

Microsoft Partner Network

Program Administrator Guide to Software and Online Services Benefits

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Introduction to the Program Administrator Guide

As a program administrator, you have administrative rights to define permissions for system authority through the Partner Membership Center. The guide is intended to provide you with an overview of the program administrator role and responsibilities for the software and online services benefits your organization are entitled to as a Microsoft Action Pack subscriber or competency partner. The Partner Membership Center allows for assignment of two types (global and location) of administrators.

Overview of the Program Administrator Role and Responsibilities

The program administrator is responsible for ensuring the organization is compliant to the terms of the Microsoft Partner Network Agreement. For the software and online services benefits, you are responsible for ensuring your organization has processes in place to support the following:

- Adherence to software and online service license terms.
- Consumption tracking of the software and online services license entitlement. If your organization is selected for a compliance audit, your organization is responsible for presenting records regarding the active, program licenses used by the organization and compliance to the terms of use.
- Security of product keys issued.
- Maintaining user privileges to access software download sites and online services accounts. Your organization is responsible for ensuring that only trusted individuals have access to sites.

Software and Online Services Licenses

The intent of the Microsoft Partner Network is to showcase the latest Microsoft software technology. Licenses granted to partners are for the latest released versions of Microsoft software only. Licenses are not available for downgrade rights. The program grants software and online services licenses for internal business needs, customer demonstrations, and internal training purposes:

- Internal-use rights licenses are for use in a production environment for general internal business purposes and not for any type of commercial purpose. For example, installing the Windows Server operating system and Microsoft Exchange Server to set up an email system that you can use to send business-related email is acceptable. However, production use for external commercial purposes, such as hosting a commercial website, is outside the scope of these rights.
- Customer demonstration licenses can be used for demonstration purposes only by partners. Sales and marketing employees of the organization can use this software to showcase products to your customers, but demonstration products cannot be installed on customer hardware or infrastructure and must be used with partner supervision.
- Internal-training licenses can be used for training internal employees only. These licenses cannot be used for customer training or for any commercial purpose.
- Visual Studio subscriptions can be assigned to certain employees of your organization, enabling them to use Visual Studio and other software to design, develop, and test your internal apps.

Licenses granted to partners cannot be used for:

- Direct revenue-generating activities such as hosting a customer's applications or development of custom solutions for a specific client

- Employee personal use at home
- Installation at a customer site
- Customer training (except for partners holding a Learning competency)
- Resold or transferred to any third party.

The above is an overview of the software and online services license granted to partners. For detailed terms of use, refer to the [Product Usage Guide](#).

License Entitlement

Individuals who have been granted privileges to view the license statement on the partner digital download site have the ability to view the license entitlement of your organization. As a program administrator, you should ensure the people responsible for tracking the consumption of software and online services benefits for your organization has access to the view the license statement. To learn how to use the license statement, refer to the [End-User Program Guide](#).

Privileges

The program administrator is able to manage privileges through the Partner Membership Center and grant access to individuals to have the ability to perform the following:

- Download software—limited to three individuals per location
- View keys
- View license statement
- Assign Visual Studio subscriptions—licensed per user

Privilege definitions and details

Privilege Name	What does it allow?
Software Download	Ability to download software from the partner digital download site.
View Keys	View product keys and tokens for online services at the partner digital download site.
View License Statement	View the organization's software and online services license grants at the partner digital download site.
Visual Studio subscriptions	Assign Visual Studio subscriptions to your end users, which they must activate before using the software.

Assigning privileges to the partner digital download site

1. Log into the Partner Membership Center at <https://partners.microsoft.com> using your Microsoft account (formerly named Windows Live ID).

