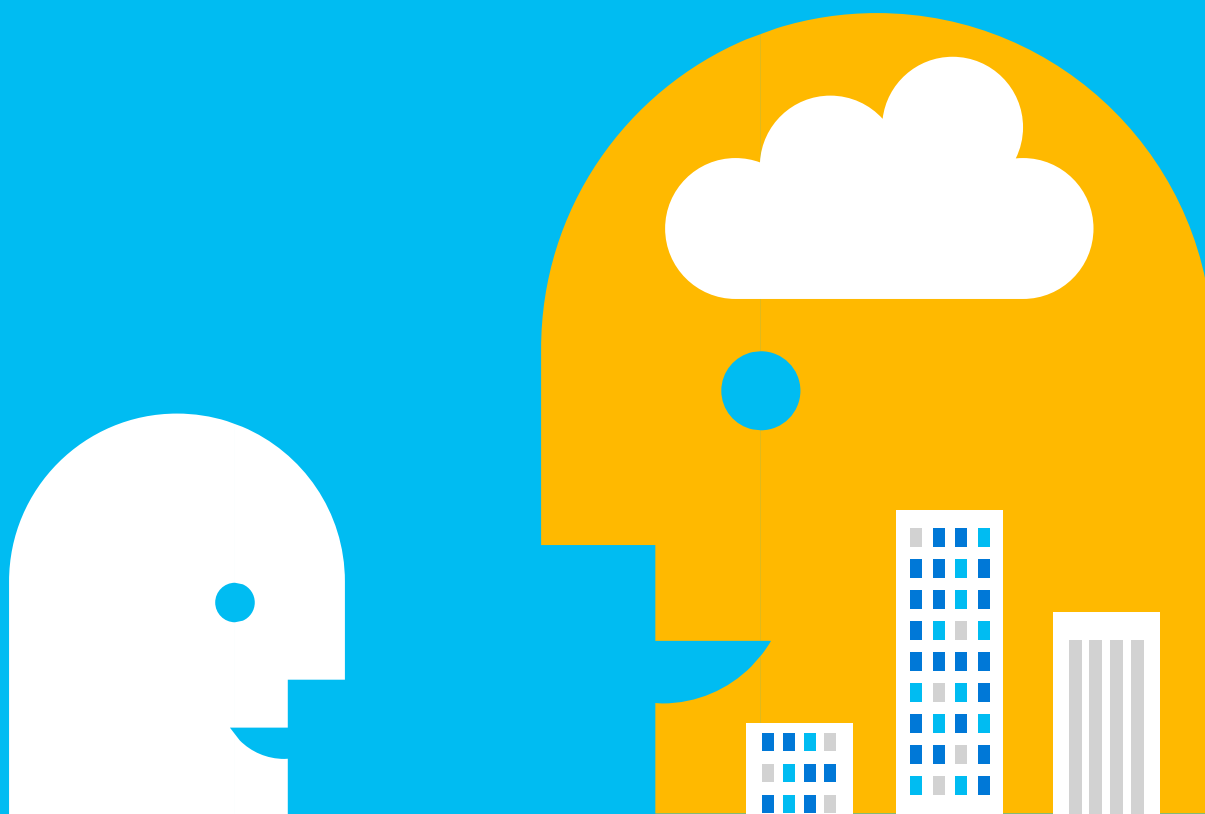


Visual Studio Subscriptions Administration Guide for MPSA



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Introduction

Microsoft is pleased to announce the introduction of a new, streamlined type of licensing agreement for our customers: The Microsoft Products and Services Agreement (MPSA). The MPSA gives you just one consolidated agreement for all your online services, software, and Software Assurance purchases.

This guide was created to help Visual Studio administrators understand, assign, and manage their Visual Studio Subscriptions and ensure your organization gets the best value out of its Visual Studio purchases.

Administrators should be aware of some changes with the new agreement. The new Microsoft Business Center (BCP) will be used to manage MPSA licensing in conjunction with the new Visual Studio Administration Portal. All other licensing agreements will continue to be managed using the Volume Licensing Service Center (VLSC).

We hope you find this guide helpful, but if you have questions or need any support, please contact Visual Studio Subscriptions support for assistance.

Roles and responsibilities of a Visual Studio Subscriptions administrator

In return for a discounted price on Microsoft products and services, your organization agrees to certain responsibilities and limitations regarding your Visual Studio Subscriptions. These are described in greater detail in the Visual Studio Subscriptions Administration Guide for VLSC.

A Visual Studio administrator has four key responsibilities:

- 1. Understand the benefits and limitations of Visual Studio Subscriptions.** Correctly understanding your benefits can enable you to reduce hardware costs by using cloud services, and reduce software costs with per-user licenses for pre-production environments.
- 2. Assign Visual Studio Subscriptions to specific, named individuals and encourage usage.** Your contract requires that Visual Studio Subscriptions be assigned to specific, named individuals. Follow up with your assigned individuals to ensure they activate and take full advantage of the benefits included in their Visual Studio Subscription.
- 3. Accurately inventory your pre-production environment.** This is essential in ensuring that all users who interact with Visual Studio-licensed software are appropriately licensed with their own Visual Studio Subscription.
- 4. Track user assignment changes and acquire additional licenses on schedule.** Microsoft Volume Licensing Agreements give you flexibility in how you use and assign Visual Studio Subscriptions. In return, you are expected to track changes to software usage and user assignments and process orders for additional licenses on the schedule outlined in the agreement.

Benefits and limitations of Visual Studio Subscriptions

Visual Studio Subscriptions allow development team members to install and use software to design, develop, test, evaluate, and demonstrate other software. Visual Studio Subscriptions software is not licensed for production environments.

The following table provides more detail on appropriate usage of Visual Studio Subscriptions:

User-based licensing	MSDN Platforms and all levels of Visual Studio with MSDN are licensed on a per-user basis. Each development team member that will interact (install, configure, or access) with the software included with these products and services requires their own Visual Studio Subscription.
Unlimited installations	Each licensed user may install and use the software on any number of devices to design, develop, test, evaluate, and demonstrate software. The exception is Microsoft Office, which is licensed for one desktop. Visual Studio-licensed software can be installed and used at work, home, school, and on devices at a customer’s office or on dedicated hardware hosted by a third party.
Not intended for production environments	Visual Studio Subscriptions software is not licensed for production environments, including any environment accessed by end users for more than acceptance testing or feedback, an environment connecting to a production database, supporting disaster recovery or production backup, or used for production during peak periods of activity. Exceptions to this include specific benefits for certain subscription levels, outlined in the Visual Studio 2015 Licensing White Paper . http://www.visualstudio.com/en-us/products/msdn-subscriptions-vs
License reassignment	When a user leaves a team and no longer requires a license, you may reassign the license after 90 days have passed.
Exception for end users	At the end of a software development project, end users typically review an application and determine whether it meets the necessary criteria for release. This process is called user acceptance testing (UAT). Team members such as a business sponsor or a product manager can act as proxies for end users. End users who do not have a Visual Studio Subscription may access the software for UAT if use of the software otherwise complies with all Visual Studio licensing terms. It is rare that someone whose primary role is designing, developing, or testing the software would also qualify as an “end user”.

Taking inventory of your pre-production environment

Visual Studio Subscriptions simplify asset management by counting users rather than devices.

Note: Visual Studio administrators must assign Visual Studio Subscriptions to specific, named individuals. Naming conventions such as Dev1, Dev2, or Dev3 are not allowed.

