Enabling Your MSDNAA Hosted ELMS Software Solution

September 2007

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Contents

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Introduction:

This document is your comprehensive guide for initial configuration as well as user and software management and reporting for your ELMS (e-academy License Management System). It will also discuss the differences between traditional ELMS delivery methods and the new Hosted ELMS delivery method.

What is Traditional ELMS?

Traditional ELMS is a web-based software distribution and management application that enables you to authenticate eligible academic users online and automate the distribution of MSDNAA software to students and faculty via many methods of distribution:

- o Campus Hosted Download: local download server hosted on campus
- o CD Check-Out: library reserve model for loaning CDs
- o CD Media Sales : purchase CDs on-line
- o Secure Network Install: installation from campus network share points
- o Customized software distribution: allows you to customize your own distribution method. (ie. students can burn software on a CD in a lab setting.)
- o **NEW!** Hosted ELMS: ability to download directly from MSDNAA-ELMS server

What is Hosted ELMS?

Hosted ELMS is a new delivery type that has been added to ELMS. This delivery method allows students and faculty to download MSDNAA software directly from a Microsoft server. Hosted ELMS differs from traditional ELMS in that it provides a "Direct User Download" experience, and does not require the MSDN-AA administrator to maintain a separate standalone ELMS server on campus for software distribution.

Campus Hosted Download Delivery

Hosted ELMS Delivery
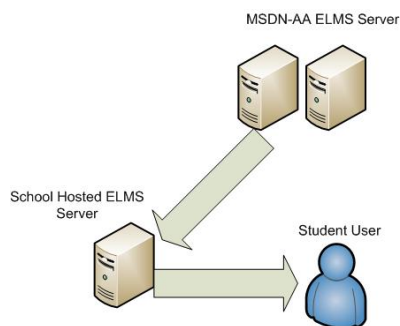
Microsoft Corporation | http://msdn.microsoft.com/academic/program/eacademy/
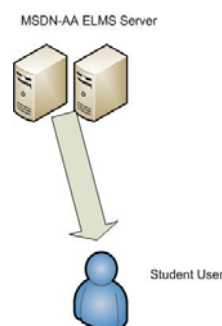
How Do I Enable "Hosted ELMS" Delivery?

First, click on the "Hosted ELMS" button on the main administration page.

Once you click on the Hosted ELMS Button, you are directed to the Hosted ELMS page. Next you can select individual titles for user download.   You can use the drop down menus to filter results based on {Language, Category, Status and/or name}

To select your titles, simply click on the checkbox located immediately left of the title name.

Once you have completed your selection, simply click on the *Enable Selected* button at the bottom of the page. If you choose, you can *Enable All* or *Disable All* software titles that are listed, with the single click of a button. Users will be able to see your software titles immediately after clicking on *Enable Selected.*

Adding New Software titles after the initial configuration

Anytime that you need to manage software (add or delete titles) you will follow the same above steps. Every time you log in after the initial selections, you will continue to see checkmarks next to currently enabled selections.

Note: As new software titles are added they are not immediately enabled for your users. You must follow the above procedures to enable new titles.

What if I choose not to use Hosted ELMS delivery?

If you decide not to use the Hosted ELMS delivery you can opt to host software on your campus server by enabling the campus hosted delivery option. Or you can choose to enable the other delivery options described on page 4.

If you decide to host on your campus server you must keep in mind that you cannot host the same software titles on both campus server and MSDNAA-ELMS server at the same time.

To host some software on your campus server you may do so by following the steps below:

Enabling Campus Hosted Download delivery:

On the Administration page select the "Rapid Setup" icon:

Hosting Rapid Setup titles at the campus level is the simplest solution for secure digital distribution when hosting off-campus (Hosted ELMS) may pose problems to your students. There are a few factors to take into consideration here:

- Where are the majority of your students in relation to your campus network?
- What is the bandwidth available when moving data between the campus network and the internet?

If your choice is to host the software titles on your campus server, you must follow these steps:

1. Set up your Web Server
2. Put software titles on your web server. These software titles will either be
   o   pre-packaged software titles (SDC - Secure Digital Container) by e-academy; or
   o   your own SDC files
3. Configure the software titles in ELMS

Step 1: Web Server Setup for Campus Hosted Download Delivery

All you need is a publicly accessible web server with sufficient disk space.

If you have a firewall in place, be sure to open port 80 (or whichever port your web server is operating from). Make a note of the HTTP address to your server (including the web folder where software will be hosted), for example:

- http://www.mycampus.edu/msdnaa_downloads/

You should NOT use the HTTPS protocol when specifying the URL to your web server and web folder. The software titles have already been encrypted for secure distribution over the internet; using HTTPS is unnecessary, and can significantly increase the bandwidth required for students to download from your server.

