

What is Student Advantage?

The Student Advantage program is part of Microsoft's [ConnectED](#) announcement in concert with President Obama and the White House. Our vision and investment behind this amazing program is to equip students with productivity tools and digital literacy skills that will help them be more successful as they prepare for college and the workforce. The Student Advantage program is available to all educational institutions that subscribe to Microsoft Office for their entire Staff and Faculty. It allows students to deploy up to 5 copies of Office 365 Pro Plus at no additional cost.

CAMSA participating districts can provision Office 365 ProPlus for the entire student population as a benefit as long as they are enrolled. Office 365 Pro Plus allows each student to install up to 5 copies (in any combination) of the following versions of Office via their district provisioned Office 365 Account.

- Office 2013 Pro Plus for PC
- Office 2011 for MAC
- Office for iPad with editing rights

This guide was designed to help administrators simplify and accelerate the deployment of this benefit.

Office

Install the latest version of Office

This will install the latest version of the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.



Language:

English (United States)

Version:

32-bit (Recommended) [Advanced](#)

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

[Learn how to troubleshoot your Office installation](#)

Install

Disclaimer - Office 365 Privacy, Compliance and Security Information:

Microsoft understands and agrees with the importance of student privacy, and abides by the limitations and requirements of FERPA. More information is available here:

- <http://trust.office365.com>
- [Who has access to your data in Office 365?](#)
- Microsoft will also commit to this in writing with your district/COE/DOE legal entities. Here is an example that can be added to your EES Volume Licensing Agreement:



Legal Amendment
2014.doc

- Please review the Privacy and Security Terms in our Online Services Terms:



MicrosoftOnlineSer
vicesTerms(English).doc

- **Enabling student email accounts is not a requirement for students to download and install their 5 copies of Office.**

Step 1: Request a \$0 Quote and Order Student Advantage

- Identify your student count, request a \$0 quote from californiaedu@shi.com and copy your rep rebecca_smith@shi.com or chris_azare@shi.com

Part Number	Item Name	ERPPrice	Number of seats
5XS-00002	Student Advantage - Office 365 ProPlus for Students	No cost	

- Review and sign the student option and program signature forms:



ProgramSignForm(20140701115048_St
MSSign)(NALatAm)EudentOptionMidTer

- Submit the signed paperwork and your \$0 PO to SHI

Step 2: **SIGN UP** for a new Office 365 Tenant or **SIGN IN** to an existing Office 365 Tenant - *IMPORTANT*

- Within 3-4 days, your EES VLSC Online Administrator will receive an email from the Microsoft Online Services Team. The screenshot below is an example.
- A "tenant name" is the identifier for your instance of Office 365
- If you have an existing tenant, click "sign in", login with admin credentials, and skip to Step 4
- If you want to create a new tenant, click "sign up" and proceed to Step 3

Please complete your account profile to set up your services. | [View this email in your browser](#)

Please complete your profile to set up your Microsoft Online Services.

Microsoft

Dear

Thank you for purchasing Microsoft Online Services through Microsoft Volume Licensing.

To start using your subscription, please choose one of the following options:

- 1) If you have signed up for a Microsoft Online Services trial subscription or purchased a subscription, a Microsoft Online Services ID was created at the time of sign up. If you wish to preserve your settings and data from your account and connect it to your Volume Licensing subscription, select "sign in."** This will connect your existing subscription with your Volume Licensing agreement.
Sign In
- 2) If you haven't used Microsoft Online Services either through a trial or a paid subscription before, or would not like to preserve your settings and data from the previous account, select "sign up" to create a Microsoft Online Services ID.** From there, follow the steps to create an account profile. You'll be asked to provide a domain name which will help us create a new Microsoft Online Services ID for your organization as a part of your Volume Licensing agreement.
Sign Up

Thanks again for purchasing Microsoft Online Services.

Sincerely,
The Microsoft Online Services Team

Step 3: Create a new Office 365 Tenant:

Follow the steps and complete the registration process. Be sure to write down your tenant name, user name and password.