Here are some ways to simplify taking inventory of your pre-production environment:

- **Review your user assignments.** Microsoft provides a website called the Visual Studio Administration Portal to help you track Visual Studio Subscription assignments.
- **Use Active Directory to list users.** If you use Active Directory to manage user access, you may be able to identify development and test users by their directory membership.
- **Use automated tools to inventory systems.** You may also need to use a software inventory tool to help manage your software assets and distinguish pre-production environments from production ones. Many customers with Microsoft System Center create naming conventions to help automate this part of the inventory process.
- **Get help with manual reconciliation.** Enlist your staff to help reconcile your development and test users with your development and test environment.

Visual Studio Subscriptions administration for large teams and external contractors

Visual Studio Subscriptions administrators are responsible for ensuring that each user who interacts with Visual Studio-licensed software is appropriately licensed with their own Visual Studio Subscription.

Internal teams

Typical, modern software organizations include stakeholders from several groups. Identify contacts from each group who can help you keep track of user inventory and changes.

Every organization is different, but a typical list of teams involved in development might include:

- Software engineering teams.
- Business teams, including product owners and business analysts.
- Project management teams.
- Quality teams, including QA staff and manual testers.
- IT operations, including pre-production and lab infrastructure managers.

External contractors and partners

External contractors may bring licenses to engage with your Visual Studio-licensed environment. Microsoft Certified Partners may receive a few free Visual Studio Subscriptions for their internal use. However, these subscriptions do not cover revenue-generating activities such as developing custom

software for a customer. Ask partners to send you a certified letter that explains the licenses they are providing and ones they need you to procure.

Track user assignment changes and process orders on schedule

Visual Studio Subscriptions administrators are expected to track Visual Studio usage and process orders for any increases in usage on the schedule outlined in their Microsoft Products and Services Agreement.

High watermark of usage

Your company's obligation to purchase Visual Studio Subscriptions takes effect immediately when:

- A license is assigned to a user.
- A user interacts with Visual Studio software.

Your complete purchase obligation is determined by the high watermark of usage. This watermark is the high point either in daily user assignments or in users interacting with Visual Studio software, whichever is higher.

1. Visual Studio Subscriptions administrators may increase the high watermark of usage by assigning Visual Studio Subscriptions to individuals.
2. Visual Studio Subscriptions administrators may reassign subscriptions from one subscriber to another if 90 days have passed since the time of the original assignment. To avoid an artificially high watermark, always do this by first removing the existing subscription and then adding the new one.
3. Visual Studio Subscriptions administrators may change the assigned subscription level for an individual, which would constitute a decrease in one assignment and an increase in another. When you lower a subscriber's assigned subscription level, the individual must immediately stop using and uninstall anything that is only in the higher-level subscription.

Resources for Visual Studio Subscriptions administrators

Here are some additional links and resource of interest to Visual Studio Subscriptions administrators:

- To manage MPSA licenses go to the: [Visual Studio Administrator Portal for MPSA](#)
- To manage non-MPSA licenses: [Sign in to Volume Licensing Service Center](#)
- [Microsoft Products and Services Agreement web site](#)
- [Visual Studio Licensing](#)
- [Visual Studio Subscriptions Overview](#)
- [Volume Licensing and Product Use Rights \(PUR\)](#)
- [Compare Visual Studio Subscription Benefits](#)
- [Visual Studio Support](#)

For a complete explanation of licensing requirements for common deployment scenarios, see the [Visual Studio 2015 Licensing White Paper](#).

Accessing the Visual Studio Subscriptions Administration Portal

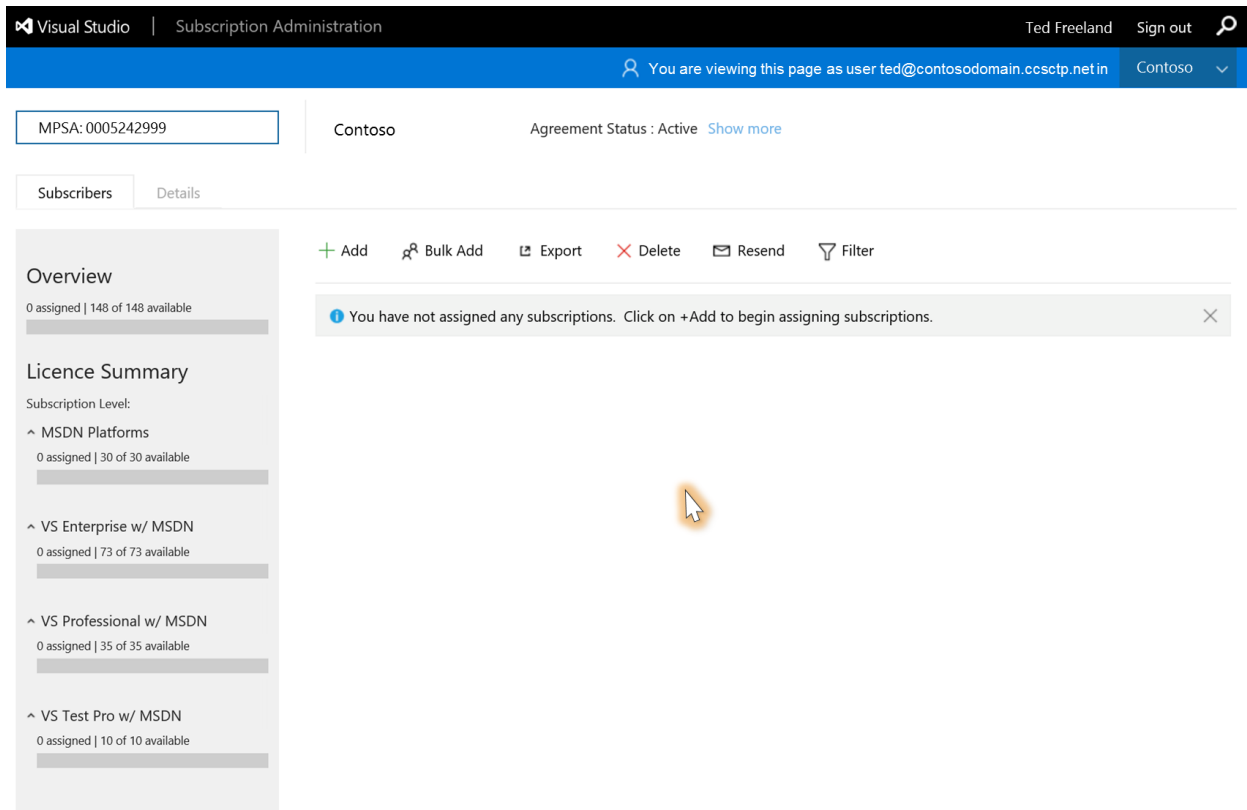
To access the Visual Studio Subscriptions Administration Portal, you will need to be set up as an administrator in the Microsoft Business Center Portal or the BCP.

If you need information about how to be set up as an administrator, please refer to the [Manage User Quick Start Guide](#).

If you have already been set up as an administrator, then you can go directly to the Visual Studio Subscriptions Administration Portal at: <https://manage.visualstudio.com>.

