TO: All District Staff

FROM: John W. Simon Jr., Director JWS

Technology and Information Services

DATE: April 19, 2016

RE: Apple VPP App Purchasing Instructions

Apple’s Volume Purchase Program (VPP) has undergone significant changes. The Volume Purchase Program allows schools to purchase licenses for particular apps in volume, often at a significant discount. Apps purchased from VPP should be purchased using managed app distribution. The managed app distribution format requires use of Apple Configurator 2 or the District’s Casper server.

**Access to the Volume Purchase Plan**

***Getting Started:***

* Contact Chad Cram rcram@pasco.k12.fl.us for initial setup of your Pasco County VPP account.
* Include your school or department.
* An iTunes account will be created for the purposes of redeeming apps.
* Once account creation and initial enrollment is complete Chad Cram will contact you with your account details.

***After Enrollment:***

* Follow this link <https://volume.itunes.apple.com/us/store>
* Sign in to your account.
* Purchase VPP credits. This allows for the purchase of Apps.
	+ VPP credits should be purchased with a District Purchasing Card.
* Type in any App in the search field at the top to find pricing.
* After finding your App, select the quantity, review the order, and finalize your transaction.
* Discounts on volume purchases are determined by app developers, therefore some applications may not offer discount pricing.

***Please Note:*** Apple’s VPP program is constantly changing. Please check for regular updates to the process.

Please contact Chad Cram at rcram@pasco.k12.fl.us if you experience any difficulties with the process.