

Microsoft Imagine Subscription

Enrollment and Software
Deployment and Accessing Guide
for Purchasing Customers

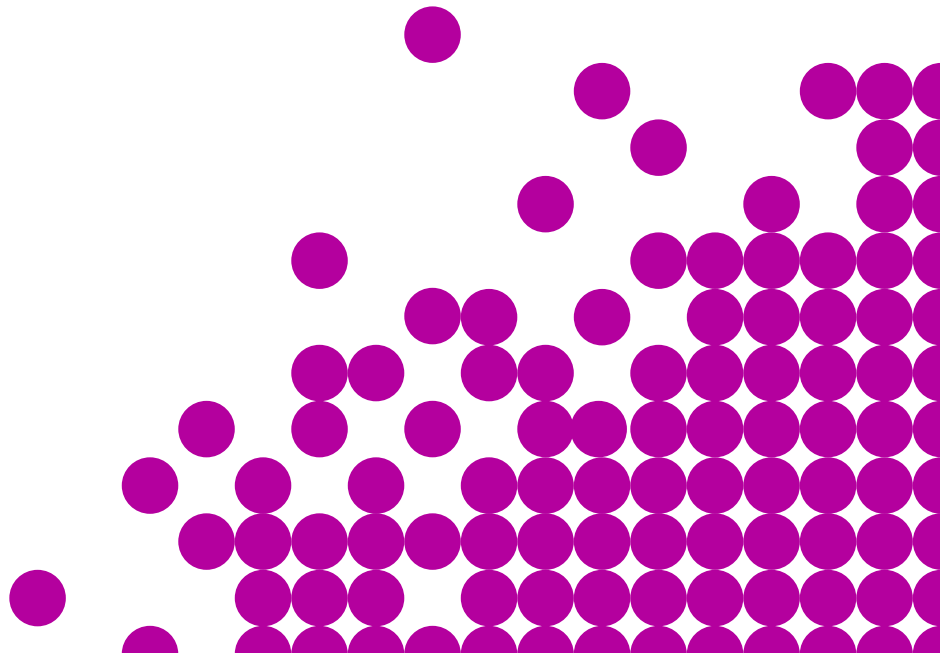


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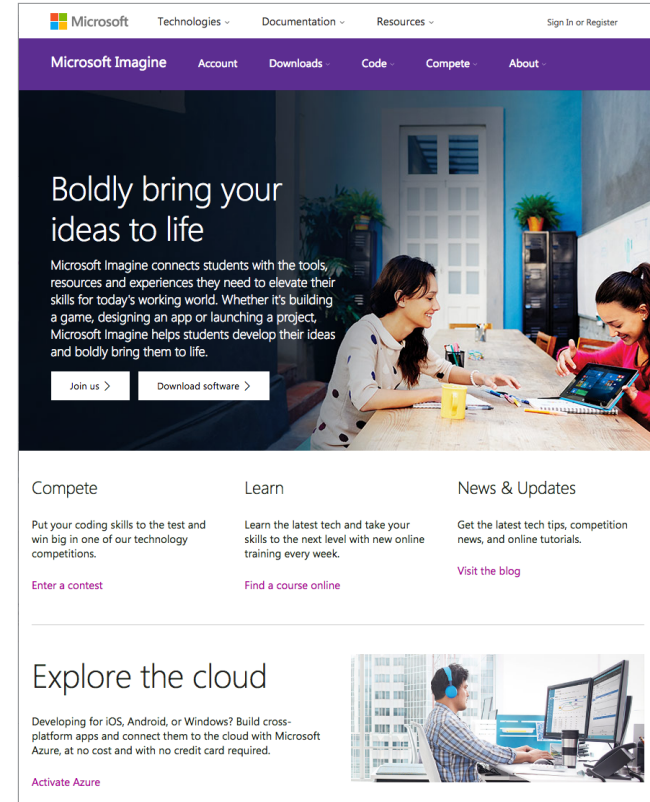


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What is Microsoft Imagine?

Microsoft Imagine puts professional developer tools, software, and services in the hands of faculty and students with low-cost subscriptions from Microsoft.

Students receive developer tools from Microsoft Imagine at no cost – everything needed to create apps, games and websites – so they can chase their dreams, create the next big breakthrough in technology, or get a head start on their career.



Available Subscriptions

There are two Microsoft Imagine Subscription levels available to Institutions:

- **Standard:** For use institution-wide (elementary to higher education)
- **Premium:** For use within qualifying **STEM** departments only

Microsoft Imagine Standard: Includes OneNote, SQL Server, Visual Studio, and Windows Server.

Microsoft Imagine Premium: Includes Project, Visio, and Windows.

Please note that Microsoft Office is not available for Standard or Premium Subscription levels.

