



# Volume Purchase Program for Education

## Overview

The Volume Purchase Program (VPP) makes it simple to find, buy, and distribute apps in bulk for your institution. Whether your school uses iPhone, iPad, or Mac—you can provide great apps to your students, faculty, and staff with flexible and secure distribution options. And you can get special pricing for purchases of 20 apps or more through the VPP store.

## Program Features

### Volume Purchases

The Volume Purchase Program provides a simple, scalable solution to manage your institution's app needs. Purchase world-class apps in volume for both Mac and iOS through the VPP store. You can choose from thousands of apps in the App Store or Mac App Store across a broad range of categories, from geography to mathematics, science to history, and so much more. With the Volume Purchase Program, you can equip your teachers and students with all the tools they need.

### Managed Distribution

Managing apps in VPP lets you provide the right apps to the right users at the right time. Whether you're using a third-party mobile device management (MDM) solution or Profile Manager in OS X Server, your organization has an efficient and powerful way to manage apps purchased from the VPP store. Control the entire distribution process from start to finish, while retaining full ownership of apps. Use your MDM solution to assign apps to users, and when apps are no longer needed, revoke and reassign them to a different user. And each app is automatically available for download on all the user's devices, with no additional effort or cost to you.

### Special Pricing for Education

VPP also allows developers to offer special pricing for education institutions. You can receive a 50 percent discount for app purchases of quantity 20 or more.

### Availability

The Volume Purchase Program is available in the following countries: Australia, Canada, France, Germany, Italy, Japan, New Zealand, Spain, United Kingdom, and United States.

## How to Purchase, Distribute, and Manage Apps

### Enroll

To get started, you'll need to complete the online enrollment process and create a VPP account with Apple. Any K–12 institution or any accredited, degree-granting higher education institution is eligible to participate. Before enrolling, ensure that you are authorized to enroll as the Program Manager on behalf of your institution. The Program Manager is responsible for agreeing to the Volume Purchase Program terms and conditions and for setting up other accounts within your organization to purchase apps through the VPP store.

To begin the enrollment process, go to <http://edu-vpp.apple.com>. You'll need to do the following:

- **Log in with your Apple ID.** To enroll in the Volume Purchase Program, you will need to log in with an Apple ID. You can use an existing Apple ID or create a new one. This Apple ID can be the same Apple ID used for other Apple services, like iCloud and the Apple Online Store.
- **Provide your contact information, including address, phone number, and email address.** The email address you provide should be an email address associated with your institution. Consumer email addresses will not be accepted (such as Gmail or Yahoo!).
- **Select your institution.** Enter the zip/postal code for your institution into the zip/postal code search field. Choose your institution from the search results, or you can provide your institution name if it isn't listed.
- **Enter your supervisor's contact information.** Enter the first name, last name, title, phone number, and email address of your supervisor. The information you provide will be verified to ensure you are authorized to enroll and manage VPP accounts on behalf of your institution.
- **Provide your Apple customer number or tax registration information, where applicable.** For the United States and Canada, you'll need to provide your existing Apple customer number or supporting documentation to be exempt from tax. For institutions in the European Union (EU), you'll need to provide your VAT registration number to make tax-exempt purchases.

**Submitting Your Enrollment.** When you submit your program enrollment form, Apple will review the information provided and verify your institution details. If any information you've provided can't be verified you'll be contacted so you can review and correct it. If you have provided tax registration information, this information will be verified based on your region's specific requirements. You will be notified when verification is complete or contacted by Apple to provide additional information, if necessary.

### Set Up

Once your Program Manager enrollment is complete, you'll be given access to the Program Facilitator account management tool where you can create Program Facilitator accounts for your institution. Program Facilitators are individuals within your institution who are authorized by you to buy apps through the Volume Purchase Program store on behalf of your institution.

You can create as many Program Facilitator accounts as you like. A large K–12 district may wish to have one or more Program Facilitator accounts per school or building. A large university may want to have one or more Program Facilitator accounts per department.

### Important Information About Program Facilitator Apple IDs

- You'll need to provide an email address for each Program Facilitator account you create. The email address you provide will be used to create a new Apple ID.
- If the email address you've provided is already in use for an existing Apple ID, you'll be asked to provide a new email address.
- A Program Facilitator Apple ID cannot be used to log in to the iTunes Store or any other Apple service.

### Select and Purchase Apps

The VPP store provides a streamlined purchasing process. Using the Program Facilitator Apple ID you created using the Program Facilitator account manager tool, log in to access the VPP store from a Mac or PC at <http://vpp.itunes.apple.com/ca?!=en>.

**Note:** Apps can only be distributed to iTunes accounts in the same country where they are purchased.

**Step 1. Search for an app.** Select media type iOS apps or Mac apps to narrow your search options. You can also type the name of the app or copy and paste an iTunes link into the Search field to find a specific app. Click the Category pull-down menu to find apps by category. Universal apps that work on both iPhone and iPad are identified with the universal badge (⊕).

**Step 2. Enter the quantity.** Once you've found the app you're interested in, select the name in the search list, review the detail, and enter the quantity.

**Step 3. Select distribution type.** Select managed distribution to assign, revoke, and reassign apps to users through your MDM solution. Or select redeemable codes to download a spreadsheet of codes. Learn more in the "Distribute and Download" section of this guide.

**Step 4. Enter payment and billing information.** Complete your transaction with a Volume Voucher or credit card. You'll receive a confirmation email from Apple telling you that your order has been processed.

