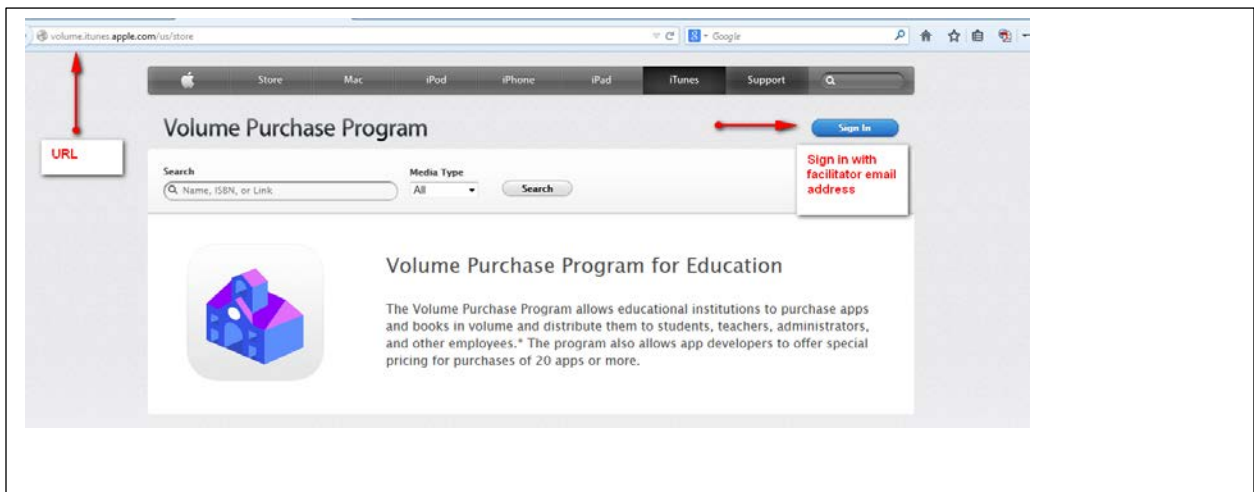
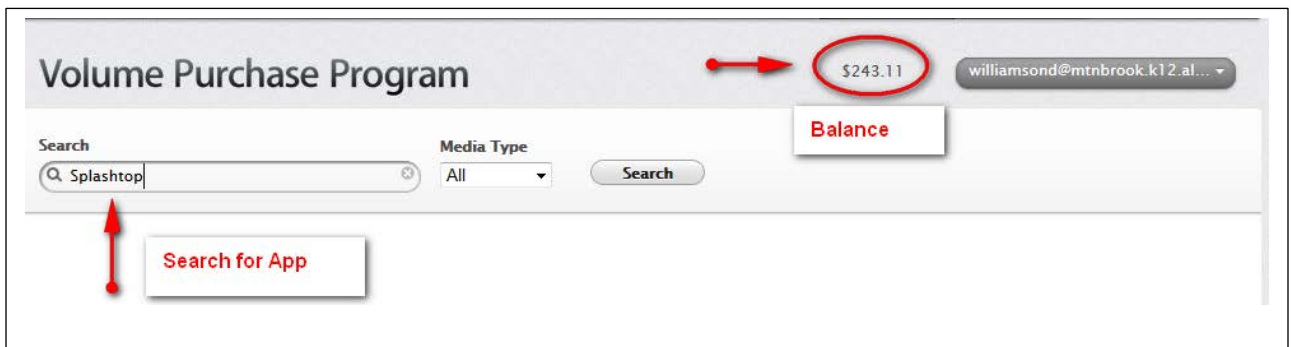


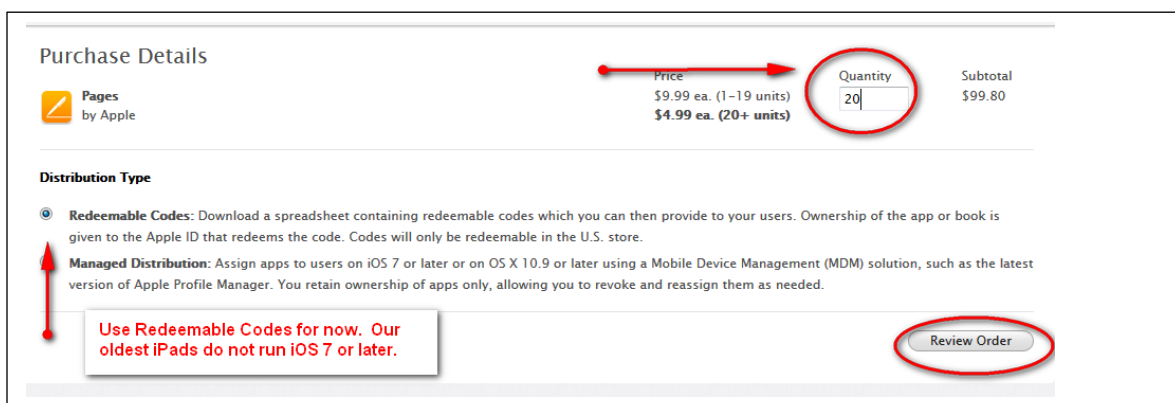
Purchasing Apps with a Voucher



1. Click on the Apple Facilitator Site and login using your facilitator email address. Ex: cescoordinator@mtnbrook.k12.al.us. If you need to reset your password, emails will come to this email address. Check your junk mail. If you do not receive, let Donna know to check filter.



2. You will see the balance on your voucher(s) in the top right corner.
3. Search for the App you wish to purchase. If you can purchase in quantities of 20 or more, the cost is often a little over half of the cost of a single license.



4. Click Redeemable Codes, enter your Quantity, and Review your order.
5. Click to Place Your Order.
6. Once the Order has been placed, you will be able to download a spreadsheet with your codes.
7. Email the codes to Donna Williamson—wild@mtnbrook.k12.al.us. Be sure to include in the email what organizational unit you want the codes uploaded to or they will automatically be uploaded to the top organization for you school. Example CES. If the app(s) are to be pushed out to specific ipads or users, include that in your email. It is best to also copy the information into an IT Request in the event that Donna delegates the task to Brad Williams.
8. Once the license codes have been uploaded into AirWatch, the IT will be completed and Schooldude will notify you.