Quick Start Guide

For Microsoft Imagine WebStore Administrators

Welcome to ELMS for Microsoft Imagine. This document describes the steps that you as a Microsoft Imagine WebStore Administrator (WA) must take once your WebStore has been deployed.

Step 1: Register Your WA Account	→	**Step 2:** Add Users to Your WebStore	→	**Step 3:** Customize Your WebStore

Note: These steps are to be taken after your WebStore has been deployed. If a WebStore has not yet been deployed for you, click here to request a WebStore.

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1 Register Your WebStore Administrator Account

1. In the deployment confirmation email you received, click the "Registration URL" to display the Account Registration page.

2. Fill out all fields on the Account Registration page.

3. Click the **Register** button. The Microsoft Terms and Conditions page is displayed.

4. Review all applicable terms and conditions, then click the checkbox beside **I accept the above** and click **Continue**.

You are signed into your WebStore. Click the **Administration** link at the top of the WebStore page to access the ELMS administration site, from which you can add users to your WebStore and customize your WebStore.

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2 Add Users to Your WebStore

A user's eligibility to get software must be confirmed when they sign in to the WebStore. This is called user verification. The most common method of user verification is to import users into your WebStore. Your ELMS WebStore comes with the User Import method of user verification pre-configured upon deployment, so you can begin importing users right away.

IMPORTING USERS

1. On the administration website, go to **Users » User Imports**.

2. Click the **Import** button. The User Import (New) page is displayed.

3. Provide a list of users to import, as a file or text list.

4. Complete the remaining fields on the User Import (New) page as required (see the administration online Help topic "Importing Users" for details on each field). Make sure the verification expiry date reflects how long the users will be eligible to order software (e.g. if you are importing students who will only be attending one semester, their verification expiry date should be set to the end of that semester).

5. Click the **Import** button to start processing your import file or list.

6. Notify users that their accounts have been created:
   - If you imported users by email address (recommended), the system will automatically send an email to each user containing their WebStore URL and instructions on how to finalize their registration.
   - If you imported users by username, you will have to contact each user manually (by phone or email) to provide them with their username and WebStore URL, so they can finalize their registration.

A detailed description of this process can be found in the administration online Help. Click the **Help** link in the top-right corner while on the User Import (New) page, then click the **Importing Users** link in the page that opens.

SINGLE SIGN-ON VERIFICATION METHODS

Other methods of user verification allow you to integrate your organization's existing authentication system (e.g. an LDAP/Active Directory or Shibboleth identity management) with your WebStore. These "Single Sign-On" verification methods **remove the administrative burden of managing your user list in ELMS**.

ELMS for Microsoft Imagine supports two Single Sign-On verification methods: Standard Integrated User Verification (IUV) and Shibboleth User Verification. Click the links or consult the online Help for more information about these verification methods, including implementation instructions.

MORE ABOUT USER VERIFICATION

For more information about the user verification methods supported by ELMS, see Kivuto's *User Verification Method Comparison Chart*.

3 | Customize Your WebStore

As a Microsoft Imagine WebStore Administrator, you are able to:

- Modify the wording of the **Username** label that appears on your WebStore's sign-in page
- Brand your WebStore by uploading your organization's logo
- Make your WebStore and/or the products offered on it available in additional languages
- Modify the customer support contact information on your WebStore

More information on these and other tasks can be found by searching the administration online Help topics.

Support Information

Microsoft Imagine WebStore Administrators are responsible for providing support to the users of their WebStores.

Microsoft provides software-related support for their products to Microsoft Imagine WebStore Administrators (visit https://msdn.microsoft.com/subscriptions/manage/), and can answer questions regarding subscriptions, terms and conditions, usage guidelines, and other matters related to the Microsoft Imagine program (visit https://catalog.imagine.microsoft.com/en-us/institutions/faq).

Kivuto Solutions Inc. provides WebStore-related support to Microsoft Imagine WebStore Administrators when it is needed. If you have questions about the usage and management of your WebStore, and you can't find the information you need in the administration online Help topics, email msimagine@kivuto.com.