

Step-by-step instructions for using your
benefits

Software Assurance Quick Start



Software Assurance Quick Start Guide

Step 1: Get to Know Your Benefits

Familiarize yourself with Software Assurance

Software Assurance offers customers 24×7 support, deployment planning services, training, and the latest software releases and unique technologies—all through one program. You can improve end user productivity with online training and home use licenses to help enhance skills and accelerate familiarity with Microsoft software. To help your IT staff efficiently implement and manage their Microsoft products, Software Assurance provides technical training and access to new software releases when they become available and to unique capabilities, including the Microsoft Desktop Optimization Pack (MDOP). In addition, Software Assurance offers extended use rights to deploy certain products to accommodate a greater variety of cloud and hybrid deployment options, devices, and worker preferences. While this guide supplies some fundamental information, the place to learn more about each benefit is at the Software Assurance website (www.microsoft.com/softwareassurance).

Check your benefits through the Volume Licensing Service Center (VLSC)

Your Software Assurance benefits are determined by your volume license agreement (such as an Enterprise Agreement or Open Value agreement), and the number of qualifying licenses you have with Software Assurance. To determine your Software Assurance benefits, use the Volume Licensing Service Center (www.microsoft.com/licensing/servicecenter) to see the most accurate statement of your current benefits. You must be registered to use this tool (see *Step 3: Claim Your Benefits Through VLSC* for more details).

Step 2: Establish Software Assurance Managers

Before you can use your Software Assurance benefits, your organization needs to identify and establish one or more individuals as Software Assurance Managers using the Volume License Service Center (VLSC). If you already have Manager Permissions, skip ahead to Step 3: Claim Your Benefits Through VLSC.

If you do not already have Manager Permissions, you may request these by first registering to use VLSC, and then using VLSC to request Software Assurance Manager Permissions. VLSC routes such requests to your organization's VLSC Administrator. Please review the training videos for complete instructions at <http://www.microsoft.com/licensing/existing-customers/manage-my-agreements.aspx>.

Tips for choosing Software Assurance Managers

A consideration when choosing whether to have one or more individuals manage your organization's Software Assurance Benefits is the size of your organization and scope of benefits available to you. A large enterprise that will access multiple benefits across multiple organizations may find decentralized benefits management most effective. A mid-sized organization may find it more efficient to centralize benefits management with one individual or department. Here are some typical manager recommendations for Software Assurance:

IT Manager

- ▶ New products and deployment tools (New Product Versions, MDOP)
- ▶ Deployment resources (Planning Services, TechNet subscriptions, License Mobility)
- ▶ Technical Training for IT staff (Training Vouchers)
- ▶ 24x7 Problem Resolution Support
- ▶ System Center Advisor

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Staff Development/Training Managers/HR Manager/IT Manager

- ▶ End-User Training (E-learning courses)
- ▶ Home Use Program

Steps to register Software Assurance Managers

To manage Software Assurance, individuals must first register and sign into VLSC. Once registered and signed into VLSC, they will need appropriate permissions that are granted by your organization's VLSC Administrator. The VLSC Administrator may grant permission in one of two ways:

1. Use the VLSC Administration tools to approve permission requests that individuals submit through VLSC, or
2. Proactively assign permissions to select individuals using the VLSC Administration tools.

Please review the "Requesting and Approving User Permission" demo, or download the VLSC User Guide for complete instructions at <http://www.microsoft.com/licensing/existing-customers/manage-my-agreements.aspx>.

How to register

Customers must sign into VLSC using a Microsoft account and associate a Microsoft account with a valid business email address.

1. If you don't have a Microsoft account, please sign up for one at <https://login.live.com/>.
2. Sign into the **Volume Licensing Service Center** at <http://www.microsoft.com/licensing/servicecenter>.
3. Because your Microsoft account must be associated with a valid business email address, click **Sign up now** to begin.
4. Enter your Microsoft account email address and password, and then click **Sign In**.
5. VLSC will validate if you are a registered user.
6. If you are not a registered user, you will be invited to register using a valid business email address.
 - a) You will receive an email message that will ask you to validate your information.
 - b) Your valid business email address may be different from your Microsoft account and must match the email address provided on your Volume Licensing agreement or Open License order.
 - c) Please check your SPAM filters to ensure you receive this email message.
 - d) Confirm your email address, create a password and password reset option, and type the characters from the picture into the field to validate your information.

