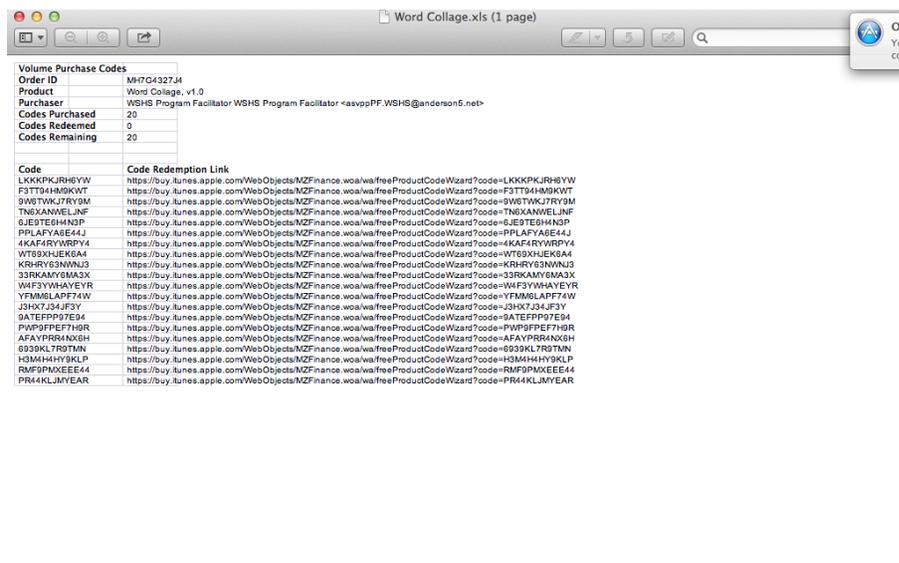


Steps for Loading Paid Apps onto Devices With Apple Configurator

1. The classroom teacher finds the paid app and sends in a request to their computer facilitator.
2. The computer facilitator reviews the paid app and forwards the request to the District Office. The District Office then approves the paid app and purchases a voucher that they provide back to the computer facilitator.
3. The facilitator then logs into their VPP (Volume Purchasing Program) account using the schools Apple ID. The voucher code is then redeemed and an email is sent to the facilitator regarding download.
4. Upon opening the email the facilitator can download the bundled app codes into an Excel spreadsheet. It is recommended that you save the spreadsheet as the teacher's last name and the app name. The facilitator can then forward the saved spreadsheet to the teacher or use a flash drive for easy transfer. Example: Coats-iMovie

