

Volume Licensing Guide

Microsoft Open License for Academic



Open License for Academic Guide

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Introduction

This guide provides information to help you understand the Microsoft Open License for Academic licensing agreement and deploy and manage your software licenses. It is provided for informational purposes only. Your licensed product use is governed by the terms of your licensing agreement. The Microsoft Licensing Product Terms document, which is updated regularly, provides additional details regarding current products availability and use rights for specific Microsoft products acquired through Volume Licensing programs. For a copy of the current Product Terms, please go to www.microsoft.com/licensing/about-licensing/product-licensing.aspx.

Academic Volume Licensing overview

For education customers who license software in quantity and manage software across multiple devices, Microsoft Volume Licensing programs may provide the most cost-effective way to acquire licenses.

Microsoft offers both “subscription” and “transactional” (also known as “perpetual”) Volume Licensing agreements for education customers.

Subscription licensing

With subscription licensing agreements, you have the right to run a selection of products, and any upgrades or downgrades of those products, for a designated term. For application, system, and Client Access License (CAL) products, even if the number of computers or users grows, you remain fully licensed throughout the designated term, and you only need to report increases on your annual order. Enrollment for Education Solutions (EES) is Microsoft’s core subscription licensing program for educational institutions.

Transactional licensing

With transactional (perpetual) Volume Licensing agreements, you acquire perpetual software licenses (meaning your institution has a perpetual, everlasting license) while eliminating the costs and packaging of retail software.

Microsoft has three transactional Volume Licensing programs for education customers: The Microsoft Products and Services Agreement, Microsoft Select Plus for Academic, and Microsoft Open License for Academic.

Microsoft Products and Services Agreement (MPSA)

The MPSA is a single agreement for both your Online Services and software transactional purchases across an organization. It offers academic pricing (equal to Select Plus for Academic pricing) and can reduce the administrative overhead associated with managing multiple agreements. It also covers multiple industries within your organization—such as commercial and academic entities—under one agreement. Software Assurance is an optional purchase.

Select Plus for Academic

Select Plus for Academic is a transactional agreement for medium and large institutions with approximately 250 or more PCs. Select Plus for Academic offers the advantages of a non-expiring agreement, the flexibility to acquire licenses as needed, a single customer ID to streamline account management across multiple affiliates, and the ability to add value with a full 36 months of Software Assurance as an option. Unlike the MPSA, Select Plus does not include the ability to purchase Online Services.

Open License for Academic

Open License for Academic is a widely accessible and cost-effective way for small education institutions to license Microsoft software, starting with as few as five licenses. You simply determine the number of software licenses your institution wishes to acquire and place the order with an authorized reseller. You also have the option to include Software Assurance with your licenses. After obtaining licenses, you can download your software and license keys, or order installation media from a

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Microsoft-approved fulfillment source for a fee. License confirmations are distributed electronically and posted on a password-protected Internet site. Open License for Academic is the focus of this document.

Learn more about all of your options at www.microsoft.com/licensing/licensing-options/for-industries.aspx.

Open License for Academic features and benefits

Microsoft Open License for Academic is a smart choice for great value on Microsoft software. Created for smaller education institutions, this flexible licensing agreement offers savings over retail Microsoft software, while giving you the benefits of a volume-based licensing agreement. The Open License for Academic agreement is designed to provide an easy way for you to acquire and administer multiple copies of software and receive license confirmations quickly and conveniently. You can obtain the most current Microsoft software products for your institution while helping to manage overall costs and staying compliant.

Open License for Academic value

- ▶ **Simplicity** – Open License for Academic is easy to understand and administer with simple, clear terms for acquiring software licenses.
- ▶ **Flexibility** – Open License for Academic is flexible enough to meet the needs of a broad range of institutions. Customers can choose from a wide selection of products and Online Services. After an initial order of five or more licenses, you may place orders for as few as one license, so you order only what you need.
- ▶ **Availability** – You can acquire Microsoft products through Open License for Academic from any Authorized Education Reseller (AER).
- ▶ **Compliance** – You receive license confirmation information electronically and you can quickly and easily view your license purchase history—so there’s never any question about what licenses you own.

