

Registering for the Education License Program



What's in this guide?

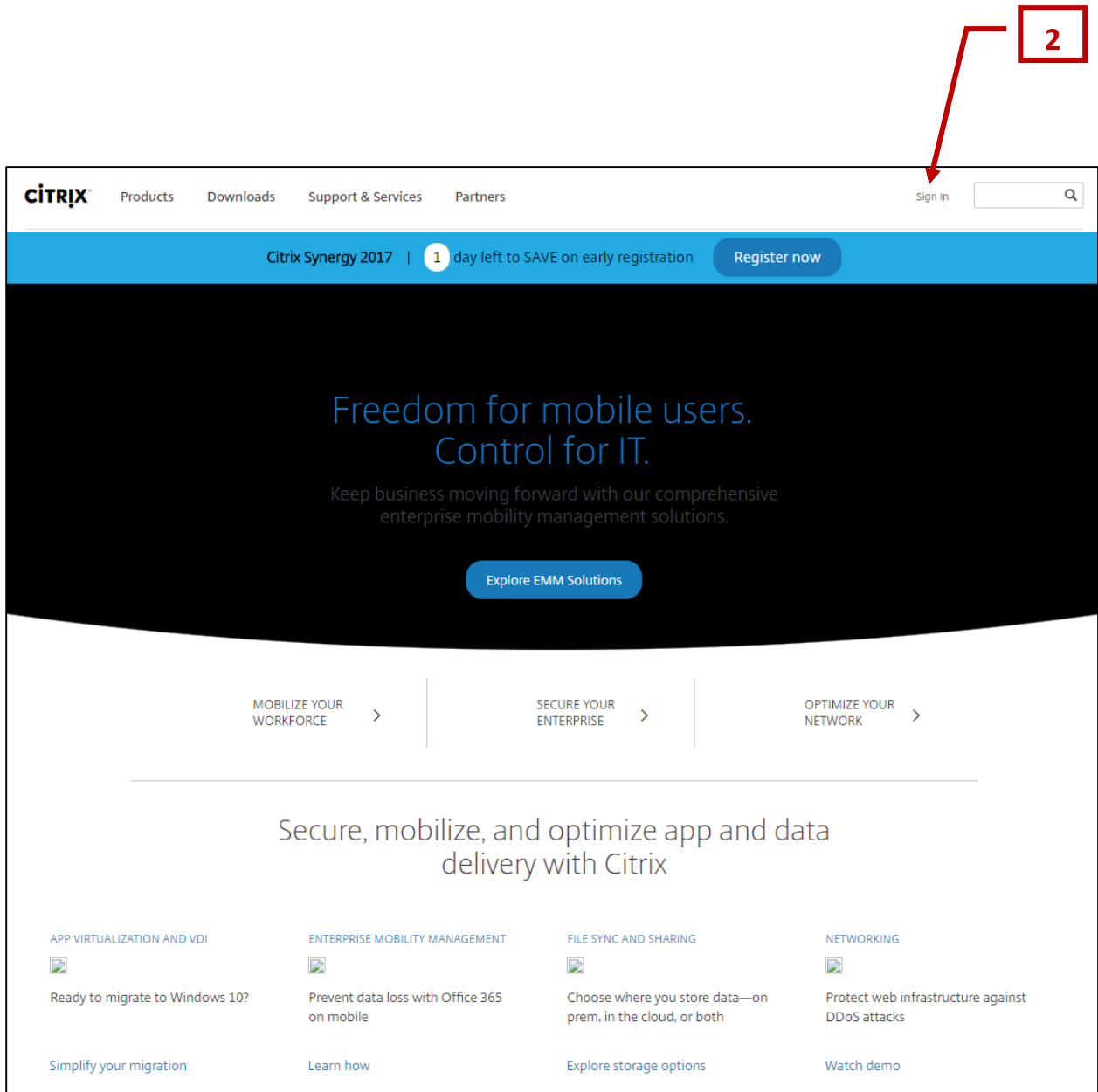
This guide provides step-by-step instructions for an organization to register itself for the Education License Program on citrix.com.

The steps below are for individuals who have existing Citrix accounts. See the guide titled [Creating a Citrix Account](#) for instructions on how to create your Citrix account. An authorized Citrix partner can register your organization for the Education License Program for you. For additional assistance with either establishing a Citrix account or registering for the Education License Program, please contact an authorized Citrix partner. Locate a partner at www.Citrix.com/Partners/Locator.