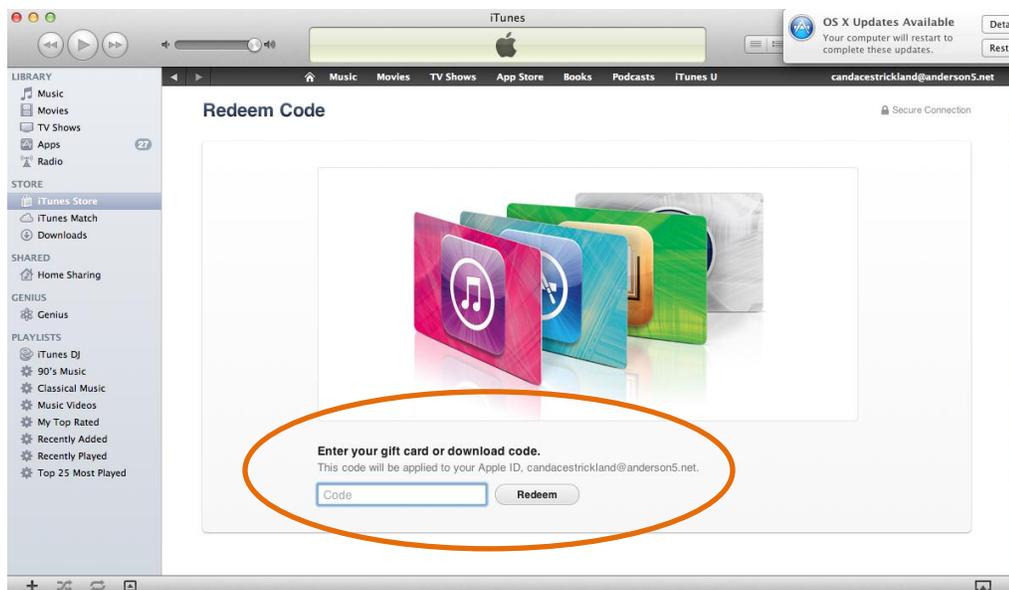


The screenshot shows an Excel spreadsheet with two main sections: 'Volume Purchase Codes' and 'Code Redemption Link'. The 'Volume Purchase Codes' section includes fields for Order ID, Product, Purchaser, Codes Purchased, Codes Redeemed, and Codes Remaining. The 'Code Redemption Link' section lists various alphanumeric codes and their corresponding redemption URLs.

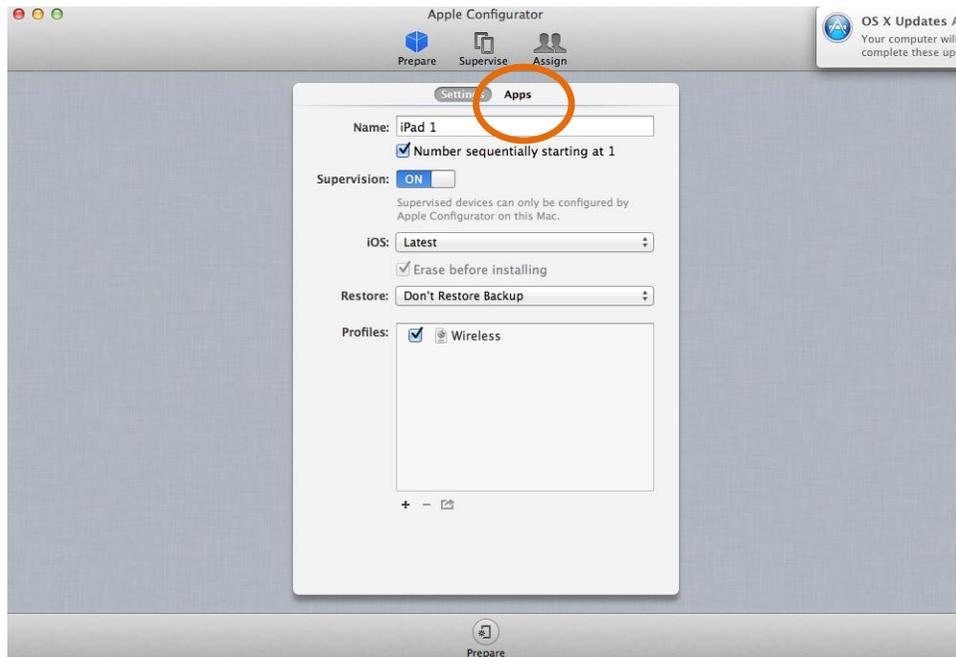
Volume Purchase Codes	
Order ID	MH7G4327J4
Product	Word Collage, v1.0
Purchaser	WSHS Program Facilitator WSHS Program Facilitator <rasvp@PF.WSHS@anderson5.net>
Codes Purchased	20
Codes Redeemed	0
Codes Remaining	20