If you are using Windows Server 2003, you'll also have to add a new mime type as follows:

- Launch Internet Information Services (IIS) Manger
- Under Web Sites, select the web site you plan to use for hosting, then right-click and choose properties
- Select on the HTTP Headers tab
- Select MIME Types
- Select New
- Configure the new MIME type as follows
    - Extension: SDC
    - MIME type: application
- Click OK to save

When you've finished, your web server will properly download SDC (Secure Digital Container) files.

Step 1 B:

- Create a folder on disc where you intend to host the files

- Map virtual folder on disc (note this virtual folder will be used to access SDC files via http)

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Step 2: Put software titles on your web server

- o Pre-packaged Software Titles (SDC - Secure Digital Container)

  e-academy has pre-packaged (wrapped) each of the software titles available under Rapid Setup into individual SDC files. These files have been encrypted, and do not need further protection for secure distribution over the internet.

Need to create your own SDC files?

You must first wrap the software using the SDC Wrapping Tool.

You may use this tool to prepare applications for secure delivery over the internet to faculty and students on your campus. The package includes instructions on how to securely wrap your applications, and how to configure them for delivery in your ELMS for MSDNAA Software Center.

▫ The Secure Digital Container (SDC) Wrapping Tool is found on the ELMS Administration page

Move/copy SDC files to your web server

After completing the download, move or copy the SDC files to your web server.

We recommended that you test a few packages to ensure your web server is properly configured; try the following:

- Take the URL to your web server/web folder from Step 1
- Append the name of one of the SDC files you downloaded (be sure to include the .SDC extension)
- Copy and paste the entire URL into your web browser

For example:

http://www.mycampus.com/msdnaa_downloads/1010_VS_DOTNET_CD1_ISO.sdc

You should be prompted to download the file through your web browser. If this is not the case (and you receive an error), either the URL is incorrect, the SDC filename is wrong, or your web server has not been properly configured.

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Step 3: Configure Software Titles in ELMS

On the configuration page, make sure to enter the hosting location for your campus server and web folder, and then choose the software titles you've hosted.

Once you've completed the setup, we recommend you run another test to ensure that students can properly download through ELMS. While logged in, click on the Software tab above and order one of the titles you've configured.

If you are unable to complete the process by downloading and unpacking the software through ELMS, you will need to review your configuration.

If you are successfully able to download and unpack software through ELMS, you can begin adding users to the system.

Logging into ELMS for the First Time:

Logon to your Hosted ELMS solution with the credentials you received in your MSDNAA-ELMS welcome email. If you have forgotten your credential simply go to the "forgot password" section located on the login page.

System Management -- Establishing Your Hosted ELMS Presence

After completing your login, you will be directed to your department's administrative landing page. This is your main page for administration of your users, products, the page look/feel and reporting. Every time you log in, you will see this page first.
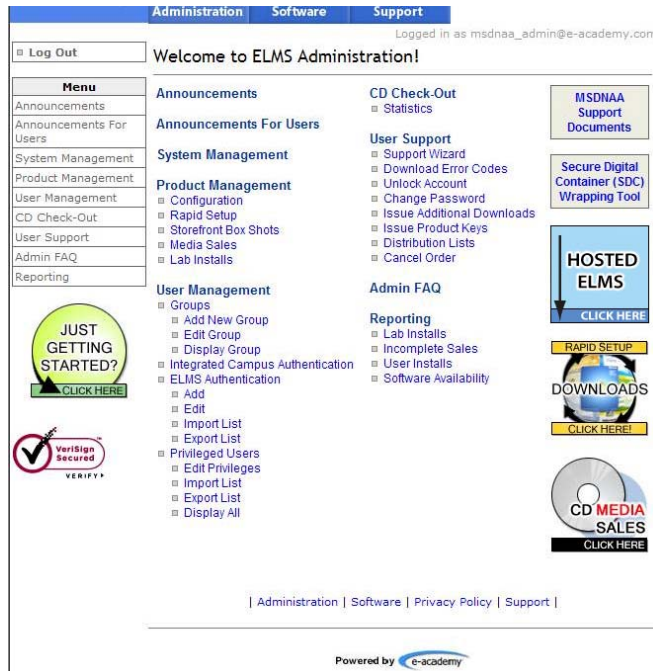
ELMS allows system administrators to customize their ELMS system pages with a department graphic, users messages and unique page headers for users when they log-in. This section will explain the main system management features to customize your user's experience in your hosted ELMS presence and to get and manage users in the system.

