Program Manager Instructions

1. Enter an IT Service Desk ticket to setup a college Program Manager account by emailing itsd@ua.edu. The Institutional Program Manager will assign you an alias email account to be used as your Apple ID and provide you with the Apple Customer Account Number, to be used in the enrollment process. At this time, you may also request the alias email accounts for your Program Facilitators, or you can requests those at a later time.

2. Create an Apple ID using the alias email address from step 1 above.

3. Start the Apple VPP Program Manager Enrollment Form.
   https://edu-vpp.apple.com/qforms/start/asvpp?dst=enroll_marcom&pdname=asvpp#main:enroll_marcom:NEW_RECORD@asvpp@null@null@false
4. Login with the Apple ID and password created in Step 2 above.

5. Enter the required institutional information, including the Apple Customer Account Number provided by the IT Service Desk in Step 1 above.
6. Enter your contact information. Apple will contact the person identified as your supervisor to obtain authorization that you can serve as a Program Manager. For this purpose, enter the following information under “Your Supervisor’s Contact Information.”

First Name: Cathy
Last Name: Rainey
Title/Position: Director, Financial Affairs OIT
Phone: 205.348.5610
Your supervisor’s institution email address: software.licensing@ua.edu
7. Once authorized, you will receive an email from Apple to your alias email account stating that the enrollment has been accepted. Follow the link provided to accept the Terms & Conditions.

8. You may now setup Program Facilitators at your convenience using the Program Facilitator account manager tool. Click on “Add Account.”
http://edu-vpp.apple.com/asvpp_manager/
9. Enter the Account Description and Account Email. The Account Email should be an alias account that you request from the IT Service Desk (see Step 1 above). Email the Program Facilitator the information provided on the next screen, along with the alias email account and password created.

10. Repeat steps 8 and 9 to create as many Program Facilitator accounts as needed. Remember to request alias email accounts by emailing itSD@ua.edu for each Program Facilitator you create.