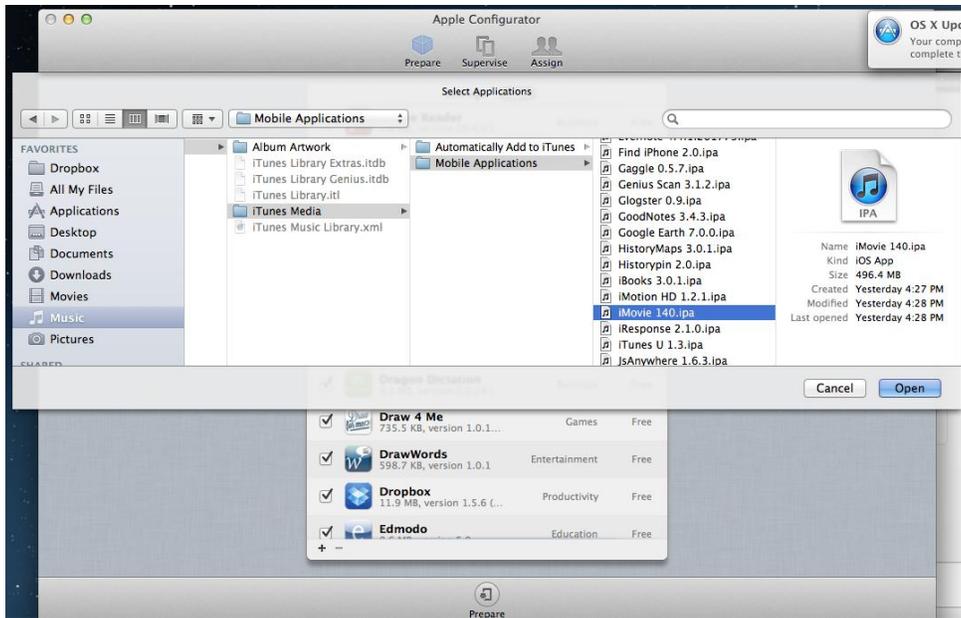
Code	Code Redemption Link
LKKPKJR8YV	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=LKKPKJR8YV
F3TDAHM9KYT	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=F3TDAHM9KYT
9WYTK7RY9M	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=9WYTK7RY9M
TN8XANWELNF	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=TN8XANWELNF
6JEDT8HNDJP	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=6JEDT8HNDJP
PFLAFYAE44J	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=PFLAFYAE44J
4KAF4RYWRP4	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=4KAF4RYWRP4
WTB8XJUEK8A4	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=WTB8XJUEK8A4
K8HY638WNL3	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=K8HY638WNL3
33R8AMY6MA3X	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=33R8AMY6MA3X
WHF3YWHAYEYR	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=WHF3YWHAYEYR
YFMMLAFT4W	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=YFMMLAFT4W
J3HX7J34JF3Y	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=J3HX7J34JF3Y
9ATEFP97E34	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=9ATEFP97E34
PW9PFF97H9R	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=PW9PFF97H9R
AFAYPRR4NX6H	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=AFAYPRR4NX6H
089KLTROT3N	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=089KLTROT3N
H3M4H4HY9KLP	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=H3M4H4HY9KLP
RMF9PMXEE44	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=RMF9PMXEE44
PR4KLMYE4R	https://buy.itunes.apple.com/WebObjects/MZFinance.woa/wa/freeProductCodeWizard?code=PR4KLMYE4R

- Using the MacBook that is logged into the school's Apple Contact Apple ID open iTunes and go into the store. (If the store will not open be sure that you have authenticated with Lightspeed through the internet) Click redeem on the right hand side of the screen. Redeem only the first code on your list and allow it to download. If you have multiple paid apps to download be sure to go back to the home screen and follow step five for each one.

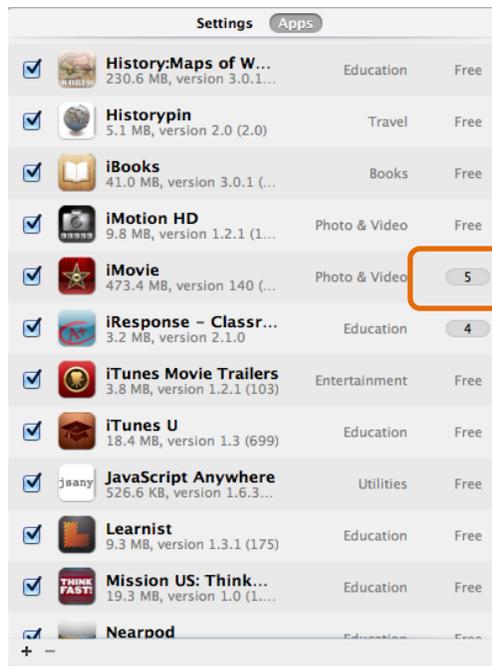


6. Open Apple Configurator. (Make sure the USB is connected between the MacBook and the Cart) Under Prepare click on the Apps button. In the lower left hand corner click the plus sign. Select Music → iTunes Media → Mobile Applications → Then find the specific paid app that was just downloaded and click open.