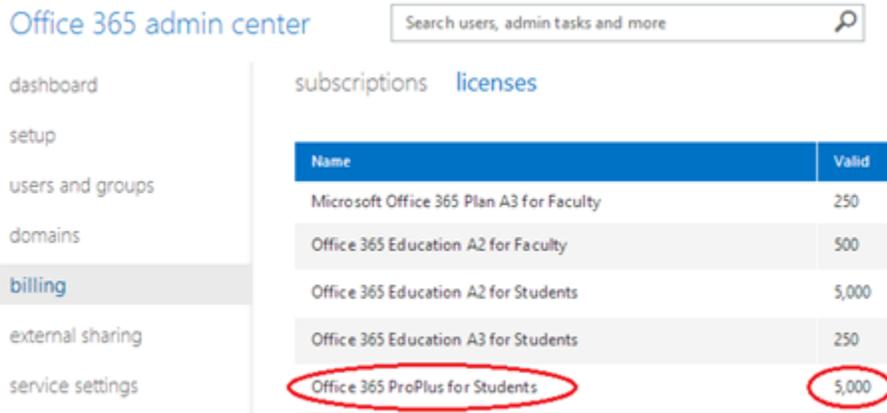


The screenshot shows the registration form for a new Office 365 tenant. It includes a text box for the user name containing 'admin', a text box for the tenant name containing 'schooldistrict' and a dropdown for the domain set to '.onmicrosoft.com'. A red arrow points to the tenant name with the text 'this is your Office 365 tenant name'. Below the tenant name, there is a green checkmark and the email address 'admin@schooldistrict.onmicrosoft.com'. A callout box on the right provides instructions: 'This name has to be unique, and it can't contain any punctuation. Example: yourcompany'. At the bottom, there are two password fields represented by dots.

Step 4: Verify Student Advantage Licenses in your tenant

After completing steps 2 and 3, the Office 365 Pro Plus (Student Advantage) Licenses will be populated in your tenant.

You can view them by clicking on billing -> licenses in the Office 365 Admin Console:



The screenshot shows the Office 365 Admin Console interface. The 'billing' menu item is selected in the left sidebar. The 'licenses' tab is active in the main content area. A table lists the licenses available in the tenant. The 'Office 365 ProPlus for Students' license is circled in red, along with its quantity of 5,000.

Name	Valid
Microsoft Office 365 Plan A3 for Faculty	250
Office 365 Education A2 for Faculty	500
Office 365 Education A2 for Students	5,000
Office 365 Education A3 for Students	250
Office 365 ProPlus for Students	5,000

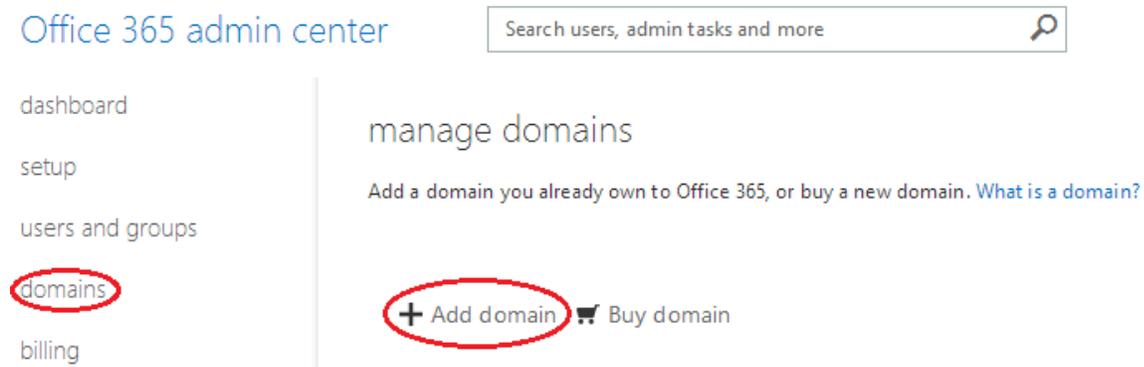
Step 5: Add a Domain

Note that this is a "Student Advantage Only" guide and does not include instructions on provisioning other Office 365 services (Exchange email accounts, Lync, and SharePoint).

Students must login to their Office 365 account to download and install their 5 copies of Office. These identities must be provisioned by an Office 365 administrator and resemble an email addresses format:

i.e. username@schoolomainname.edu, firstlastgraduationyear@yourusdstudents.org, etc

You can add an existing domain that you own, or purchase one from GoDaddy.com directly from Office 365 by clicking on "domains" in the admin console:



Leave the following option checked/unchecked based on your deployment strategy and you can always change it later:

how do you want to use .org with office 365?

