

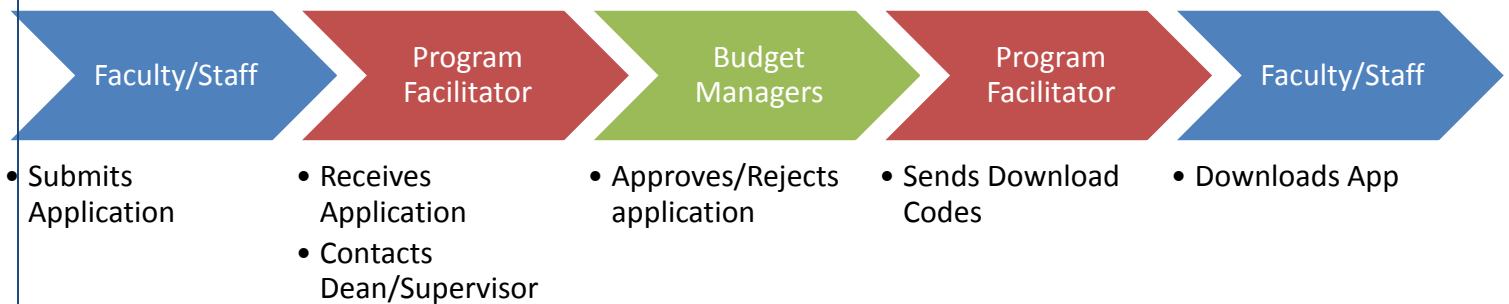
VOLUME PURCHASE PROGRAM

Apple's Volume Purchase Program (VPP) assists in managing, distributing, and discounting educational iOS app purchases from the iTunes store. Walters State is enrolled in this program and offers each academic and administrative departments access to this discounted app purchasing program.

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Walters State VPP Process



Instructions for Budget Managers

Funding Your VPP Account

Before a single app can be purchased through the VPP program, each department that chooses to participate must request the purchase of a VPP Voucher. **The following steps must be completed by the Budget Manager (academic dean or department head) of a designated department.**

STEP 1: Submit a Purchase Requisition for an Apple VPP Voucher

Vouchers can only be purchased in increments of \$100, \$500, or \$1,000 and submitted into Banner with the following purchase information:

Purchase Information:

Title the PR: **Apple VPP Voucher**
Apple Banner ID: **W00003245**
User Account code: **74492**

** In notes section of the Banner purchase request include the appropriate VPP Account ID. If you do not have this information, contact your designated Purchase Facilitator.

STEP 2: Forward the Voucher to the appropriate Program Facilitator

The voucher will be overnighted and will arrive at the requestor's mailbox. The recipient must then arrange for this voucher to be delivered to either the academic or administrative's Program Facilitator (this role is currently held by Dr. Jamie Posey and Tammy Brewer, respectively).

The Program Facilitator will apply these funds to the appropriate VPP account. Once redeemed, VPP balances cannot be refunded.

Accepting/Rejecting VPP Applications

A Program Facilitator will contact you once a member of your department submits an application on the Help Desk website. Along with data submitted from the application, the Program Facilitator will also supply you with information on discounted pricing, lab deployment (for academic departments), and other information.

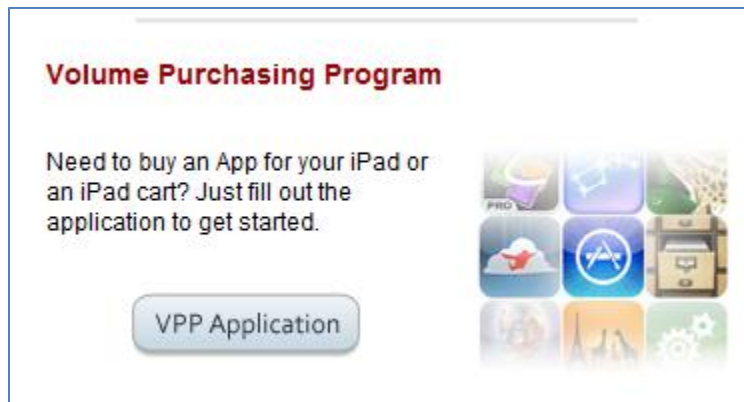
If the application data and pricing look suitable, just reply favorably to the e-mail from the Program Facilitator and s/he will begin the purchasing process.

Instructions for Applicants

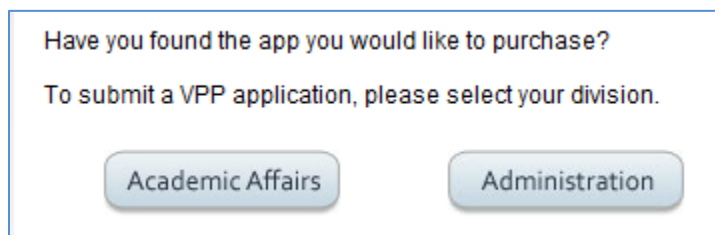
Note: It is good general practice to first discuss with your Dean/Supervisor any future requests into the VPP program. The Dean/Supervisor will be a valuable resource for considerations regarding professional/educational intentions and funding availability.

STEP 1: Complete VPP Application

Go to <http://helpdesk.ws.edu> and click on the mobile device section. Click on the VPP Application button shown below.



Click on the appropriate division



Please complete the following application.

STEP 2: Wait for Approval

Your submitted application immediately alerted the Program Facilitators who in turn will contact your Dean/Supervisor on purchasing information. If accepted, the Program Facilitators will e-mail you with instructions for downloads.

STEP 3: Download App

If you received an e-mail from one of our Program Facilitators with instructions on downloading your requested apps, congratulations, your application was approved!

If your request was regarding a reserved iPad cart, the Program Facilitator will coordinate with you to ensure the correct apps are loaded on the appropriate cart at the appropriate time.

If your request related to a single app, the Program Facilitator will send you an e-mail that will look similar to what is below.

The iPad application you requested through the Apple Volume Purchasing Program voucher has been purchased. Below you find the link that will

[https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?
EMMJLPWNJERT code=EMMJLPWNJERT](https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?EMMJLPWNJERT_code=EMMJLPWNJERT)

If you do not have an Apple ID, first visit <http://appleid.apple.com> to create one. You may associate your Apple ID with your Walters State address or you may use a personal e-mail. Then continue to the steps below.

If you already have an Apple ID, tap on the “<https://buy.itunes.apple.com...>” link in the Mail app on your iPad. You will be asked to submit your Apple ID password. The app should begin downloading immediately—usually as the last app on the last page of your home screen.