Checklist for the ELMS Initial Configuration:

1. Establish your landing page
   a. Uploading your Department Logo
   b. Creating header text
   c. Creating announcements for users
   d. Configuring Contact Info for Your Users
   e. Setting the Time Zone

System Management -- Customizing Your Page with your Departments Logo:

Systems administrators have the ability to upload a .jpeg file containing the logo of your department to be displayed on each of your MSDNAA pages.

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Announcements

Announcements For Users

System Management

Once you select *System Management* you are directed into the *System Management* Console. Here you will find all of the System level configuration options, such as adding a logo, setting your time zone and adding contact information for your users.

System Management

Before going "live" with your ELMS for MSDNAA, you must first brand your system and enter contact information for support purposes.

IMPORTANT: Your web browser may cache text and graphics. It may be required for you to close and restart your web browser before changes you submit here become visible.

All fields marked with a * must be completed in order to continue.

Logo: [   ] [Browse...]

Logo appears in top-left corner of page. Must be JPG format, w 140 x h 110.

[Submit]

Clicking on *Browse* for your logo allows you to browse system files (on your local system) for the graphic file you wish to upload. Please note that the graphic format must be ".jpg". Also the dimension of the graphic should be "140X 100" pixels.
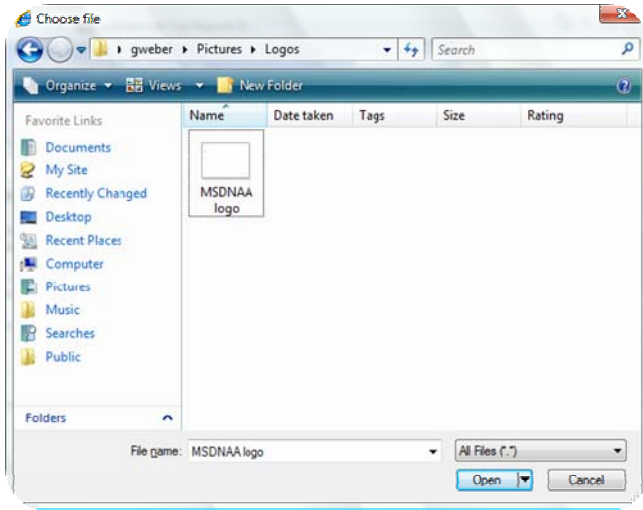
Once you have selected your logo, you will return back at the *System Configuration* Page.

Once you click on *Submit*, you logo will now appear in the upper left corner of each page on your ELMS system.

System Management – Setting Landing Page headers and tag lines:

While under the *Systems Configuration* menu (as found on your main landing page), you can further customize your page by adding customized page header, title bar and alt-text mouse over's for your page's logo. When finished, click on *Submit* to save your changes.

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Tag Line: | Computer Science MSDNAA Site

Tag line text appears in graphical page header.

ELMS Title: | Welcome to your MSDNAA Software Site

ELMS Title appears in title bar of browser window.

Alt-Text for Logo: | The Department Of Computer Science

Alt-Text appears as you mouse-over logo in top-left corner of page.

System Management – Adding Contact Info for Your Users:

You have the ability to set specific contact information for technical questions as well as general program questions.   To get started, click on the *System Management* link on the main administration page.

Alt-Text appears as you mouse-over logo in top-left corner of page.

Technical Support Email Address: * | msdnaa_tech_support@yourdepartment.edu

Technical support email address appears under Request Customer Support.

General MSDNAA Contact Information

Information you enter here will be displayed on the main support page.

Name: | MSDNAA Administrator

Name associated with email contact below.

Email Address: | MSDNAA_Admin@yourdepartment.edu

Email address (or alias) where general non-technical questions should be directed.

Website Address: | www.yourdepartment.edu

Website address should be a webpage hosted by your campus or department which provides general program information and links relating to the MSDNAA program.

Phone Number: | 555-555-5555

After you finish adding your specific contact information, you can click on *Submit* to save your changes.

System Management – Selecting your department's Time zone:

Another option under the *System Management* Link, is the ability to customize the time-zone your department is located in. By clicking on the arrow *next* to the default time zone, you can simply select your choice.

After you complete your selection, simply click on *Submit* to submit your changes. You will be directed back to your main *Administration Landing page.*

System Management -- Customizing your Page with Announcements to Users:

Hosted ELMS has a built in tool to enable administrators to broadcast important system messages to users --- in as broad or narrow segment as you wish to define. To leverage this tool, simply click on *Announcements for Users,* as found on the main administration page.