Select the Office 365 services you want to use with smhsstudents.org. [Learn more](#)

- Exchange Online:** I want users in my organization to have @.org email addresses.
- Lync Online:** I want users to sign in to IM and Lync meetings with their @.org user IDs.

Want to use this domain with your Public Website? After you finish this setup, go to [Domains](#) and choose **Add a domain** to add a subdomain like **www.****.org**. We'll walk you through the steps.

Do you have on-premises mailboxes? (Advanced setup)

Step 6: Add Student Users and Assign Student Advantage Licenses

There are several options to add students into your tenant and assign the licenses. If your students are on Active Directory, we recommend the DirSync/PW Sync steps illustrated in step 4 below.

Office 365 admin center

Search users, admin tasks and more

active users | deleted users | security groups | delegated admins

Single sign-on: [Set up](#) | [Learn more](#)
Active Directory® synchronization: [Set up](#) | [Learn more](#)
[Manage mail contacts](#) | [Manage resource mailboxes](#) | [Manage shared mailboxes](#) in Exchange
Change the password expiration policy for your users: [Change now](#)
Set Multi-factor authentication requirements: [Set up](#) | [Learn more](#)

add users individually

bulk add users with a CSV file

DISPLAY NAME ▲

Office 365 ProPlus for Students 4,995 of 5,000 licenses available [Buy more licenses](#)

1. Add accounts/assign licenses individually directly in the admin console under “users and groups”
2. Bulk import (250 users at a time) with a .CSV file in the admin console. Assign the Office 365 ProPlus to those bulk users in step 4

Bulk add users

1. Select file
2. Verification
3. Settings
4. Licenses
5. send results
6. Results

select a csv file

To bulk add users, select a CSV file containing user information. To see the required format, download the sample CSV file that follows. [Learn more about CSV files](#)

Path and file name:

[Download a blank CSV file](#)

Create a new CSV file from this template using a text editor, such as Notepad.

[Download a sample CSV file](#)

The column headings in your file must match the column headings in the sample. To change the column headings, use a text editor, such as Notepad.

3. PowerShell scripts to bulk import more than 250 users from a .CSV file (Page 7)
 - <http://technet.microsoft.com/en-us/library/jj151815.aspx>
 - <http://blogs.technet.com/b/educloud/archive/2014/02/05/what-are-my-sku-names-for-office-365-education-and-how-can-i-automate-the-licensing.aspx>
4. DirSync with Password Sync to synchronize on premises Active Directory Identities into Office 365
 - <http://blogs.technet.com/b/educloud/archive/2013/06/03/new-azure-active-directory-sync-tool-with-password-sync-is-now-available.aspx>
 - <http://blogs.technet.com/b/educloud/archive/2014/02/05/what-are-my-sku-names-for-office-365-education-and-how-can-i-automate-the-licensing.aspx>
5. 3rd party tools are also available such as [Identity Automation](#)

Step 7: Unleash! Customizable Marketing Materials to Inform Students and Parents

The attachment and link below provide customizable marketing resources that principals or your district administration can use to inform the entire student/parent population:

[Link to Customizable Launch Materials](#)



**K12 - NEW
Marketing Materials**

Direct students/parents to <http://www.office.com/GetOffice365>

 Office 365 for students

Parent signing up for my child | Student  

You're only a few steps away from getting Office 365 compliments of your school. Choose the appropriate box below to get started.

I am a parent
signing up for
my child.

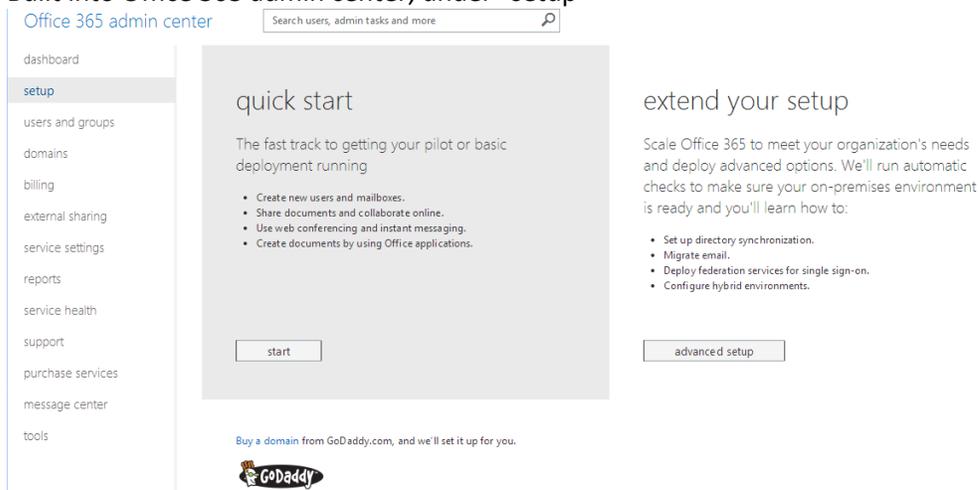
I am a
student.

