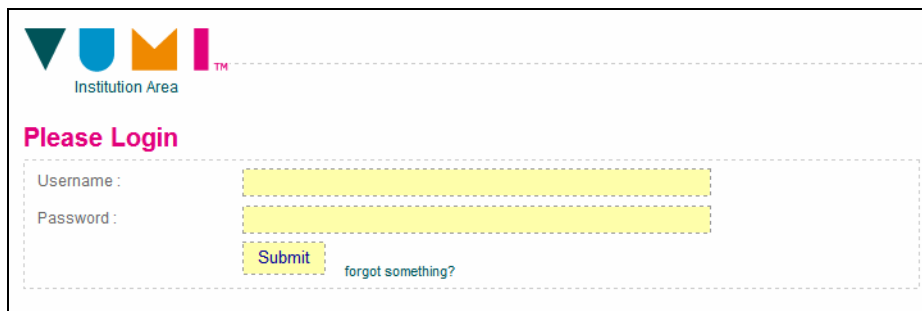


INSTITUTION – USING THE SYSTEM

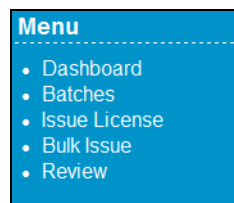
This help sheet is for teachers and administrators who will be managing the distribution of license keys to learners.

1. Once you have paid for your VUMI bulk licence keys your account will be activated and you will receive a welcome email.
2. Go to <http://institution.VUMI.com.au/login>
3. Please login using the details provided in your welcome email.



4. MENU:

The Institution menu consists of five screens that will assist you with the management of your account.



Dashboard: The main institution page. This page informs you of your total number of licences, how many have been issued and how many are remaining.

Batches: Information on your current batch of licences.

Issue Licence: For issuing a one off licence.

Bulk Review: For issuing a number of licences at the one time.

Review: For reclaiming unused licences.



www.vumi.com.au

5. BATCHES

To view the licences you have purchased click the *view* button.

Created	Desc	Num	Status	Reseller	
12-Feb-2010	Batch of 300	300	available	Vumi Internal Reseller	View

Licences will be either:

- Available – unused licence key
- Issued – issued to a dedicated user but the user has not yet activated it
- Active – key has been issued and activated by the dedicated user.

6. ISSUE LICENCE

This screen is used to issue a one off licence. To do so you input the dedicated users:

- Email address
- First Name
- Surname

Licenses Add

Batch :

Email :

First Name :

Surname :

Send welcome email :

The dedicated user will receive an email entitled *Licence Key for VUMI*.

Hi VUMI reseller,

Here is your key for VUMI - E0DB2603-0000-4EE1-0000-372679418FE8

You can now create an account at:

<http://www.VUMI.com.au/signup?key=E0DB2603-0000-4EE1-0000-372679418FE8>

If you have already signed up with VUMI you can upgrade here:

<http://www.VUMI.com.au/license-key-upgrade?key=E0DB2603-0000-4EE1-0000-372679418FE8>

Thanks,

The VUMI Team



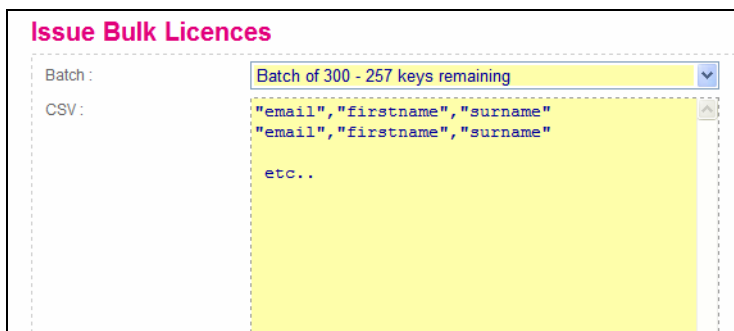
www.vumi.com.au

To activate the licence the dedicated user needs to click on the first link provided. It will take them to an activation screen where they will be requested to input their personal details. Dedicated users need to input the same email address as the one the welcome email has been sent to.

If the dedicated user has previously owned a VUMI account they should click on the second link provided.

7. BULK LICENCE


If you have more than one licence to issue you can use the bulk licence facility. This allows the user to import a CSV file with all dedicated user details into the system.



To do this you:

- Collect details of each dedicated user (first name, surname and email address). If you allocate in house email addresses to dedicated users you should already have this information.
- If you need to collect this data we have provided a *student details form* to make this process easier for you. You can download this form entitled *student details form* from the vumi website: <http://www.vumi.com.au/institution-support/>
- Type data into the *student details form* OR use your own enrolment information (as long as it's an excel CSV file).
- Go to the Bulk Licence page on the VUMI institution website.
- If you purchase your licence keys by class group you will need to select the appropriate group from the dropdown list.
- Copy and paste data into the excel CSV section located on the Bulk Licence screen.

8. REVIEW



Created	Status	Expires	Key	Email	Reclaim
12-Feb-2010	Issued		62146031-BDF9-4DC3-32EF-65083A38651F	musorob@hotmail.com	Reclaim

If a licence has not been activated and:

- the dedicated user no longer needs or is not eligible for the licence (or example the user may have withdrawn from a course or class)
- a duplicate licence has been issued by mistake
- a spelling mistake or other error has been made in the name and/or email address

you can reclaim the licence by visiting the Review page on your VUMI institution website.

To reclaim a licence key you simply click on the word reclaim next to the licence key you wish to retrieve.

If you need more assistance you can find it at <http://www.vumi.com.au/support/>



www.vumi.com.au