Sign in

Microsoft account [What's this?](#)

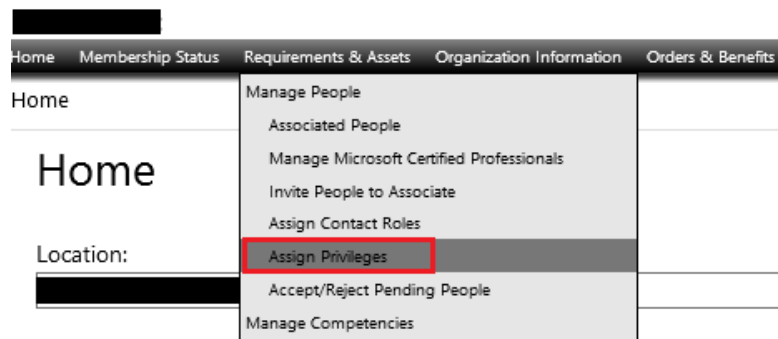
Keep me signed in

Sign in

[Can't access your account?](#)

[Sign in with a single-use code](#)

2. When you are on the Home page, under the 'Requirements and Assets' menu, select 'Assign Privileges'.



3. You will see a list of individuals associated to the organization or location selected in the 'Select Location' dropdown box. Find the individual that requires privileges and select the appropriate privilege check box. Click 'Submit'.

Organization Partner ID: [REDACTED] [Active] [Sign Out](#)

Home Membership Status Requirements & Assets Organization Information Orders & Benefits Administration

Home >> Assign Privileges Signed in as [REDACTED]

Manage People

Associated People Add New People Pending People Microsoft Certified Professionals Program Contacts **Privileges**

General Privileges MSDN Subscriptions

Using the table, you can assign or remove privileges for Associated Individuals. To assign privileges, select the check box. To remove privileges, de-select the check box

Select Location

[REDACTED]

Filter by Individual (optional):

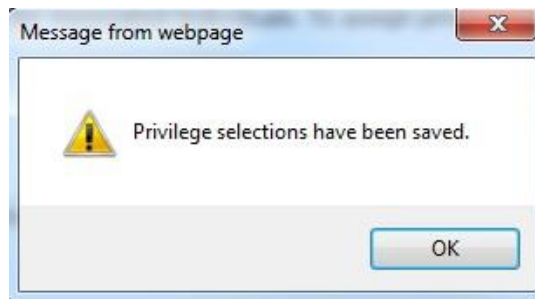
First Name: Last Name:

Individuals Associated to the Location

1 out of 3 software download privileges are assigned at this location

First Name	Last Name	Software Download	View Keys	View License Statement	Training Administrator
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- You will then receive a confirmation that the privilege has been saved. The individual will receive an email about the privilege assigned to them. The user will only see privileges that they have access to use. You can direct the individuals assigned software and online service benefit privileges to the [Program End-User Guide](#) to learn how to access the partner digital download site.



Assigning Contact Roles and Visual Studio Professional Subscriptions for Action Pack subscribers

The assignment of Visual Studio Professional subscriptions to users for Action Pack subscribers is different than assigning Visual Studio subscriptions for competency partners. For Action Pack, a Visual Studio Professional subscription is granted to individuals that are assigned the role of technicalcontact. The user must still activate prior to using the software.

Assigning Contact Roles

Partner Membership Center will allow for three individuals to be assigned the role of technical contact. Below is the process for assigning a technical contact. For Action Pack, these are the individuals who are licensed to use Visual Studio Professional. This is the same process for assigning any program contact role such as primary program contact, executive program contact, sales/marketing contact, etc. You

may refer to Appendix B of this guide for details regarding how to re-assign or fill an un-assigned contact role and remove contact roles.

1. Log into the Partner Membership Center at <https://partners.microsoft.com> using your Microsoft account (formerly named Windows Live ID).

Sign in

Microsoft account [What's this?](#)

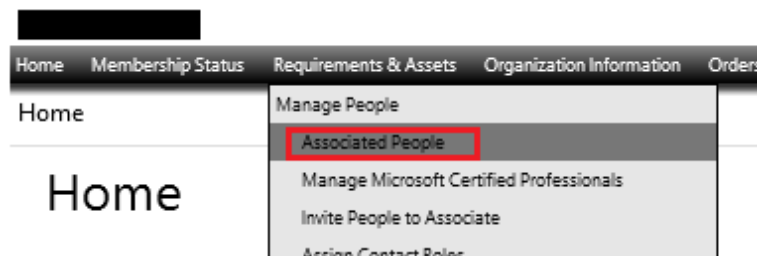
Keep me signed in

Sign in

[Can't access your account?](#)

[Sign in with a single-use code](#)

2. When you are in the Home page, under 'Requirements and Assets' menu, select 'Associated People'.



3. Optionally, if you wish to filter the list by individual, enter information in the name and e-mail address fields (you do not need to complete all three fields).