Step 3: Claim Your Benefits Through VLSC

Follow these steps for specific benefits

Whether you want to download the latest Windows 8 Enterprise software, get 24x7 Problem Resolution Support, or give employees access to Office training, you will need to claim your benefits through the Volume Licensing Service Center (VLSC).

Once you are signed into VLSC, you will follow different steps depending on the specific benefit you want to use. The rest of this guide provides detailed instructions for claiming and using each benefit organized by type: New products, deployment, support, training, and specialized benefits.

New products

New product versions

This benefit provides new software versions, when available, to help you stay up-to-date and take advantage of productivity gains from the latest technology.

1. Sign into VLSC.
2. Click **Downloads and Keys**.
3. Select your chosen product link, and click **Download** to start the download process.
4. Choose **Download Method, Language and Operating System Type** from the drop-down boxes. Click **Continue**.

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Step-up Licensing

Step-up Licensing enables your organization to upgrade from a lower-level software edition to a higher-level edition—such as Office Standard to Office Professional—at a low cost. Rather than pay full cost for the higher-level software edition, Step-up Licensing allows you to pay only the pricing difference.

To purchase software using your Step-up Licensing benefit, contact your Microsoft Account Manager or reseller. Once purchased, you may download the software through VLSC.

Microsoft Desktop Optimization Pack (MDOP)

MDOP offers innovative technologies, including application virtualization, asset management, policy control, and device diagnostic and recovery tools.

1. Sign into VLSC.
2. Click **Downloads and Keys**.
3. Select the Windows check box under the product filter list.
4. Select your chosen MDOP product link, and click **Download** to start the download process.
5. Choose **Download Method, Language and Operating System Type** from the drop-down boxes. Click **Continue**.

Windows Companion Subscription Licenses

Windows Companion Subscription Licenses (Windows CSLs) are an optional add-on license for users of Windows Software Assurance licensed PCs. It provides rights to access a corporate desktop either through VDI or Windows To Go on up to four personally owned devices, making this an ideal choice for customers who want to provide full flexibility for how employees access their corporate desktop across devices.

The Windows CSL is an optional subscription add-on for any device licensed for Software Assurance for Windows or Windows VDA subscription. The Windows CSL grants the primary user of the licensed device rights to access a corporate desktop through a VDI or Windows To Go on up to four additional devices. Devices eligible for use with the Windows CSL include any type of personally owned device as well as corporate owned non-x86 devices.

You need not take any formal action to use this benefit. Simply use your Microsoft Volume Licensing downloads (or media) to install product as appropriate to your virtual desktop infrastructure and management system. Proof of Windows CSLs and Software Assurance coverage for Windows are evidence of your right to use this benefit.

Deployment

Planning Services

Planning Services provide structured, on-site consulting engagements from Microsoft partners to enable efficient deployments, covering Desktop (Office and Windows), SharePoint, Lync and Exchange, Microsoft System Center, Windows Server, Microsoft Azure Platform, SQL Server, and Visual Studio Team Foundation Server and Test Tools. You get on-site deployment planning help from Microsoft Services or a qualified Microsoft Partner through a straight-forward voucher creation and redemption process. In addition, new cloud deployment planning content is available through existing Desktop, SharePoint, and Lync and Exchange Deployment Planning Services to help customers plan migrations to Microsoft Office 365.

1. Sign into VLSC.
2. Select **Software Assurance** from the top menu.
3. Click **Planning Services**. This will take you to the Manage Software Assurance Benefits page.
4. Click the **LicensesID** for which you want to manage Planning Services. This will take you to the Benefit Summary page.
5. Select **Planning Services**.
6. Select the voucher type and service level (length of the engagement in days).
7. Assign the Planning Services voucher to a project manager within your organization by entering their name and email address, and any special instructions.
8. Click **Confirm Voucher Assignment**.
9. Once the voucher is created, click **Assign Voucher**. This takes you to a benefit details page confirming voucher information, including voucher status and expiration date.

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The project manager will receive an email message that provides information about the benefit. The email message will also include a link to a list of Microsoft partners or Microsoft Services so that the project manager can schedule the Planning Services engagement.