Once you select your task, you will land inside the *Announcements for Users* task management page. Here you have an option to add an announcement for your users.
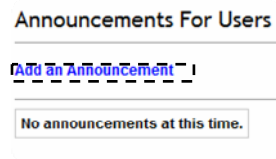
Clicking on the *Add an Announcement* link lands you in the announcement configuration wizard where you can create your message to users. After filling in the wizard, simply click on *Save.*

Announcements For Users (Add/Edit)

View all Announcements

* = mandatory

Headline *	Microsft Vista Business Now Available to for Download
Full story	Microsoft Vista Business is now available for Donwload for CS students!
Start Date *	2007/07/15 [YYYY-MM-DD]
End Date *	2008/07/15 [YYYY-MM-DD]
Is Archived?	○ Yes ● No
Active?	● Yes ○ No
Display on My Software? ‡	● Yes ○ No
Display on Storefront Tab(s) ‡	☑ Software

‡ You must put this announcement on either the My Software page or select at least one storefront.

The Headline is your attention grabber

Fill in the details of your message in *Full Story*

Date the message starts

Date the message expires

Archiving allows message re-use later

Should this story be active?

Display on the Students MySoftware page

Which storefronts(s) also have the message

After clicking on *Save* you will land back at the *Announcements for Users* Administration page:

Announcements For Users

Add an Announcement

The announcement has been added.

Current Announcements

Headline	Location Storefront	My Software	Active	
Microsft Vista Business Now Available to for Download	Software	Yes	Yes	Edit | Delete

Our Message now appears in the *Current Announcement* table. Note: You can edit or delete this message directly from this screen

Product Management – Creating "Storefront Box Shots"

If you want to create a box shot for a product you configured you must follow the steps below:

1. On the administration page select the "Storefront Box Shots" link
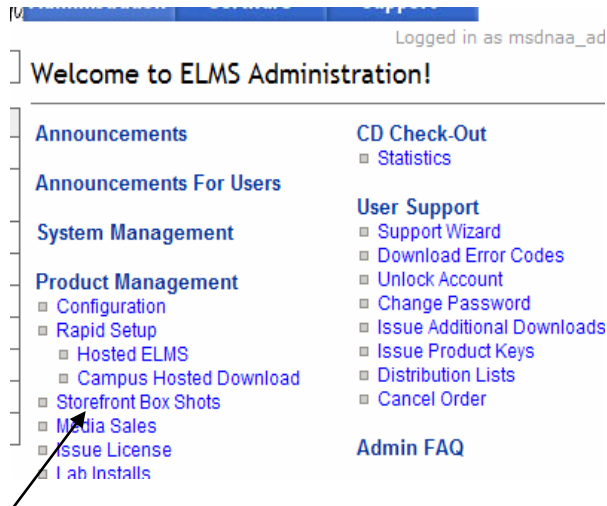
2. Next from the dropdown menu select the software title that matches the icon you want to display:
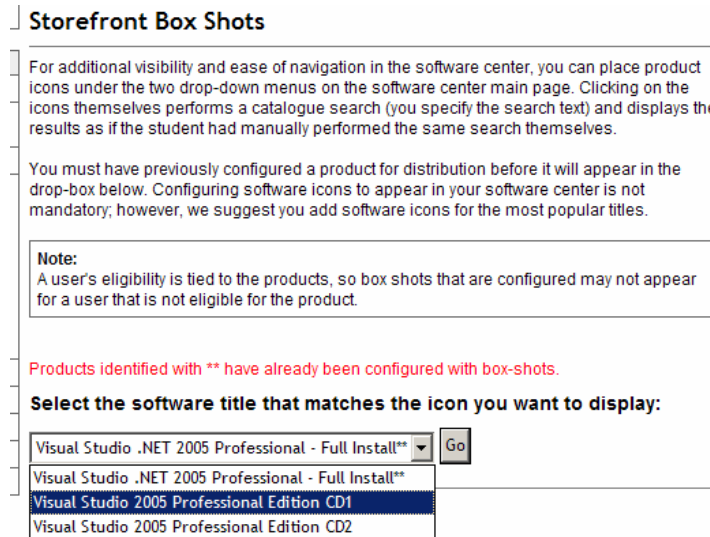
3. The last step would be to complete the following sections below:

- **Icon Title:** This text will appear below the icon.

- **Software Search Text:** Clicking on the icon will perform a search in the software catalogue against the exact text you enter (literal search). It's best to copy and paste this text into the software center search to actually see the results. At a minimum, we recommend you always click the icons once to test.