Additionally, students may download software directly or access additional benefits like Microsoft Azure, Windows Virtual Academy, and Windows Dev Center using the Microsoft Imagine catalog available at: <https://catalog.imagine.microsoft.com/en-us/catalog>

Product Categories*	Standard	Premium
— Operating Systems		
Windows Client		●
Windows Server	●	●
— Developer & Design Tools		
Visual Studio Community (for students and faculty)	●	●
Visual Studio Professional (for labs)	●	
Visual Studio Enterprise (for students, faculty, and labs)		●
Windows Embedded	●	●
— Applications		
Visio		●
Project		●
OneNote	●	●
— Servers		
SQL Server	●	●
BizTalk Server		●
SharePoint Server		●

*Select versions of the following products are available through Microsoft Imagine Standard and Microsoft Imagine Premium.

Please review the software catalog and EULAs for more information on supported products.

About Microsoft Imagine Subscription Licensing

Microsoft Imagine Standard and Premium Subscriptions are available for academic or non-commercial use.

Students may also share their projects online and continue to use the software after graduation according to EULA terms.

Detailed usage guidelines and end-user licensing information can be accessed here:

<https://catalog.imagine.microsoft.com/en-us/institutions/guidelines>

Product Categories*	Standard	Premium
— Licensing		
Usage Guidelines	View guidelines	View guidelines
Perpetual Rights A perpetual license right means that you can continually use the software without being limited by a set time period.	●	●
Academic/Non-commercial usage	●	●
— Usage		
Institution Wide Distribution	●	
STEM Department Only (one subscription per department)		●
Lab Installation The prices in USD are indicative. You will be able to see local prices during the enrollment process. Contact support if you have questions related to local pricing.	●	●

How to Enroll or Renew a Subscription

Step 1: Go to imagine.microsoft.com

The person enrolling must be the person that will act as Program Administrator for the subscription.

1. From the Microsoft Imagine home page, go to the "Academic Institutions" section on the bottom right corner and click on "Find out more"
2. Click on "Enroll or Renew" in top navigation bar
3. On the next page, click on the "Enroll or Renew" button, which will guide you to a new website for sign-up or renewal

1

Educators

Get your student hooked on coding with free tools, resources, and curriculum for the classroom.

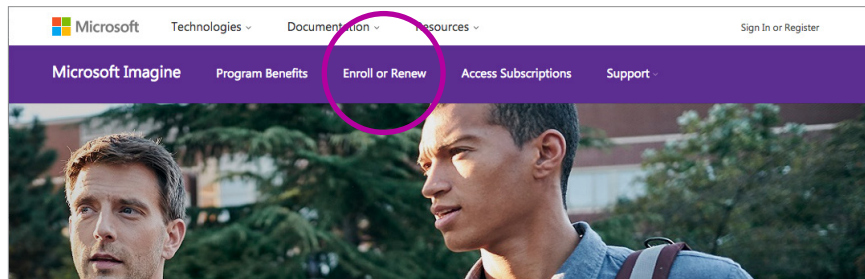
[Get tools for educators](#)

Academic Institutions

Put professional developer tools into the hands of your faculty and students with a low-cost subscription.

[Find out more](#)

2



3

Enroll or Renew

For Microsoft Imagine there are two subscription levels: Microsoft Imagine Standard and Premium. Review the chart below to find out which offering is right for you. One price gets you all the software you need for your entire institution (students, faculty and labs).

[Enroll or renew >](#)

Already a subscriber?

[Access your MSDN subscription](#)
[Get a free ELMS WebStore](#)

Step 2: Enroll in a New Subscription

- Select "Yes" and click "Enroll or Renew"

Microsoft

Sign Out

By using this site you agree to the use of cookies for analytics, personalized content and ads. [Learn More](#) [Agree](#) [x](#)

Microsoft Imagine

Are you a new Microsoft Imagine subscriber?

☒ Yes


☐ No, I am renewing a subscription

Enroll or renew >

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Step 3: Complete Your Institution Profile

 [Sign Out](#)

Microsoft Imagine

Microsoft Imagine Institution Information

Country

Please Select the Country

This is the country where your order will be billed and shipped.

Currency

These are the transaction currencies available for your billing country.

OVS_ES, EES/Campus, or School Agreement #

*Full Official Institution Name

Institution URL:

Example www.school.edu

Institution Domain

@*.rootdomain.domain where * is your subdomain e.g. students.contoso.edu. Generic domains are not allowed. Below is the list of top level generic domains which are not qualified: yahoo.com, hotmail.com, aol.com, gmail.com, msn.com, comcast.net, hotmail.co.*

Other Institution Domain


If you have any other domains that do not follow the format of your main domains, enter them here, separated by semi-colon (;)


*School Segment

Please Select the School

Select School Segment from list


[Back](#) [Continue](#)

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Step 4: Select Your Subscription Level

- Only Electronic Software Delivery membership type is available

 [Sign Out](#)

Microsoft Imagine

Microsoft Imagine Membership Selection


Microsoft Imagine Standard


The Microsoft Imagine Standard Software membership enables institutions to outfit all their labs with the latest Microsoft developer, design, and server tools to support personal on in-class learning for their students and educators. Use of software acquired through the Microsoft Imagine Standard Software membership must be for instructional purposes only and may not be used for commercial purposes or for institution's production use. Please read the [Subscription Agreement](#) for complete terms and conditions.

