

What is MSDNAA?

The Microsoft Developer Network Academic Alliance (MSDNAA) provides faculty and students with the latest software (developer tools, servers, and platforms) from Microsoft for FREE or at a very low cost. Member departments may install the software on their lab machines for instructional and research purposes, and permit their faculty and students to install the software on their personal computers.

The program helps members to keep their labs, faculty, and students on the leading edge of technology. It is available to departments in technical areas such as computer science, engineering, and information technology at universities and community colleges worldwide.

What is IMAGE?

IMAGE (formerly: e-academy License Management System) is a web-based software distribution and management application hosted by a company called Kivuto Solutions Inc. IMAGE enables eligible students and faculty to order MSDNAA software online. Because IMAGE is a self-serve web-based application, students and faculty can order (and optionally download) software from IMAGE 24/7 or from any computer which is connected to the Internet.

Editing Log

| September 5, 2007 | JMB | Updated screen shots and minor editing and grammatical changes. |
|--------------------|-----|--|
| September 24, 2007 | JMB | Refined "My Software" Section |
| September 14, 2011 | JMB | Rewritten for new web site |
| September 26, 2016 | JMB | Updated for Microsoft Image Product name Use of student email, not Student ID |



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1 Do This First — Register On-Line

You only need to complete the registration process once. After you register, log in following the steps in section **2** Logging In On a Return Visit.

1.1 GO TO http://www.tinyurl.com/gcc-msdn

From any Internet browser, go to http://www.tinyurl.com/gcc-msdn to begin the initial process.

Click on the "REGISTER" button on the left side of the page.



Welcome to your Academic Software Center!

Software licensed under the Microsoft Imagine Program is available here for students, faculty and staff. Please note that this WebStore is made available exclusively through an agreement between your academic institution and Microsoft.

If you encounter any difficulties, please view the Help section above for answers to your questions and for information on how to contact your campus' WebStore Administrator.

Start Shopping

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1.2 First-Time Log In (Access the Registration Page)

Enter your GCC Student (or Employee) email and click the "Continue" button.

Username (GCC Student Email):

Enter your **GCC Student Email**. (The email address that ends with

"@my.genesee.edu")



| Home | Help | 🚱 English |
|------|---------|-----------|
| | Sign In | Register |

Genesee Community College - Microsoft Imagine Premium

| Product Search | Q |
|--|---|
| Activate Account | |
| If you received notice that an account has been created for you on this WebStore account. | enter your username or email address to verify the |
| Please enter your account identifier to complete the registration. If no account ha | s been created for you, you can request an account. |
| Username: GCC Student Email Address (ends in @my.genesee.edu)* | |
| | |
| Your Organization | |
| Genesee Community College - Computer Science - Microsoft | |

Continue

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1.3 Complete the Registration Page

Complete the following fields on the form:

| Last Name: First Name: | Enter your last name Enter your first name |
|---------------------------|---|
| Username (GCC Student | ID): This will already be completed for you. |
| | Do not change this field. |
| Email Address: | Enter the e-mail address that you most <u>frequently</u> <u>use</u> . (You will receive product notifications and product keys at this e-mail address). Really, this is important. |
| Choose a password: | Enter a password of your choice. |
| Confirm password: | Retype the same password as above. |

Make a note of the **Email Address** that you used. Your **Email Address** will be your **Username** to access all Microsoft software available through MSDNAA. Remember your password too!

Click the "**Register**" button.

| Account Registra | ation | | | |
|--------------------------------------|-------------------------|--------------------|--------------------|---------------------------------|
| Last Name* Student | First Name* Joe | | | |
| Username (GCC Stud 80000001 | ent ID)* | | | |
| Email Address* JoeStudent@my.gene | esee.edu | | | |
| I would like to sub more! | scribe to receive infor | mation on the late | st Microsoft event | s, updates, special offers, and |
| Choose a Password* | | | | |
| Password must be at least | six characters long. | | | |
| Must match the password a | above. | | | |
| Back Register | | | | |
| | | | | |



1.4 New User Log In Page

If your registration was successful, you will see the screen below. If your registration was not successful, you will receive an error message (usually listed in red type). Please read the error message carefully and resolve any issues.

Click on the "Software" button to begin browsing and ordering software (see section **3 Browsing and Searching Software** on **Page 11** below).



Welcome to your Academic Software Center!

This is your school's software distribution website, which allows students, faculty and staff to purchase software at significant discounts off standard retail prices.

Please note that the pricing provided on this site is made available exclusively through an agreement between your academic institution and select software publishers.

Start Shopping









1.5 Registration Confirmation e-mail

You will receive an e-mail sent to the address that you entered when you registered.