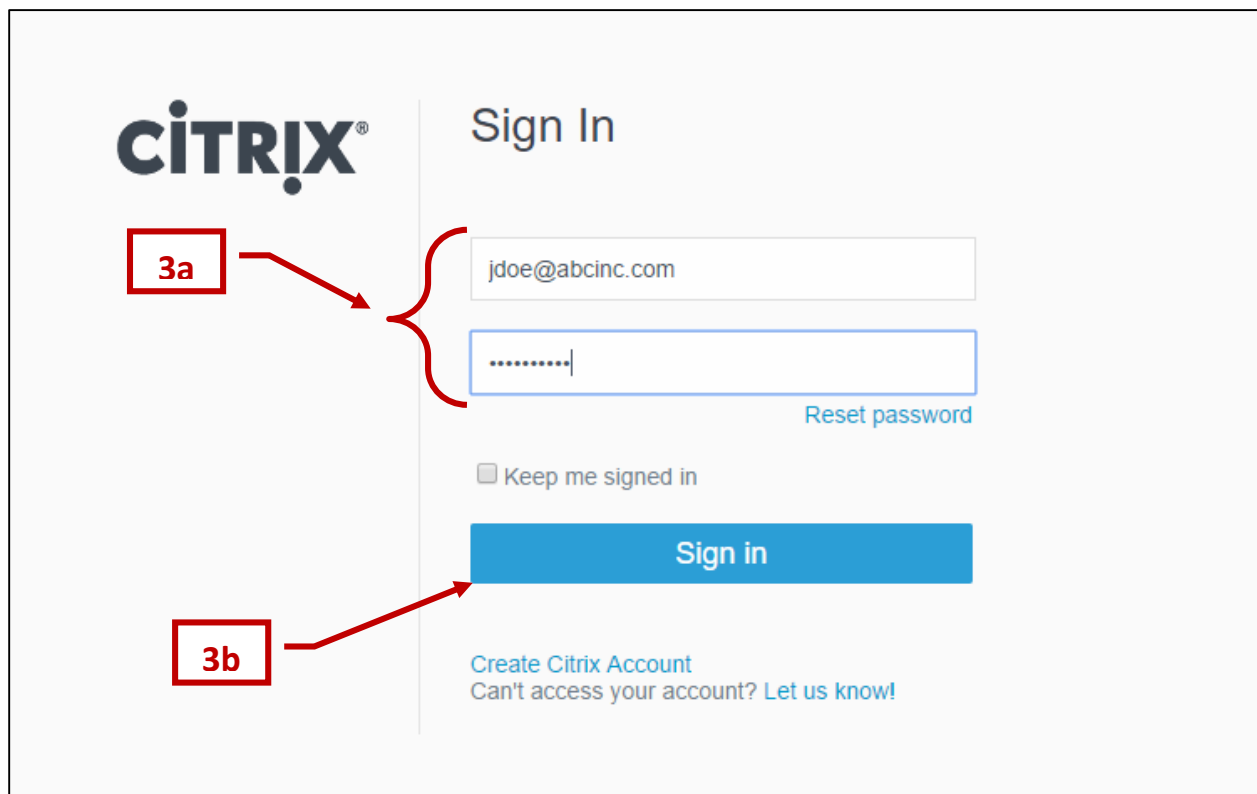
Why register for the Education License Program?

Enrolling in the Education License Program reduces the time required for a customer to acquire Citrix products by establishing the program terms in advance and granting a significant discount from suggested retail price (SRP) the customer will enjoy throughout the term of the license program. Registering for the Education License Program does not obligate you or your organization to any purchase.