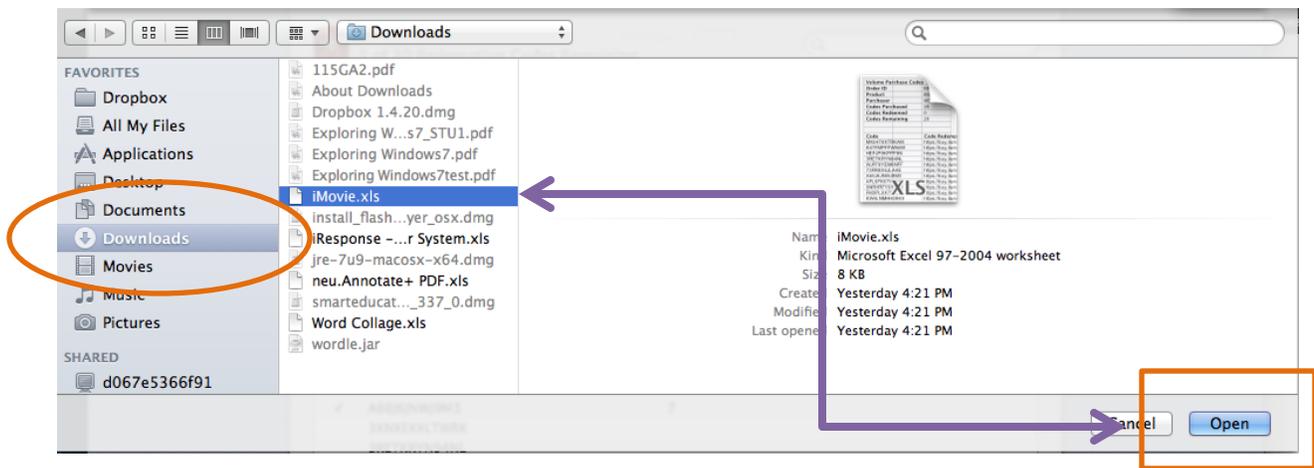
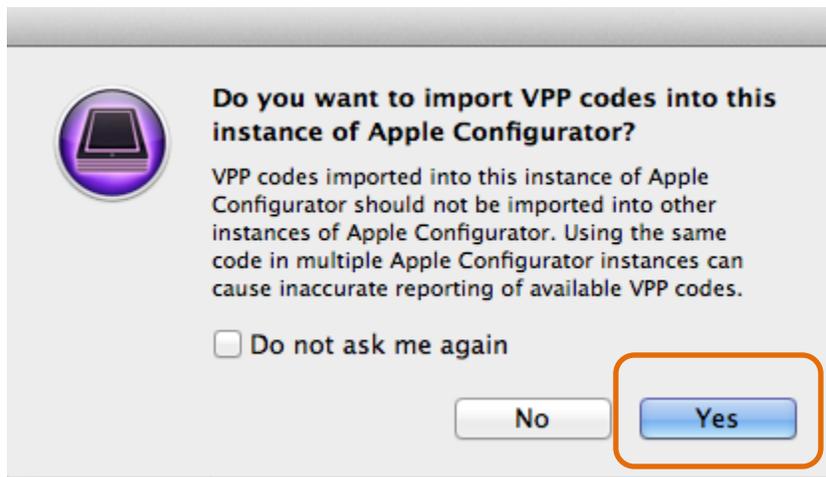
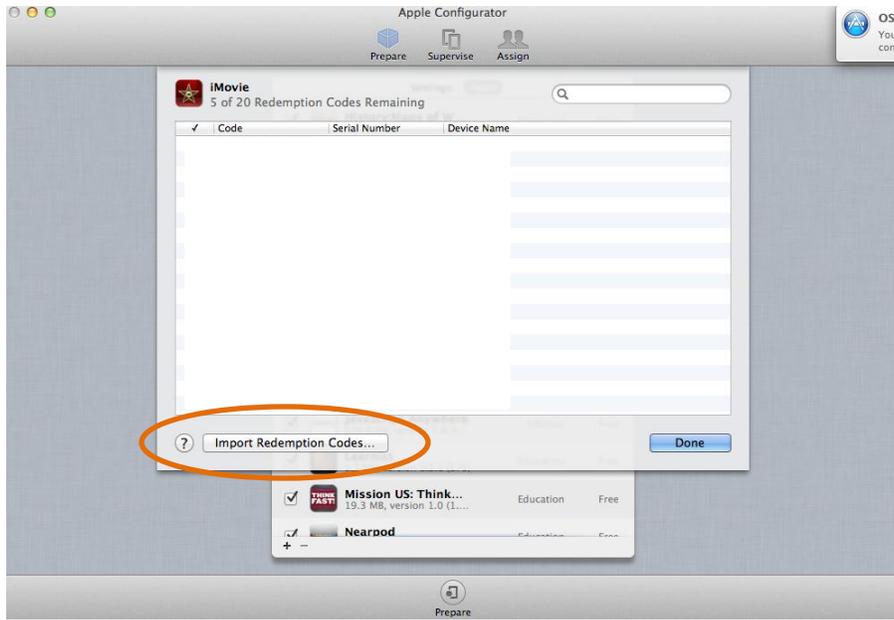