Acquiring licenses through Open License for Academic

Minimum initial order

In order to initiate an Open License for Academic agreement, there is a minimum acquisition requirement of five licenses. This may include licenses in any combination of products. When you acquire a license with Software Assurance, it counts as two licenses toward your five-license minimum order.

Additional orders

There is no minimum requirement for additional orders, so you can submit orders for as few as one license and receive the volume discounted price established by your Open License for Academic agreement.

	Initial orders under an Open License Agreement	Additional orders under an existing Open License Agreement
Contract Term	Two-year term begins with each new order on a new authorization number	Two-year term begins with initial order only
Online Tracking	Set up a new logon to view licenses online at Volume Licensing Service Center (VLSC)	Return to VLSC using current logon to view additional licenses purchases

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Parent/subsidiary and affiliate relationship	Parent or other related entity must place initial order to set price level	Parent or affiliate may use same authorization number for reorders
Minimum order quantities	five licenses	one license
Software Assurance	Customer has full two-year coverage from initial order	Customer length of coverage expires at the end of the authorization number started with the initial order

Licensing Windows Education Upgrade through Open License for Academic

When you license a desktop operating system through Microsoft Volume Licensing programs, it's important to know that only UPGRADE licenses for Windows Education* are available—FULL operating system licenses are not offered. Prior to licensing a Windows Education Upgrade through your Open License for Academic agreement, you need to have a full underlying license for a qualifying operating system for each PC. (Qualifying operating systems are listed in the Microsoft Volume Licensing Product Terms, which you can find at www.microsoft.com/en-us/licensing/product-licensing/products.aspx#PT.) There are two ways for you to get the necessary full operating system license:

- ▶ **For newly manufactured PCs**, the best way to acquire that license is to have the Original Equipment Manufacturer (OEM) pre-install Windows on the PC.
- ▶ **If the OEM has not pre-installed Windows on the PC**, then you can purchase a full Windows license through retail full packaged product (FPP).

*Windows 10 Education Upgrade is only available with Software Assurance. For details about Windows 10 licensing, visit <http://www.microsoft.com/en-us/Licensing/product-licensing/windows10.aspx>

If you discover that you have existing PCs that lack the necessary full license for a qualifying operating system, talk to your Microsoft reseller about the Get Genuine Windows Agreement for Academic (GGWA-A). GGWA-A provides a simple, cost-effective way for you to acquire full licenses for Windows to fulfill your requirement for a full qualifying operating system. Once you have acquired the full operating system license, you are then eligible to license those PCs for a Windows Education Upgrade through your Open License for Academic agreement. [Learn more](#).

Licensing Office 365 through Open License for Academic

Microsoft Office 365 Education and Office 365 ProPlus subscriptions are available for purchase through Open Licensing for Academic. Upon placement of order, the customer and reseller will receive email information of how to access their product keys for activating Office 365.