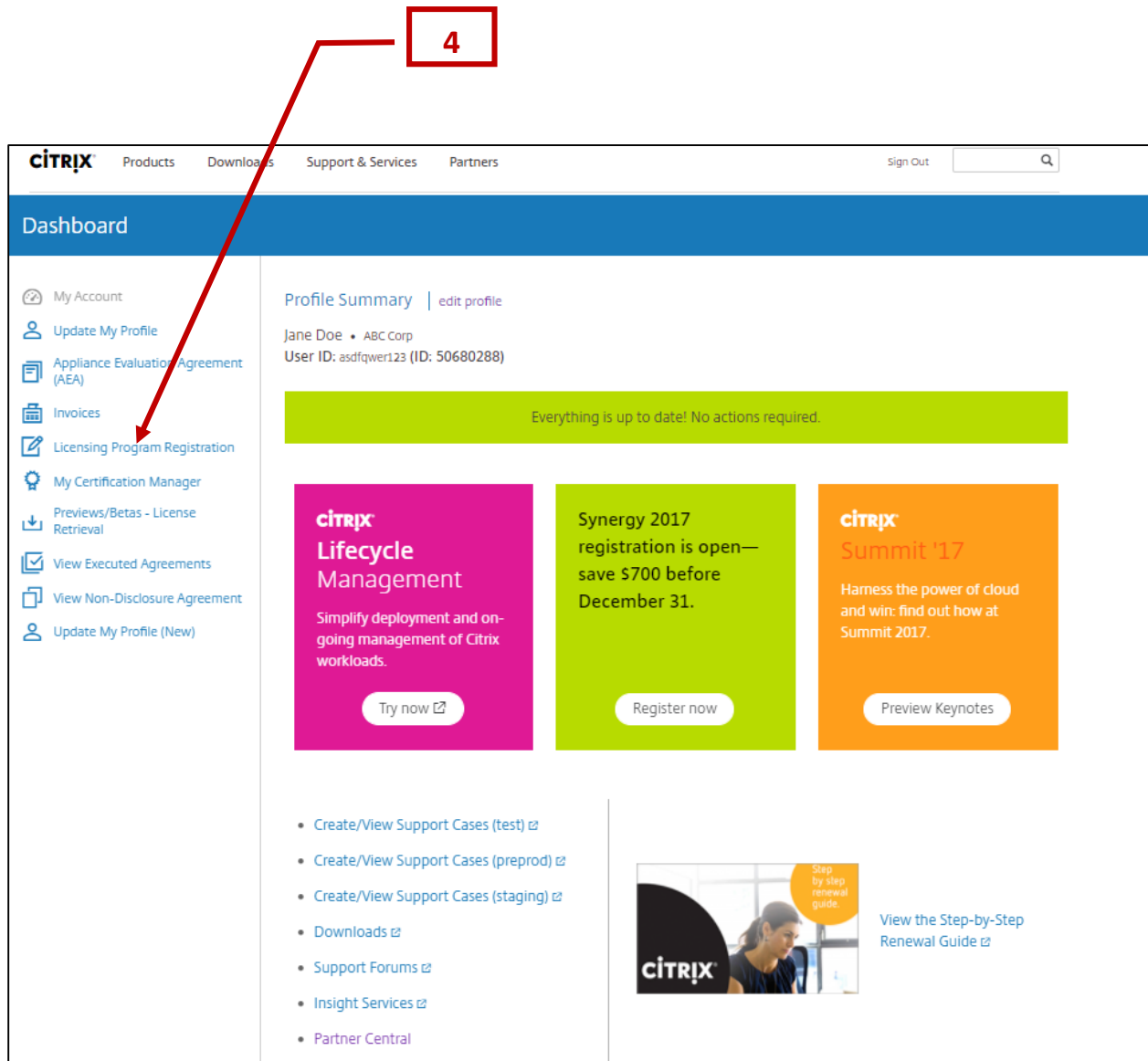
1. Go to www.citrix.com.
2. Click **Sign In**.



3. To sign into Citrix.com:
 - a. Enter your User name and Password.
 - b. Click **Sign In**.



The screenshot shows the Citrix Sign In page. On the left is the Citrix logo. To its right is the 'Sign In' heading. Below the heading are two input fields: the top one contains 'jdoe@abcinc.com' and the bottom one contains a masked password '.....'. A red box labeled '3a' has an arrow pointing to both input fields. Below the password field is a 'Reset password' link. Underneath is a checkbox labeled 'Keep me signed in'. A large blue button labeled 'Sign in' is positioned below the checkbox. A red box labeled '3b' has an arrow pointing to this button. At the bottom of the page are two links: 'Create Citrix Account' and 'Can't access your account? Let us know!'.

4. Click **Licensing Program Registration**.

The screenshot shows the Citrix user dashboard. At the top, there is a navigation bar with the Citrix logo and links for Products, Downloads, Support & Services, and Partners. A search bar is located on the right. Below the navigation bar is a blue header labeled "Dashboard".