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> **Sort Order:** A numeric value that controls the order in which the icons are displayed. Display is from left to right, top to bottom, four icons to a row.

In this case the **FULL** product name should be added to the **Icon title** and **Software Search** text fields (ie. Visual studio 2005 Professional Edition CD1) see the example below. Next enter a numeric value for the **Sort Order** (#1-99) then click submit.

The **Storefront Box Shot** will now appear on the software storefront.

Select the software title that matches the icon you want to display:

Visual Studio 2005 Professional Edition CD1** ▼ [Go]

All fields marked with a * must be completed in order to continue.

Product:	Visual Studio 2005 Professional Edition CD1
Icon Title: *	Visual Studio 2005 Professional Edition CD1

(max 100 chars)

Software Search Text: * Visual Studio 2005 Professional Edition

Sort Order: * 5

Do you want to display this icon in your software center?

● Yes ○ No

[Submit]

Creating and Administering User Accounts:

Creating User Groups

There are 2 parts to user account creation – users and the groups that they are associated with. Every user must be associated with a specific group. You should choose the groups naming methodology that makes the most sense for your community.

For instance, you may choose to have just 2 groups – Students and Faculty. You can, however have individual groups for each year level (IE: CS Freshman, CS Sophomore, etc) or for each individual class (IE: CS101, CS 342, etc.) Each group can be assigned a specific expiry date for when their accounts are deactivated. It is at your sole discretion as the system administrator to decide your methodology for managing groups.

To create user groups simply click on the *Add New Group* link on the main administration page

User Management
- Groups
  - Add New Group
  - Edit Group
  - Display Group
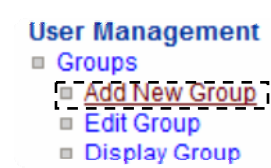
After clicking *Add New Group* you are directed to the New Group wizard. Here, you can create your group by filling in the *Group Name*: text box and setting an expiry date for that specific group.

Add New Group

Use this function ONLY to create a new academic group. If you want to change the name of an existing group, or have unused test groups, use the Edit Group function to change the properties of an existing group.

If you want to manually manage the expiry of user accounts in each group, set the expiry date to some distant point in time. If the group represents a single class or group of related courses with a definite end date, set the date below accordingly to let ELMS automatically remove users from the group.

Group Name: 2007 CS Students

Expiry Date: 2012 ▾ Jun ▾ 30 ▾

Cancel   Submit

Once you have filled in the 2 text boxes, click on *Submit*. Once you click Submit, your group is immediately created and ready for users to be added to it.

You will complete this exact process for each group that you would like to create for your department, creating as many groups as you desire for your management methodology.

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Creating User Accounts:

Hosted ELMS provides administrators 2 unique ways to authenticate users. You can choose to integrate authentication with your departmental authentication network, or you can allow ELMS to authenticate users for you.

> **Integrated Campus Authentication:** To simplify the management of users within your ELMS for MSDNAA Software Center, you can optionally integrate directly with your existing Campus authentication network.

> **ELMS Authentication:** ELMS user management tools; includes regular add/edit functionality, as well as import/export for user lists. ELMS authentication deals strictly with the management of users and their academic status.

Integrated Campus Authentication:

To simplify the management of users within your ELMS for MSDNAA Software Center, you can optionally integrate directly with your existing Campus authentication network. In most cases, integration with your campus authentication network is easy if you already have an existing web based interface that allows students to login to campus services.

While coding and testing your interface, set Campus Authentication below to "Test Mode" and enter the URL to your campus hosted login page. When you are ready to go live, set Campus Authentication to *Enabled*.

Listed below are the variables to be passed between ELMS and your campus login page. The variable name is on the right (with a short description on the left). Variables in **bold** are required to complete integration. The Campus CGI Server IP below is the IP address of the server hosting the campus CGI used for the back-end connection during authentication. The ELMS CGI Connector is the ELMS URL to which your campuses CGI will communicate.

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Campus Authentication: *	○ Disabled ○ Test Mode ● Enabled
Campus Authentication URL: *	https://webauth.cs.univ.edu
Department to check against: *	Computer Science
Approximate Number of Students/Faculty:	501 - 1000 ▾
Campus CGI Server IP: *	10.10.100.101
ELMS CGI Connector:	

https://msdn04.e-academy.com/cornell_university/index.cfm?loc=login/cab_cgi

Username:	**uid**
Academic Status:	**groups**
Return URL:	**return_url**
Security Token:	**token**
Department:	**department**
First Name:	fname
Last Name:	lname
Email Address:	email

Submit

Once you have completed the form simply click on submit and test the accounts. Once you sure that the integrated solution is functioning, ensure that you check the *Enabled* radio button and re-submit.

