

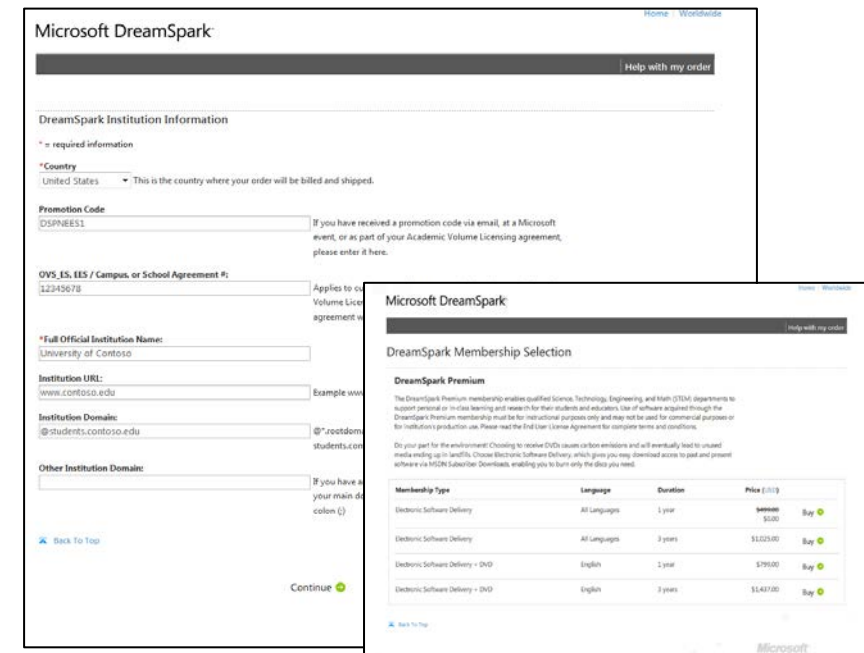
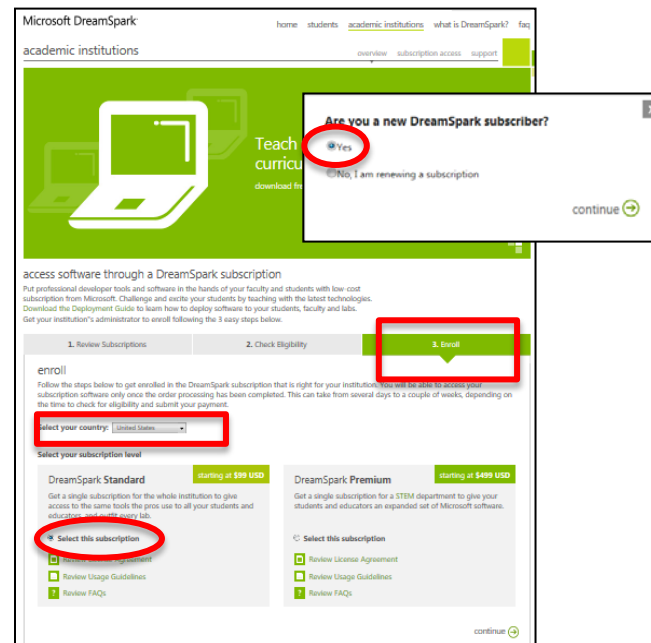
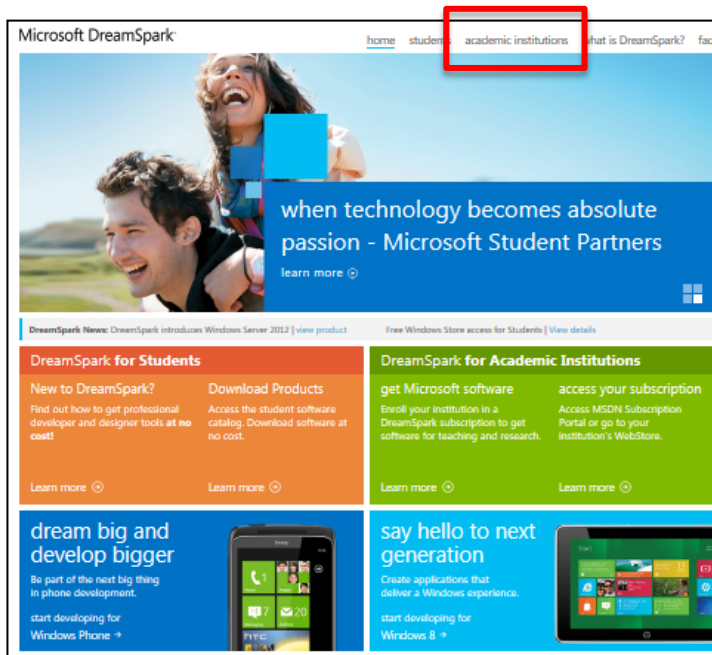