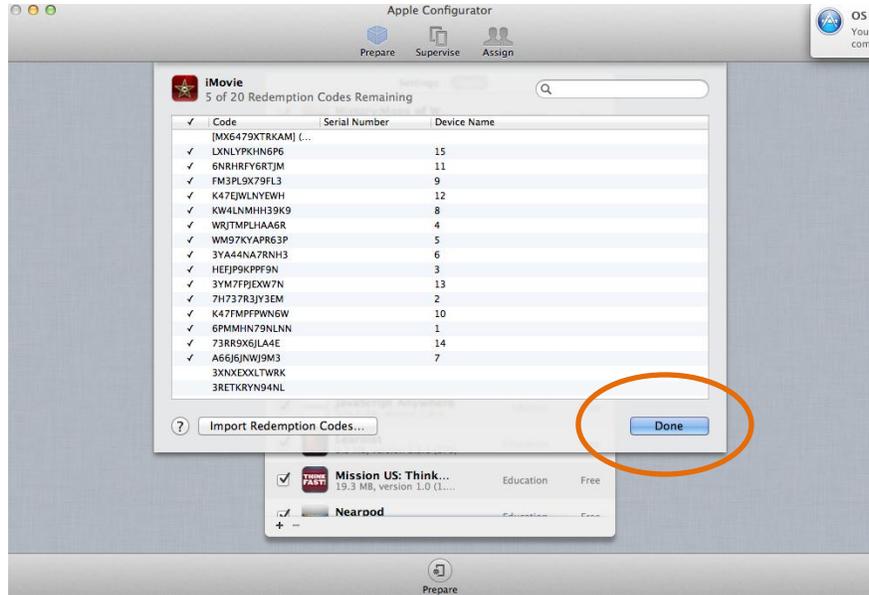


- You should then be prompted with a message that says this is a Paid App. You should notice an icon next to the App with a 0 in it indicating that there are no downloads left. Click on the 0 in the icon. It will open another box where it will give you the option to "Import Redemption Codes..." Click the import button and say "Yes" to the prompted question. Find the saved Excel document under the Downloads tab which is to the left. This contains the VPP codes. Click over the document, click open, and then done.



Your icon will show a zero (0) as the codes have not been redeemed yet.





- Ensure that the box next to the new paid app is checked and hit Prepare. This will push the new paid app down to the devices in your Apple Cart or Charging Station. After the process is finished take out one device and ensure that the paid app was added.



Good Luck! 😊