Filter by Individual (optional):

First Name:	Last Name:	E-mail:
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Click the radio button before the individual's name and click 'Assign Roles' button at the end of the page.

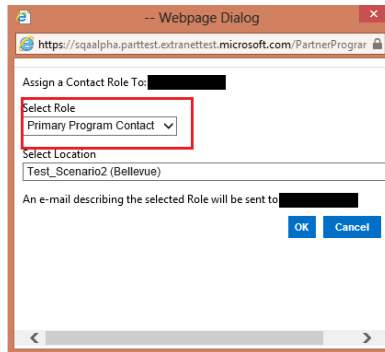
Search Results for all Associated Individuals - [REDACTED] - (Top 100 results)

To view an individual's contact roles and administrative rights, click the person's name.

First Name	Last Name	Full Name	E-mail	Location	City	Technical ID	MCP
<input checked="" type="radio"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Assign Rights **Assign Roles** Move to New Location Disassociate

5. A pop-up screen will appear. Select one of the technical contact roles from the dropdown list for 'Select Role'—you can assign a First Technical Contact, Second Technical Contact, and Third Technical Contact. If you have more than one location, you can select a location from the dropdown list for 'Select Location'—the individual will be assigned as the Technical Contact for the selected location.



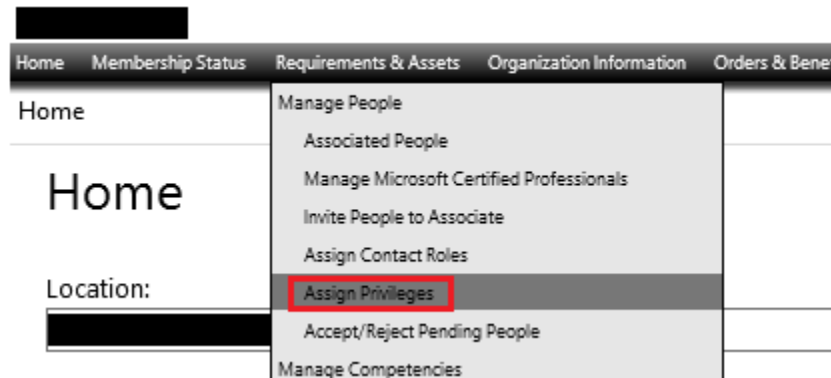
6. Once you have completed the selection, click the 'OK' button. The individual will receive an email describing the technical contact role they have been assigned. For Action Pack, you can direct individuals assigned the technical contact role to the [Program End-User Guide](#) to learn how to activate their Visual Studio Professional subscription.



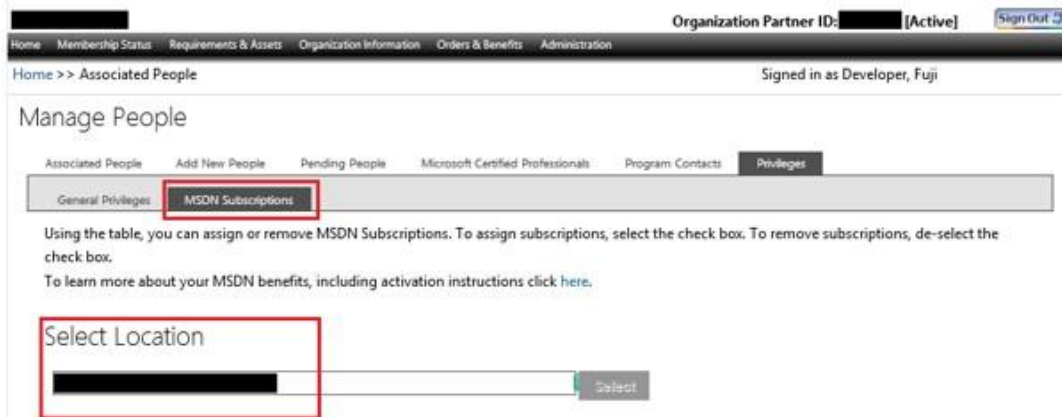
Assigning Visual Studio subscriptions for Competency Partners

The assignment of Visual Studio subscriptions for competency partners is very similar to the assignment of privileges to the partner digital download site.

