



Home Use Program

VLSC HUP Usage Report

Guide for Benefit Administrators

Home Use Program

January 2013

Step 1:

Enter VLSC Site:

www.microsoft.com/licensing

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Home Use Program


Microsoft Volume Licensing Service Center

Welcome to the Volume Licensing Service Center

Products, Benefits and Subscriptions

The Volume Licensing Service Center (VLSC) gives you easy access to:

- > Download products and keys
- > Access all your licensing information in one location
- > View your relationship summary and license summary details
- > Review the status of your enrollments
- > Activate and consume Software Assurance benefits



Register, Assign Permissions or Access Your Licenses

During registration, provide the same business or organization e-mail address that was referenced in the access notification e-mail you received.

Have questions? Check out these training resources, including videos. If you have questions about registering, please view this video on VLSC self-registration.

Sign In

Sign in to access the Volume Licensing Service Center

[Sign In](#)

Helpful Links

- [See FAQ](#)
- [Contact Us](#)
- [Training & Resources](#)

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Step 2:

Select Home Use Program on summary page

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Home Use Program

Microsoft Volume Licensing Service Center

Standard VLS site

Home Licenses Downloads and Keys **Software Assurance** Subscriptions Administration Help

Software Assurance Summary

The Software Assurance Summary provides a list of Software Assurance Benefits. Click any benefit which is an active link to view and manage Licensing IDs which are eligible for this benefit. Any Software Assurance Benefit you are not currently eligible for are displayed in gray text.

[Software Assurance FAQ](#)
New customers without current SA Benefits click here to learn more

Benefit
24x7 Problem Resolution Support
E-Learning – Applications
E-Learning – Servers
Home Use Program
Planning Services
Problem Resolution Support (SAB 2.0)
TechNet Plus Direct
TechNet SA Subscription Services
Training Vouchers
Windows 7 Enterprise
Windows Fundamentals for Legacy PCs Media/Download
Windows Vista Enterprise Media/Download
Windows Vista Ultimate Media/Download

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Step 3: Review licensing page summary and select your agreement



Home Use Program

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Home > Software Assurance > Home Use Program

Manage Software Assurance Benefits

Details for which Licensing IDs have access to each Software Assurance benefit can be viewed on this page. Use the "Filter View" drop-downs to limit or expand the current view of benefit types—as well as the breadth of Licensing IDs to be included in your view. Click on a Licensing ID to manage Software Assurance Benefits for that Licensing ID.

[Software Assurance FAQ](#)

Filter View

by Benefit

Licensing ID	Organization	City
Standard Enrollment 0043712	Contoso US, Inc. Managed Hosting	San Antonio

Step 4:

Click on

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Benefit

Reports

Summary link



Home Use Program

[Home](#) > [Benefit Administration](#)

Benefit Summary

Contoso US, Inc. Managed Hosting			
Agreement Number:	0043712	Agreement Start Date:	2012-01-25
Agreement Status:	Active	Agreement End Date:	2012-12-25
Program:	Enterprise 6		

Benefits Available for Activation

- You are entitled to the following benefits. To activate a benefit, click on the benefit name and follow the instructions in the subsequent screens.

Benefit Name	Status	Description	Reference	Details	History	Terms and Conditions
Training Vouchers	Activate Now	View		Eligible Days: 45 Assigned Days: 0 Reserved Days: 0 Redeemed Days: 0 Remaining Days: 45	None	
Windows Fundamentals for Legacy PCs	Activate Now	View		Eligible Kits: 1 Current Kits: 0 Unclaimed Kits: 1	None	

Activated Benefits

- To view a benefit, click on the benefit name
- View the [Benefit Reports Summary](#)

Benefit Name	Status	Description	Reference	Details	History	Terms and Conditions
Windows 7 Enterprise	Active	View	Subscription ID: VA35842697	Eligible Kits: 1 Current Kits: 1 Unclaimed Kits: 0	View	
Packaged Services	Active	View		Eligible Days: 6 Assigned Days: 0 Reserved Days: 0 Redeemed Days: 5 Remaining Days: 1	View	
Windows Vista Enterprise	Active	View	Subscription ID: SH00456828	Eligible Kits: 1 Current Kits: 1 Remaining Kits: 0	View	
Office Multi Language Pack	Active	View	Subscription ID: TL56982145	Eligible Kits: 1 Current Kits: 1 Remaining Kits: 0	View	
Home Use Program	Active	View			View	View
24x7 Problem Resolution Support	Active	View		Awarded: 39 Available Incidents: 16 Used for SA Support: 6	View	View

Step 5 : Select Home Use Program on Benefits Report Summary page

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[Home](#) > [Benefit Administration](#) > [Benefit Summary](#)

Benefit Report Summary

Contoso US, Inc. Managed Hosting Agreement Number:	0043712	Agreement Start Date:	2012-01-25
Agreement Status:	Active	Agreement End Date:	2012-12-25
Program:	Enterprise 6		

Benefit Reports

To view report information for a benefit, click the corresponding report name.

