store Volume Purchase Plan Accounts Your KCS ASVPP Guide

Keep your ASVPP login information in a safe place. Anyone with this information will be able to log into your ASVPP account and spend any remaining funds you have as well as accessing any unused apps previously purchased.

- ASVPP purchases are done online at <http://volume.itunes.apple.com>
- Use volume purchase cards to add money to your school's account. These are purchased through Knox County Schools TRS found at <http://trs.tech.knoxschools.org>
- After receiving a code from TRS, you will redeem the code and purchase apps. Apps will come in the form of a redeem code to be loaded on individual devices.

All devices must have a redeem code for every purchased app you install (any non-free app). **You may not install purchases apps on multiple devices.** School licenses do not allow multiple devices for the same app. (Personal licenses on personal devices allow up to 5 devices per purchase. This is not true in the school license.)

First Purchase:

When you first log in or attempt to redeem your cards, you may need to verify your payment method that would be none. Be sure to add a Title (Dr, Mr, etc)

- Be sure to keep accurate records of your purchases and distribution.
- You must purchase one license for every device in the school setting. Any purchases over 20 will be half price.
- Codes may only be used once.
- **If an auto-download causes the app to appear on more than one device, you must record that as a used code even if it hasn't actually been redeemed.**

To make purchases:

Visit <http://volume.itunes.apple.com>

Login using your volume purchase account credentials.

1. Search for the specific app you wish to purchase.
2. Click on the app and put in the number of devices where you wish to install the app.
 - *(Remember you must purchase one app for each device and you get ½ price on apps when you purchase more than 20 at a time.)*
3. Once you click on purchase, you will see a processing link. When the processing link turns into a download link, you can then download the excel sheet to see your redeem codes and links.
 - *They may say that they will email you the codes but you will need to download the codes. You cannot retrieve email sent to this account.*

Saving your Redeem Codes:

Save your Original ASVP Purchase receipts!

1. Make a new storage folder on your computer named Apple Volume Purchase.
2. Inside that folder, create two new folders,
 - a. Original Volume Purchase Sheets
 - b. Distribution Volume Purchase Sheets
3. Store the original downloads in the folder Original Volume Purchase Sheets.
4. Open each original document and click File> Save As...
5. Save As the name of the file with distribution added to the title and save into the folder Distribution Volume Purchase Sheets.
6. On the Distribution sheet, add a new column at the end of the columns
7. Type in the names of the people (or the names of the specific iPads that will be receiving the redeem code for installation) into the new column. Remember that there is one redeem code for each person or iPad/iPod/iPhone.

Redeeming Codes from the List

When KCS checks out a device to a person, we will be calling that person "the owner" of the device. (iPad/iPod)

Instructions for those with email installed on their devices:

1. Copy and paste the redeem code and enclosed link into an email
2. Address the email to the person who will be putting the app on their device.
3. Send the email with instructions to click on the link in the email.
4. Once the recipient clicks on the link, the device will go to the app store and begin to download the app.

5. The owner of the device will need to know his or her own iTunes username and password or use the XXX.mobile@knoxschools.org account to install the app.

Instructions for those who are using a group Apple Account:

Example XXX.mobile@knoxschools.org

1. Go to the App store on the device
2. Type in the redeem code from the sheet.
3. Check the other iPads in the group to see if the app is installing or appearing in the purchased app section of the store.
4. If yes, download the app to the other devices and mark off the codes on the distribution list as if it has been redeemed.
5. Redeem one code on one device whenever possible but when it is not, record the code as being used regardless.

For help, contact Micki Daniel, Micki.daniel@knoxschools.org , 661-9090 OR make a SchoolDude ticket for your software support specialist.