On the left side, there is a sidebar menu with the following items:

- My Account
- Update My Profile
- Appliance Evaluation Agreement (AEA)
- Invoices
- Licensing Program Registration** (highlighted with a red box and arrow)
- My Certification Manager
- Previews/Betas - License Retrieval
- View Executed Agreements
- View Non-Disclosure Agreement
- Update My Profile (New)

The main content area displays the "Profile Summary" for Jane Doe, including her company (ABC Corp) and User ID (asdfqwer123). A green banner indicates that everything is up to date. Below this are three promotional cards:

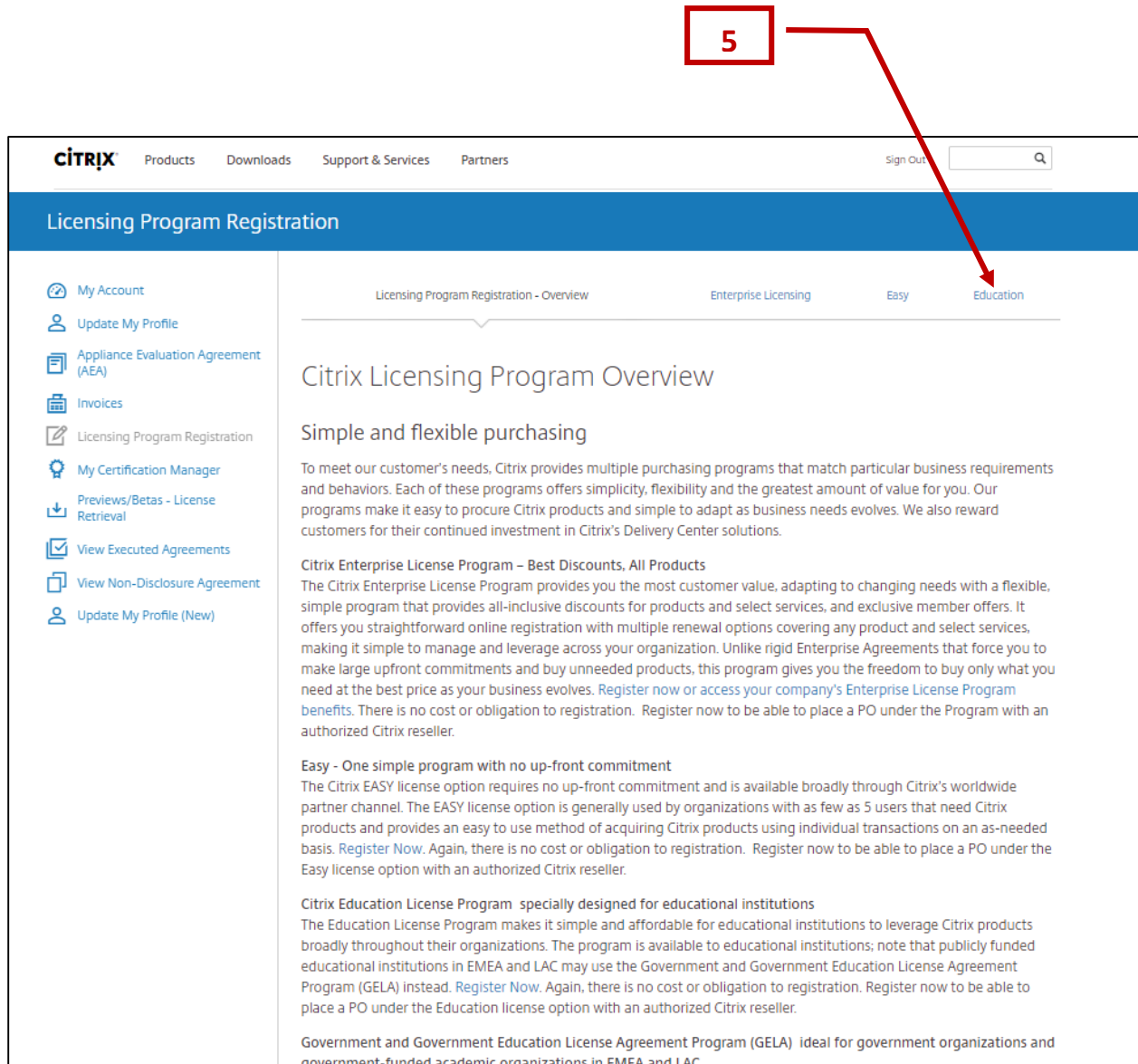
- Lifecycle Management**: Simplify deployment and ongoing management of Citrix workloads. Button: Try now.
- Synergy 2017 registration is open**: save \$700 before December 31. Button: Register now.
- Summit '17**: Harness the power of cloud and win: find out how at Summit 2017. Button: Preview Keynotes.