DreamSpark Enrollment Getting Started Guide

How to Enroll in DreamSpark

How to Enroll in DreamSpark

1. Go to the [DreamSpark site](https://www.dreamspark.com/Institution/Subscription.aspx)
(<https://www.dreamspark.com/Institution/Subscription.aspx>)
2. Select **Academic Institutions** at the top
3. Select **Enroll**
4. Select **the Netherlands** for country
5. Select **DreamSpark Standard or Premium***
6. Select **Yes** to the question of whether you are a new member – click the word **continue** (not the arrow)
7. Fill out the form with the below to arrive at a \$0 cost.
 - o **School Name**
 - o Promocode: **EMSA3** (standard) or **DSPEA3** (premium)
 - o Agreement number: **5948068**
 - o Select **Buy** next to the option showing \$0 cost.



How to Enroll in DreamSpark

9. Users sign in with their Microsoft Account email address.

If you don't have one, don't worry, you can create one by selecting the link on the page to create one.

10. Complete the order form:

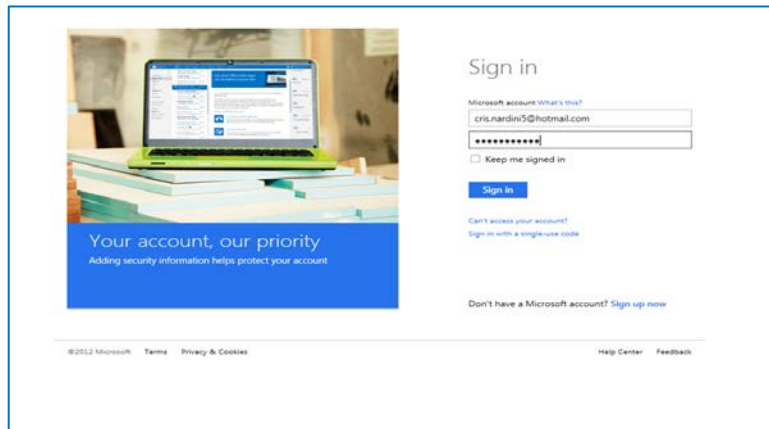
- o Program Admin contact information
- o Institution's information
- o Tax information is not required since you are enrolling using a 100% off promo code

11. Review the form

12. Select "I Agree" at the bottom of the screen if you agree with the Terms and Conditions.

13. Select "Place Order"

14. Keep a copy of the Order Receipt



Microsoft DreamSpark

The item DreamSpark Electronic Software Delivery - 3 year (new) has been added to your cart.

Contact Information and Shipping Address

1 Checkout 2 Review 3 Receipt

Microsoft is committed to protecting your privacy.

Contact Information and Shipping Address

IMPORTANT: The contact name and corresponding email address that you provide on this page will be designated as the Program Administrator. Important communications regarding the program benefits will be sent to this contact via both mail and email.

First Name: Middle Name: Last Name:

Department:

Institution:

City/Town:

Street Address:

Address (2nd line (optional)):

City / Town: State: Postal Code:

Country / Region: (Please select one)

Country:

Program Administrator Email:

IMPORTANT: This email address should belong to the Program Administrator specified above. Important communications regarding the program will be sent to this email address.

Make sure you receive emails from Microsoft, please ensure this important information about DreamSpark.

Confirm Email:

Cardholder Name:

Card Type (Please choose):

Card Number:

Exp. Date (MM - Year):

CVV:

I use the shipping address as my billing address.

Only applicable if you bill in the US. For example, please leave this field blank if you reside in a state that is exempt from sales tax (e.g., AK, HI, IL, MI, NY, RI, or VT) or you will not be charged tax.

Please note:

- You will be required to send in a copy of your tax exempt certificate to complete your order.
- Your order will be held in a Pending status and will not be activated until your tax exemption certificate is received.
- If you do not provide your tax exemption certificate within 90 days, your order will be cancelled.