Using ELMS Authentication:
ELMS authentication provides two mechanisms for administrators to create accounts – single account creation and by importing bulk account information via a **plain text file.** Once you have created the account, the newly created user will receive an automated e-mail from ELMS with the following information:

- o Username
- o Password
- o URL for Software Access
- o License agreement information

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Single Account Creation:

To create individual accounts, simply click on the *Add* link in the main administration page.

Once you have clicked on *Add* you are directed to the add user wizard, where you can fill in the information for the user.

Note: The *preferred e-mail* is where the students account creation notice, password and access URL will be sent.

Note: The *2007 CS Students* Group that was created. You must assign each user to a group.

Once you click on the *Add New* User button, an automated e-mail is sent to the newly registered user with their account information and link to access the software distribution site. **(*Note in order to prevent the user registration email "e-academy.com" domain from filtering into the junk mail we recommend that you consider white-listing the domain on your email server or adding "e-academy.com" to your list of trusted domains)**


You can repeat this process for as many users as you would like to add.

Bulk User Import Account Creation:

Bulk user account creation is the preferred method to create large numbers of user accounts. With Bulk account creation, you simply upload a **plain text file** of e-mail address for your new users. Once uploaded, the ELMS system sends an automated e-mail to the new user with the following information:

- o   Username (same as their e-mail address)
- o   Password (randomly generated)
- o   URL for Software Access
- o   License agreement information

Sample input plain Text (.txt) document:
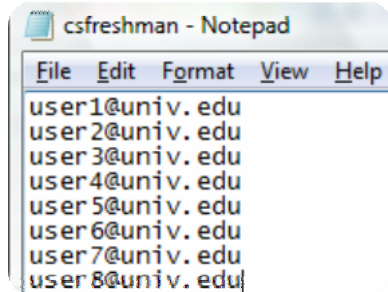
To do a bulk import, simply click on the *Import* link on the main administration page

Once you have clicked on *Import List* you are directed to the bulk user import wizard.

All fields marked with a * must be completed in order to continue.
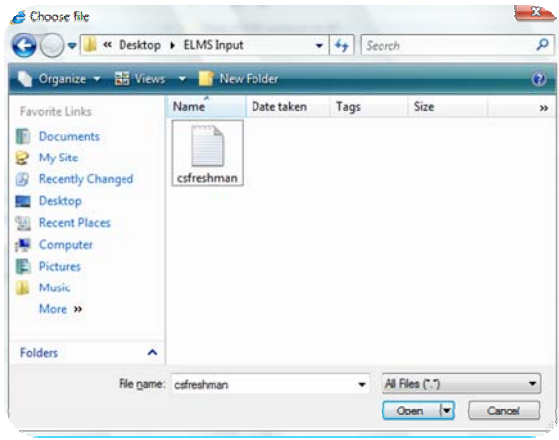
Import File: * [   ] [Browse...]

Into Group: * [2007 CS Students ▾]
             Note: only active groups are displayed.

Import Type: *   ○ Partial   ○ Full

   [Cancel] [Import File]

Once in the wizard, click on *Browse* to browse local system files for your input text document

After selecting your document, click on open and the document will be uploaded to your Bulk user import administration page.

You should see your plain text file listed in the *Import File* display box. You will also want to select the proper group for this input of users using the pull-down menu located at the right side of the *Into Group* category.   **INPUT TYPE:**
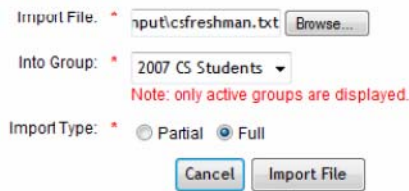
Partial: Use this function when adding more accounts to an existing group with previously defined members. This will add new accounts and update existing accounts, but will NOT delete accounts.

Full: Use this function when importing the entire list of users in the group. Using this option will replace the existing group of users with a complete new or more up-to-date list of users (a single list with your own username will effectively remove all existing users from the group).

Once you have selected your input file, selected the group and decided the import type, simply click on *Import File*. You will get both an on-screen as well as an e-mail message stating the import has successfully taken place as well as the number of accounts created during this upload.

You can repeat this process for as many lists as you have to input (generally, at least one for each group).