Description	Price	
Microsoft Imagine Standard - 1 Year	\$99.00	Buy
Microsoft Imagine Standard - 3 Year	\$199.00	Buy

Microsoft Imagine Premium


Description	Price	
Microsoft Imagine Premium - 1 Year	\$499.00	Buy
Microsoft Imagine Premium - 3 Year	\$1,025.00	Buy

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Step 5: Complete Checkout

Please review your shopping cart, and if the order is accurate, select "Checkout."

 Microsoft Sign Out

Microsoft Imagine

1. Cart

2. Address

3. Payment

4. Review

5. Complete


Your Shopping Cart


Product Name	Price
Microsoft Imagine Standard - 3 Year	\$199.00

* Taxes will apply at checkout where applicable

If you have received a promotion code via email, at a Microsoft event, or as part of your Academic Volume Licensing agreement, please enter it here.

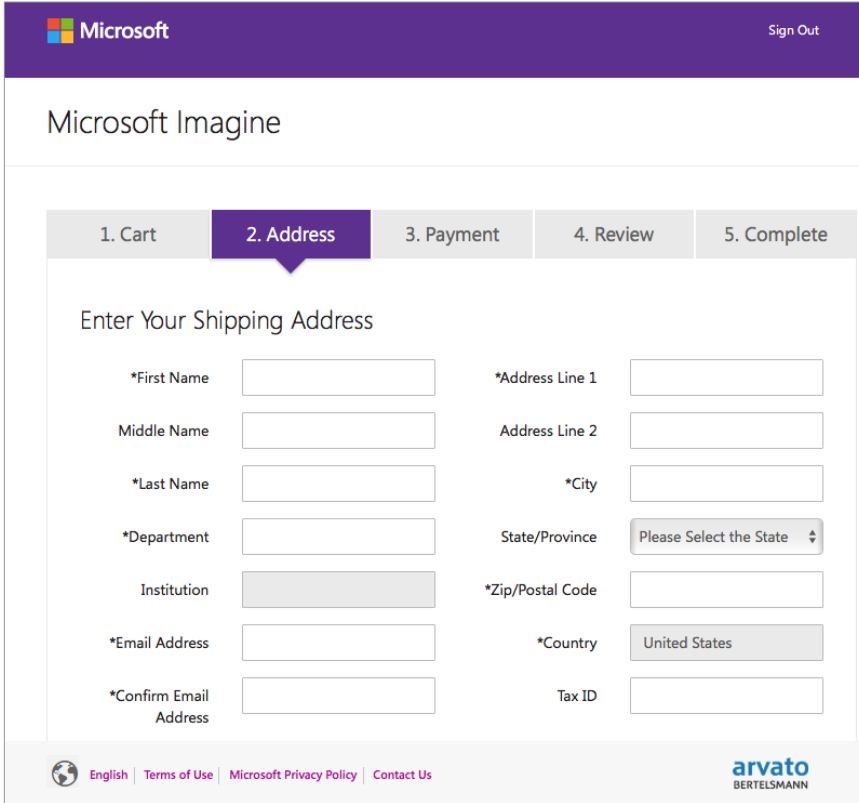
Checkout

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Step 6: Complete the Order Form

To complete the order form, fill in your contact information and your Institution's information.



The screenshot shows the Microsoft Imagine order form at the '2. Address' step. The form is titled 'Enter Your Shipping Address' and contains various input fields for personal and institutional information. The '1. Cart' step is highlighted in the navigation bar. The form includes fields for First Name, Middle Name, Last Name, Department, Institution, Email Address, Confirm Email Address, Address Line 1, Address Line 2, City, State/Province (a dropdown menu), Zip/Postal Code, Country (a dropdown menu), and Tax ID. The Microsoft logo and 'Sign Out' link are in the top right corner. The Arvato Bertelsmann logo is in the bottom right corner.