After submitting your order, please fax a copy of your tax exempt certificate along with your order confirmation to (866)-375-6475. For further instructions, click here or use the link on your Order Receipt page.

tax id:

Back To Top

Continue

Microsoft DreamSpark

Help with my order Sign Out

Review Your Order

1 Checkout 2 Review 3 Receipt

Please review your order details:

Microsoft is committed to enabling data security. For information about our data.

Membership Type	Quantity	Price (EUR)	Total
DreamSpark Electronic Software Delivery - 3 years (new)	1	335.00 €	335.00 €

Membership Type: DreamSpark Electronic Software Delivery - 3 years (new)

- All Irish subscribers who order an on-line subscription will be charged Irish VAT, currently at 23%.
- All non-Ireland EU located subscribers who order an on-line subscription and who have not provided a valid VAT number will be charged Irish VAT, currently at 23%.
- For media orders, the VAT rate applicable is the rate in force at the date of shipment.
- All subscribers located outside the EU but within EMEA who order media (except Switzerland and Norway) or an on-line subscription (except Switzerland) will be charged VAT at 0%.
- All subscribers who order media or on-line subscription in Switzerland will be charged VAT at 8%.
- All subscribers who order media in Norway will be charged VAT at 25%.
- All subscribers located in Germany who order a DVD subscription will be charged German VAT, currently at 19%.
- All subscribers located in Bulgaria, Cyprus, Latvia, Luxembourg, Malta, Romania and Slovenia who order a DVD subscription and who have not provided a valid VAT number will be charged German VAT, currently at 19%.
- All customers located in the remaining EU Member States who order a DVD subscription and who have not provided a valid VAT number will be charged local VAT rates.

Shipping and handling charges are included in the price for subscription type of "Electronic Software Delivery + DVDs".

If you require DVD shipments and no option is listed here, please contact our call centre at <https://www.dreamspark.com/Support/RSC.aspx>.

Review your shipping information:

Ship To:

Shipping Method:

Order Receipt

Thank you for your application or renewal to the DreamSpark program.

Microsoft DreamSpark

Order Number: 4000000000000000

Order Date: 3/15/2015 12:00:00 PM

Membership Type	Quantity	Price (USD)	Total
DreamSpark Electronic Software Delivery - 3 years (new)	1	335.00	335.00

Shipping and handling charges are included in the price for subscription type of "Electronic Software Delivery + DVDs".

If you require DVD shipments and no option is listed here, please contact our call centre at <https://www.dreamspark.com/Support/RSC.aspx>.

What to Expect After Enrolling in DreamSpark

- ❑ **Once the order is complete, the information is collected and reviewed by a Microsoft representative for eligibility (10 business days):**
 - DreamSpark Standard is campus wide, for any institution whether primary, secondary, trade/vocational, or higher education.
 - DreamSpark Premium is **primarily** for higher education technical departments, such as Science, Technology, Engineering, and Math ([STEM](#)).
- ❑ **Fulfillment (5 business days):**
 - Once the eligibility check is **completed**, the subscription will be activated within 5 days. You will receive first an email with your order information and then a welcome email with your subscriber ID #.
 - Click the link in the email and follow the instructions to activate the account.



Note:

The entire process from Eligibility check to Activation could take up to three weeks (10 business days + 5 business days)

*You must first **wait for your subscription to be active** before moving to the next steps of creating an ELMS store account.*

How to access DreamSpark software

1. Activate DreamSpark to create a MSDN Subscription

- This is for Administrators only.
- Administrators can download software and products keys and make them available to students via the Institution intranet or by burning DVDs for check-out. (*students can also have access via the ELMS – **our recommendation***)

AND

2. Activate an ELMS (Electronic License Management System)

- A webstore that allows administrator to administer user accounts for students, faculty and labs, provide product keys and also restrict product catalog if required.
- A benefit offered by Microsoft to customers at no cost via our partner Kivuto (formerly known as E-academy).

For detailed information refer to software deployment guide which can be downloaded from this [page](#).