At the bottom, there is a list of links for support and resources:

- Create/View Support Cases (test)
- Create/View Support Cases (preprod)
- Create/View Support Cases (staging)
- Downloads
- Support Forums
- Insight Services
- Partner Central

There is also a "View the Step-by-Step Renewal Guide" link with an accompanying image of a person looking at a screen.

5. Click the **Education** tab.



The screenshot shows the Citrix Licensing Program Registration page. At the top, there is a navigation bar with the Citrix logo and links for Products, Downloads, Support & Services, and Partners. A search bar is located on the right side of the navigation bar. Below the navigation bar is a blue header with the text "Licensing Program Registration". On the left side, there is a sidebar menu with various options: My Account, Update My Profile, Appliance Evaluation Agreement (AEA), Invoices, Licensing Program Registration, My Certification Manager, Previews/Betas - License Retrieval, View Executed Agreements, View Non-Disclosure Agreement, and Update My Profile (New). The main content area has a breadcrumb trail: "Licensing Program Registration - Overview" > "Enterprise Licensing" > "Easy" > "Education". The "Education" tab is highlighted with a red box and a red arrow pointing to it. The main content area displays the "Citrix Licensing Program Overview" and "Simple and flexible purchasing" section. It describes the Citrix Enterprise License Program, the Easy license option, and the Citrix Education License Program. The Education License Program is specifically designed for educational institutions and is available to educational institutions in EMEA and LAC. It mentions the Government and Government Education License Agreement Program (GELA) and provides a link to "Register Now".

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Licensing Program Registration

My Account
Update My Profile
Appliance Evaluation Agreement (AEA)
Invoices
Licensing Program Registration
My Certification Manager
Previews/Betas - License Retrieval
View Executed Agreements
View Non-Disclosure Agreement
Update My Profile (New)

Licensing Program Registration - Overview Enterprise Licensing Easy **Education**

Citrix Licensing Program Overview

Simple and flexible purchasing

To meet our customer's needs, Citrix provides multiple purchasing programs that match particular business requirements and behaviors. Each of these programs offers simplicity, flexibility and the greatest amount of value for you. Our programs make it easy to procure Citrix products and simple to adapt as business needs evolves. We also reward customers for their continued investment in Citrix's Delivery Center solutions.

Citrix Enterprise License Program – Best Discounts, All Products
The Citrix Enterprise License Program provides you the most customer value, adapting to changing needs with a flexible, simple program that provides all-inclusive discounts for products and select services, and exclusive member offers. It offers you straightforward online registration with multiple renewal options covering any product and select services, making it simple to manage and leverage across your organization. Unlike rigid Enterprise Agreements that force you to make large upfront commitments and buy unneeded products, this program gives you the freedom to buy only what you need at the best price as your business evolves. [Register now](#) or [access your company's Enterprise License Program benefits](#). There is no cost or obligation to registration. Register now to be able to place a PO under the Program with an authorized Citrix reseller.

Easy - One simple program with no up-front commitment
The Citrix EASY license option requires no up-front commitment and is available broadly through Citrix's worldwide partner channel. The EASY license option is generally used by organizations with as few as 5 users that need Citrix products and provides an easy to use method of acquiring Citrix products using individual transactions on an as-needed basis. [Register Now](#). Again, there is no cost or obligation to registration. Register now to be able to place a PO under the Easy license option with an authorized Citrix reseller.

Citrix Education License Program specially designed for educational institutions
The Education License Program makes it simple and affordable for educational institutions to leverage Citrix products broadly throughout their organizations. The program is available to educational institutions; note that publicly funded educational institutions in EMEA and LAC may use the Government and Government Education License Agreement Program (GELA) instead. [Register Now](#). Again, there is no cost or obligation to registration. Register now to be able to place a PO under the Education license option with an authorized Citrix reseller.

Government and Government Education License Agreement Program (GELA) ideal for government organizations and government-funded academic organizations in EMEA and LAC

6. Click **Program Terms** to see the Education License Program terms.
7. Click **Academic Entity** to learn if your organization qualifies as an academic entity and may register for the Citrix Education License Program.
8. Click **Continue** to register for the Education Licensing Program.

