

How to Access the Volume License Service Center

Management of your agreement, including accessing media, key codes, software assurance benefits, and management of any subscriptions purchased, is all done through the Volume License Service Center (VLSC).

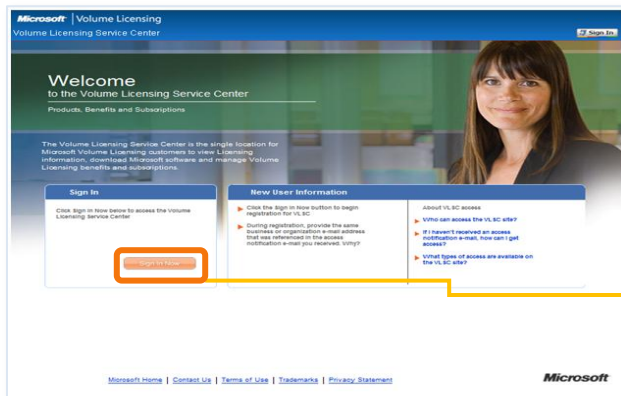
There are three possible scenarios for gaining visibility to your agreement on the VLSC:

[Registration and Initial Access to the VLSC](#)

[Requesting Access to an Agreement Not Currently In your View](#)

[Granting Another User Access to an Agreement That Is In your View](#)

Scenario One: Registration--Initial Access to the VLSC

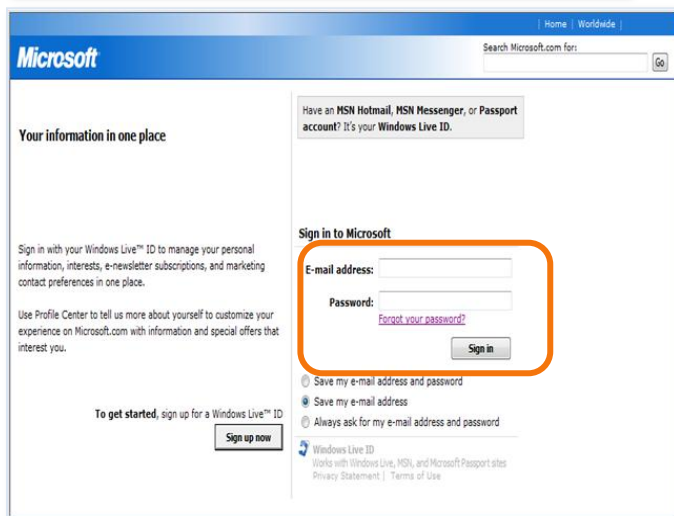


Access the Volume Licensing Service Center (VLSC) on:
[https://www.microsoft.com/licensing/ servicecenter](https://www.microsoft.com/licensing/servicecenter)

All users must register and sign in to the Volume License Service Centre (VLSC).

Click **Sign in Now** to begin.

Click!



Enter your **Windows Live ID email address** and **password**; then click on the **Sign In** button.

VLSC will validate whether you are a registered user. Unregistered users will be invited self register.

If you don't have a Live ID, set up a new one that matches your work e-mail

Microsoft | Volume Licensing
Volume Licensing Service Center

Welcome | [Sign Out](#)

Enter Business E-mail

Please enter your business e-mail address for Volume Licensing Service Center.

VLSIC Permissions are affiliated with your business e-mail address. The business e-mail that you provide below must match the e-mail associated with permissions that may have been pre-assigned to you. Permissions are pre-assigned by a VLSIC Administrator or when you are named as a contact on a key Microsoft Volume Licensing transaction.

Note: you will be asked to validate ownership of this e-mail address before VLSIC permissions will be available to you.

Business E-mail

Enter the business e-mail that appears to key Microsoft Volume Licensing transactions and/or used by your VLSIC administrator when assigning permissions to you.

* Business E-mail * Indicates a required field

You will be asked to confirm ownership of this business e-mail once you click **submit**.

Unregistered users will enter their business email and click **Submit**.

Click!

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Thank you for registering with Microsoft.com.

Final Step

To verify that you own this e-mail address, click, [Volume Licensing Center](#)

Troubleshooting:

If clicking on the link above does not work, try the following:
 Select and copy the entire link.
 Open a browser window and paste the link in the address bar.
 Click **Go**, or, on your keyboard, press **Enter** or **Return**.
 Make sure to sign out of Windows Live (™) ID and also clear your Browser "Cookies".
 You may be asked to sign in with a Windows Live ID. When you get prompted at this screen make sure to sign in with your original Windows Live ID not the email address you just changed it to.