Note:

*The Administrator must first activate their DreamSpark account to access the MSDN Subscription Portal. This is required to get access to certain products and keys **for lab installation** that are not available via the ELMS.*

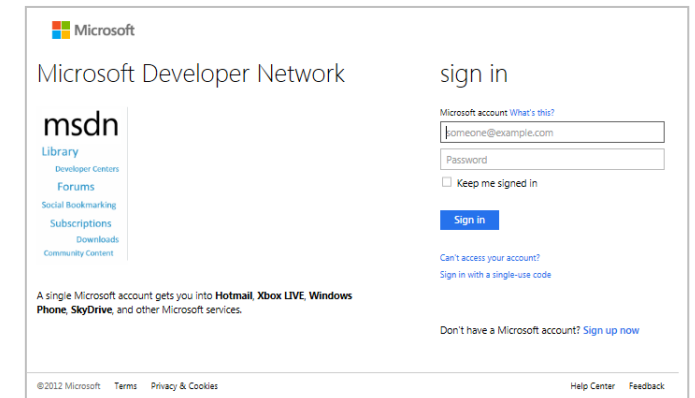
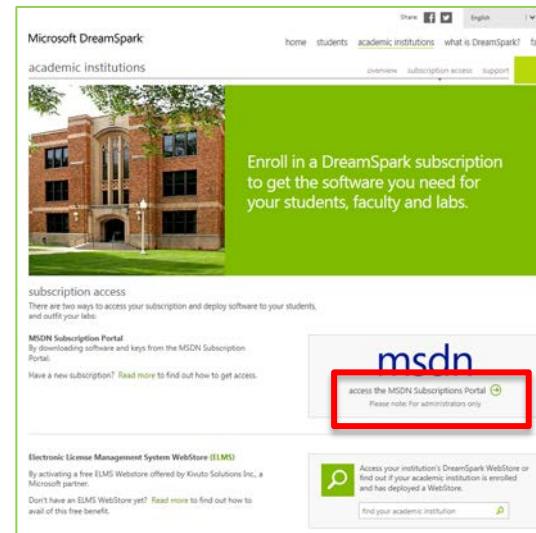
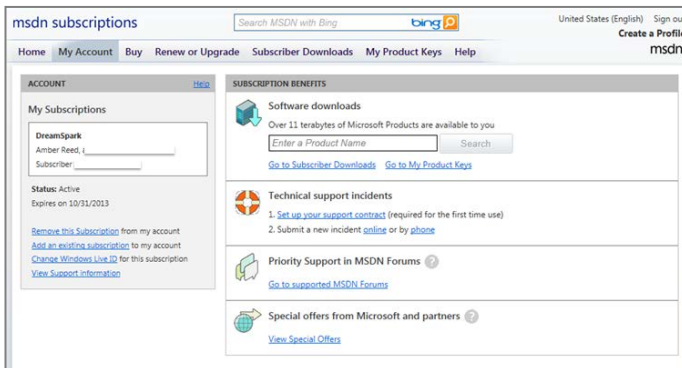
Microsoft recommends for schools to both activate their DreamSpark account AS WELL AS activate the ELMS.

Create a MSDN Subscription

* Remember: MSDN Subscription Portal access is only for administrators, not for students.

1. You automatically create a MSDN Subscription when you follow the steps to activate your DreamSpark benefit as outlined in the Welcome Email.
2. Your DreamSpark level (Standard or Premium) will determine which software you are eligible to download

1. For subsequent visits to the MSDN portal, follow the below.
2. Go to the Subscription Access [page](#) on DreamSpark.com
3. Select Access the **MSDN Subscription Portal** and sign in



Activate an ELMS

1. Go to the **ELMS for DreamSpark [Page](#)**.
2. Under the section: **How to obtain an ELMS for DreamSpark WebStore**, select **“Click Here”**
3. Fill in the **Request Form**:
 - Subscriber ID
 - Institution Name
 - Department Name
 - Program Admin Name
 - Program Admin email
 - Language Preference
4. Select **Submit**
5. You will receive the below confirmation page showing your **Request was Submitted**

Microsoft DreamSpark
academic institutions

home students academic institutions what is DreamSpark? faq
overview subscription access support

ELMS for DreamSpark

What is ELMS?
Electronic License Management System (ELMS) for DreamSpark is an electronic software distribution solution included in every DreamSpark subscription at no additional cost. ELMS for DreamSpark provides a WebStore for the easy management and distribution of software licenses to students, faculty and staff and everything you need to outfit your computer lab. With ELMS your academic community will be able to download software anywhere and at any time.