Microsoft [Sign Out](#)

Microsoft Imagine

1. Cart 2. Address 3. Payment 4. Review 5. Complete

Enter Your Shipping Address

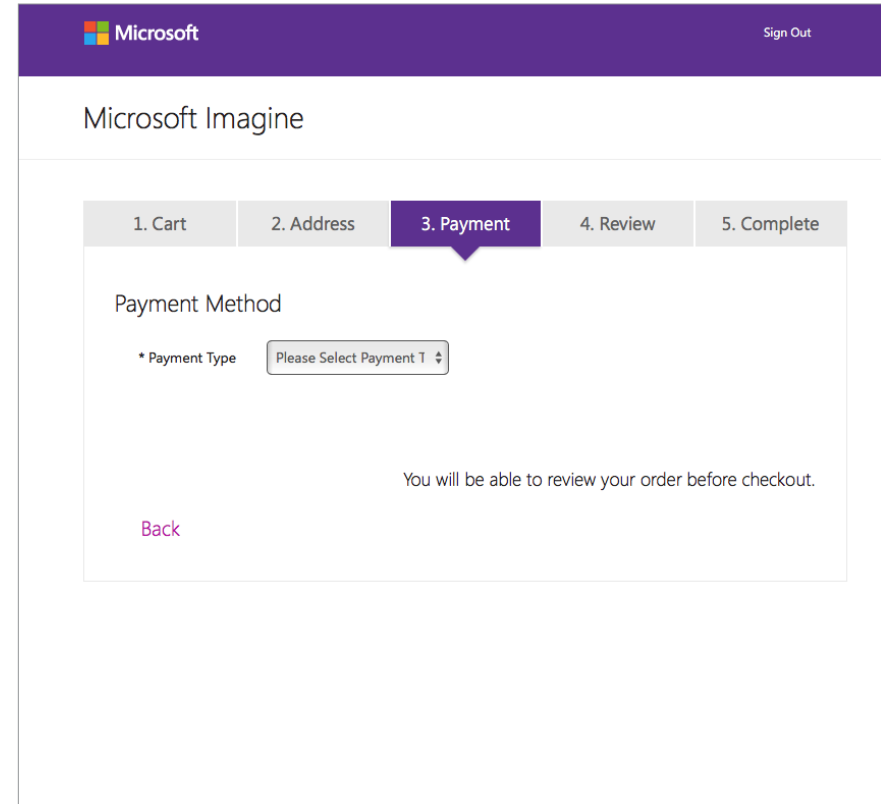
*First Name	<input type="text"/>	*Address Line 1	<input type="text"/>
Middle Name	<input type="text"/>	Address Line 2	<input type="text"/>
*Last Name	<input type="text"/>	*City	<input type="text"/>
*Department	<input type="text"/>	State/Province	<input type="text" value="Please Select the State"/>
Institution	<input type="text"/>	*Zip/Postal Code	<input type="text"/>
*Email Address	<input type="text"/>	*Country	<input type="text" value="United States"/>
*Confirm Email Address	<input type="text"/>	Tax ID	<input type="text"/>

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Step 7: Payment

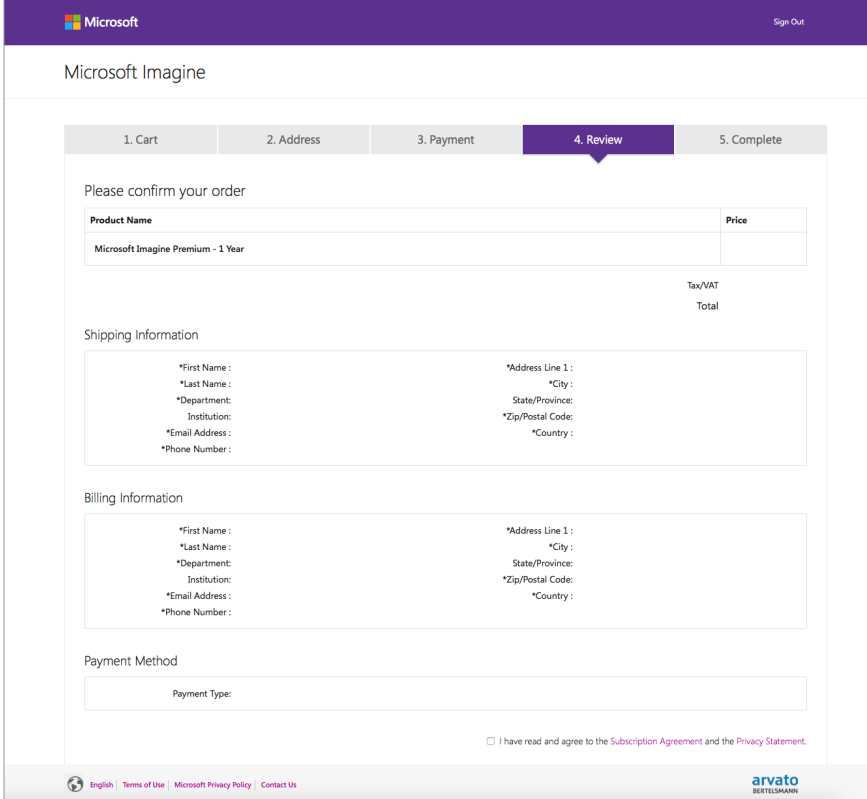
Select a payment method, then enter your payment info.