Using the Visual Studio Subscriptions Administration Portal

You should now be viewing the new Visual Studio Subscriptions Administration portal, which enables administrators to manage their Visual Studio Subscriptions purchased through the MPSA. Through the portal, you can add, remove, and manage all your Visual Studio subscribers. The following screenshot shows the landing page upon sign-in to the Visual Studio Subscriptions Administration Portal:



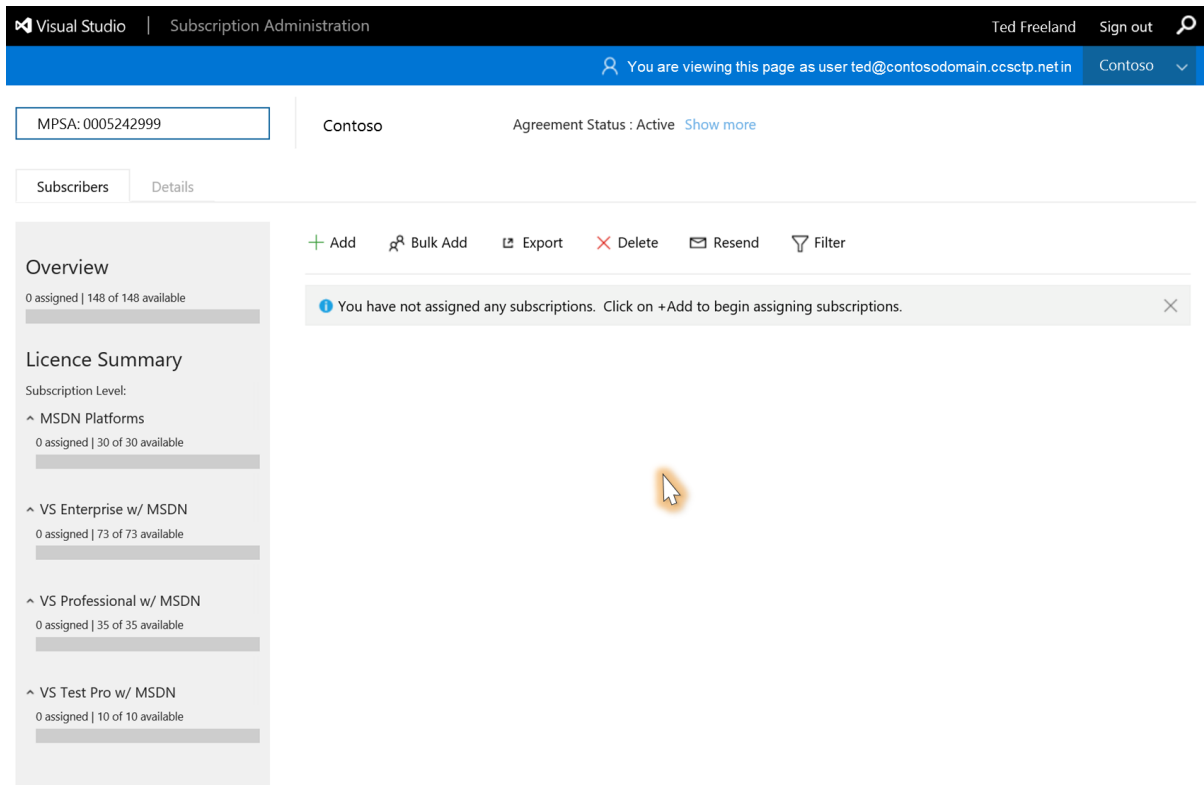
You can reach this portal by clicking the “Visual Studio Administrator Portal for MPSA” web link in the

Resources section of this document. Any users with the Account or Agreement Administrator roles can manage Visual Studio Subscriptions.

Managing Visual Studio Subscriptions

Here's how to manage your Visual Studio Subscriptions:

1. The Subscribers page is the main component of the Visual Studio Subscriptions Administration portal. From the Subscribers page of the Administration portal, you can carry out multiple administrative tasks, including adding a single user, editing users, and uploading multiple users at once in a batch (batch upload is described in a later module).



Understanding the Subscribers List Page

Once you've assigned subscriptions, the Subscribers page provides detailed information about your subscribers, including:

- The first and last name of each subscriber.
- The email address for this user.
- The subscription level that has been assigned to them.
- The date that their subscription was assigned to them.

- The expiration date for their subscription.
- An optional text description.
- An indication of whether subscriber downloads has been enabled or disabled.
- The country in which they are located.
- Their language preference.

On the left-hand side of this page you can see additional information about the number of subscription licenses purchased, assigned, and still available.

The screenshot shows the Visual Studio Subscription Administration interface. At the top, the breadcrumb navigation reads "Visual Studio | Subscription Administration". The user is identified as "Ted Freeland" with a "Sign out" link. A notification states "You are viewing this page as user ted@contosodomain.ccscpt.net in Contoso".

The main content area displays the "MPSA: 0005242999" agreement for "Contoso" with an "Agreement Status : Active" and a "Show more" link. Below this, there are tabs for "Subscribers" and "Details".

The "Subscribers" tab is active, showing a list of subscribers with the following columns: First Name, Last Name, Email, Subscription Level, Assigned, Expires, Reference, and Downloads. The list includes 21 subscribers, with the first one highlighted in blue.

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Florine	Taylor	florine@contoso.com	MSDN Platforms	9/6/2016	9/29/2017		✓
Ned	Bernhardt	ned@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ann	Buchanan	ann@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Concetta	O'Connor	concetta@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clinton	Betz	clinton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Nelda	Strickland	nelda@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ted	Freeland	ted@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clarence	Peltier	clarence@contoso.co...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Tom	Clegg	tom@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Maura	Kline	maura@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Owen	Trowbridge	owen@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Omar	Towle	omar@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Alton	Shifflett	alton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Geraldine	Navarro	geraldine@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Rachelle	Duran	rachelle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Doyle	Drayton	doyle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓

On the left side, there is an "Overview" section showing "21 assigned | 127 of 148 available" licenses. Below this is a "Licence Summary" section with the following details:

- MSDN Platforms:** 1 assigned | 29 of 30 available
- VS Enterprise w/ MSDN:** 15 assigned | 58 of 73 available
- VS Professional w/ MSDN:** 5 assigned | 30 of 35 available
- VS Test Pro w/ MSDN:** 0 assigned | 10 of 10 available

Understanding the Details Page

For more information about the agreement you are looking at, you can select the details tab. The details tab shows the agreement status, purchase account, org details and primary contacts.

The screenshot shows the Visual Studio Subscriptions Administration interface. At the top, the breadcrumb navigation includes 'Visual Studio' and 'Subscription Administration'. The user is identified as 'Ted Freeland' with a 'Sign out' option. A notification bar indicates the user is viewing the page as 'ted@contosodomain.ccscpt.net.in'. The main content area displays the subscription ID 'MPSA: 0005242999' and the organization 'Contoso'. The 'Agreement Status' is 'Active' with a 'Show more' link. Below this, there are tabs for 'Subscribers' and 'Details'. The 'Details' tab is active, showing an 'Overview' section with a progress bar indicating '21 assigned | 127 of 148 available'. The 'Licence Summary' section lists the subscription level and categories: 'MSDN Platforms' (1 assigned | 29 of 30 available), 'VS Enterprise w/ MSDN' (15 assigned | 58 of 73 available), 'VS Professional w/ MSDN' (5 assigned | 30 of 35 available), and 'VS Test Pro w/ MSDN' (0 assigned | 10 of 10 available). To the right, 'Agreement Details' shows the 'Purchase Account : 0005242999'. 'Org Details' shows the 'Name : Contoso'. 'Primary Contacts' are listed as 'Not Available'.