Note to Hotmail and MSN users:

If you are using a Windows Live ID *other* than the one you used to receive this verification e-mail you must follow the Troubleshooting steps above to successfully complete your e-mail verification process.

Do not reply to this message. This e-mail message has been sent from an unmonitored e-mail address. We are unable to respond to any replies sent to this e-mail address.

If you continue to have access problems or want to report other issues, please [Contact Us](#).
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A validation email will be sent to the business email address provided to validate the user. Click on the link within the email to complete the registration process.

Click!

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Volume Licensing Service Center

Welcome | [Sign Out](#)

[Licenses](#) | [Software](#) | [Software Assurance](#) | [Services](#) | [Subscriptions](#) | [Administration](#) | [Settings](#) | [Help](#)

Welcome to the Volume Licensing Service Center

Products, Benefits and Subscriptions

Manage Users Effectively

- [Add a new user](#)
even before that user has registered!
- [Assign manager roles](#)
to afford day-to-day oversight of benefits and subscriptions.

Track Licensing Info

- [View your License Summary](#)
of all your Microsoft product entitlements.
- [View your Relationship Summary](#)
to understand your Volume Licensing agreements, Licensing, CA, and more.

Notification

- [Small Business Server](#)
Now Available for purchase to Open License customers!

Manage Entitlements

- [View Software Assurance benefits](#)
that are assisting your user!
- [Learn More about online services](#)
and what is available for a free trial.
- [Don't Forget MSN and Technet](#)
subscriptions that want to assist!

Learn More

- [Explore the FAQs](#)
about Volume Licensing and the VLSIC site.
- [Use the Microsoft License Advisor](#)
to locate the right product, license program, and estimate pricing to support your needs.
- [What's a License ID?](#)
—and how does this term help simplify Volume Licensing?

What's New

- [New Feature: Licensing Dashboard](#)
Click here to view the new [Subscription Summary and License Management](#) tabs!

The homepage for a registered user will display.

The menu bar items and notifications displayed will be dependent on your role and permissions.

Scenario Two: Requesting Access to an Agreement

Sign into the VLSC (<https://www.microsoft.com/licensing/servicecenter/Home.aspx>)



On the black bar at the top of the page, mouse over "Settings" and click "Request Permissions."

Fill out the form as required. Note that you will need your enrollment number and what kind of role you would need.

Request Permissions

Complete the 3 steps in the form below to request additional permissions from your Administrator.

[Permissions FAQ](#)

Permission Request Form

1. Licensing ID Access*

Select the Volume License program from the dropdown list, and then type the number of the specific Licensing ID to which you are requesting access.

Program **Enterprise** Enrollment Number

You will need to know what kind of program your enrollment number is for.

* Indicates a required field
Enter your enrollment number

Volume Licensing Programs Reference

Program Category	Licensing ID Required
Campus & School	Enrollment Number
Enterprise	Enrollment Number
Government	Enrollment Number
Hosted	Agreement Number
Select	Enrollment Number
Select Plus	Customer Number
Open Value	Agreement Number
Open License	License Number Authorization Number

2. Permission Role Requested *

Select each role you are requesting for this licensing Id.

- Administrator
- Download
- Online Services Manager
- Licensing Info
- Software Assurance Manager
- Subscriptions Manager
- Product Keys

Choose what role you need.

3. Confirm and Send

Add optional comments, confirm all information and click **Submit**. (Maximum chars = 500)

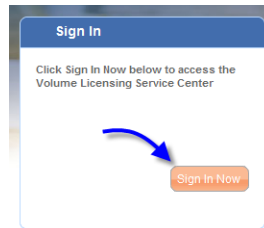
Add explanatory comments here

If there are comments/explanations you would like to provide, enter them here.

This will prompt a notification to be sent to the notices correspondent and any other administrators on the agreement. They will make a decision regarding access.

Scenario Three: Granting Access to an Agreement to Another User

Sign into the VLSC (<https://www.microsoft.com/licensing/servicecenter/Home.aspx>)



Mouse over "Administration" and click "Add User."

Select Administration > Add User from the Menu bar.

Enter the new user's personal information – Name and Email.

Licenses associated with the Administrator are displayed.

Assign user roles and permissions for the required license IDs, on an individual basis.

Click Add to save the updates.

Parent Program	Licensing ID	Administrator	Other Roles
Select 1234567	Agreement11111111	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>