The screenshot shows the Microsoft Imagine checkout process at the 'Payment' step. The page has a purple header with the Microsoft logo and a 'Sign Out' link. Below the header, the title 'Microsoft Imagine' is displayed. A progress bar at the top of the main content area shows five steps: '1. Cart', '2. Address', '3. Payment' (which is highlighted with a purple background and a downward-pointing arrow), '4. Review', and '5. Complete'. The main content area is titled 'Payment Method' and contains a label '* Payment Type' next to a dropdown menu that says 'Please Select Payment T'. Below this, a message states 'You will be able to review your order before checkout.' and a 'Back' link is provided.

Step 8: Review and Complete Your Order

1. Review the form
2. Select the box at bottom of the screen noting "I have read and agree to the Subscription Agreement and the Privacy Statement"
3. Select "Place Order Now"
4. Keep a copy of the order receipt



The screenshot shows the Microsoft Imagine checkout process at the 'Review' stage. The page has a purple header with the Microsoft logo and a 'Sign Out' link. Below the header, the title 'Microsoft Imagine' is displayed. A progress bar at the top indicates five steps: 1. Cart, 2. Address, 3. Payment, 4. Review (current step), and 5. Complete. The main content area is titled 'Please confirm your order' and contains a table with product details. Below the table, there are sections for 'Shipping Information' and 'Billing Information', each with a form for entering personal and contact details. At the bottom, there is a 'Payment Method' section with a 'Payment Type' dropdown. A checkbox at the bottom right indicates agreement to the terms and conditions. The footer includes a language selector, links to 'Terms of Use', 'Microsoft Privacy Policy', and 'Contact Us', and the 'arvato BERTELSMANN' logo.

Product Name	Price
Microsoft Imagine Premium - 1 Year	

Tax/VAT
Total

Shipping Information

*First Name :
*Last Name :
*Department:
Institution:
*Email Address :
*Phone Number :

*Address Line 1 :
*City :
State/Province:
*Zip/Postal Code:
*Country :

Billing Information

*First Name :
*Last Name :
*Department:
Institution:
*Email Address :
*Phone Number :

*Address Line 1 :
*City :
State/Province:
*Zip/Postal Code:
*Country :

Payment Method

Payment Type:

☐ I have read and agree to the Subscription Agreement and the Privacy Statement.

Step 9: What's Next?



Once the order is submitted, a Microsoft representative reviews the information.

Allow up to 10 business days.

Review

After the eligibility check is completed, the subscription will be activated within 5 days.

Fulfillment

You will receive an email that confirms your order information.

Once your subscription is approved, you will receive a welcome email with your subscriber ID number.

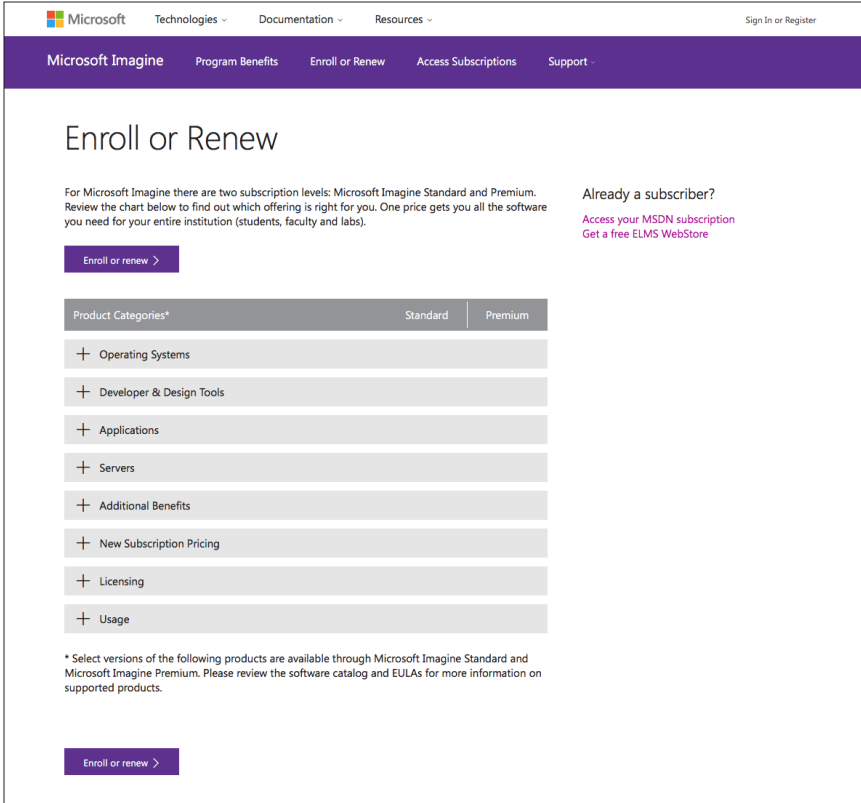
Activation

Renewing an Existing Subscription

If you are renewing a subscription you can follow the same process outlined in previous steps but please start from: <https://catalog.imagine.microsoft.com/en-us/institutions/Enroll>.