When the consulting partner confirms the engagement, the Planning Services voucher will show as "Reserved" in VLSC. When the engagement ends, the consulting partner works directly with Microsoft to redeem the Planning Services voucher and receive payment.

Tip: You may increase the number of engagement days for Planning Services by converting unused Training Vouchers on a 3-to-1 basis.

Converting unused Training Voucher Days into Planning Services Days

You can easily convert your unused Training Voucher Days and use them to extend your Planning Services engagement(s). Simply use VLSC and follow these three basic steps:

Activate Training Vouchers

1. Sign into VLSC.
2. Select **Software Assurance** from the top menu.
3. Click **Training Vouchers**. This will take you to the Manage Software Assurance Benefits page.
4. Click the LicenseID for which you want to manage Training Vouchers. This will take you to the Benefit Summary page.
5. Click **Training Vouchers**.
6. Select **Activate**.

VLSC will report the number of Training Voucher Days available and confirm your Training Voucher Days (Benefits status) as "Active."

Convert Training Days to Planning Services Days

1. On the Training Voucher Benefit Details page, select **Convert Training Days**.
2. VLSC will prompt you to choose the number of Training Days you want to convert and confirm the conversion action. Once the Training Days are converted, you may use VLSC to assign Planning Services Days to a project manager within your organization following the instructions below.
3. Assign Planning Services Days as outlined above.

License Mobility through Software Assurance

License Mobility through Software Assurance gives you the ability to deploy certain server applications with active Software Assurance on-premises or in the cloud, without having to buy additional licenses. This benefit update provides additional hosting flexibility and affordability.

1. **Assess Your Licenses** Work with your licensing procurement team or your Microsoft representative or preferred Microsoft reseller to understand your license position. You will want to confirm:
 - The application licenses you want to deploy in a shared, hosted environment are eligible for such deployments as identified in the Product Use Rights (PUR).
 - The application server licenses that you want to deploy with an Authorized Mobility Partner have active Software Assurance coverage.
2. **Choose an Authorized Mobility Partner** Download the list of Authorized Mobility Partners (PDF). The list of authorized partners is updated on a monthly basis.
3. **Deploy with your chosen Authorized Mobility Partner** Eligible licenses can be deployed on any Authorized Mobility Partner's shared data center to help lower your cloud infrastructure costs by letting your chosen partner use your existing licenses.
4. **Verify your Licenses** Within 10 days of deployment, complete the License Verification Form available on the Volume Licensing website and provide it to your Microsoft representative or preferred resell partner, so he or she can submit your form to Microsoft. Microsoft uses the completed form to verify that the licenses for the workloads you deploy to the cloud are eligible per the terms of your License Mobility through Software Assurance benefit, and confirms this information to both you and your Authorized Mobility Partner.

For additional information, review the License Mobility through Software Assurance Customer Program Guide.

Windows Virtual Desktop Access

Windows VDA Rights enable users to access virtual instances of Windows 8 (or prior operating system versions) in a variety of user scenarios, including:

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- VDI in the data center: Windows Virtualization Rights allow access to up to four virtual instances of Windows running on a server from the licensed device.
- Local virtual machines (VMs): Run up to four virtual instances of Windows locally on the licensed device.
- Remote boot: Remotely access one physical instance of Windows running on a server from the licensed device.
- Dual boot: Run up to two physical instances of Windows on the licensed device.

You need not take any formal action to use this benefit. Simply use your Microsoft Volume Licensing downloads (or media) to install product as appropriate to your virtual desktop infrastructure and management system. Proof of license and Software Assurance coverage for Windows are evidence of your right to use this benefit.

Windows RT Companion VDA Rights

When used as a companion of a Windows Software Assurance licensed PC, Windows RT Companion VDA Rights extends Windows RT use rights to allow access to a full VDI image running in the data center.

You need not take any formal action to utilize this benefit. Simply use your Microsoft Volume Licensing downloads (or media) to install product as appropriate to your virtual desktop infrastructure and management system. Proof of license and Software Assurance coverage for Windows are evidence of your right to use this benefit.

Windows Roaming Use Rights

Windows Roaming Use Rights allow the primary user any licensed device to access a virtual instance of Windows running in the data center (VDI) or Windows To Go from non-corporate devices such as personally owned or hotel business center PCs while away from the office.