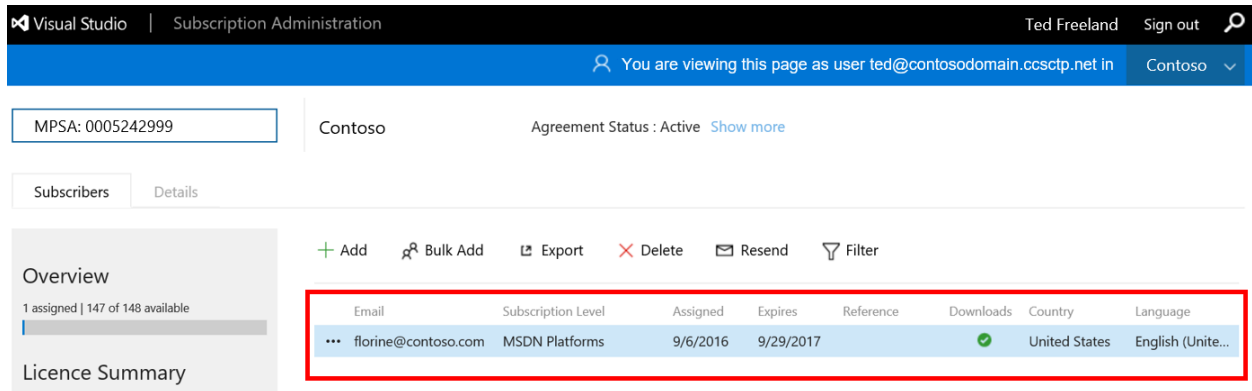
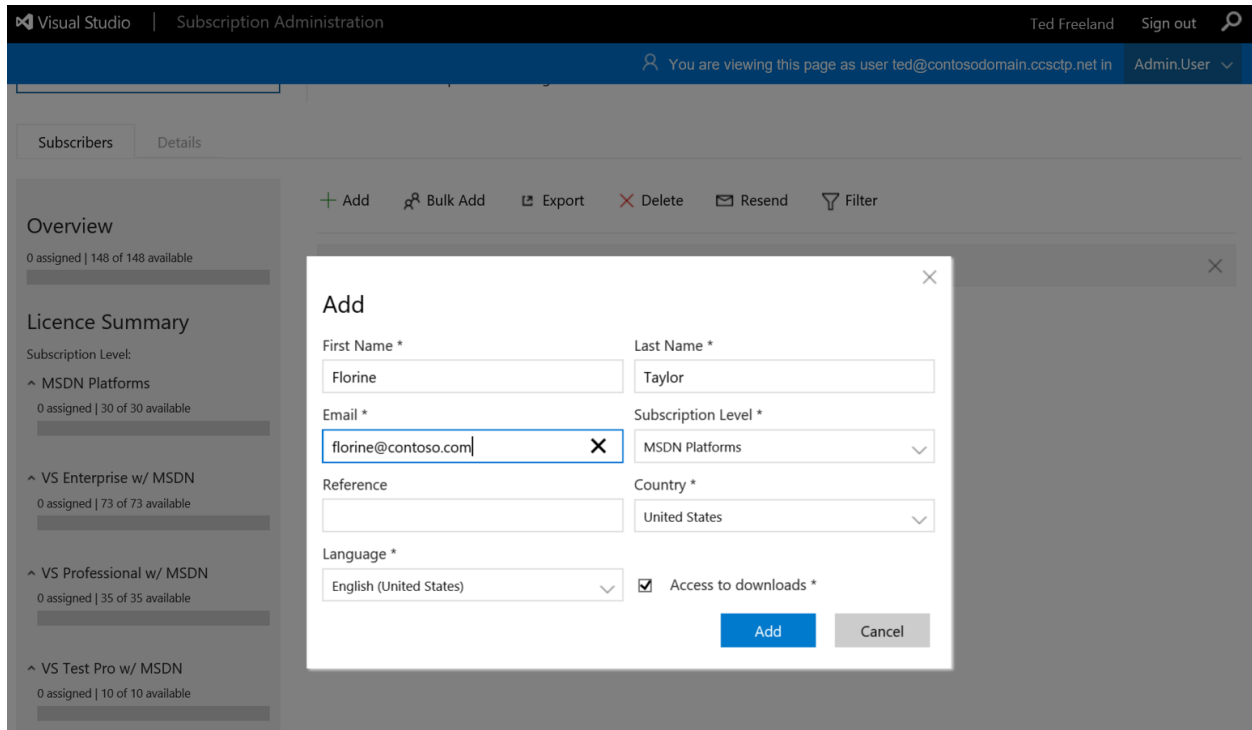
Assigning a Single User

If you have available licenses for Visual Studio Subscriptions, you can assign these licenses to new users for them to access their subscription benefits.

1. To assign a single Visual Studio user, at the top of the table, click **Add**.

The screenshot shows the Visual Studio Subscriptions Administration interface with the 'Subscribers' tab selected. The subscription ID 'MPSA: 0005242999' and organization 'Contoso' are visible. The 'Agreement Status' is 'Active'. The 'Overview' section shows '0 assigned | 148 of 148 available'. A toolbar at the top of the subscribers table includes '+ Add', 'Bulk Add', 'Export', 'Delete', 'Resend', and 'Filter'. The '+ Add' button is highlighted with a mouse cursor. A notification message at the bottom of the table states: 'You have not assigned any subscriptions. Click on +Add to begin assigning subscriptions.' with a close button (X).

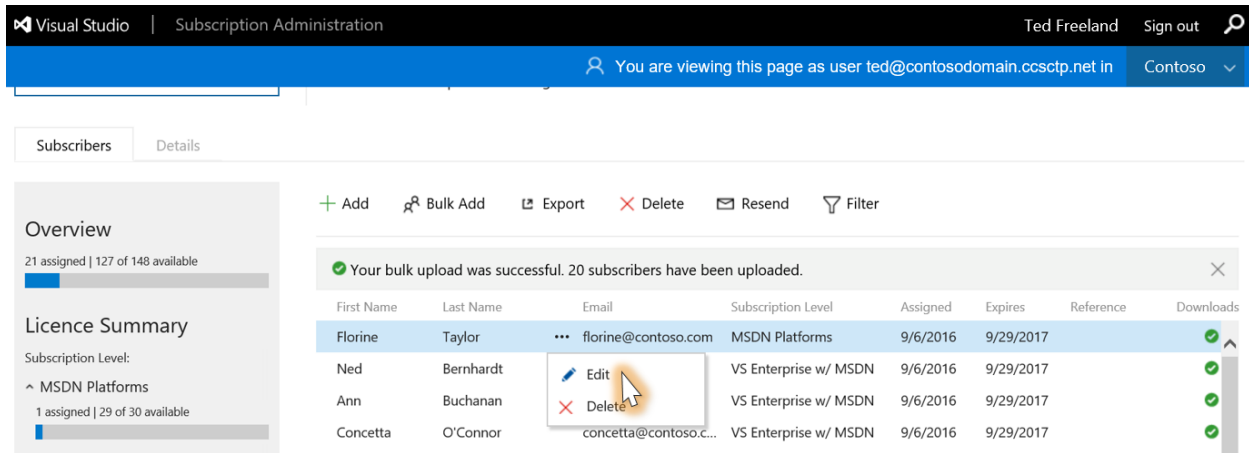
2. Enter the information into the form fields for the new user. If you want this user to be able to sign into the [Visual Studio Subscriptions portal](#) and have access to software downloads and subscription services and resources (including Microsoft Azure, Visual Studio Team Services, Xamarin and Pluralsight training), then check the **Downloads** box. If you leave this box unchecked, the user will have access only to Chat, Support Forums and Technical Support). When you're done, click **Add**.