**Volume Vouchers.** Volume Vouchers are physical cards in denominations of \$100, \$500, \$1000, \$5000, and \$10,000 that can be used to purchase apps in the VPP store. Volume Vouchers can be provided to Program Facilitators within your institution who then redeem the vouchers within their individual VPP accounts. Volume Vouchers can be purchased with a range of payment methods, including purchase orders, and are only available directly through Apple in the United States. The cards are shipped via Federal Express or UPS within three to five business days after your order is processed.

**Purchase history.** Your purchase history is stored on the program website under your account information, so you can track the status of each transaction, refer to past purchases, view apps you've purchased, or download the current spreadsheet of redeemable codes. The purchase history also contains other helpful order information, such as order date, order number, purchase price, and number of apps procured.

## Distribute and Download

To distribute apps to users, you have two simple options. At the time of purchase, you'll need to determine your distribution method: managed distribution or redeemable codes.

### Managed Distribution

Using your mobile device management (MDM) solution, you can distribute apps to authorized users and keep track of how many users have been assigned apps. With managed distribution, you also have the option to revoke and reassign apps to different users through MDM, so your organization retains full ownership and control of purchased apps.

**Note:** You can use an MDM solution to assign apps only to devices that are running iOS 7 or OS X 10.9 or later. Check with your preferred MDM partner to see if these features are supported. To learn more about mobile device management solutions for iOS, visit [www.apple.com/ca/education/ipad/it/mdm](http://www.apple.com/ca/education/ipad/it/mdm).

**Step 1. Link your MDM solution.** The VPP store provides a web service for MDM integration. When you are logged into the VPP store, go to Account Summary and download a token to link your MDM server with your VPP account. You will need to upload this token to your MDM server to establish the link. Once a year, you'll need to install a new token on your MDM server.

**Step 2. Invite users to enroll in MDM.** Before you can assign apps to users, they need to be invited to participate. MDM solutions can invite users through email or a push notification message. To accept the invitation, users sign in on their devices with a personal Apple ID. The Apple ID is registered with the VPP service, but remains completely private and not visible to the administrator. After your users agree to the invitation and accept the terms and conditions, you can assign apps to them through MDM.

**Step 3. Assign apps to users.** Once users accept the iTunes Store terms and conditions, they are connected to your MDM server, so you can start assigning apps. Apps can be installed on devices in a number of ways. Most commonly, MDM can prompt users with a message to install apps assigned to them. Alternatively, apps are available in a user's iTunes account purchase history to download directly from the App Store or Mac App Store on their device.

**Step 4. Revoke and reassign apps to different users.** When apps you've assigned are no longer needed by a user, you can revoke and reassign them to different users. The user gets a 30-day grace period to continue to use the app, save data, or buy a personal copy. If the app was deployed as a managed app with MDM for iOS, the administrator has the additional option of removing the app and all data immediately. In this case, it's a best practice to give users some notice or a grace-period before removing apps from their device.

### Redeemable Codes

Another way to distribute apps is through redeemable codes, which permanently transfers ownership of the app to the Apple ID that redeems the code. This Apple ID can be created and used on devices controlled by your institution, or it can be the end-user's personal Apple ID. Redeemable codes are delivered in a spreadsheet format. A unique code is provided for each app in the quantity purchased. Each time a code is redeemed, the spreadsheet is updated on the VPP store, so the number of codes redeemed can be tracked at any time. The spreadsheet also includes a redemption URL with the redeemable code embedded in the link. It's best to send users the redemption URL so they don't have to type or enter the redeemable code manually when downloading the app.

Distributing codes to users can be accomplished in a few ways:

- **Third-party mobile device management (MDM) solutions.** Use MDM to distribute redeemable codes to users by uploading the spreadsheet provided by VPP onto your MDM server. MDM can use a push notification message to prompt a user to redeem a code. MDM can also keep track of how many users have redeemed the codes.
- **Email.** Send the redeemable code URL to users. They can simply click or tap the URL for each app, either from their mobile devices or from a Mac or PC. The redeemable code is part of the redeemable URL, enabling users to immediately download the app after authenticating with their Apple ID.
- **Internal app catalog website.** A secure website within your institution's intranet can provide a convenient, centralized location where users can access redemption URLs. Simply notify users when an app is available, then direct them to the dedicated web page where they can download the app on demand. You can also build an internal app catalog for students, teachers, or staff to install an app directly from an iPhone, iPad, or Mac.
- **Apple Configurator.** Another option for distributing apps is to use Apple Configurator on a Mac. Redeemable code spreadsheets acquired through the VPP store can be imported by Apple Configurator, tracking the number of apps installed on each device. The apps are associated with the administrator's Apple ID, so each device doesn't need to be configured with a user's Apple ID. To update deployed apps using Apple Configurator, you must reconnect to the same Mac from which the content was installed. Learn more at [help.apple.com/configurator/mac/1.4](http://help.apple.com/configurator/mac/1.4).

## Resources

Volume Purchase Program for Education website. Visit [www.apple.com/ca/education/it/vpp](http://www.apple.com/ca/education/it/vpp).

VPP terms and conditions. Visit [www.apple.com/legal/internet-services/itunes/volume/ca/terms.html](http://www.apple.com/legal/internet-services/itunes/volume/ca/terms.html).

VPP support. Visit [www.apple.com/ca/support/itunes/vpp-edu](http://www.apple.com/ca/support/itunes/vpp-edu).

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