You need not take any formal action to use this benefit. Simply use your Microsoft Volume Licensing downloads (or media) to install product as appropriate to your virtual desktop infrastructure and management system. Proof of license and Software Assurance coverage for Windows are evidence of your right to use this benefit.

Office Roaming Use Rights

Roaming Use Rights for Office, Project, and Visio allow users of your Office licensed devices to remotely access Office, Project, or Visio via a virtual desktop environment, from third-party devices such as a home PC or Internet kiosk.

You need not take any formal action to use this benefit. Simply use your Microsoft Volume Licensing downloads (or media) to install product as appropriate to your virtual desktop infrastructure and management system. Proof of license and Software Assurance coverage for Office are evidence of your right to use this benefit.

Enhanced Edition benefits

Windows Embedded Industry (part of the Windows Embedded family) is designed to meet the needs of industry devices like ATMs, point of service systems, kiosks, and medical devices. Enhanced Edition Benefits give you the ability to run current or prior versions of Windows or Windows Embedded Industry to ensure you have the right Windows edition for any scenario, on any device.

You need not take any formal action to use this benefit. Simply use your Microsoft Volume Licensing media (or downloads) to install product as appropriate to your needs. Proof of license and Software Assurance coverage for Windows or Windows Industry are evidence of your right to use this benefit.

Windows Thin PC

Windows Thin PC is a small footprint version of Windows that enables you to repurpose existing PCs as thin clients, thereby reducing the need for new thin client hardware. And since these PCs retain their existing Software Assurance coverage, they do not need any additional Windows Virtual Desktop Access (VDA) licensing for accessing VDI images.

You need not take any formal action to use this benefit. Simply use your Microsoft Volume Licensing media (or downloads) to install product as appropriate to your virtual desktop infrastructure and management system. Proof of license and Software Assurance coverage for Windows are evidence of your right to use this benefit.

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TechNet benefits through Software Assurance

TechNet gives your IT and Help Desk staff access to technical information, as well as beta and final versions of products for testing and evaluation. Through Software Assurance, you get two different TechNet Benefits, a TechNet Plus Direct Subscription, and TechNet Chat and Newsgroup.

For your TechNet Plus Direct subscription:

1. Sign into VLSC.
2. Select **Software Assurance** from the top menu.
3. Click **TechNet Plus Direct**. This will take you to the Software Assurance Benefit Details page.
4. Click the LicenseID for which you want to manage TechNet Plus Direct subscription. This will take you to the Benefit Summary page.
5. Select **TechNet Plus Direct**.
6. Enter contact information and applicable domains for your organization.
7. Click **Activate Benefit**.

Once you are identified in VLSC, the TechNet Subscription team will email user account details and service information to your TechNet Plus Direct subscription holder.

For your TechNet Chat and Newsgroup users:

1. Sign into VLSC.
2. Select **Software Assurance** from the top menu.
3. Click **TechNet SA Subscription Services**. This will take you to the Manage Software Assurance Benefits page.
4. Click the LicenseID for which you want to manage TechNet SA Subscription Services. This will take you to the Benefit Summary page.
5. Select **TechNet SA Subscription Services**.
6. Enter contact information and applicable domains for your organization.
7. Click **Activate Benefit**.

Once you are identified in VLSC, the TechNet Subscription team will email user account details and service information to your TechNet Chat and Newsgroup users.

Microsoft Office Multi-Language Pack

The Office Multi-Language Pack enables your IT staff to streamline deployment and service a multilingual workforce using a single Office image with support for multiple languages.

1. Sign into VLSC.
2. Select **Software Assurance** from the top menu.
3. Click **Office Multi-language Pack**. This will take you to the Manage Software Assurance Benefits page.
4. Click the LicenseID for which you want to manage Microsoft Office Multi-Language Pack. This will take you to the Benefit Summary page.
5. Select **Office Multi-language Pack**.
6. Do one of the following:
 - a. Choose benefit contact from the list provided, click **Add Selected Contact**, complete the Benefit Fulfillment section, and click **Activate Benefit**, or
 - b. Click **Add New**, complete the Benefit Contact Detail form, complete the **Benefit Fulfillment** section, and then click **Activate Benefit**.