Subscription term and renewal

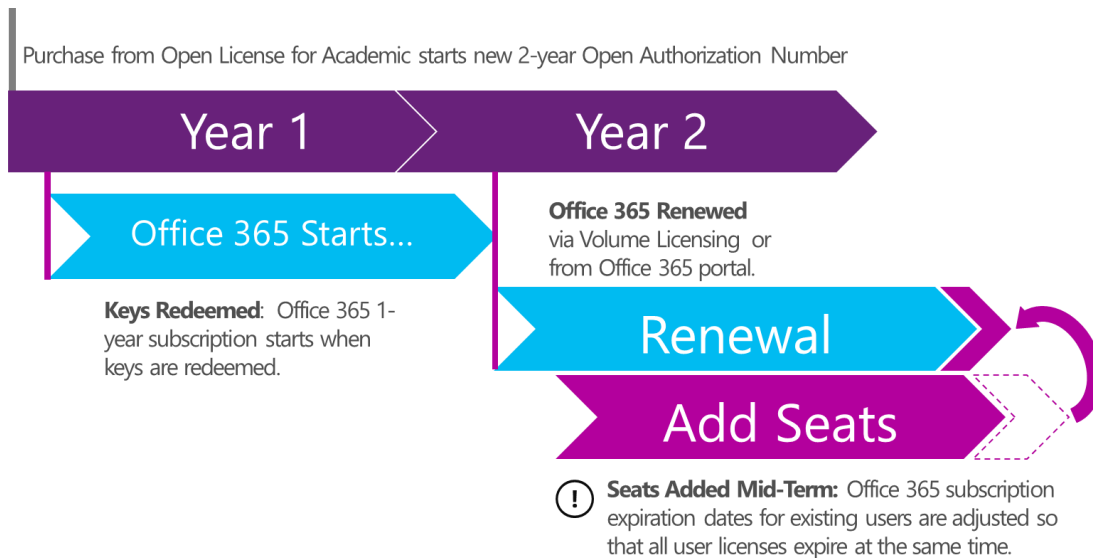
The Office 365 subscription term is 12 months and is independent from the Open License for Academic term. The Office 365 subscription term starts upon redemption of the product key at [Office 365.com/setup](http://Office365.com/setup).

At the end of the subscription term, you can renew your Office 365 subscriptions either by submitting a new order through Open License for Academic or by using the administration tools on Office365.com.

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Adding users mid-term

You can add Office 365 users at any time. When you add users mid-term, the subscription term is divided and dispersed among all users so that all subscriptions become co-terminus. For example, if you have two existing users with three months remaining in their term and you add a third user, the 12 months for the new user is divided among the three users so that their subscriptions co-terminate. This would be accomplished by truncating the new user's term to six months and adding three additional months to each of the two existing users' subscription terms. This will ensure the simplest renewal management for the administrator of the Office 365 subscription.



All Office 365 Use Subscription License are co-terminus

Software Assurance with Open License for Academic

When you include Software Assurance with the on-premises licenses you acquire through Open License for Academic, you get the right to install any new release of covered products during the term of the Open License for Academic authorization number under which Software Assurance was purchased. You also qualify to receive E-Learning content. Learn more about the benefits of Software Assurance at www.microsoft.com/licensing/software-assurance/default.aspx.

How Software Assurance works

Software Assurance is a great value for institutions who value the ability to deploy and update solutions based on the most recent technology releases.

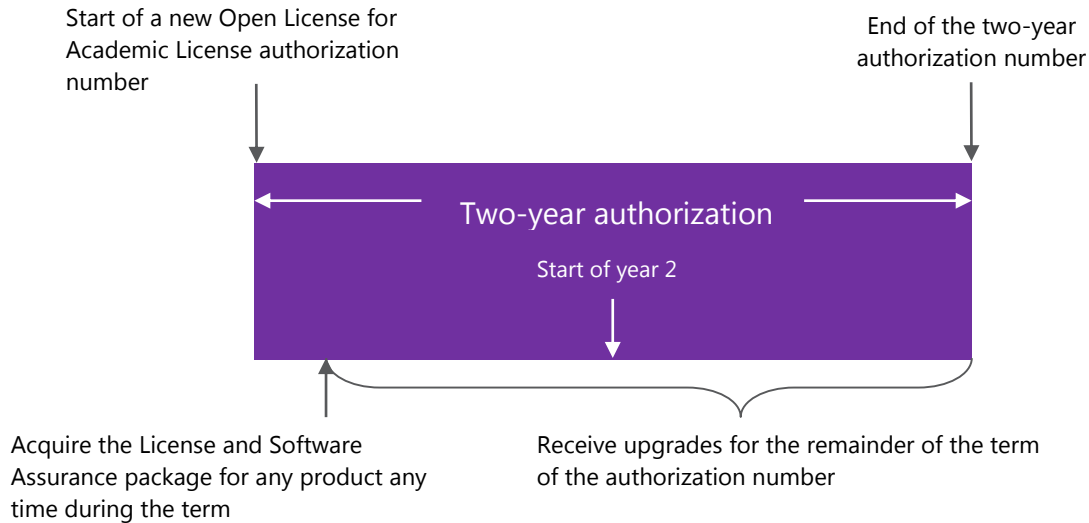
Once purchased, Software Assurance enables you to get technology advancements available through future version software products released during the term of your Open License for Academic authorization number. This advantage also applies to older version software, which offers you additional flexibility in deployment of solutions that meet your needs.