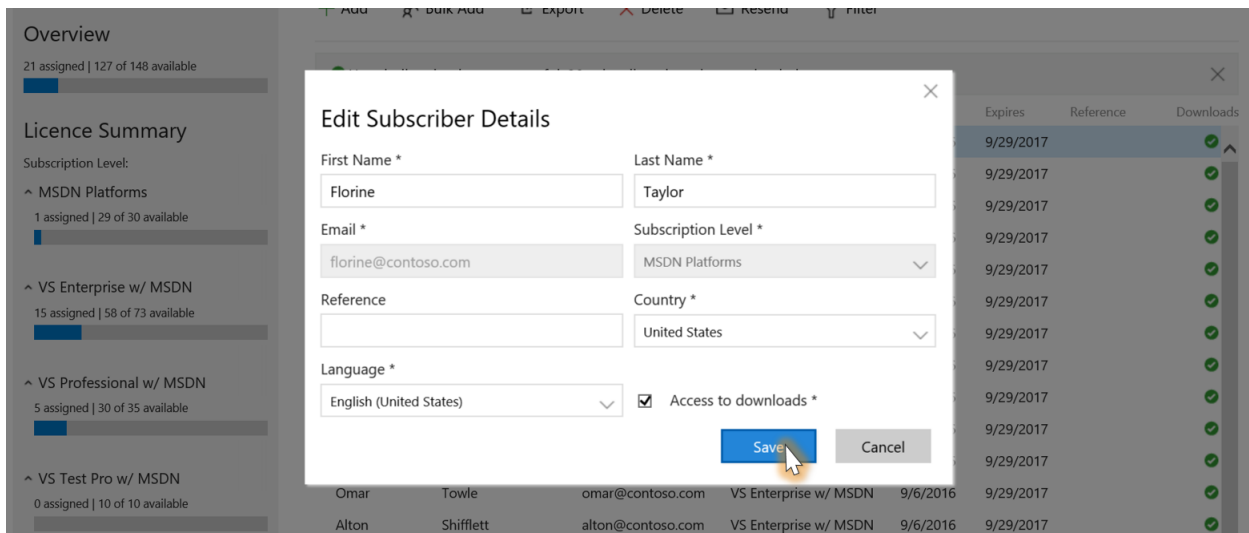
3. After adding the user, a Welcome Email will be automatically sent to the user with further instructions. You can send the Welcome Email again at any time by clicking the Resend button in the top menu.

Editing a User's Subscription Information

1. You can edit users' information to correct errors or update information. To edit a user, select the ellipses (...) that appear next to the user's email address when you hover your mouse over it. A dropdown will appear and you will select "edit" to modify the user's details. You can also double click on the user and the edit window will automatically appear.



2. Once the dialog box opens, you will be able to change the user's first name, last name, country, language and downloads. Edit the user's information, and then click **Save**.



Note: If you need to change the email address or subscription level for a subscriber, you will need to delete the user from the portal and add them again. Those fields are not editable.

Removing One or More Subscription Users

When a user no longer requires a Visual Studio Subscription, such as when they leave the company, complete a project, or switch to a new job role, you can remove their subscription and then assign it to someone else.

1. Click the name of the user you want to remove. To select multiple users for removal, hold down the **CTRL** key and click each user you wish to remove, or select **CTRL** and **A** to select and remove all users.

Visual Studio | Subscription Administration Ted Freeland Sign out

You are viewing this page as user ted@contosodomain.ccscpt.net in Contoso

MPSA: 0005242999 Contoso Agreement Status : Active [Show more](#)

Subscribers Details

Overview

21 assigned | 127 of 148 available

Licence Summary

Subscription Level:

- ^ MSDN Platforms
1 assigned | 29 of 30 available
- ^ VS Enterprise w/ MSDN
15 assigned | 58 of 73 available
- ^ VS Professional w/ MSDN
5 assigned | 30 of 35 available
- ^ VS Test Pro w/ MSDN
0 assigned | 10 of 10 available

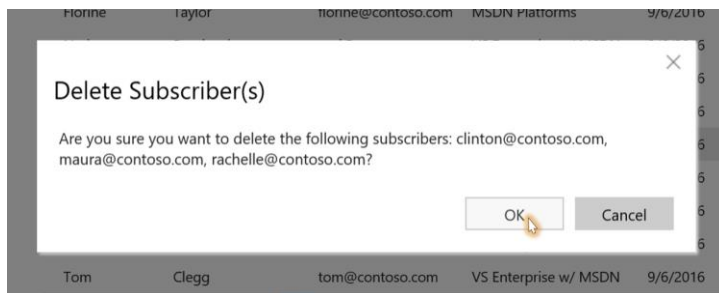
+ Add 👤 Bulk Add 📄 Export ✖ Delete ✉ Resend 🔍 Filter

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Florine	Taylor	florine@contoso.com	MSDN Platforms	9/6/2016	9/29/2017		✓
Ned	Bernhardt	ned@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ann	Buchanan	ann@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Concetta	O'Connor	concetta@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clinton	Betz	... clinton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Nelda	Strickland	nelda@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ted	Freeland	ted@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clarence	Peltier	clarence@contoso.co...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Tom	Clegg	tom@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Maura	Kiine	... maura@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Owen	Trowbridge	owen@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Omar	Towle	omar@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Alton	Shifflett	alton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Geraldine	Navarro	geraldine@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Rachelle	Duran	... rachelle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Doyle	Drayton	doyle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓

- To delete the selected user(s), click **Delete**. When the message appears asking you to confirm the deletion, click **OK**.

The screenshot shows the Visual Studio Subscriptions Administration portal. At the top, it displays 'Visual Studio | Subscription Administration' and the user 'Ted Freeland'. Below this, the MPSA ID is '0005242999' and the agreement status is 'Active'. The main area shows a list of subscribers with columns for First Name, Last Name, Email, Subscription Level, Assigned, Expires, Reference, and Downloads. A 'Delete' button is highlighted with a mouse cursor. On the left, there is an 'Overview' section with a progress bar for '21 assigned | 127 of 148 available' and a 'Licence Summary' section with details for different subscription levels.

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Florine	Taylor	florine@contoso.com	MSDN Platforms	9/6/2016	9/29/2017		✓
Ned	Bernhardt	ned@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ann	Buchanan	ann@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Concetta	O'Connor	concetta@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clinton	Betz	clinton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Nelda	Strickland	nelda@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ted	Freeland	ted@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clarence	Peltier	clarence@contoso.co...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Tom	Clegg	tom@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Maura	Kline	maura@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Owen	Trowbridge	owen@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Omar	Towle	omar@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Alton	Shifflett	alton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Geraldine	Navarro	geraldine@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Rachelle	Duran	rachelle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Doyle	Drayton	doyle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓



Using the Filter to Search for Your Subscribers

The Visual Studio Subscriptions Administration portal allows you to find a specific subset of users based on several different criteria. You can filter the users in the list to find people by their name, email address, subscription level, and various other information.