Benefit Name	Report	Description
Windows 7 Enterprise	Benefit Shipment Report	Information about media kit shipments for Windows 7 Enterprise
Packaged Services	Packaged Service Report	Information on PS vouchers created and the status of each voucher
Windows Vista Enterprise	Benefit Shipment Report	Information about media kit shipments for Windows Vista Enterprise.
Office Multi Language Pack	Benefit Shipment Report	Information about media kit shipments for Office Multi Language Pack.
Home Use Program	Benefit Use Report	Information related to the shipments of HUP benefit fulfillment orders by product and quantity
Employee Purchase Program	None Available	
24x7 Problem Resolution Support	Incident Usage Report	Information on Incident(s) created and status of each incident
	Incident Transaction History	Information on Incident(s) transactions
TechNet SA Subscription Services	None Available	
TechNet Plus Direct	Benefit Shipment Report	Information about media kit shipments for Technet Server
Windows Vista Ultimate	Benefit Shipment Report	Information about media kit shipments for Windows Vista Ultimate.
E-Learning - Applications	None Available	
E-Learning - Systems	None Available	
E-Learning - Servers	None Available	

Step 6: Fill in your reporting parameters

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Home > Benefit Administration > Benefit Summary > Benefit Report Summary

Benefit Use Report

Contoso US, Inc. Managed Hosting
Agreement Number: 0043712 Agreement Start Date: 2012-01-25
Agreement Status: Active Agreement End Date: 2012-12-25
Program: Enterprise 6
Benefit: Home Use Program

Benefit Details

Benefit	Qualifying Purchases	Eligible Quantity	Quantity Used
Microsoft Project For Home Use	SA Benefit Project Licenses	147	62
Microsoft Visio Professional For Home Use	SA Benefit Visio Licenses	473	140
Microsoft Office For Home Use	SA Benefit Office Master Licenses	2560	933

Benefit Use

The data displayed in the table below is updated every 12 hours.

Date of Purchase Start Date: Date of Purchase End Date: Last Name: Program Code: Product Family: Maximum Records to Display Per Page:

Date of Purchase	Date of Shipment	Shipment Status	Last Name	First Name	Email Address	Program Code	Product Family	Version	Language	Ship-to City	Ship-to State/Province	Ship-to Country	Quantity Ordered
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Date of Purchase:
date the employee
purchased their license

Date of Shipment: date
the employee was
emailed their product key

Shipment Status:
quantifies that the product
key was emailed

Version:
identifies Office product purchased
(example: Office Professional Plus 2013)

Step 7: Review your HUP Benefit Report which summarizes your employee license consumptions

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Benefit Use

The data displayed in the table below is updated every 12 hours.

Date of Purchase Start Date: Date of Purchase End Date: Last Name: Program Code: Product Family: Maximum Records to Display Per Page:

Date of Purchase	Date of Shipment	Shipment Status	Last Name	First Name	Email Address	Program Code	Product Family	Version	Language	Ship-to City	Ship-to State/Province	Ship-to Country	Quantity Ordered	Bulk Order Redemption
2011-06-27	2011-06-27	Shipped	Japan	QA	Orig_Email@digitalriver.com	9A1532067A	Project Professional	2010	Spanish	CA	CA	United States	1	No
2011-06-23	2011-06-23	Shipped	Tester	Tester	Orig_Email222@digitalriver.com	9A1532067A	Office Professional Plus	2010	English	CA	CA	United States	1	No
2011-06-23	2011-06-23	Shipped	Tester	QA	Orig_Email@digitalriver.com	9A1532067A	Office Professional Plus	2010	English	AV	CA	United States	1	No
2011-06-23	2011-06-23	Shipped	CA	tbui	Orig_Email@digitalriver.com	9A1532067A	Visio Premium	2010	French	CA	AB	Canada	1	No
2011-06-23	2011-06-23	Shipped	CA	QA	Orig_Email@digitalriver.com	9A1532067A	Office Professional Plus	2010	English	CA	AB	Canada	1	No
2011-06-23	2011-06-23	Shipped	CA	QA	New_Email@digitalriver.com	9A1532067A	Office Professional Plus	2010	English	CA	AB	Canada	1	No
2009-09-09	2009-09-30	Shipped	C	Satheesh	schannab@digitalriver.com.zz	9A1532067A	Office Enterprise	2007	English	Bangalore	Karnataka	India	1	No
2009-08-31	2009-09-03	Shipped	Rao	C	vrao@digitalriver.com.zz	9A1532067A	Mac Office Home Use Program	2008	English	Bangalore	Karnataka	India	1	No