1. Log into the Partner Membership Center at <https://partners.microsoft.com> using your Microsoft account (formerly named Windows Live ID).
2. On the 'Requirements and Assets' tab, select 'Assign Privileges' option.



3. Select the 'Visual Studio subscriptions' tab. You have the ability to filter the list by individual by first name, last name, or e-mail address fields (you do not need to complete all three fields).



4. Select the appropriate location from the dropdown list for 'Select Location'.

Select Location

5. Find the individual's name for whom you are assigning a Visual Studio subscription and select either the 'Enterprise' check box. This corresponds to Visual Studio Enterprise with MSDN.

Organization Partner ID: [Redacted] [Active] [Sign Out](#)

Home Membership Status Requirements & Assets Organization Information Orders & Benefits Administration

Home >> Associated People Signed in as Developer, Fuji

Manage People

Associated People Add New People Pending People Microsoft Certified Professionals Program Contacts Privileges

General Privileges **MSDN Subscriptions**

Using the table, you can assign or remove MSDN Subscriptions. To assign subscriptions, select the check box. To remove subscriptions, de-select the check box.
To learn more about your MSDN benefits, including activation instructions click [here](#).

Select Location

Filter by Individual (optional):

First Name: Last Name:

Individuals Associated to the Location: 1 out of 10 Premium subscriptions are assigned for this organization.

First Name	Last Name	Technical ID	Premium
[Redacted]	[Redacted]	[Redacted]	<input checked="" type="checkbox"/>

6. Click 'Submit' button to confirm, or click 'Reset' to cancel action. After activation, the individual will have access to Visual Studio Subscriber Downloads and other subscriber benefits. You can direct Visual Studio subscribers to the [Program End-User Guide](#) to learn how to activate their subscription.

Additional Program Resources

Other Program Guides

- [Program End-User Guide](#) is intended for users with privileges to download software, access cloud services, obtain keys or tokens, view the license statement, or for Visual Studio subscribers.
- [Product Usage Guide](#) outlines the program license use rights, policies, activation of software and online services, and terms of use for specific products and cloud services. The guide also details how your organization can earn additional licenses, take advantage of partner discount offers, and how your license benefits are impacted when you upgrade from Action Pack to a Competency or earn additional competencies within your organization.
- [Partner Features Guide](#) details the partner-specific feature available for cloud services benefits, including Delegated Administration Partner (DAP) and Partner Quote privileges.

Software and Cloud Services License Tables

- [Action Pack license table](#), to download the comprehensive license grants for partners with an Action Pack subscription.
- [Competency license table](#), to download the comprehensive license grants and maximum license caps for partners with a competency.
- [New software and version upgrades](#), for a complete list of updates, and information about retired products and grace periods.

Online Resources

- [Software and online services benefits page](#)
- [Internal-Use Rights FAQ](#)
- [Visual Studio subscriptions for partners](#) page, to learn about how to activate your Visual Studio subscription and the specific use rights for Visual Studio subscriptions granted to you through the program.
- [Partner Volume Activation Guide](#) outlines how to install and activate Windows client and server operating systems and Office client applications.
- [Activation Guide for Microsoft Official Courses \(MOC\) Lab](#) is for partners with a Learning competency only and provides important details on how to activate the Windows desktop operating system used in Microsoft Learning labs.
- Refer to the [Get Support](#) page for information regarding the Partner Support Community and other resources available to you as a partner, including product and cloud services support, incident support, and managed support options.