Purchasing Software Assurance

You may purchase Software Assurance with a license by ordering a License and Software Assurance package. Software Assurance coverage runs for two years or the remaining balance of the term of the Open License for Academic authorization number. Software Assurance must always be paid for in two-year increments, regardless of when it was purchased. In cases

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where time has passed after the initiation of an Open License for Academic, it may be advantageous for you to open a new Open License for Academic agreement in order to receive the most value from your Software Assurance purchase.



Software Assurance coverage is co-terminus with the Open License authorization number.

You may also acquire Software Assurance for the following license within 90 days of the license purchase:

- ▶ System or server software product licenses acquired through retail full-packaged product (FPP) or from an original equipment manufacturer (OEM)
- ▶ Microsoft Office licenses are acquired through an OEM

Licensing Microsoft IT Academy through Open License for Academic

The Microsoft IT Academy is subscription-based program designed for accredited academic institutions worldwide. It empowers academic institutions to help students realize their skills and career potential through relevant, high-quality and latest technology training resources. Academic institutions and their educators, students and staff get digital curriculum and certifications for fundamental technology skills—as well as courses critical for students to be successful in today's technologically evolving world. With these resources, educators can prepare their students to enter the workforce with skills that are in demand by employers. The Microsoft IT Academy Program resources are flexible, and easy to integrate into new or existing curricula. And, with today's tighter budgets, they help schools keep pace with technology and save money.

The IT Academy membership is available through the Open License for Academic as a Subscription License and can be acquired to license the entire institution or department.

License term

The IT Academy membership has the same expiration date as the term of the Open Authorization License number under which it is licensed. The new order for IT Academy subscription under Open Academic will automatically start Open License authorization number and set the term of the IT Academy subscription for two years.

[Get more information about Microsoft IT Academy.](#)

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Managing Licenses with Volume Licensing Service Center

The Microsoft Volume Licensing Center (VLSC) is the portal for managing your licenses. You can:

- ▶ Access your licensing information in one location
- ▶ View all agreements or purchases in your organization
- ▶ Easily access a licensing summary that illustrates all entitlements by product and version
- ▶ View all assigned product keys and download products

Get the details and view how-to videos at www.microsoft.com/licensing/existing-customers/manage-my-agreements.aspx.

Glossary

Affiliates

A company or legal entity that owns, is owned by, or is under common ownership with the customer.

Authorization number

The number assigned to the customer by Microsoft after initiating an Open License for Academic account. This number allows for reorders for two years.

Authorized Education Reseller

A reseller that is authorized to sell Microsoft Academic Edition (AE) products to eligible academic customers.

Distributors

An organization authorized by Microsoft to distribute Microsoft products to resellers.

License

The license that grants a customer the right to run a Microsoft software product as specified in the product use rights.

License and Software Assurance Package

The part number that combines the License and Software Assurance part numbers.

Microsoft

Microsoft Corporation or any of its affiliates.

Open License

In relation to Microsoft Volume Licensing, Open License is a volume license program for customers with a need for as few as five licenses. Open License refers to the rules and procedures of this acquisition option or to the software products acquired and to the agreement that grants rights to use the products depending on the context.

Product Terms

A document listing all Microsoft products and their use rights available for acquisition under the Open License for Academic.

Product pools

Microsoft products available through Open License for Academic are categorized as applications, systems, and server products.

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Reseller

Any organization providing the resale of a Microsoft products to a customer.

Software Assurance

The comprehensive Microsoft maintenance program.

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