

Quick Administrator Guide for MSDN Volume Licenses

This quick guide will show you the first steps how to administrate subscriptions. To find more detailed information please visit the following webpage: http://download.microsoft.com/download/e/f/1/ef128378-1f74-4eb0-ad3e-a8f31d3d1050/MSDN_Administrator_Guide-ENG.pdf . This also includes useful information about tips and best practise.

(Step 1) MSDN Administrator has to sign into MVLS at
<https://licensing.microsoft.com/eLicense/L1033/Default.asp>

(Step 2) Click on the blue hyperlink “MSDN Subscriptions Benefits”

If you are an Administrator

[MSDN Subscriptions Benefits](#) – Administer MSDN Subscriptions Benefits within your organization.

(Step 3) Click on agreement number which is hyperlinked in blue

(Step 4) To add a user click on “Add user”

User Search
<p>To view/edit user details, search for the user and click on the hyperlinked Last Name below. To remove users, select one or more users and click on Remove Users button.</p> <p>Other Actions: Add User Add Multiple Users</p>

(Step 5) Tick the box for the level you would like to add for the user, then “next”

User Benefit Level(s)
<p>Select one or more benefit levels that apply to this user. Benefits cannot be shared.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Expression Subscription <input type="checkbox"/> Visual Studio Team Database <input type="checkbox"/> Visual Studio Team Suite <input type="checkbox"/> Visual Studio Team Architecture <input type="checkbox"/> Visual Studio Team Development <input type="checkbox"/> Visual Studio Team Test <input checked="" type="checkbox"/> Visual Studio Pro w/MSDN Prem

(Step 6) Please choose the Benefits while ticking the boxes you would like to assign to the user, then “next”

<input type="checkbox"/>	Benefits
<input checked="" type="checkbox"/>	Subscriber Downloads - Visual Studio Professional with MSDN Premium
<input type="checkbox"/>	MEDIA - Visual Studio Professional with MSDN Premium
<input checked="" type="checkbox"/>	Microsoft Technical Support Incidents
<input checked="" type="checkbox"/>	MSDN Managed Newsgroups
<input checked="" type="checkbox"/>	MSDN Online Concierge

(Step 7) Please fill out details which are asked for (required details are tagged with a star), then click “next”

User Information	
* Last Name:	Microsoft
* First Name:	Microsoft
Last Name Pronunciation:	
First Name Pronunciation:	
* Email Address:	msdn@microsoft.com
* Country:	Ireland
* Correspondence Language:	English

Marketing Preferences
Microsoft may send this user pertinent security, product, and event information via:
<input type="checkbox"/> Work Address
<input type="checkbox"/> Email Address
<input type="checkbox"/> Business Phone Number
<input type="checkbox"/> Microsoft Partners may contact me with information about their products, services and events

User Profile	
The following attributes are provided for use internally by company MSDN Administrators only.	
Reference 1:	
Reference 2:	
This User is licensed to Use:	
<input type="checkbox"/> Licensed User of Expression Subscription	
<input type="checkbox"/> Licensed User of MSDN Operating Systems	
<input type="checkbox"/> Licensed User of MSDN Universal	
<input checked="" type="checkbox"/> Licensed User of Visual Studio Professional with MSDN Premium	
<input type="checkbox"/> Licensed User of Visual Studio Professional with MSDN Professional	

Note: The Licensed User should be conform with the User Benefit Level (Step 5)

(Step 8) Last step please check if all details are correct, if not go “Back”, if yes click on “Finish”.

(Step 9) You will then get an Add user confirmation which includes the Benefit Access Number (BAN).

Benefit Access Number: MVLE8736DA60	
Last Name:	Microsoft
First Name:	Microsoft
Email Address:	msdn@microsoft.com
Benefit	Assigned
Media	
Subscriber Downloads	✓
Technical Support Incidents	✓
Managed Newsgroups	✓
Online Concierge	✓
Licensed User	

(Step 10) The added user will receive an automatic email informing about the BAN next step to do.