Privileged User Account Creation:

As an administrator, you can add additional accounts to the privileged users group. To accomplish this, simply click on *Import List* on the main administration page. You will be selecting a **plain text file** for import, containing the e-mail addresses of your new administrators (see: Bulk User Account Creation for text file parameters)

Once you click on the *Import List* link, you are directed to the Privileged User Import Wizard. (See: Bulk User Account Creation for explanations on *Import Type*)

System Manager: The system manager privilege grants full access to all administrative functions in the system.

CD Check-Out Administrator: If you plan to distribute software using the CD check-out delivery option, you can designate one or more individuals to help manage the check-in and check-out of CD media. Granting this privilege provides access to the CD check-out functions only.

Once you have selected your input file, user privilege and import type, simply click on *Import File.* You will get both an on-screen as well as an e-mail message stating the import has successfully taken place as well as the number of privileged accounts created during this upload.

Suggested Best Practice – User Management

One of the most time consuming tasks for a Hosted ELMS administrator can be user management. Below are several best practices, utilizing list imports and expiry dates for users.

Generally, it is best to break your users into 2 core groups, such as faculty and Students. Then divide each group into its largest contiguous parts, such as class, year level or affinity For instance, you may want to create the following groups for your department, with appropriate expiration dates. Try to

use intuitive naming conventions that will allow someone to get an idea of what the group is simply from the name – such as dept_graduation year for students.

Eg of an user upload:

Group Name	Group Description	Group Expiry
CS 2012	All CS Freshman	4 years from Creation
CS2011	All CS Sophomores	3 years from creation
CS2010	Al CS Juniors	2 years from creation
CS2009	All CS Seniors	1 year from creation
CSTemp	Non-CS core students taking a course in the dept.	1 semester from creation
CSGrad	All CS graduate Students	1 year from creation
CS FacultyFT	Full time CS Faculty	Indefinite date (2020)
CSFacultyPT	Part time CS Faculty	1 year from Creation

Using the example above, you only need to provide bulk uploads once per semester for temporary students, and once a year for incoming students. By setting smart expiry dates during creation, you never have to worry about disabling old accounts. Please note that you cannot delete account you can only disable accounts.

You will still occasionally have to manually add and delete accounts, but with smart account creation – this time consuming task can be set to a minimum.

User Support:

Issuing Users additional Product Keys:

Each user is allowed a single license key for each of the software SKU's that they are eligible to download. In some cases, administrators can assign specific users additional license keys for single products. This should be done only on an as needed basis.

To issue additional product keys simply click on the *Issue Product Keys* link on the main administration page.

Once you have clicked on the *Issue Product Keys* link, you are directed to the user search wizard. In order to issue an additional product key you must search for a specific user email address and then issue out the new key.

After completing the search field, simply click on *Search* to complete the user search. You will now be directed to the search results page. Clicking on the username will result in a list of products that the user has downloaded. To issue an additional key, simply click on the *Issue New Product Key* button.

Once you have clicked the button, the screen will re-load indicating the process has completed.

Creating a Distribution List for Communication to Users:

The *Distribution List* utility is provided to you so that you can easily create a distribution list to send a message to active accounts in the system. You may want to tell your students/faculty that a new product is available in the System or that it is the end of term and those students who are graduating will no longer be able to access the system. Alternatively, you may want to send a message to all privileged users in the system updating them on product availability or the need for additional CDs for a particular product.

To create a new distribution list, click on the *Distribution List* link on the main administration page.

User Support
- Support Wizard
- Download Error Codes
- Unlock Account
- Change Password
- Issue Additional Downloads
- Issue Product Keys
- Distribution Lists
- Cancel Order

Once you click on the *Distribution List* link, you are directed to the Distribution List creation wizard. You can select to send a message to all users, all privileged users, or users who have downloaded a specific product during a set time range.
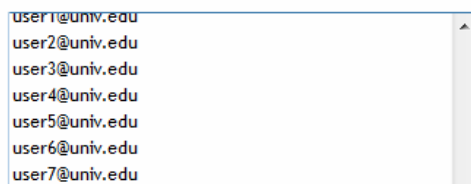
Select Users: * All Active Users

Select Product: None Selected

Date Purchased:

Start Date: Select ▾ Select ▾ Select ▾

End Date: Select ▾ Select ▾ Select ▾

Clicking on the *Create List* button will pull up all users who meet the criteria that you defined (Users, Products Downloaded and date range). Once there select the users to be included (either by selecting all, or ctrl-clicking). Once users are selected, click on *Create List*. Your list is now ready to use!

To select all users, click your mouse into the text area, hold down the CTRL and also hit 'A'
OR
Right click in the text area, select "Select All" from the drop down menu that pops up.

user1@univ.edu
user2@univ.edu
user3@univ.edu
user4@univ.edu
user5@univ.edu
user6@univ.edu
user7@univ.edu

You can repeat this process for as many lists as you would like to create.