Questions?

- Free 24/7 technical support is available in the O365 Admin Center under "Support"
- You can also reach out to your Microsoft Account Team
- Our Office 365 Public Roadmap is available at: <http://www.office.com/roadmap>

Additional Office 365 Deployment Resources

- <http://deploy.office.com/>
- <http://blogs.technet.com/b/educloud/archive/2011/08/29/what-do-i-need-to-do-to-prepare-for-office-365-for-education.aspx>
- Built into Office 365 admin center, under "setup"



The screenshot shows the Office 365 Admin Center interface. On the left is a navigation menu with options: dashboard, setup (highlighted), users and groups, domains, billing, external sharing, service settings, reports, service health, support, purchase services, message center, and tools. The main content area is titled 'quick start' and includes a search bar at the top with the text 'Search users, admin tasks and more'. Below the search bar, there's a 'quick start' section with the text 'The fast track to getting your pilot or basic deployment running' and a list of bullet points: 'Create new users and mailboxes.', 'Share documents and collaborate online.', 'Use web conferencing and instant messaging.', and 'Create documents by using Office applications.' A 'start' button is located below this list. To the right of the 'quick start' section is an 'extend your setup' section with the text 'Scale Office 365 to meet your organization's needs and deploy advanced options. We'll run automatic checks to make sure your on-premises environment is ready and you'll learn how to:' followed by a list of bullet points: 'Set up directory synchronization.', 'Migrate email.', 'Deploy federation services for single sign-on.', and 'Configure hybrid environments.' An 'advanced setup' button is located below this list. At the bottom of the page, there is a promotional banner for GoDaddy.com with the text 'Buy a domain from GoDaddy.com, and we'll set it up for you.' and the GoDaddy logo.

PowerShell Requirements

The following are required in order to run the Microsoft Azure Active Directory Module:

- **Operating system:** Use Windows 7, Windows 8, Windows Server 2008 R2, or Windows Server 2012 with the default version of Microsoft .NET Framework and Windows PowerShell.
- **Install Updates:** Ensure you have installed all of the required updates required by the Microsoft cloud services to which you have subscribed. For example, some cloud service features may not work properly without the appropriate versions of operating systems, web browsers, and software.

Install the appropriate version of the Microsoft Online Services Sign-in Assistant:

- [Microsoft Online Services Sign-In Assistant for IT Professionals RTW](#).

Install the appropriate version of the Windows Azure AD Module for Windows PowerShell:

- [Windows Azure Active Directory Module for Windows PowerShell \(32-bit version\)](#)
- [Windows Azure Active Directory Module for Windows PowerShell \(64-bit version\)](#)

Student Advantage and PowerShell

It is important to note the following:

- Your Office 365 Tenant Name (from step 3 above. i.e. **thisisyourtenantname**.onmicrosoft.com)
- PowerShell name for the Student Advantage License: OFFICESUBSCRIPTION_STUDENT
- **Here are the cmdlets to login:**
 - \$cred = Get-Credential
 - Connect-MsolService -Credential \$cred

Example: Bulk upload users and assign Student Advantage from .csv

Populate the UserName and DisplayName fields in students.csv below, and include the LicenseAssignment as "TRUE" and UsageLocation as "US" for all rows.



students.csv

Tweak the file location and tenantname as needed (highlighted in red), and run the cmdlet below:

```
Import-Csv -Path c:\o365\users.csv | ForEach-Object {New-MsolUser -
UserPrincipalName $_.UserName -DisplayName $_.DisplayName -LicenseAssignment
'tenantname:OFFICESUBSCRIPTION_STUDENT' -UsageLocation $_.UsageLocation}
```

Example: Bulk assign Student Advantage to unlicensed users in O365

After a DirSync upload into O365, obtain a list of all unlicensed users and export them to a .csv:

```
Get-MSOLUser -UnlicensedUsersOnly | Sort DisplayName | Select DisplayName,
UserPrincipalName | Export-CSV c:\o365\users.csv
```