3 pages, showing records: 1-200 of 461

Step 8: Data in Excel View



Benefit		Qualifying Purchases	Quantity	Used
Microsoft Project For Home Use	SA Benefit Project Licenses		24	4
Microsoft Visio Professional For Home Use	SA Benefit Visio Licenses		31	5
Microsoft Office For Home Use	SA Benefit Office Master Licenses		150	26

Date of Purchase Start Date	Date of Purchase End Date	Last Name	Program Code	Product Family
			All	All

Date of Purchase	Date of Shipment	Shipment Status	Last Name	First Name	Email Address	Program Code	Product Family	Yersic Language	Ship-to City	Ship-to State / Province	Ship-to Country	Quantity Ordered	Bulk Order Redemption
12/11/2007	12/12/2007	Shipped	Patterson	John	JOHN.PATTERSON@ROCKFORDCORP.COM	D80D62A876	Office Enterprise	2007 English	Chandler	AZ	United States	1	No
12/14/2007	12/17/2007	Shipped	Hagen	Kyle	KYLE.HAGEN@ROCKFORDCORP.COM	D80D62A87	Office Enterprise	2007 English	Scottsdale	AZ	United States	1	No
1/8/2008	1/9/2008	Shipped	FINCH	SHARON	SHARON.FINCH@ROCKFORDCORP.COM	D80D62A87	Office Enterprise	2007 English	SCOTTSD	AZ	United States	1	No
1/9/2008	1/9/2008	Shipped	FINCH	SHARON	SHARON.FINCH@ROCKFORDCORP.COM	D80D62A87	Visio Professional	2007 English	SCOTTSD	AZ	United States	1	No
4/10/2008	4/14/2008	Shipped	Liu	Tong	TONY.LIU@ROCKFORDCORP.COM	D80D62A87	Office Enterprise	2007 English	Anthem	AZ	United States	1	No
4/17/2008	4/29/2008	Shipped	Wooder	William	WILL.WOODER@ROCKFORDCORP.COM	D80D62A87	Mac Office Home Use	2008 English	Glendale	AZ	United States	1	No
4/18/2008	4/21/2008	Shipped	Swisher	Mark	MARK.SVISHER@ROCKFORDCORP.COM	D80D62A87	Office Enterprise	2007 English	Gilbert	AZ	United States	1	No
5/19/2008	5/21/2008	Shipped	Vasek	Richard	RICH.VASEK@ROCKFORDCORP.COM	D80D62A87	Office Enterprise	2007 English	Scottsdale	AZ	United States	1	No
12/4/2008	12/19/2008	Shipped	Godfrey	Ralph	RALPH.GODFREY@ROCKFORDCORP.COM	D80D62A87	Office Enterprise	2007 English	Saratoga	CA	United States	1	No
4/15/2009	4/16/2009	Shipped	Starr	Brent	BRENT.STARR@ROCKFORDCORP.COM	D80D62A87	Office Enterprise	2007 English	Gilbert	AZ	United States	1	No
4/15/2009	4/16/2009	Shipped	Starr	Brent	BRENT.STARR@ROCKFORDCORP.COM	D80D62A87	Visio Professional	2007 English	Gilbert	AZ	United States	1	No
4/21/2009	4/22/2009	Shipped	Madsen	Dan	HELP.DESK@ROCKFORDCORP.COM	D80D62A87	Office Enterprise	2007 English	Tempe	AZ	United States	1	No
5/1/2009	5/4/2009	Shipped	Barriere	Mark	MARK.BARRIERE@ROCKFORDCORP.COM	D80D62A87	Office Enterprise	2007 English	Gilbert	AZ	United States	1	No
5/1/2009	5/4/2009	Shipped	Barriere	Mark	MARK.BARRIERE@ROCKFORDCORP.COM	D80D62A87	Project	2007 English	Gilbert	AZ	United States	1	No
5/1/2009	5/4/2009	Shipped	Barriere	Mark	MARK.BARRIERE@ROCKFORDCORP.COM	D80D62A87	Visio Professional	2007 English	Gilbert	AZ	United States	1	No
6/1/2011	6/1/2011	Shipped	Lowe	Mark	mark.lowe@rockfordcorp.com	D80D62A87	Mac Office Home Use	2011 English	Chandler	AZ	United States	1	No
6/1/2011	6/1/2011	Shipped	Smith	Eric	eric.smith@rockfordcorp.com	D80D62A87	Office Professional Plus	2010 English	Chandler	AZ	United States	1	No

HUP Resource Center



Home Use Program

Key HUP resources are at your finger tips:

- VLSC Site: www.microsoft.com/licensing
- HUP Marketing Portal: www.marketing.microsoftthup.com
- HUP Site: www.microsoftthup.com



Home Use Program

Thank You