Changing User Passwords:

Users may occasionally require passwords to be changed. In the event that they do, you can simply click on *Change Password* link in the main administration page.

User Support
- ▫ Support Wizard
- ▫ Download Error Codes
- ▫ Unlock Account
- ▫ Change Password
- ▫ Issue Additional Downloads
- ▫ Issue Product Keys
- ▫ Distribution Lists
- ▫ Cancel Order
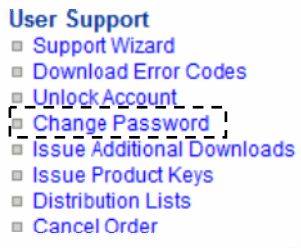
After clicking on the *Change Password* link, you are directed to the User Search Page. Here, you can search for an individual user account.

Username: * `univ1`

Search For: *
- ◉ Usernames Containing the above text
- ○ Usernames beginning with the above text
- ○ Usernames ending with the above text

Clicking on the *List Users* button will open a new page, displaying the users meeting the search criteria

```
user1@univ.edu  ▼   Go
user1@univ.edu
user2@univ.edu
user3@univ.edu
user4@univ.edu
user5@univ.edu
user6@univ.edu
user7@univ.edu
user8@univ.edu
```

Select the user name, then click on *Go,* you will direct you to the password change wizard. Clicking on *Submit* will immediately send the user a confirmation e-mail with their new password.

Username: user1@univ.edu
New Password: *
Confirm New Password: *

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Reporting Tools:

As part of your MSDNAA license agreement, you are required to keep a record of all software installed. Software distributed through your MSDNAA software center is automatically recorded in three ways:

- Software ordered by users directly through the software center
- Software distributed by administrators through the Issue License function
- Software installed in labs and tracked by administrators through the Lab Installs function.

Lab Installs: This report provides statistics on software tracked through the Lab Installs function specifically.

User Installs: Reports on all software distributed through the software center directly (users ordering for themselves), as well as software distributed by administrators through the Issue License function.

Software Availability: Provides a snapshot of the software you've configured, on a product-by-product basis. Use this report to view the state of your system while you are configuring products for distribution.

As a system administrator, you can generate custom reports for each of the above categories.

Creating a User Installs Report:

You can create this report by clicking on the *User Installs* link on the main administration page.

After you click on the *User Installs* link, you are directed to the reports wizard page. Once here, you can select to report on specific products, specific delivery methods and software downloaded during a specific range of dates.

After selecting your parameters, clicking on *Submit* will bring up a new browser window with your report results. You can choose to export the data to an excel spreadsheet through the report window.

Creating a Lab Installs Report

You can create this report by clicking on the *Lab Installs* link on the main administration page.

After you click on the *Lab Installs* link, you are directed to the reports wizard page. Once here, you can select to report on specific products, specific delivery methods and software downloaded during a specific range of dates.

After selecting your parameters, clicking on *Submit* will bring up a new browser window with your report results. You can choose to export the data to an excel spreadsheet through the report window.

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September 2007

Getting Help

Is my department eligible for the Hosted ELMS solution?

Departments with the following MSDNAA membership types are eligible for the Hosted ELMS solution :

Online Membership

MSDN AA – Membership

Download Membership

Full Membership

AA Full Membership

AA Electronic Fulfillment

Electronic Fulfillment

Are you new to the MSDNAA program?

The MSDNAA Software Center is an e-academy ELMS (e-academy License Management System) that each Program Administrator can tailor to departmental needs. ELMS is offered as a free member benefit to MSDN Academic Alliance member departments worldwide.

ELMS for MSDNAA assists program administrators with of all the administrative functions of the MSDNAA Program while offering an easy-to-use, 24x7 service to your users with the latest most up-to-date MSDNAA software programs.
All MSDNAA software is available to students/faculty at no cost.

How can I request for an MSDNAA ELMS system?

If you are requesting a new MSDNAA ELMS system please visit:
http://www.e-academy.com/MSDNAA_RequestForm_main.cfm

Already have an existing ELMS system?

Please follow the steps under "How do I enable the Hosted ELMS Delivery?" on page 5.

Who can I contact if I need more help?

If you need help configuring your Hosted ELMS delivery solution, please email our support staff at:

Microsoft Corporation | http://msdn.microsoft.com/academic/program/eacademy/

msdnaa_softwarecenter@e-academy.com

(* please note that our support response time is 2 business days)

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