Or export a list of all users (licensed and unlicensed):

```
Get-MSOLUser -All | Sort DisplayName | Select DisplayName, UserPrincipalName
| Export-CSV c:\o365\users.csv
```

Edit the .csv file, **remove or filter out any non-student users**, and save to c:\o365\students.csv

Set US as the Usage Location:

```
Import-Csv -Path c:\o365\students.csv | ForEach-Object {Set-MsolUser -
UsageLocation "US"}
```

And assign Student Advantage to each user in the .csv file:

```
Import-Csv -Path c:\o365\students.csv | ForEach-Object {Set-MsolUser -
LicenseAssignment 'tenantname:OFFICESUBSCRIPTION_STUDENT'}
```

More PowerShell Examples:

The information below was referenced from this [TechNet Article](#)

To create a folder for help, list the cmdlets, and then open the file in notepad, you can run the following commands at the Windows PowerShell command prompt:

```
new-item c:\MSOLHelp -type directory
get-command | Where-Object {$_.name -like "*msol*"} | format-list | Out-File
c:\MSOLHelp\msolcmdlets.txt
notepad c:\MSOLHelp\msolcmdlets.txt
```

View the examples for a cmdlet, run the following command at the Windows PowerShell command prompt:

```
get-help <cmdlet-name> -examples
```

View the name, synopsis, description, parameter descriptions, and any examples provided for a cmdlet, run the following command at the Windows PowerShell command prompt:

```
get-help <cmdlet-name> -detailed
```

View the name, synopsis, description, detailed parameters, and any examples provided for a cmdlet, run the following command at the Windows PowerShell command prompt:

```
get-help <cmdlet-name> -full
```

Additional Office 365 PowerShell Links:

- <http://technet.microsoft.com/en-us/library/dn530773.aspx>
- <http://www.amintavakoli.com/2013/05/use-powershell-to-assign-specific.html>
- <http://www.powershellmagazine.com/2012/04/23/provisioning-and-licensing-office-365-accounts-with-powershell/>
- <http://social.technet.microsoft.com/wiki/contents/articles/15905.how-to-use-powershell-to-automatically-assign-licenses-to-your-office-365-users.aspx>
- <http://help.outlook.com/en-us/140/cc952755.aspx>

Optional: Enable 1TB of Cloud Storage and Office Online

Your district can supplement each student's 5 copies of Office with the following at no additional cost:

- [OneDrive for Business](#) - 1TB of personal cloud storage
- [Office Online](#) - browser-based versions of Word, Excel, PowerPoint, OneNote, Excel Survey
 - Enables real time collaboration of Office Online documents with 99 simultaneous users
 - Preserves the last 10 versions of an Office Online document in OneDrive for Business
- Student Exchange Email and Lync Instant Messaging can still be disabled

Request a \$0 quote for the part number below and place a \$0 PO with **SHI** for the desired number of students:

Part Number	Item Name	ERPPrice	Number of seats
M6K-00001	Office 365 Plan A2 Student license	No cost	

Many thanks to Brie Ford, Lance Auman, Jason Miles, Saeed Emamifar and Brent Felker from the Irvine Unified School District in Irvine, CA for the following guide:

This script will log your Windows Azure Active Directory Module for Windows PowerShell into Office 365. It will pop and ask for you to input your Admin Credentials. We used a Global Admin Account for ours. This is a good snippet to keep standalone since it can be re-used as a general "logon to O365" PS1 script.

```
#O365 PS LOGON
$LiveCred = Get-Credential
Connect-MsolService -Credential $LiveCred

$Session = New-PSSession -ConfigurationName Microsoft.Exchange -ConnectionUri
https://ps.outlook.com/powershell/ -Credential $LiveCred -Authentication
Basic -AllowRedirection

Import-PSSession $Session
Connect-MsolService -Credential $LiveCred
```

You probably want to have one "Cloud Global Admin" in case something breaks, you have a "non-AD" account to use to get into the Office 365 Admin Console. We use it only for emergency use, but since it's used so infrequently we set the account password to not expire. We don't want to be scrambling to find a password in the heat of battle. So this is optional, but it may make sense while someone's at this.

```
#SET USER PASSWORD TO NEVER EXPIRE
$DLname = read-host "Please enter UPN of User ==> "
Set-MsolUser -UserPrincipalName $DLname -PasswordNeverExpires $True
```