1. To search for a specific group of users, at the top of the table, click **Filter**.

Visual Studio | Subscription Administration Ted Freeland | Sign out

You are viewing this page as user ted@contosodomain.csctp.net in Contoso

MPSA: 0005242999 Contoso Agreement Status : Active [Show more](#)

Subscribers Details

Overview
21 assigned | 127 of 148 available

Licence Summary
Subscription Level:
^ MSDN Platforms
1 assigned | 29 of 30 available

+ Add Bulk Add Export Delete Resend Filter

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Florine	Taylor	florine@contoso.com	MSDN Platforms	9/6/2016	9/29/2017		✓
Ned	Bernhardt	ned@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ann	Buchanan	ann@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Concetta	O'Connor	concetta@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓

2. You will see many fields appear that you can filter with. Select the criteria you would like to use as the basis of your search and then click **Find**. You will then see a list of users who match the criteria you chose.

+ Add Bulk Add Export Delete Resend Filter

Filter Subscribers

First Name Last Name

Email Subscription Level

Reference Country

Access to downloads Status

Handling an “Over-Claimed” Subscription License Situation

Sometimes orders are changed after subscribers have been added, which can result in having more assigned subscriptions than licenses owned by your company. When this happens, the Subscribers page will show an alert and provide you with further information.

Visual Studio Subscriptions Administration Guide for MPSA

Visual Studio | Subscription Administration Ted Freeland Sign out

You are viewing this page as user ted@contosodomain.ccscpt.net in Contoso

⚠ Your agreement is over allocated with 5 VS Test Pro w/ MSDN subscriptions. Please contact your purchasing agent to purchase more licenses, or lower the number of subscriptions assigned by deleting users from the list below.

MPSA: 0005242999 Contoso Agreement Status : Active [Show more](#)

Subscribers Details

Overview

5 overallocated | 112 of 143 available ⚠

Licence Summary

Subscription Level:

- ^ MSDN Platforms
1 assigned | 29 of 30 available
- ^ VS Enterprise w/ MSDN
15 assigned | 58 of 73 available
- ^ VS Professional w/ MSDN
5 assigned | 30 of 35 available
- ^ VS Test Pro w/ MSDN
5 overallocated | -5 of 5 available ⚠

+ Add Bulk Add Export Delete Resend Filter

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Florine	Taylor	... florine@contoso.com	MSDN Platforms	9/6/2016	9/29/2017		✓
Ned	Bernhardt	ned@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ann	Buchanan	ann@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Concetta	O'Connor	concetta@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clinton	Betz	clinton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Nelda	Strickland	nelda@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Ted	Freeland	ted@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Clarence	Peltier	clarence@contoso.co...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Tom	Clegg	tom@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Maura	Kline	maura@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Owen	Trowbridge	owen@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Omar	Towle	omar@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Alton	Shifflett	alton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Geraldine	Navarro	geraldine@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Rachelle	Duran	rachelle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Doyle	Drayton	doyle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓

1. To resolve over-claimed licenses, click the alert text. This will display a filtered list of the users that are assigned to the subscription level and expiration date that is over-claimed.

Visual Studio | Subscription Administration Ted Freeland Sign out

You are viewing this page as user ted@contosodomain.ccscpt.net in Contoso

⚠ Your agreement is over allocated with 5 VS Test Pro w/ MSDN subscriptions. Please contact your purchasing agent to purchase more licenses, or lower the number of subscriptions assigned by deleting users from the list below.

MPSA: 0005242999 Contoso Agreement Status : Active [Show more](#)

Subscribers Details

Overview

5 overallocated | 112 of 143 available ⚠

Licence Summary

Subscription Level:

- ^ MSDN Platforms
1 assigned | 29 of 30 available
- ^ VS Enterprise w/ MSDN
15 assigned | 58 of 73 available

+ Add Bulk Add Export Delete Resend Filter

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Irma	Cotton	... irma@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Freddie	Phillip	... freddie@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Marylou	Huffman	marylou@contoso.co...	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Susana	Berg	... susana@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Della	Cole	... della@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Lucy	West	... lucy@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Beatrice	Cruz	beatrice@contoso.co...	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Fern	Osborne	fern@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓

2. Remove users as needed to rectify the over-claimed licenses.

Visual Studio | Subscription Administration | Ted Freeland | Sign out

You are viewing this page as user ted@contosodomain.ccscpt.net in Contoso

Your agreement is over allocated with 5 VS Test Pro w/ MSDN subscriptions. Please contact your purchasing agent to purchase more licenses, or lower the number of subscriptions assigned by deleting users from the list below.

MPSA: 0005242999 | Contoso | Agreement Status : Active [Show more](#)

Subscribers | Details

Overview

5 overallocated | 112 of 143 available

Licence Summary

Subscription Level:

- MSDN Platforms
1 assigned | 29 of 30 available
- VS Enterprise w/ MSDN
15 assigned | 58 of 73 available

+ Add | Bulk Add | Export | Delete | Resend | Filter

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Irma	Cotton	irma@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Freddie	Phillip	freddie@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Marylou	Huffman	marylou@contoso.co...	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Susana	Berg	susana@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Della	Cole	della@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Lucy	West	lucy@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Beatrice	Cruz	beatrice@contoso.co...	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Fern	Osborne	fern@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓

Delete Subscriber(s)

Are you sure you want to delete the following subscribers: irma@contoso.com, freddie@contoso.com, susana@contoso.com, della@contoso.com, lucy@contoso.com?

OK | Cancel

- The overview on the left side of the page will update to show that you are once again in compliance and all over-claimed notifications will disappear.

Visual Studio | Subscription Administration Ted Freeland Sign out

You are viewing this page as user ted@contosodomain.ccscpt.net in Contoso

MPSA: 0005242999 Contoso Agreement Status : Active [Show more](#)

Subscribers Details

Overview

26 assigned | 117 of 143 available

Licence Summary

Subscription Level:

- ^ MSDN Platforms
1 assigned | 29 of 30 available
- ^ VS Enterprise w/ MSDN
15 assigned | 58 of 73 available
- ^ VS Professional w/ MSDN
5 assigned | 30 of 35 available
- ^ VS Test Pro w/ MSDN
5 assigned | 0 of 5 available

+ Add
Bulk Add
Export
Delete
Resend
Filter

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Tom	Clegg	tom@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Maura	Kline	maura@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Owen	Trowbridge	owen@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Omar	Towle	omar@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Alton	Shifflett	alton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Geraldine	Navarro	geraldine@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Rachelle	Duran	rachelle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Doyle	Drayton	doyle@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✓
Harry	Maple	harry@contoso.com	VS Professional w/ MSDN	9/6/2016	9/29/2017		✓
Darnell	Roundtree	darnell@contoso.com	VS Professional w/ MSDN	9/6/2016	9/29/2017		✓
Bertha	Parks	bertha@contoso.com	VS Professional w/ MSDN	9/6/2016	9/29/2017		✓
Garry	Vergara	garry@contoso.com	VS Professional w/ MSDN	9/6/2016	9/29/2017		✓
Linda	Riggs	linda@contoso.com	VS Professional w/ MSDN	9/6/2016	9/29/2017		✓
Marylou	Huffman	marylou@contoso.co...	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Beatrice	Cruz	beatrice@contoso.co...	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓
Fern	Osborne	fern@contoso.com	VS Test Pro w/ MSDN	9/6/2016	9/29/2017		✓

Handling Expired Subscriptions

When a user's subscription has expired, this is indicated in the portal by a red bar next to their name. For those users to continue using their Visual Studio Subscription benefits, you will need to renew their licenses.