ELMS Key Benefits:
Your ELMS WebStore is a hosted and automated solution that streamlines all administrative tasks associated with software distribution, including user verification, policy enforcement, software delivery, reporting and more through an easy-to-use interface. ELMS provides:

- Access: A 24/7 online store accessible only by you and your students, faculty and staff.
- Customization: Ability to configure the look and feel of your DreamSpark WebStore to your department or school.
- Authentication: Ability to define end-user verification types including user import and single sign-on (SSO) methods.
 - Standard Integrated User Verification (SIU) allows you to set up a SSO system between your organization's existing user authentication system such as LDAP/Active Directory and an ELMS WebStore.
 - ELMS supports the use of Shibboleth. Shibboleth is an industry standard technology for web SSO access or other organizational boundaries, commonly called Federated Identity Programs.
- Ability to create accounts and deploy software to students regardless of whether the institution provides them school issued email addresses.
- Software product key management and distribution.
- Secure electronic and/or physical software delivery: Direct or Campus hosted downloads, visible also behind institution firewalls.
- Real-time reporting: access to comprehensive on-demand reports.
- Compliance: ELMS complies with all Microsoft and school specific requirements.
- Flexibility: Ability to configure your product catalogues to users under different agreements.

Available in Multiple Languages:
The ELMS administration website is available to all Program Administrators worldwide in 8 languages: English, French, German, Italian, Japanese, Portuguese-Brazilian, Russian and Spanish.

The ELMS WebStore is available to your end users in the following 15 languages: English, Chinese (Traditional), Traditional Hong Kong, Danish, Dutch, French, German, Italian, Japanese, Korean, Portuguese-Brazilian, Russian, Spanish, Swedish and Turkish.

How to obtain an ELMS for DreamSpark WebStore
To receive your customized ELMS for DreamSpark WebStore, please [click here](#) and complete the Request Form.

Once we verify your membership, you will receive an e-mail with the URL to your ELMS WebStore and your administrative login information. This usually takes about five business days.

Home » Distribution Solutions » Academic Institutions » ELMS for DreamSpark » ELMS for DreamSpark - Request Form

ELMS for DreamSpark - Request Form

Why Choose Us?
Through a growing network of over 80,000 organizations, institutions and departments, Kivuto Solutions currently support license distribution globally in 150 countries and several languages. The majority of countries are in SSO, although others are physical media is also supported.

Need Support?
Please refer to our support page and choose the option that suits you best.

Please fill out the form below to request your ELMS WebStore

Once Kivuto Solutions Inc. (previously known as ex-actabyte) has verified your membership in the DreamSpark program, a URL to your ELMS WebStore will be emailed and an e-mail sent to you with your URL and administrative login information. From there you can set up your ELMS and go live. Once you have received your request, your ELMS will be deployed to you within 5 business days.

*Required marked text

DreamSpark Membership ID *

XXXXXXXXXXXX

Name of your Institution *

Nickname

Name of your department *

Deployment Terms

Program Administrator name *

Admin Email

Program Administrator e-mail address *

Home » Distribution Solutions » Academic Institutions » ELMS for DreamSpark » ELMS for DreamSpark - Request Form

Request Submitted

Your request has been submitted! You will be contacted when your ELMS for DreamSpark WebStore has been deployed.

ELMS for DreamSpark - Request Form

Why Choose Us?
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*Required marked text

DreamSpark Membership ID *

XXXXXXXXXXXX

Name of your Institution *

Nickname

Name of your department *

Deployment Terms

Program Administrator name *

Admin Email

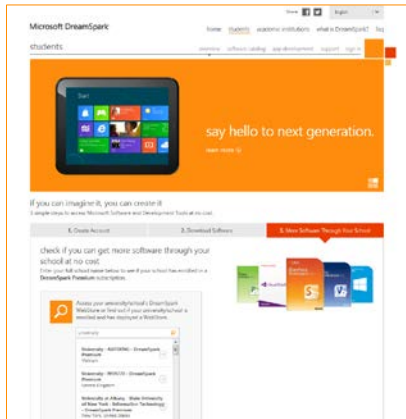
Program Administrator e-mail address *

How do Students /Faculty Access the ELMS Webstore?

1. Go to [More Software through your School tab](#) on the Student Overview page on DreamSpark.com

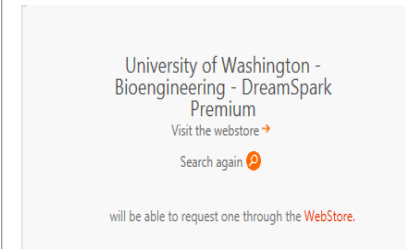
2. Type in the name of the institution in the search box (see picture)

3. Click on “Visit the webstore”



check if you can get more software through your school at no cost

Enter your full school name below to see if your school has enrolled in a **DreamSpark Premium** subscription.