This script will dump all users in the Office 365 Cloud to a CSV – we called it O365Users.csv but it could be anything.

```
#EXPORT ALL O365 Users to CSV FILE
Get-MSOLUser -All | Sort DisplayName | Select DisplayName, UserPrincipalName
| Export-CSV c:\o365\O365Users.csv
```

We then took that script and sorted by UPN Name. That works for us since all of our students are prefaced with their graduation year. So anything that starts with a number is a student account. There are other more elegant ways of doing this, but this was quick and dirty. We removed staff accounts and then saved as "Students.csv"

You'll need the name of your AccountSku's in order to license the components. This command will list all available licensed SKUs for the Office 365 Tenant (ie District)

```
Get-MSOLAccountSku
```

<u>License Name</u>	<u>PowerShell SKU Name</u>
Microsoft Office 365 Plan A2 for Students	STANDARDWOFFPACK_STUDENT
Microsoft Office 365 Plan A2 for Faculty	STANDARDWOFFPACK_FACULTY
Microsoft Office 365 Plan A3 for Faculty	ENTERPRISEPACK_FACULTY
Microsoft Office 365 Plan A3 for Students	ENTERPRISEPACK_STUDENT
Student Advantage / Office 365 ProPlus for Students	OFFICESUBSCRIPTION_STUDENT
Exchange Online (Plan 1) for Alumni	EXCHANGESTANDARD_ALUMNI

If you want to license everything, then you just need the SKUs above. If you want to license subcomponents (eg for us, not include Lync – MCOSTANDARD or Email – EXCHANGE_S_STANDARD) then you'll need these names.

```
Get-MsolAccountSku | Where-Object {$_.SkuPartNumber -eq 'STANDARDWOFFPACK_STUDENT'} | ForEach-Object {$_.ServiceStatus}
```

<u>Plan Name</u>	<u>PowerShell SKU Name</u>
SharePoint Plan 1 faculty (A2)	SHAREPOINTSTANDARD_EDU
SharePoint Plan 1 student (A2)	SHAREPOINTSTANDARD_EDU
Exchange Online Plan 1 faculty (A2)	EXCHANGE_S_STANDARD
Exchange Online Plan 1 student (A2)	EXCHANGE_S_STANDARD
Exchange Plan 2 for faculty (A3)	EXCHANGE_S_ENTERPRISE
Lync Online Plan 2 student (A2 or A3)	MCOSTANDARD
Lync Online Plan 2 faculty (A2 or A3)	MCOSTANDARD
SharePoint Plan 2 faculty (A3)	SHAREPOINTENTERPRISE_EDU
Office 365 ProPlus faculty (A3)	OFFICESUBSCRIPTION
Office Online for faculty (A2 or A3)	SHAREPOINTWAC_EDU
Office Online for student (A2 or A3)	SHAREPOINTWAC_EDU
Azure Rights Management faculty (A3)	RMS_S_ENTERPRISE

Below is a graphical representation of what this looks like in the O365 Admin Console.
In this example, 1TB of cloud storage + Office Online are enabled while Lync and Exchange are disabled:

- Microsoft Office 365 Plan A2 for Students
 - Office Online for Education
 - Lync Online (Plan 2)
 - SharePoint Plan 1 for EDU
 - Exchange Online (Plan 1)

In this next example, all Plan A2 services are enabled for this student:

- Microsoft Office 365 Plan A2 for Students
 - Office Online for Education SHAREPOINTWAC_EDU
 - Lync Online (Plan 2) MCOSTSTANDARD
 - SharePoint Plan 1 for EDU SHAREPOINTSTANDARD_EDU
 - Exchange Online (Plan 1) EXCHANGE_S_STANDARD

This script iterates the “Students.csv” above and licenses them for the “STANDARDWOFFPACK_STUDENT” (which is the full A2 plan for students) but disables the two SKU’s we’re not ready for (*yet).



IUSDStudentA2Plan
.ps1

The last line iterates through and licenses for the Student Advantage Office Pro Plus Subscription.

This will list the student UPN Names as it runs, to at least give you something on screen to show it’s working.

NOTE: We tested with a CSV containing only two students in it to make sure it worked how we wanted before feeding it the complete Students.csv. You’ll want to use the Office 365 Admin GUI to de-license those test students before the next run or it will generate an error (but still keep running).