IMPORTANT NOTE:

 If you have "blocking" or "Anti-Spam" software on this e-mail account, be sure to adjust the settings to allow e-mail from <u>onthehub.com</u> to come through.

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2 Logging In On a Return Visit

2.1 GO TO http://www.tinyurl.com/gcc-msdn

From any Internet browser, go to http://www.tinyurl.com/gcc-msdn to begin the initial process.

2.2 Complete the Sign-in Page

Complete the following fields on the form:

Username (GCC Student ID):Enter your GCC Student IDPassword:Enter your password.

Click on the "Sign In" button to begin browsing and ordering software (see section 3 Browsing and Searching Software on Page 11 below).







2.3 Problems Logging In?

If you receive a screen that looks like the following screen, you were not logged in and are not allowed to order software. Check the following items before you contact the program administrator:

- **Username** is your GCC Student ID.
- Password was entered correct. Make sure the "Caps Lock" key was not pressed accidentally.
- IMPORTANT NOTE: You must be currently registered for a qualifying CSN or CIS class at GCC. Once the semester ends you are no longer able to order software from MSDNAA. You can, however, continue to use software that you previously ordered under the terms and conditions of the license agreement.







3 Browsing and Searching Software

The first step in the ordering process is to find the software that you want to order.

The **navigation bar** on the left side of the screen allows you to do the following tasks:

| 0 | Sign Out | Log out of the system to end your session. |
|---|---------------|--|
| 0 | Your Account | Changes the password you use to log in to this system. (See Section Error! Reference source not found. Error! Reference source not found. on Page Error! Bookmark not defined.) |
| 0 | Shopping Cart | Allows you to see the software you have in your "shopping cart". (See Section 7 View Cart on Page 24) |

3.1 Welcome Screen

After you *Log In*, you will see the following screen.





3.2 Selecting Software

Click on one of the "**Categories**" listed below to view the software available to you.



You must be a member of an academic institution to qualify for ordering academically discounted software. The academic software discounts offered on this WebStore are not for the general public. You will be requested to provide proof of your academic affiliation during the registration process in order to take advantage of the academic pricing available for students and educators.







3.2.1 Selecting Software to Order

- Click on one of the **Software Titles** to order that product.
- If the product only <u>includes one selection</u>, the ordering page will be presented (Go to Section **4** Ordering Software on page **14** for more information)



You must be a member of an academic institution to qualify for ordering academically discounted software. The academic software discounts offered on this WebStore are not for the general public. You will be requested to provide proof of your academic affiliation during the registration process in order to take advantage of the academic pricing available for students and educators.

Privacy Policy | Safe Shopping





4 Ordering Software

Once you have selected the software you want to order, you need to add it to your "Shopping Cart" and then "Check Out".

4.1 Methods of Software Delivery

Depending on the software that you selected there may be several ways to acquire the software. Not all options are available for all software.

- **Product Key Only** Use this method if you already have the CD or DVD and just need a product key.
- Download This option allows secure software downloads over the Internet to student and faculty who can be either on or off campus. (Not available for all titles)
- Mail/Shipping This option allows students and faculty to purchase CD or DVD media on selected products in IMAGE with Visa or Master Card. Therefore you do not have to "burn" a copy of the CD-ROM if you want to keep it. *e-academy* will ship directly to the purchaser's home address. (Not available for all titles)

Click the "Add To Cart" button.



v3.3.3705.17 (P2379108)



4.2 View Shopping Cart

From this page you can:

| 0 | Remove | You can change individual items by clicking on one of these two buttons. |
|---------------------------------|--|---|
| 0 | Continue Shopping | To order more software click this button |
| 0 | Check Out | If you are done ordering software, click Check Out and continue the ordering process on the next page. |
| | Home | Your Account William Cart Help Product Search Q Welcome 80000001 Sign Out English |
| -57 | msdn .academic al Software | liance Microsoft [.] |
| Sof | tware | |
| Yo | ur Cart | |
| Na <u>Mic</u> Pro Date | me rosoft Expression Studio 4 Ultim duct Key Only : Added: 2011-09-14 12:26 PM | Quantity Unit Price Price nate 32-bit (English) - 1 Free Remove |
| | | Update Cart Subtotal: \$0.00 |
| | | Continue Shopping Check Out |
| | | Privacy Policy Safe Shopping |





4.3 License Agreement

Read the license agreement. If you agree to the terms and conditions, click "**I Agree**" and continue to the next page. If you do not agree, you will not be able to order the software.

See Section **9** Student Use Agreement on page 26 for the complete text of the license agreement.



As a member of the MSDN Academic Alliance, the department in which you take credit courses is authorized to provide you with program software for use on your personal computers. To be in compliance with the MSDN Academic Alliance program requirements, you must follow these usage guidelines when using the program software on your computer. You must also agree to the terms of the MSDN End User License Agreement

 The MSDN AA Site Administrator will maintain records of software downloaded from server or checked out, and will provide those records to Microsoft upon request.