Visual Studio | Subscription Administration | Ted Freeland | Sign out | You are viewing this page as user ted@contosodomain.ccscpt.net in | Contoso

MPSA: 0005242999 | Contoso | Agreement Status : Active [Show more](#)

Subscribers | Details

Overview
26 assigned | 117 of 143 available

Licence Summary
Subscription Level:
 ^ MSDN Platforms
1 assigned | 29 of 30 available
 ^ VS Enterprise w/ MSDN
15 assigned | 58 of 73 available
 ^ VS Professional w/ MSDN
5 assigned | 30 of 35 available
 ^ VS Test Pro w/ MSDN
5 assigned | 0 of 5 available

+ Add | Bulk Add | Export | Delete | Resend | Filter

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Florine	Taylor	florine@contoso.com	MSDN Platforms	9/6/2015	9/29/2017		✓
Ned	Bernhardt	ned@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Ann	Buchanan	ann@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Concetta	O'Connor	concetta@contoso.c...	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Clinton	Betz	clinton@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Nelda	Strickland	nelda@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Ted	Freeland	ted@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Clarence	Peltier	clarence@contoso.co...	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Tom	Clegg	tom@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Maura	Kline	maura@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Owen	Trowbridge	owen@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Omar	Towle	omar@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Alton	Shifflett	alton@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Geraldine	Navarro	geraldine@contoso.c...	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Rachelle	Duran	rachelle@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Doyle	Drayton	doyle@contoso.com	VS Enterprise w/ MSDN	9/6/2015	9/4/2016		✓
Harry	Maple	harry@contoso.com	VS Professional w/ MSDN	9/6/2015	9/29/2017		✓

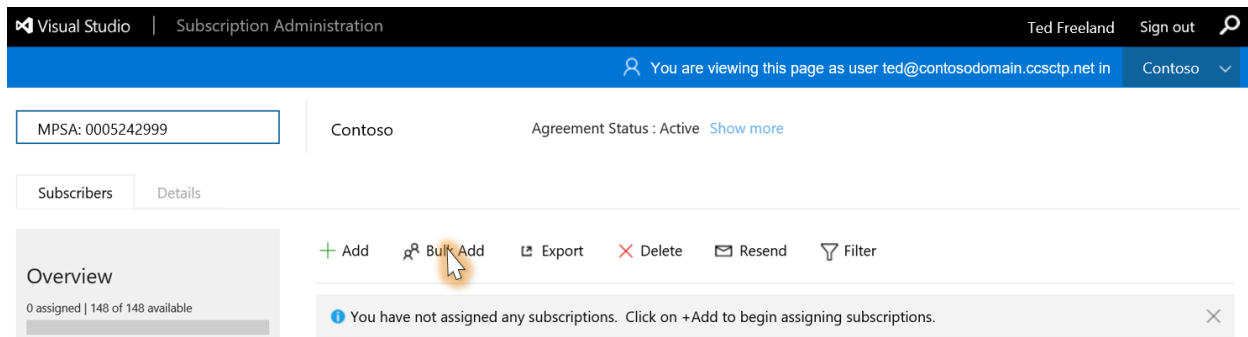
To renew the subscriptions, contact your Volume Licensing Reseller and let them know that you need more Visual Studio Subscription licenses. Provide them with your Agreement Number and Purchase Account Number. Once your reseller has placed the order and the new subscription licenses are available, they can be assigned to your users.

Adding Multiple Users by Using Bulk Assign

You can assign multiple users at once using the bulk upload process.

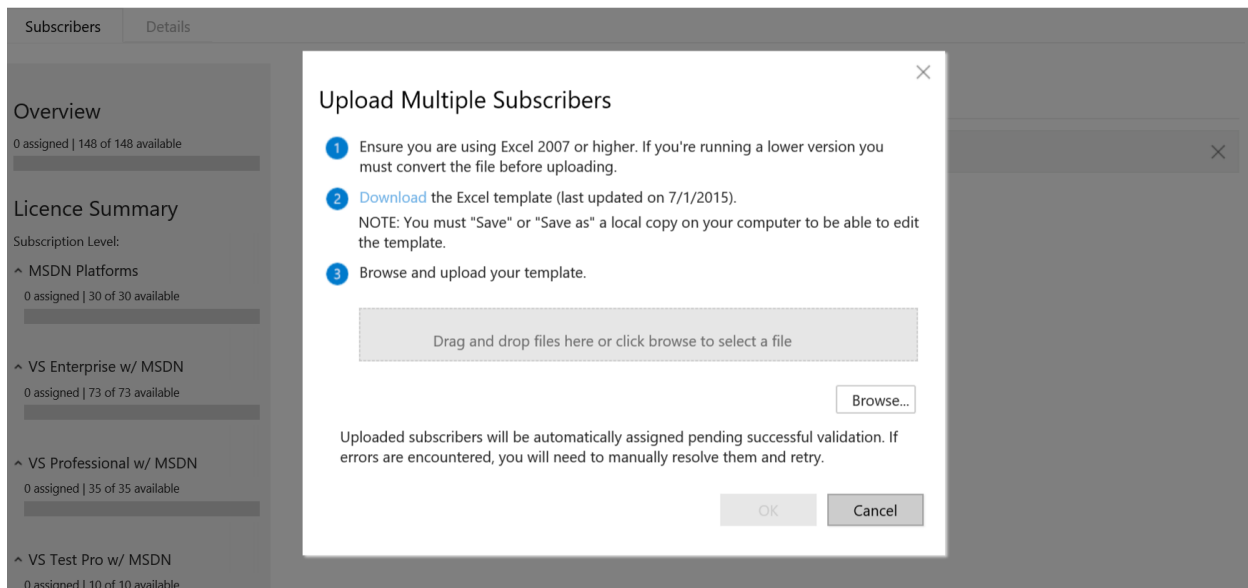
Beginning the Bulk Upload Process

1. To add multiple users at once, navigate to the Subscribers page. In the ribbon at the top, click **Bulk Add**.



Filling out the Bulk Upload Template

1. Bulk assign uses a Microsoft Excel template to upload users. In the **Upload Multiple Subscribers** dialog box, click **Download** to download the template. Always download the latest version of this template. If you use an older version, your bulk upload may fail.



2. In the Excel spreadsheet, fill out the fields with the information for the users you want to assign subscriptions to. Reference is an optional field. If you have filled out any part of the template incorrectly, you should see an error message describing the problem. Save the file on your hard drive when done.