Appendix A — Definition of Program Administrator Types

Your organization is not limited to the number of individuals who are assigned the program administrator role. There are two types of program administrators:

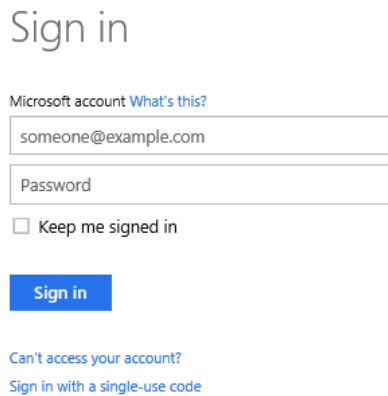
- Global Administrators - Assigned to the Primary Program Contact of your organization's headquarters location. Global administrative rights give you full authority to view, modify, or input data for the entire organization hierarchy as defined in the Partner Membership Center (the headquarters location and all other locations).
- Location Administrators - Assigned to the Primary Program Contact for one of your organization's locations. Location administrative rights give you the ability to view, modify, or input data for that location and any locations associated at levels beneath this location in the hierarchy within the Partner Membership Center.

Appendix B — Reassigning and Removing Individuals from Contact Roles

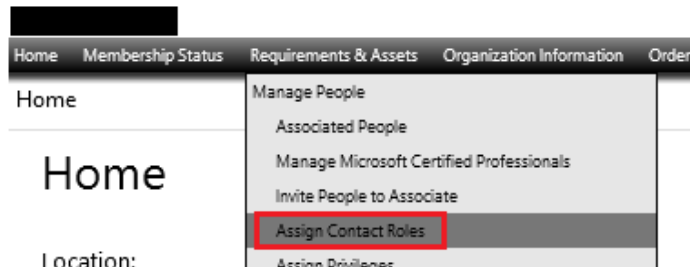
Re-assign Contact Roles

During the program year, you may find it necessary to re-assign contact roles due to employment or responsibility changes within your organization. For organizations with an Action Pack subscription, it is important that individuals assigned to the technical contact role be limited to active personnel who should have access to the software and online services benefits to avoid abuse.

1. Login to <https://partners.microsoft.com> using your Microsoft account (formerly named Windows Live ID).



2. To re-assign a contact role, select 'Assign Contact Roles' under the 'Requirements and Assets' menu.



3. Select the location from the dropdown list from 'Select Location' and click the 'Select' button.



4. Under the 'Program Contacts' list, if the individual you wish to grant role is already listed here, across the individual name and click on the 'Assign' button. If the individual does not currently have an assigned role, you can click the 'Assign' button corresponding to the role you want to assign.

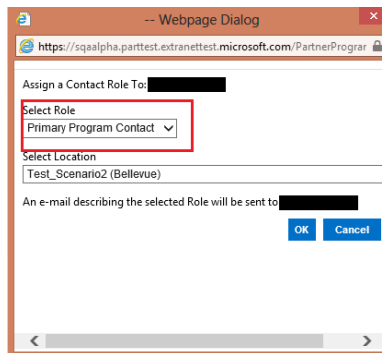
Select Location

Select

Program Contacts --

Contact Roles	Name	Technical ID	Associated Location	City	E-mail	Rights
*Primary Program Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Assign"/> <input type="button" value="Remove"/>
*Executive Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Assign"/> <input type="button" value="Remove"/>
*Sales/Marketing Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Assign"/> <input type="button" value="Remove"/>
*First Technical Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Assign"/> <input type="button" value="Remove"/>
Second Technical Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Assign"/> <input type="button" value="Remove"/>
Third Technical Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Assign"/> <input type="button" value="Remove"/>

5. A pop-up screen will appear detailing the contact role and the location. Select the individual you want assigned to the role. This action will replace or assign a new individual to the contact role selected.



6. Click the radio button for 'This Location only' or 'This location and all associated locations' option whichever is applicable.

Search Associated People by:

Organization or Location: This Location Only
 Include Associated Locations

Filter by Individual (optional):

First Name: Last Name: E-mail:

Search

Select individual for the

Results : All Associated Individuals at First Name:Any Last Name:Any
E-mail:Any

First Name	Last Name	Full Name	Location Name	City	E-mail	Technical ID	MCP
<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You have selected at as the will replace the current individual in that role, if any. Do you want to apply this change to

- This Location Only
 This Location and all Associated Locations

Submit

Cancel

7. Click 'Submit' to complete process. The individual who no longer has the role after re-assignment does not receive an e-mail notification.

