

iPad and Mac App Purchasing Process

ISD1 • Apple Volume Purchase Program (VPP)

ADMIN PROCESS — Pre-funding your Volume Purchase Program account

- Administration initiates a purchase order to add funds to the school's VPP account.
- Purchase order will be processed and funds added to the school's VPP account.

STAFF PROCESS — Requesting FREE Apps

If the requested app is “free”, then all that is needed is a HelpDesk request.

Tech staff will procure the app from Apple's distribution portal and deploy it to the assigned devices.

Staff should notify the tech department of the following:

- Full Title of app(s) requested.
- Quantity of licenses needed.
- Scope of devices to install app(s) onto. (which devices)
- When is it needed by.

STAFF PROCESS — Requesting PAID Apps

If the requested app is a “paid” app, a HelpDesk request is required along with approval from a building administrator to allow for funds to be spent out of the pre-funded VPP account.

Once approval has been made by a building administrator, the Tech staff should be notified. Tech staff will then ‘purchase’ the paid app from Apple's VPP distribution portal and deploy it to the assigned devices.

Staff should notify the tech department of the following:

- Full Title of app(s) requested.
- Quantity of licenses needed.
- Scope of devices to install app(s) onto. (which devices)
- When is it needed by.