Usage Guidelines:

- You may use the software for non-commercial purposes including instructional use, research and/or design, development and testing of projects for class assignment and tests or personal projects. You may not use the Program software for any for-profit software development.
- When you are no longer a registered student in a department that is a member of the MSDN Academic Alliance, you may no longer receive updates for your personal use computer. However, you may continue to use previously installed software on your computer, provided you continue to follow program guidelines.
- If you violate the terms of the License Agreement and EULA, the MSDNAA Program Administrator will demand confirmation of removal of the program software on your personal use computer.

| I Decline | I Accept |
|----------------|---------------|
| Privacy Policy | Safe Shopping |

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4.4 Check Out / Order Information

In order to install and register the products ordered, you <u>must</u> provide the following information. An e-mail will be sent to the e-mail address entered in order to initiate the registration process for the software ordered.

IMPORTANT NOTES:

- You <u>must</u> accurately complete this page in order for the software to be successfully installed.
- If you have "blocking" or "Anti-Spam" software on this e-mail account, be sure to adjust the settings to allow e-mail from IMAGE to come through. (see section 4.7 Pick Up Your Software on page 20 for a sample e-mail from IMAGE)

Click the "Proceed With Order" button to continue.

| | Home Your Account | `; Shopping Cart He Welcome | Product 9 | Search Sign Out | English 🔤 |
|---|---|----------------------------------|---------------|-------------------------------|----------------------------|
| msdn .academ Soft | nic alliance Sware Center | | | Micro | osoft |
| Software | | | | | |
| Messages Order | Receipt | | | | |
| Items All prices are in US Dollars | | | | | |
| Name | | | Quantity | Unit Price / | Amount |
| Microsoft Expression Stud Use this option only if you alr | io 4 Ultimate 32-bit (edy have an install disc. | English) - Product Key Or | nly 1 | \$0.00 | \$0.00 |
| | | | | Subtotal: Taxes: Total: | \$0.00 \$0.00 \$0.00 |
| Order Information | ields marked with an as | terisk (*) are required | | | |
| Last Name* Firs | st Name* | | | | |
| Account | st | | | | |
| Email* | | | | | |
| xxxxxxxx@my.genesee.ed | lu | | | | |
| I would like to subscribe to more! | o receive information | on the latest Microsoft e | vents, update | es, special o | offers, and |
| Proceed With Order | | | | | |





4.5 Order Receipt

This page will show the details of your order. Complete the following tasks:

- Print this page for your records.
- Click on each one of the "Product Links" to retrieve information about the product and the Product Keys or Serial Numbers that will be required for installation (see the next section 4.6 Product Keys and Serial Numbers on page 19)







4.6 Product Keys and Serial Numbers

This page will show the details for the product(s) that you ordered. Complete the following tasks:

Please note that <u>not</u> all software requires a product key for installation.

- Print this page for your records.
- Click the **"BACK**" button to return to the *Order Details* page and retrieve information about the other products that you may have ordered.

If you lose your Product Key or Serial Number, see section **6 My Software** on page 22 for information on how to retrieve them.







4.7 Pick Up Your Software – CD Check-Out

If you selected "**CD Check-Out**" as your delivery method, check your e-mail for instructions on where to retrieve the CD-ROM's.

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5 Your Account

This section allows you to manage certain aspects of your account, including the following:

| • Account Details | Allows you to change your name and email. |
|---|---|
| • Your Eligibility | Allows you to view your group membership that has been assigned to you. |
| • Change Password | Changes the password you use to log in to this system. |
| н | ome Your Account 🐺 Shopping Cart Help Product Search Q Welcome 80000001 Sign Out English 🖼 |
| msdn .academic Softw | alliance Microsoft [®] |
| Software | |
| Account Management Account Details Your Eligibility Change Password | Order History |
| Date: 2011-09-14 Order Number: 100029093700 Total:\$0.00 USD <u>View Details</u> | Items <u>Microsoft Windows 7 Professional 32-bit (English) - Product Key</u> Only |
| Date: 2011-09-14 Order Number: 100029092878 Total:\$0.00 USD <u>View Details</u> | Items • <u>Microsoft Expression Studio 4 Ultimate 32-bit (English) - Product Key</u> Only |
| Date: 2011-09-14 Ite Order Number: 100029072337 100029072337 Total: \$0.00 USD View Details | ems • <u>Microsoft Windows 7 Professional 64-bit (English) - Download</u> |
| | Privacy Policy Safe Shopping |

5.1 Change My Password

Click on the "**Change My Password**" to change your password. If you forgot your password, click on the "*Forgot your password*?" link on the *Sign In* page (see section *2.2 Complete the Sign-in Page*)

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6 My Software

This page will list all the software that you have ever ordered through IMAGE.