Removing Individual Assigned to Contact Roles

1. Login to <https://partners.microsoft.com> using your Microsoft account (formerly named Windows Live ID).

Sign in

Microsoft account [What's this?](#)

Keep me signed in

Sign in

[Can't access your account?](#)

[Sign in with a single-use code](#)

2. Ensure that you have selected the correct location in the Organization or Location field. Click the down arrow and select a Location from the list, and then click This Location Only or Include Associated Locations.

Search Associated People by:

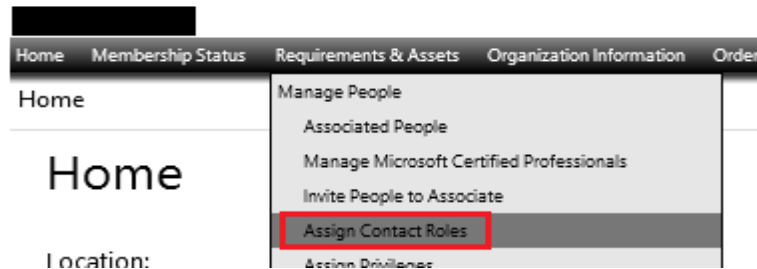
Organization or Location:

[Redacted]

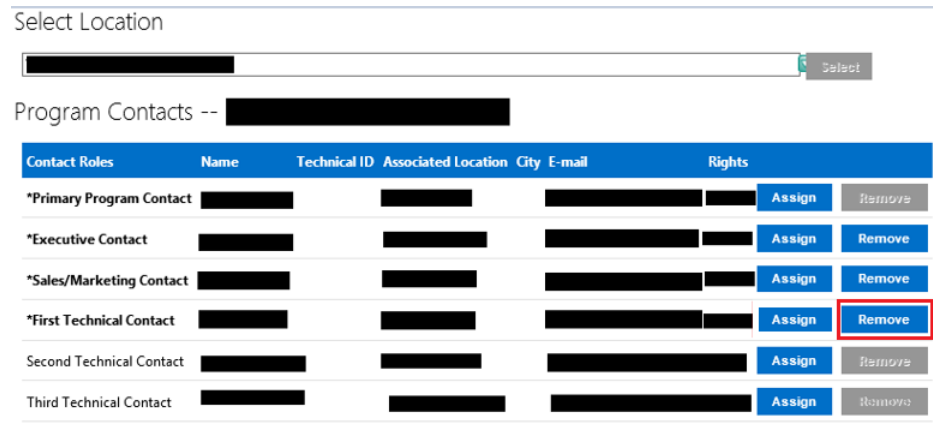
This Location Only

Include Associated Locations

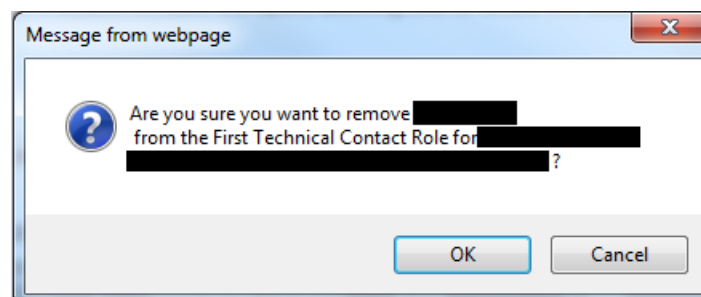
- When you are in the Home page, select 'Assign Contact Roles' under the 'Requirements and Assets' menu.



- Under the 'Program Contacts' list, confirm the individual listed should no longer be assigned to the role, and select the 'Remove' button.



- You will receive an alert message to confirm if you wish to continue with the process.



6. Click 'OK' to proceed in removing the role as assigned to the individual or click 'Cancel' to exit without saving the role assignment. The person who no longer has the role after removal does not receive an e-mail notification.