You can renew a subscription any time before the expiration date or within 30 days of the expiration (grace period). After that time, you will need to follow the enrollment process which means you will get a new subscriber ID number.

If you previously deployed an Electronic Management System (ELMS) WebStore, we recommend that you renew within the grace period so you don't lose access to your WebStore.



The screenshot shows the 'Enroll or Renew' page on the Microsoft Imagine website. The page has a purple header with navigation links: Microsoft, Technologies, Documentation, Resources, Sign In or Register, Microsoft Imagine, Program Benefits, Enroll or Renew, Access Subscriptions, and Support. The main content area is titled 'Enroll or Renew' and includes a sub-header 'Enroll or Renew' and a paragraph explaining the two subscription levels: Microsoft Imagine Standard and Premium. A button 'Enroll or renew >' is visible. Below this is a table with two columns: 'Product Categories*' and 'Standard | Premium'. The table lists various product categories with expandable rows: Operating Systems, Developer & Design Tools, Applications, Servers, Additional Benefits, New Subscription Pricing, Licensing, and Usage. A footer note states: '* Select versions of the following products are available through Microsoft Imagine Standard and Microsoft Imagine Premium. Please review the software catalog and EULAs for more information on supported products.' Another 'Enroll or renew >' button is at the bottom.

Microsoft Technologies Documentation Resources Sign In or Register

Microsoft Imagine Program Benefits Enroll or Renew Access Subscriptions Support

Enroll or Renew

For Microsoft Imagine there are two subscription levels: Microsoft Imagine Standard and Premium. Review the chart below to find out which offering is right for you. One price gets you all the software you need for your entire institution (students, faculty and labs).

Already a subscriber?
[Access your MSDN subscription](#)
[Get a free ELMS WebStore](#)

Enroll or renew >

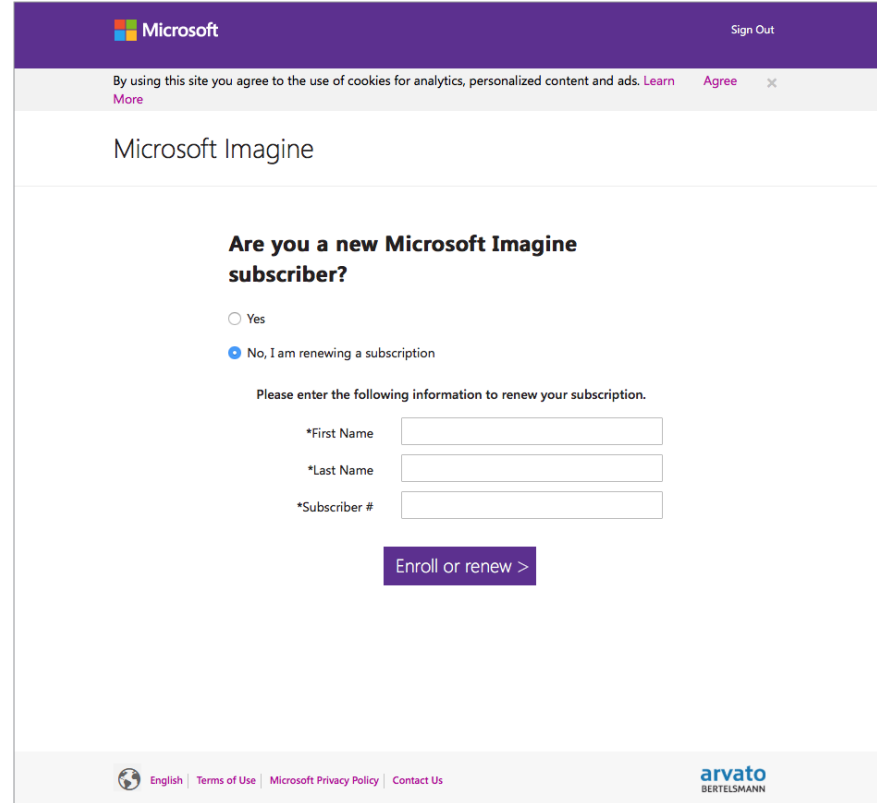
Product Categories*	Standard	Premium
+ Operating Systems		
+ Developer & Design Tools		
+ Applications		
+ Servers		
+ Additional Benefits		
+ New Subscription Pricing		
+ Licensing		
+ Usage		

* Select versions of the following products are available through Microsoft Imagine Standard and Microsoft Imagine Premium. Please review the software catalog and EULAs for more information on supported products.