6.1 Where are my Product Keys and Serial Numbers

To view the Product Key (also known as Serial Numbers):

- Click on the "**Your Account**" button in the Navigation Bar on the left hand side of the screen.
- Click on the link "*View Details*" under the product you need the key for.
- A page similar to the one displayed in section 4.6 Product Keys and Serial Numbers on page 19 will be displayed. The Serial Number (also referred to as Product Key) will be list. Please print the page or carefully write down the number.

| Home Your Account 🔭 | Shopping Cart Help | Product Search |
|--|----------------------|---------------------------------|
| $\sum_{i=1}^{n}$ | Welcome 80 | 00000001 Sign Out English 🚟 |
| msdn. academic alliance Software Center | | Microsoft [®] |
| Software | | |
| | | |
| Announcements | | |
| | | |







 \circ $\;$ The product key (if required for installation) is displayed.

| Order Date: 2011-09-14 12:34 PM Eastern Daylight Time Order Number: 100029093700 | Name: Test Account Email: xxxxxxx@my.genesee.edu |
|--|--|
| Items All prices are in US Dollars | |
| | |
| Name . Microsoft Windows 7 Professional 32- | Quantity Unit Price Amo bit (English) - Product Key Only 1 \$0.00 \$0 |
| Name Nicrosoft Windows 7 Professional 32- Product Key: BRKWP-H6PXW-GBDHC-W Use this option only if you alredy have an in Messages: MSDNAA EULA Agreement Number: 700025748 | Quantity Unit Price Amo bit (English) - Product Key Only 1 \$0.00 \$0 mstall disc. |
| Name Nicrosoft Windows 7 Professional 32- Product Key: BRKWP-H6PXW-GBDHC-W Use this option only if you alredy have an in Messages: MSDNAA EULA Agreement Number: 700025748 | Quantity Unit Price Amo bit (English) - Product Key Only 1 \$0.00 \$0 astall disc. |

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7 View Cart

- If you did not complete the ordering process, click on "**Shopping Cart**" in the navigation bar and the following screen will be displayed.
- Go to section 4.2 View Shopping Cart on page 15 to complete the ordering process.







8 Support

Click on the "*Help*" link across the top of the screen to get help. Several types of help are available to you and are described below.



8.1 Technical Support and Help Installing Software

If you're having trouble **logging into the system**, ordering software, or completing your download, please see your instructor.

If you are now having **problems installing your software**, please visit the Microsoft support center at <u>http://support.microsoft.com</u> or contact the instructor for the class that you are using the software.

If you've already installed your software and are now having **problems using it**, please visit the Microsoft support center at <u>http://support.microsoft.com</u> or contact the instructor for the class that you are using the software.



9 Student Use Agreement

As a member of the MSDN® Academic Alliance (MSDNAA), the school in which you take credit courses is authorized to provide you with program software for use on your personal computer. You must agree to the MSDNAA usage guidelines listed below, the MSDN End-User License Agreement (EULA), and the MSDNAA License Amendment, as well as any conditions required by your school.

The MSDNAA program administrator for your school will maintain records of student use, provide aggregate data to Microsoft® upon request, and ensure full compliance with the program among users including students, faculty, and technical staff.

By installing, copying, or otherwise using the software, you agree to be bound by the terms of the EULA and the License Amendment .If you do not agree to be bound, do not install, copy, or use the software.

Installation Guidelines

- You must be registered in at least one for-credit course within the member school to be eligible to load program software on your personal computer.
- Your school may either provide you with access to a download server or loan you a copy of the software on a temporary basis to install on your personal computer.
- For certain products, you may be given a product key for installing the software. You may not disclose the product key to anyone else.

Usage Guidelines

- You may not give copies of loaned or downloaded software to anyone else. Other eligible students must obtain software using the method(s) set up by the MSDNAA program administrator.
- You may use the software for non-commercial purposes including instructional use, research and/or design, and development and testing of projects for class assignments, tests, or personal projects. You may not use MSDNAA software for any for-profit software development.
- When you are no longer taking credit courses in the member school, you may no longer obtain MSDNAA software. However, you may continue to use previously installed products on your computer, provided you continue to follow MSDNAA program guidelines.
- If you violate the terms of the EULA and the License Amendment, the MSDNAA program administrator will demand confirmation of removal of the program software from your personal computer.



10 My Software and Serial Numbers

| Date Ordered | Serial Number or Product Key |
|--------------|------------------------------|
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| | |
| | |
| | Date Ordered |