Support

24x7 Problem Resolution Support

This benefit provides around-the-clock phone and web incident support for Microsoft desktop and server products.

Important Note: As a Software Assurance Manager, you will need to use VLSC to set up a list of approved personnel who are authorized to initiate support requests and equip them with appropriate Software Assurance access IDs (SAIDs). Then should a need

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arise, your IT team can focus on resolving technical issues and deciding which level of customer support care is best, instead of spending time tracking down eligibility information.

To set up 24x7 Problem Resolution Support through VLSC:

1. Sign into VLSC.
2. Select **Software Assurance** from the top menu.
3. Click **24x7 Problem Resolution Support**. This will take you to the Manage Software Assurance Benefits page.
4. Click the LicenseID for which you want to manage 24x7 Problem Resolution Support. This will take you to the Benefit Summary page.
5. Click **24x7 Problem Resolution Support**.
6. On the next screen, review the Terms and Conditions, enter your name, and click **I Accept** to accept.
7. Set up a list of users approved to submit support incidents.
8. Find the **SA Access ID** (located near the top of the 24x7 Problem Resolution Support Benefits Details page) and give this information to your IT staff.

To initiate a 24x7 support incident through Microsoft Support:

1. Go to Microsoft Support (<http://support.microsoft.com>), and click **Solution Centers**.
2. Select the product for which you need support.
3. In the Solution Center select **Get Help Now**.
4. On the Select a payment method page, click **Software Assurance License: for servers only**, and click **Continue**.
5. Type your **Software Assurance Access ID (SAID)**.
6. Type the **Email address** you use to access the Volume Licensing Service Center (VLSC).

Tip: If you are a Microsoft Services Premier Support customer, you may convert your allotted Software Assurance phone support incidents into Premier Problem Resolution Services to extend support from trusted experts you already know.

To convert 24x7 phone support incidents to Premier Support:

1. Sign into VLSC.
2. Select **Software Assurance** from the top menu.
3. Click **24x7 Problem Resolution Support**. This will take you to the Manage Software Assurance Benefits page.
4. Click the LicenseID for which you want to manage 24x7 Problem Resolution Support. This will take you to the Benefit Summary page.
5. Click **24x7 Problem Resolution Support**. This will take you to the Benefit Details page.
6. Select **Reserve SA Incidents for Premier**.
7. This will take you to the **Reserve SA Incidents To Be Transferred to Premier** page. Depending on your conversion preference choose one of the following options:
 - a. **Leave all SA Phone Support Incidents as "Available for SA"**. Choose this default option if you DO NOT WANT TO CONVERT (or reserve) your 24x7 Problem Resolution Support phone support incidents to your Premier Support Agreement.
 - b. **Reserve all current and upcoming SA phone incidents to be transferred to any Premier contract**. Choose this options to CONVERT ALL (or reserve all) 24x7 Problem Resolution Support phone support incidents to your Premier Support Agreement.
 - c. **Reserve Incidents for specific Premier contracts**. Choose this option if you have more than one Premier Support Agreement (assigned to different groups or company locations for example). This option allows you to assign (or reserve) 24x7 Problem Resolution Support phone support incidents to multiple Premier Support Agreement.
8. Once this is complete, you will need to contact (or ask your IT Department lead to contact) your company's **Microsoft Technical Account Manager (TAM)** so he/she can finalize the conversion process.

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System Center Global Service Monitor

System Center Global Service Monitor (GSM) is a cloud service that extends the monitoring capabilities in System Center 2012 beyond your organization's own network boundary. GSM uses Microsoft Azure points of presence to help give you a true reflection of an end-users' experience of a web application.

Getting started with System Center Global Service Monitor involves several steps. These include signing up for GSM, setting up System Center 2012 Operations Manager, and importing the GSM management packs.

To begin using GSM, go to Global Service Monitor and use your organizational account information to establish your GSM account. When you do so, you will be asked whether you want to sign up for the GSM 90-Day Trial OR establish full services (that is, use GSM as a benefit of your Software Assurance) by accepting the service terms and completing the sign-up process.