Enroll or renew >

Information Required for Renewal

In order to renew, you need to provide the first and last name of the current subscription administrator (account holder) and the current subscriber number of the subscription they wish to renew.



The screenshot shows the Microsoft Imagine website's renewal page. At the top is a purple header with the Microsoft logo and a 'Sign Out' link. Below the header is a grey banner with a cookie consent message: 'By using this site you agree to the use of cookies for analytics, personalized content and ads. Learn More Agree'. The main content area has a white background with the heading 'Microsoft Imagine' and a question: 'Are you a new Microsoft Imagine subscriber?'. There are two radio button options: 'Yes' (unselected) and 'No, I am renewing a subscription' (selected). Below the options is a prompt: 'Please enter the following information to renew your subscription.' followed by three input fields labeled '*First Name', '*Last Name', and '*Subscriber #'. A purple button labeled 'Enroll or renew >' is positioned below the input fields. The footer contains a grey bar with links for 'English', 'Terms of Use', 'Microsoft Privacy Policy', and 'Contact Us', along with the 'arvato BERTELSMANN' logo on the right.

Microsoft

Sign Out

By using this site you agree to the use of cookies for analytics, personalized content and ads. [Learn More](#) [Agree](#)

Microsoft Imagine

Are you a new Microsoft Imagine subscriber?

☐ Yes

☒ No, I am renewing a subscription

Please enter the following information to renew your subscription.

*First Name

*Last Name

*Subscriber #

Enroll or renew >

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Access to Subscriptions

Access Subscriptions

There are two ways to access your subscription and deploy software to your students and outfit your labs:

1. By downloading software and keys from the Visual Studio Subscription Portal
2. Or, by activating a free WebStore offered by Kivuto Solutions Inc., a Microsoft partner

Please visit this link for more information: <https://catalog.imagine.microsoft.com/en-us/institutions/access>.

For Administrators Only

[Access through Visual Studio Subscription Portal](#)

If this is your first time accessing the portal you will be required to link a Microsoft account with the email address that was provided at enrollment time. You will need your Subscriber ID or Benefits Access Number, the full name of an administrator, and the email given during enrollment to link to these accounts. After linking your accounts you will be able to access the Visual Studio Subscriber Portal.

For Students, Faculty, and Administrators

Access through ELMS (Electronic License Management System)* WebStores

WebStores for Microsoft Imagine use an Electronic License Management System (ELMS) solution included in every subscription at no additional cost. Institutions can use ELMS to manage and distribute software licenses to students, faculty and staff, as well as everything you need to outfit your computer labs.

*Important Note:

When choosing to activate Microsoft Imagine through the ELMS WebStore, the Administrator must create an Visual Studio Subscription Portal account. This is required to get access to products keys for lab installations for certain products, like Windows.

Student Access to the Microsoft Imagine WebStores

Get started with two easy steps:

1

Request your WebStore

Microsoft has partnered with Kivuto to offer you a WebStore solution for your software distribution and licensing management needs. Navigate to the [Kivuto website](#) and complete the request form to receive your customized WebStore. Note: you must first purchase a Microsoft Imagine subscription and complete the enrollment process and receive your Subscriber ID before submitting this request.

Our partners at Kivuto will set up your WebStore once they verify your institution's active subscription, and you will receive an e-mail with the URL to your WebStore and administrator login information. This verification and setup process typically takes two business days from the time you submit your request.


2

Give students and faculty access to your WebStore

Review the [Quick Start Guide](#) to learn how to easily set up your WebStore, and provide access to your students and faculty. If you want to know more about how to use the WebStore or about setting up user authentication through single sign-on (SSO), refer to the resources available on the "[WebStore Benefits & Resources](#)."

For further assistance with your Microsoft Imagine WebStore, please send an e-mail to msimagine@kivuto.com or call 1-877-894-7970 (in North America) or 1-613-518-2074 (outside North America).

Learn edtech insights with our new blog [EdNotes!](#)

 **Kivuto** MENU



ELMS for Microsoft Imagine - Request Form

English Deutsch Español Français Italiano Português русский 中文 日本語

General subscription information

INSTITUTION NAME*

TYPE OF INSTITUTION*

SCHOOL WEBSITE URL

SUBSCRIPTION ID*

Program Manager Responsibilities

The Program Manager or Administrator (PA) is the person who enrolled in the Microsoft Imagine subscription. This person does not necessarily need to be in the IT department, but can be a professor or assistant professor.

