

After you have signed a licensing agreement that includes Software Assurance, you will need to activate many of your benefits online before you can begin using them. For assistance with benefits activation, please contact the Microsoft® Software Assurance customer support team at 1-866-230-0560 or e-mail mvshelpa@msdirectservices.com.

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Have your license information ready

Before you can activate your Software Assurance benefits, you'll need:

- Your license agreement number as found on your agreement summary
- The last name and e-mail address of the person in your company who receives your volume license notices

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Use the activation resources

Visit <http://www.microsoft.com/activate> for activation resources and information, including:

- Access to on-demand Software Assurance webcasts
- An online training course to help guide you through the activation of your Software Assurance benefits

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Activate your benefits

Visit Microsoft Volume License Services (MVLS) at <https://licensing.microsoft.com> to begin activating your Software Assurance benefits and select the employees you authorize to use those benefits. For each benefit, please follow the instructions below.

<p>Steps for the person who receives your volume license notices:</p> <ol style="list-style-type: none"> 1. After signing your Microsoft Volume Licensing agreement, you will receive a welcome e-mail with access to a dedicated customer Web site for managing your Software Assurance benefits and licensing agreements. 2. If you do not already have a Passport account, create one when prompted. 3. Create a MVLS account. 4. Assign a Benefits Administrator to manage the Software Assurance benefits for your company. 5. Microsoft will send a welcome e-mail to the Benefits Administrator. 6. After the Benefits Administrator registers on MVLS, they will assign permissions to manage specific Software Assurance benefits. 	<p>Steps for your Benefits Administrator:</p> <ol style="list-style-type: none"> 1. Visit Microsoft Volume Licensing Services (MVLS). 2. If you do not already have a Passport account, create one when prompted. 3. Create a MVLS account. 4. Review the Software Assurance summary page. 5. Click "enroll" to access your company's benefits. 6. Review and accept the terms and conditions of the benefits. 7. Set up a list of approved users. 8. Make sure to let your IT, human resources, and training groups know about the benefits that relate to them. 9. Additional assistance is available by clicking the RoboHelp link within the MVLS site.
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Where You Are in Your Software License's Lifecycle	How to Activate
<p>Deploy</p>	<p>DESKTOP DEPLOYMENT PLANNING SERVICES</p> <ul style="list-style-type: none"> • Click on the Deployment Planning hyperlink from the agreement benefits summary page. • Set up a list of approved users. • Select a partner for deployment services. This partner will redeem the voucher as payment for services rendered. Upon activation, a notification e-mail will be sent to those on the approved users list with information about the deployment planning benefit available to use. <p>MICROSOFT WINDOWS PRE-INSTALLATION (WinPE)</p> <ul style="list-style-type: none"> • Click on the WinPE hyperlink from the agreement benefits summary page. • Designate the benefit contact who is eligible to receive the media and manage the benefit (only one contact is allowed). • Activate the benefit for the designated contact. • The WinPE tool will be distributed via the EA/Select program CD kit, or can be downloaded from the MVLS site. <p><i>Upon activation a notification e-mail with program details will be sent to the designated contact.</i></p>
<p>Use</p>	<p>VIRTUAL PC EXPRESS</p> <ul style="list-style-type: none"> • Activate the Windows Vista™ Enterprise, Virtual PC Express benefit by visiting https://licensing.microsoft.com/ • Download or order a CD to be delivered by standard mail delivery. • Install Windows Vista Enterprise, Virtual PC Express on each desktop that is covered by Software Assurance for Microsoft Windows®. • Load the legacy application(s).



Where You Are in Your Software License's Lifecycle	How to Activate
<p>Use</p>	<p>MICROSOFT TRAINING VOUCHERS</p> <ul style="list-style-type: none"> • Click on the Training Voucher hyperlink from the agreement benefits summary page. • Designate at least one benefit contact who is authorized to generate training vouchers. • Activate the benefit for the designated contacts. • Designated contacts create and distribute training vouchers for employees (trainees). • Trainee signs up for CPLS course and provides voucher information for redemption. <p><i>Upon voucher creation, a notification e-mail with the voucher will be sent to the trainee explaining the benefit.</i></p> <p>MICROSOFT eLEARNING</p> <ul style="list-style-type: none"> • Click on the IW, Client, or Server eLearning hyperlinks from the agreement benefits summary page. • Designate the benefit contact who is eligible to receive the media and manage the benefit (only one contact is allowed). • Activate the benefit for the designated contact. • For IW, Client, or Server, the eLearning modules will be distributed via the training module CD kit, or can be downloaded from the MVLS site. <p><i>Upon activation, a notification e-mail with program details will be sent to the designated contact.</i></p> <p>HOME USE PROGRAM</p> <ul style="list-style-type: none"> • Click on the Home Use Program hyperlink from the agreement benefits summary page. • Designate at least one contact to distribute access to the benefit to employees. • Activate the benefit to enable the HUP Program Code (this is needed to access the HUP Web site). Upon activation, a notification e-mail with the HUP Program Code will be sent to each contact explaining how to administer the benefit and distribute access to employees. <p>EMPLOYEE PURCHASE PROGRAM</p> <ul style="list-style-type: none"> • Click on the Employee Purchase Program hyperlink from the benefits summary page. • Designate at least one contact to distribute access to the benefit to employees. • Activate the benefit to enable the EPP Program Code (this is needed to access the EPP Web site). Upon activation, a notification e-mail with the EPP Program Code will be sent to each contact explaining how to administer the benefit and distribute access to employees.
<p>Maintain</p>	<p>24x7 PROBLEM RESOLUTION SUPPORT</p> <ul style="list-style-type: none"> • Click on "enroll" next to the 24x7 Problem Resolution Support benefit to access your company's benefits. • Activate the new benefits. • Set up a list of approved users who will be able to submit support incidents. • Promote the benefits within your organization to the IT team and helpdesk. <p>TECHNET PLUS MANAGED NEWSGROUPS AND SUBSCRIPTION MEDIA</p> <ul style="list-style-type: none"> • Click on the TechNet Plus Subscription Media hyperlink from the agreement benefits summary page. • Designate the benefit contact who is eligible to receive the media and manage the benefit (only one contact is allowed). • Activate the benefit for the designated contact. • Update benefit contact information at any subsequent time. • The TechNet Plus Subscription Media kit and regular updates will be shipped to the designated contact. Upon activation, a notification e-mail will be sent to the designated contact explaining the benefit.
<p>Transition</p>	<p>EXTENDED LIFECYCLE HOT-FIX SUPPORT</p> <p><i>This benefit is not managed via the MVLS site – please contact your Microsoft representative for more information.</i></p>

Need help activating your benefits? Let us know.

Telephone support: Call 1-866-230-0560

Online training: Visit <http://www.microsoft.com/activate>

E-mail support: Contact mvlshelpa@msdirectservices.com

For information on benefits related to Microsoft Dynamics™ CRM products, please visit: <http://www.microsoft.com/dynamics/crm/support/serviceplans.msp>

Upon activation, we will send an e-mail with all of your program details to the appropriate contact.

Eligibility for Software Assurance benefits vary by offering and region and are subject to change. The terms and conditions of your volume license agreement and the terms and conditions under which any specific Software Assurance benefits are offered will take precedence in the case of any conflict with the information provided here. For information about the terms and conditions of your volume license, contact your Microsoft account manager or reseller.