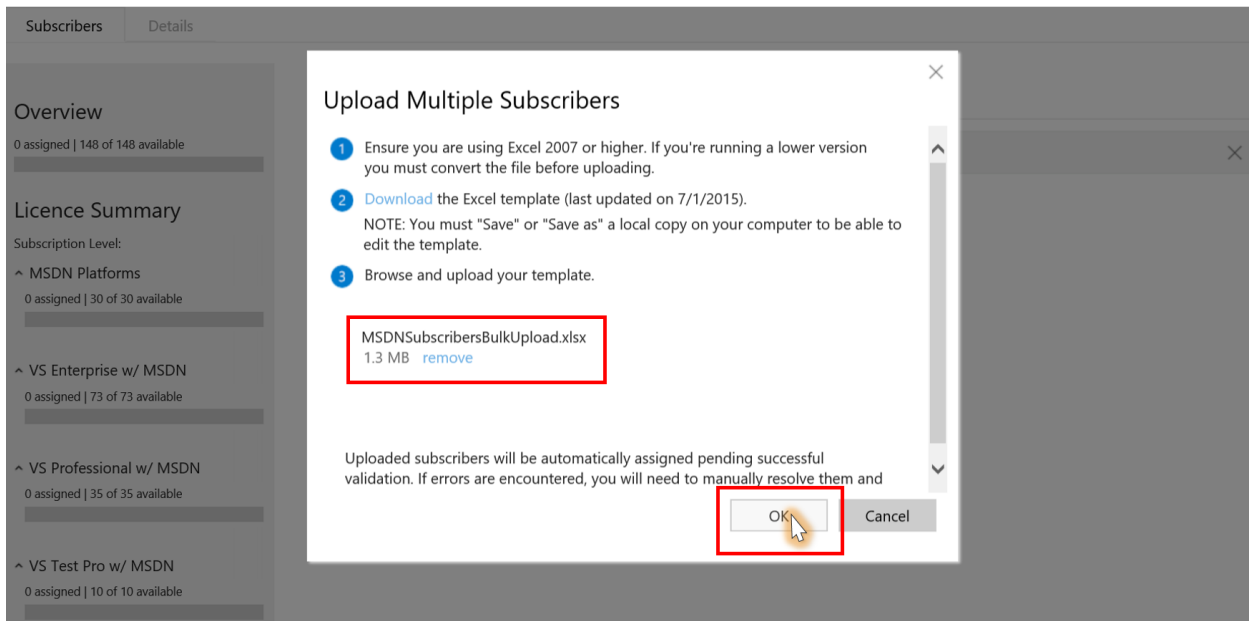
To help ensure a smooth upload, observe the following best practices:

- Ensure that none of the form fields contain commas.
- Remove spaces before and after form fields such as users' names.
- Make sure users' names do not contain extra spaces in between two-part first or last names (e.g. two-part first name such as "Maggie May" should not be typed as "Maggie May" as the system will not trim the extra space)

First Name	Last Name	Email	Country	Language	Subscription Level	Downloads	Reference
90 characters	90 characters	140 characters	(select from the list)	(select from the list)	(select from the list)	(TRUE or FALSE)	20 characters
<i>(Required)</i>	<i>(Required)</i>	<i>(Required)</i>	<i>(Required)</i>	<i>(Required)</i>	<i>(Required)</i>	<i>(Required)</i>	<i>(Optional)</i>
Ned	Bernhardt	ned@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Ann	Buchanan	ann@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Concetta	O'Connor	concetta@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Clinton	Betz	clinton@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Nelda	Strickland	nelda@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Ted	Freeland	ted@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Clarence	Peltier	clarence@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Tom	Clegg	tom@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Maura	Kline	maura@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Owen	Trowbridge	owen@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Omar	Towle	omar@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Alton	Shifflett	alton@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Geraldine	Navarro	geraldine@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Rachelle	Duran	rachelle@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Doyle	Drayton	doyle@contoso.com	United States	English (United States)	VS Enterprise w/ MSDN	TRUE	
Harry	Maple	harry@contoso.com	United States	English (United States)	VS Professional w/ MSDN	TRUE	
Darnell	Roundtree	darnell@contoso.com	United States	English (United States)	VS Professional w/ MSDN	TRUE	
Bertha	Parks	bertha@contoso.com	United States	English (United States)	VS Professional w/ MSDN	TRUE	
Garry	Vergara	garry@contoso.com	United States	English (United States)	VS Professional w/ MSDN	TRUE	
Linda	Riggs	linda@contoso.com	United States	English (United States)	VS Professional w/ MSDN	TRUE	

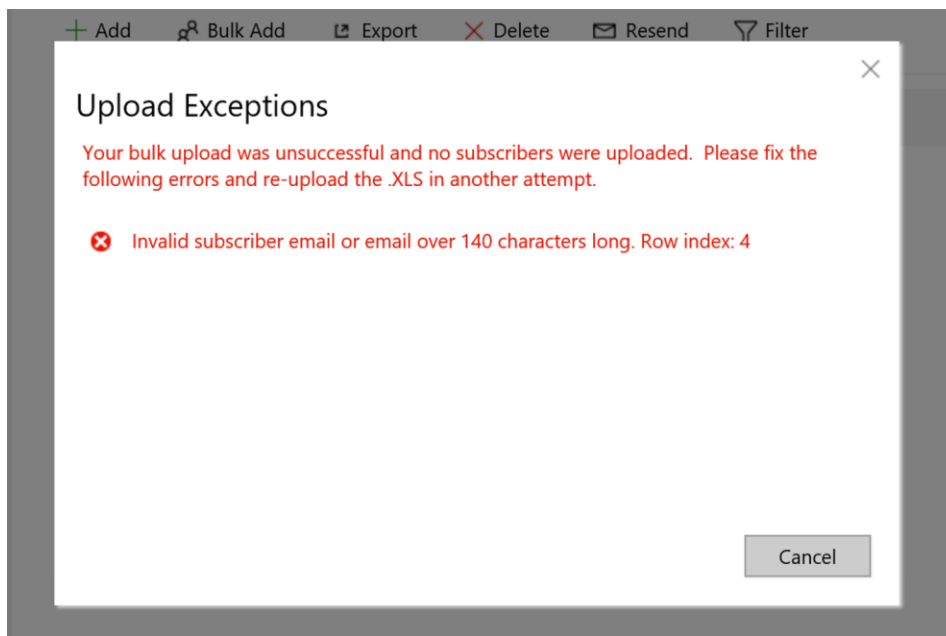
Uploading the Bulk Upload Template

1. Return to the Visual Studio Administration portal and in the **Upload Multiple Subscribers** dialog box, click **Browse**. Navigate to the Excel file you saved. When you're done, click **Upload**. You will see the upload progress on the screen.



Handling Errors in the Bulk Upload Template

If any errors were present in the template, the upload will fail, and you will be shown exactly where and what the errors were so that you can correct the template and attempt the upload again.



When the upload is successful, you will see the list of subscribers and see a confirmation message indicating that it was completed.

Visual Studio | Subscription Administration Ted Freeland Sign out

You are viewing this page as user ted@contosodomain.ccctp.net in Contoso

MPSA: 0005242999 Contoso Agreement Status : Active [Show more](#)

Subscribers Details

+ Add Bulk Add Export Delete Resend Filter

✔ Your bulk upload was successful. 20 subscribers have been uploaded.

First Name	Last Name	Email	Subscription Level	Assigned	Expires	Reference	Downloads
Florine	Taylor	florine@contoso.com	MSDN Platforms	9/6/2016	9/29/2017		✔
Ned	Bernhardt	ned@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✔
Ann	Buchanan	ann@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✔
Concetta	O'Connor	concetta@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✔
Clinton	Betz	clinton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✔
Nelda	Strickland	nelda@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✔
Ted	Freeland	ted@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✔
Clarence	Peltier	clarence@contoso.co...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✔
Tom	Clegg	tom@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✔
Maura	Kline	maura@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✔
Owen	Trowbridge	owen@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✔
Omar	Towle	omar@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✔
Alton	Shifflett	alton@contoso.com	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✔
Geraldine	Navarro	geraldine@contoso.c...	VS Enterprise w/ MSDN	9/6/2016	9/29/2017		✔

Overview
21 assigned | 127 of 148 available

Licence Summary
Subscription Level:

- ^ MSDN Platforms
1 assigned | 29 of 30 available
- ^ VS Enterprise w/ MSDN
15 assigned | 58 of 73 available
- ^ VS Professional w/ MSDN
5 assigned | 30 of 35 available
- ^ VS Test Pro w/ MSDN
0 assigned | 10 of 10 available

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