Required

- Enroll in Microsoft Imagine subscription – this is the person that will have access to Visual Studio Subscription Portal
- Deploy software to students and educators (ELMS is recommended method)
- Provide software and product keys to students and faculty for their home/personal use directly – **only** required if ELMS WebStore is **not** deployed as software distribution method since with ELMS WebStore, students/educators can download products and keys independently
- Ensure License terms are followed and software is only used for academic developmental and research purposes
- Make any changes to membership (e.g. phone number, e-mail address, etc.) when required
- Ensure software is installed on lab machines when required
- Provide additional product keys when requested by students (e.g. their system crashed and they need to re-install) – on ELMS WebStore a student gets two keys but the PA can issue one additional key

Program Manager Responsibilities *continued*

Required *continued*

- Request additional activations on Lab keys and additional individual retail product keys as needed – only applicable to products requiring activations keys like Windows, for example
- Provide Lab keys to the IT staff for assistance in installing software on lab machines for Windows since lab keys are only accessible to the PA on Visual Studio Subscription Portal. However, for other products, the PA can activate ELMS WebStore and request Kivuto to add other administrators so that each administrator can manage their own lab installs. This can be more easily managed if each school enrolls in a subscription and has its own PA.

Recommended

- Request ELMS WebStore and additional System Administrators for ELMS if needed to msimagine@kivuto.com
- Set up and maintain ELMS WebStore accounts for students and educators

Frequently Asked Questions

Frequently Asked Questions

How can I find my current Subscriber ID?

Your subscriber ID number is included in the welcome email you received upon approval of your application when you first enrolled in the program or in the renewal email sent to the subscription administrator. If you need help, [contact us](#).

What happened to DreamSpark Standard and Premium?

DreamSpark Standard and DreamSpark Premium aren't gone – they've simply been renamed "Microsoft Imagine Standard" or "Microsoft Imagine Premium."

How do I access the existing Visual Studio Subscription portal with the new Microsoft Imagine site?

Your access to the Visual Studio Subscription portal is still the same. You can visit [Visual Studio Subscriber Downloads](#) today and download software and get product keys, just like you used to. This is still a benefit with the new Microsoft Imagine Standard and Microsoft Imagine Premium subscriptions. In the future, find a link to the Visual Studio Subscription Portal on the [Subscription Access](#) page.

What schools are eligible to participate in the Microsoft Imagine program?

Universities, community colleges, high schools, vocational schools, and trade schools are all eligible to participate in the Microsoft Imagine program. Any [accredited school](#) is eligible. Please note: the Microsoft Imagine Premium subscription is only available to [STEM](#) departments and students in that department. The Microsoft Imagine Standard subscription is available to the entire institution and all students attending it.

Frequently Asked Questions *continued*



How do I distribute products to students?

As a Microsoft Imagine subscriber, your institution gets access to an Electronic License Management System (ELMS) WebStore. ELMS is a Web-based software distribution system that program administrators can tailor to their department's needs. Your WebStore is provided as a free benefit to Microsoft Imagine member departments worldwide, so no additional fees apply in order to use it. Essentially, ELMS enables administrators to create a WebStore with customized Web-based software and key distribution mechanism for their department, deploy it to their students, and enjoy the benefit of the maintenance-free record-keeping inherent to the ELMS system.

The second option is to use [Visual Studio Subscriber Downloads](#) to access any product keys that students may need to activate their products. While administrators cannot grant direct access to the [Visual Studio Subscriber Downloads](#) to students, they can download the software package and request keys from this site and give them to students.

When do I renew my Microsoft Imagine membership?

You will receive an email 60-days prior to membership expiration reminding you to renew your subscription. If you have not received this email and are concerned that your subscription is about to expire, please [contact us](#). You can go to the [Visual Studio Subscription Portal](#) and check the expiration date of your subscription under "My Account."

Resources

Resources for New Subscribers

Microsoft Imagine Website: imagine.microsoft.com

Software Deployment:

Portal and ELMS WebStores (more languages available): <http://kivuto.com/digital-distribution-solutions/academic-institutions/elms-for-microsoftimagine/elms-microsoftimagine-request-form/>

ELMS WebStore overview: <http://kivuto.com/digital-distribution-solutions/academic-institutions/elms-for-microsoftimagine/>

Full list of products included in the subscriptions: <https://catalog.imagine.microsoft.com/en-us/catalog>

Licensing and Usage:

Microsoft Imagine Standard and Premium usage guidelines and license agreement: <https://catalog.imagine.microsoft.com/institutions/guidelines>

STEM definition page: <https://catalog.imagine.microsoft.com/en-us/Institutions/STEM>

Support:

Microsoft Imagine subscription support: <https://catalog.imagine.microsoft.com/en-us/Support/Contact>

ELMS WebStores support: msimagine@kivuto.com

FAQs: <https://catalog.imagine.microsoft.com/en-us/institutions/faq>