1. **To set up your GSM 90-day trial account**
When prompted, choose the option to **Use GSM as a 90-Day Free Trial**, and accept the service terms to complete the sign-up process. Close to the 90-day expiration date, you will receive email reminders that your trial period is about to end. To continue using the service you will need to convert from a 90-day Trial to a Full Service account. See below.
2. **To set up your GSM Full Service account**
When prompted, choose the option to **Use GSM as a benefit of the Software Assurance program**. You will be asked to confirm you have purchased qualifying licenses with Software Assurance. Accept the service terms to complete the sign-up process.
3. **To set up System Center 2012 Operations Manager and import the Global Service Monitor management packs** follow prescribed activities found on the System Center: TechNet Library.
4. **To convert from 90-day Trial to Full Service account**
 - i. Sign in to GSM
 - ii. On the Account Management page, click **Activate** and complete the sign-up process making sure to choose the option to use GSM as a benefit of the Software Assurance program.

Extended Hotfix Support

This benefit provides specific product fixes on a per customer incident basis, beyond the standard product support terms and releases.

After it is determined, typically by a Support Engineer, that the resolution to a customer-reported issue will likely require a hotfix for a product in the Extended phase of the support life cycle, contact your Technical Account Manager (TAM). The TAM will work with the appropriate problem resolution team to initiate the process of creating the hotfix. After it is confirmed that a hotfix can be created and provided to you, the TAM will work with you to sign you up for an Extended Hotfix Support Account (EHSA) or add coverage to your existing EHSA for the affected product.

Training

E-Learning

The E-Learning benefit offers self-paced interactive training designed for end users, delivered via Internet or intranet.

Software Assurance E-Learning offers hundreds of training hours for some of Microsoft's most popular products, which are grouped into three categories: Applications (Office), Systems (Windows 7 Upgrade), and Server (Exchange). While end users may only need training for Applications, IT and Helpdesk staff may want training in more than one course groups.

1. Sign into VLSC.
2. Select **Software Assurance** from the top menu.
3. Depending on your benefits and training needs, click **E-Learning Application**, **E-Learning System**, or **E-Learning Server**. This will take you to the Manage Software Assurance Benefits page.
4. Click the LicenseID for which you want to manage E-Learning. This will take you to the Benefit Summary page.
5. Click **E-Learning Application**, **E-Learning System**, or **E-Learning Server**.
6. Enter contact information and applicable domains for your organization.
7. Click **Activate Benefit**.
8. Once activated, you will see a 10-digit alphanumeric Access Code on this Benefit Details page, which you may share with your employees. You will also receive an email with the same Access Code and a link to the course website, which you may distribute to others in your organization.

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9. Once an employee receives this information, he or she will use a Microsoft account to access training through the Microsoft Online Learning Learner Portal website (<http://onlinelearning.microsoft.com>). The administrator portal is located at <https://onlinelearning.microsoft.com/administration>

Note: Each person who will receive training must have a Microsoft account to enroll in the course. To obtain a Microsoft account, go to <https://login.live.com/> and click **Sign up now**.

To view the current list of Software Assurance eligible E-Learning courses, go to the Software Assurance and Volume License Product Catalog (<http://www.microsoft.com/learning/sa-vl-catalog/savldefault.aspx>) and under **Program Type**, select **SA**.

To learn more about E-Learning course delivery options via Internet or intranet, or administrator options that let you assign and track learning plans for individuals across your organization, please visit (<http://www.microsoft.com/learning/en-us/software-assurance-benefits.aspx>).

Extended Hotfix support

A hotfix is an update to your software that typically addresses bugs or other problems you may be having. The Extended Hotfix support benefit provides specific product fixes on a per customer incident basis, beyond the standard product support terms and releases.

After it is determined, typically by a Support Engineer, that the resolution to a customer-reported issue will likely require a hotfix for a product in the Extended phase of the support life cycle, contact your Technical Account Manager (TAM). The TAM will work with the appropriate problem resolution team to initiate the process of creating the hotfix. After it is confirmed that a hotfix can be created and provided to you, the TAM will work with you to sign you up for an Extended Hotfix Support Account (EHSA) or add coverage to your existing EHSA for the affected product.

Home Use Program (HUP)

The Home Use Program provides your employees with the latest version of Microsoft Office for use on their home computer through a low-cost download.