FAQ

How can I determine if my institution is already a member of the DreamSpark program?

Go to the [Subscription Access](#) page and enter your institution's name in the "find your academic institution" textbox. If your school or institution does not appear in the search box, your institution is not currently a member of the DreamSpark subscription program.

How do I change the Program Administrator for the subscription if needed?

In the event you need to, you will need to update the mailing address and the name of the contact person. Email the customer service department for your region. A full list of our Regional Service Center is available on the Institution Support [Institution Support](#) page. Make sure to provide your Subscriber ID # and name of the institution/school.

I have seen that the DreamSpark for Student program (direct to student offering), offers free access to students to post their apps on the Windows Store, Windows Phone Dev Center etc. How can my students avail of these offers?

Your students will need to have a verified DreamSpark.com account, which is separate from their ELMS account. They can sign up through the [Create Account](#) page. You can find more information in the [App Development pages](#) on DreamSpark.com. Note that we have added functionality to the ELMS to get DreamSpark verification codes to simplify the DreamSpark account verification process. Look for an ad related to "Free Windows Store access for students" on the ELMS Home Page to learn more.

Can I have a single subscription and a single ELMS webstore for all sites? Will I still be able to have multiple administrators?

Yes, but you need to be aware of the following limitations:

- Only 1 administrator will be able to access the MSDN Subscription Portal, which means that only that administrator will be able to get access to Microsoft Operating Systems lab keys. So s/he will need to distribute keys to all other institutions' lab administrators (and the software too if you do not deploy a ELMS). The administrator needs to be the person enrolling in the DreamSpark subscription. MSDN Subscriber portal does not allow to have multiple administrators under one subscription.
- The ELMS webstore allows multiple administrators but you need to contact dreamspark@kivuto.com to set them up. You can then organize the users of your single webstore in different user groups (one per institution/school), each with an administrator if you prefer, or just have the one administrator manage the site and software access for all institutions, whatever you prefer. Sub-administrators will be able to download products for labs but not all product keys since certain keys can only be found in the MSDN portal.

How can I find out when my subscription is expiring?

Go to the [MSDN Subscription Portal](#) and check the details and expiration date under "My Account".

How can I find my current Subscriber ID?

Go to the [MSDN Subscription Portal](#) to find the subscriber ID under "My Subscription" in "My Account" page.

Can I renew again at no cost?

In order for you to renew again at no cost, you need to first renew your Academic VL subscription or renew your IT Academy. You will receive again the DreamSpark promo codes in your Welcome letter.

I have an ELMS webstore, what do I need to do to ensure that I do not lose my webstore if my DreamSpark subscription is expiring?

You will receive a DreamSpark renewal notice 60 days before your subscription expires, and then again at regular intervals as reminder. We recommend that you renew your subscription within 60 days to be able to keep the same subscriber ID and webstore. All your student accounts, product catalog and settings will be preserved.

Does my DreamSpark subscription expire at the same time as my Academic VL Agreement or IT Academy?

Not in most cases: the DreamSpark subscription is valid for 1 or 3 years, depending on the promo code, from the moment you enrolled and your subscription became active.

Resources

New Subscriber Resources

Software Deployment

- New Software Deployment guide for institutions, www.dreamspark.com/Institution/Software-Deployment-Guide-en-us.pdf, detailing step by step how administrators can provide software access to students, faculty and labs via MSDN Subscriber Portal and ELMS Webstores
- ELMS overview: www.dreamspark.com/Institution/ELMS-Overview.aspx

Licensing and Usage

- DreamSpark Standard usage guidelines: www.dreamspark.com/Institution/DS-Usage-Guidelines.aspx
- DreamSpark Premium usage guidelines: www.dreamspark.com/Institution/DSP-Usage-Guidelines.aspx
- DreamSpark Standard License Agreement: www.dreamspark.com/Institution/DS-EULA.aspx
- DreamSpark Premium License Agreement: www.dreamspark.com/Institution/DSP-EULA.aspx
- STEM definition page: www.dreamspark.com/Institution/STEM.aspx

Support:

- DreamSpark subscription support: www.dreamspark.com/Institution/Support.aspx
- ELMS Webstores support: dreamspark@kivuto.com

FAQs:

- <https://www.dreamspark.com/Support/FAQ/Default.aspx> (click on Institution tile)