1. Sign into VLSC.
2. Select **Software Assurance** from the top menu.
3. Click **Home Use Program**. This will take you to the Manage Software Assurance Benefits page.
4. Click the LicenseID for which you want to manage Home Use Program. This will take you to the Benefit Summary page.
5. Click **Home Use Program**.
6. Enter Benefits Contact information and applicable domains for your organization, which will be used to authenticate your employees who use this benefit.
7. Click **Activate Benefit**.
8. Once activated, you will see a 10-digit alphanumeric Program Code on the Benefit Details page, which you may share with your employees.

Your employees will use this Program Code to make purchases directly through HUP Online Store. (<http://www.microsofthup.com>)

Tip: To easily share information with your employees, use pre-built email templates, banner ads, and other downloadable marketing resources from HUP (<http://marketing.microsofthup.com>).

To generate HUP Usage Reports in VLSC:

1. Sign into VLSC.
2. Select **Software Assurance** from the top menu.
3. Click **Home Use Program**. This will take you to the Manage Software Assurance Benefits page.
4. Click the LicenseID for which you want to manage the Home Use Program. This will take you to the Benefit Summary page.
5. Under **Activated Benefits**, click **Benefits Report Summary**. This will take you to Benefits Summary Report page.
6. Click **Home Use Program**.
7. Enter reporting parameters, and click **OK**.

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Training Vouchers

Training vouchers provide in-depth technical training for IT professionals and developers. You get instructor-led technical training provided by a local Microsoft Training Partners for Learning Solutions of your choosing, through a straight forward voucher-creation and redemption process.

1. Sign into VLSC.
2. Select **Software Assurance** from the top menu.
3. Click **Training Vouchers**. This will take you to the Manage Software Assurance Benefits page.
4. Click the LicenseID for which you want to manage Training Vouchers. This will take you to the Benefit Summary page.
5. Click **Training Vouchers**.
6. Select **Activate**.
7. Create a Training Voucher by:
 - a. Selecting the number of training days (for which the voucher may be redeemed), and
 - b. Designate the attendee who will be taking the course.

The attendee will receive an email message that provides information about the Training Voucher and a link to a list of Microsoft Training Partner locations, which the attendee may use to reserve a spot for the chosen course and classroom location.

When the course ends, the Training Partner works directly with Microsoft to redeem the Training Voucher and receive payment.

To locate classroom training:

1. To view the current list of Software Assurance-eligible Training Voucher courses, go to the Software Assurance and Volume License Product Catalog (<http://www.microsoft.com/learning/sa-vl-catalog/savdefault.aspx>).
 - a. Under **Program Type**, select **SA**.
 - b. Under **Product Type**, select **Classroom**.
2. Use the Class Locator (<http://www.microsoft.com/learning/en/us/classlocator.aspx>) to find a Microsoft Learning Partner training site.

Be sure to **select the Software Assurance Vouchers box** when you search.

Specialized benefits

Cold Backups for Disaster Recovery

Cold Backups for Disaster Recovery provides additional licensing for servers used as offline ("cold") backups, to help you recover in case of a catastrophic event.

No formal action needs to be taken to activate this benefit. Simply use your Microsoft Volume Licensing media (or downloads) to install product on your backup servers. Proof of license and Software Assurance coverage for the production server software and required Client Access Licenses (CALs), are evidence of your right to the cold backup server licenses.

Enterprise Source Licensing Program

The Enterprise Source Licensing Program provides access to Microsoft Windows source code for internal development and support.

No additional steps are required to activate this benefit. To request participation in this program, interested parties complete the *Shared Source Initiative Program Enrollment Request Form* and submit it to the Shared Source Initiative. After eligibility has been verified, license agreements will be provided.

Once both parties sign a licensing agreement, the licensee will gain access to the code through the Code Center Premium secure website.

More information is available on the Shared Source Initiative website, <http://www.microsoft.com/en-us/sharedsource/enterprise-source-licensing-program.aspx>.

Spread Payments

This benefit allows payment for License and Software Assurance to be spread across three equal, annual sums. No additional steps are required to activate or acquire this benefit.

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Getting Help for VLSC

If you have questions or need more help using the Volume Licensing Services Center, you can click the Help menu to view more information, read the FAQ, and get Support Center contact details.

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