The screenshot shows the Citrix Licensing Program Registration page. The navigation menu on the left includes: My Account, Update My Profile, Appliance Evaluation Agreement (AEA), Invoices, Licensing Program Registration, My Certification Manager, Previews/Betas - License Retrieval, View Executed Agreements, View Non-Disclosure Agreement, and Update My Profile (New). The main content area has tabs for Licensing Program Registration - Overview, Enterprise Licensing, Easy, and Education. The Education tab is selected, showing a welcome message: "Welcome to Education License Registration **PREPROD**". Below this, there is a paragraph of text and a link for "Academic Entity". At the bottom, there is a "Continue" button. Red arrows point from numbered boxes (6, 7, 8) to the "Program Terms", "Academic Entity", and "Continue" buttons respectively.

9. If the information displayed about your company is correct, click **Continue**. If the information is incorrect, please contact Customer Services.

The screenshot displays the Citrix Licensing Program Registration interface. The top navigation bar includes the Citrix logo and links for Products, Downloads, Support & Services, and Partners. A search bar is located on the right. The main header is "Licensing Program Registration". Below this, there are tabs for "Licensing Program Registration - Overview", "Enterprise Licensing", "Easy", and "Education". The "Education" tab is selected, leading to the "Education Licensing Registration Form PREPROD".

A red box highlights the company information verification section, which contains the following text:

Please verify the following information about your company.

Company:	ABC Corp
Company URL:	
Company Address:	851 W Cypress Creek Rd Ft Lauderdale, FL 33309-2009 USA
Company Phone:	(954) 2873000
Company Fax:	()

Below the table is a "Continue" button with a right-pointing arrow. A red box labeled "9" is positioned below the screenshot, with two red arrows pointing from it to the "Continue" button and the company information table.

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10. You must choose a Primary Contract Administrator to be responsible for administering your Education License Program registration and receiving notifications that impact the organization's Education License Program.
- If the person who will be your Primary Contract Administrator is displayed on the list of names, click the circle in front of the name, then click **Accept Choice**.
 - If the person who will be your Primary Contract Administrator is not displayed on the list of names, click **Add New** to add a new contact for your company. See the guide titled [Adding a New Contact to your Company's Citrix Account](#) for detailed instructions on how to add a new contact.

The screenshot shows the Citrix Licensing Program Registration interface. The main heading is "Education Licensing Registration Contract Administrator". Below this, there is a table of contacts with columns for "Contact Name", "Phone", and "Email Address". The table contains three entries: "a b", "John Brown", and "Jane Doe". Above the table are two buttons: "Accept Choice" and "Add New". A red box labeled "10" is positioned above the "Accept Choice" button. A red box labeled "10a" is positioned below the "Accept Choice" button. A red box labeled "10b" is positioned below the "Add New" button. The interface also includes a sidebar with navigation options like "My Account", "Update My Profile", and "Licensing Program Registration".

Contact Name	Phone	Email Address
a b	854-2873000	aAabc@hotmail.com
John Brown		
Jane Doe	01-954-2873000	jdoe@abcinc.com

11. You must choose a Secondary Contract Administrator to serve as a back-up for the Primary Contract Administrator in administering your Education License Program registration.
 - a. If the person who will be your Secondary Contract Administrator is displayed on the list of names, click the circle in front of the name, then click **Accept Choice**.
 - b. If the person who will be your Secondary Contract Administrator is not displayed on the list of names, click **Add New** to add a new contact for your company. See the guide titled [Adding a New Contact to your Company's Citrix Account](#) for detailed instructions on how to add a new contact.

The screenshot shows the Citrix Licensing Program Registration interface. The main heading is "Licensing Program Registration" with sub-headings for "Enterprise Licensing", "Easy", and "Education". The "Education" sub-heading is selected. The page title is "Education License Registration Secondary Contract Administrator PREPROD".

Instructions on the page state: "From the list below, please select your Secondary Contract Administrator which will be the person designated to receive all Citrix product deliverables. If your Secondary Contract Administrator is not listed, please click the 'Add New' button below."

The "Please select:" section contains two bullet points: "Accept Choice" if a name is chosen from the list, and "Add New" to enter contact information for a name not listed.

Contact Name	Phone	Email Address
a b	954-2673000	aAabc@hotmail.com
John Brown		
Jane Doe	01-954-2673000	jdoe@abcinc.com

Below the table are "Accept Choice" and "Add New" buttons. A red box labeled "11" highlights the table. A red box labeled "11a" points to the "Accept Choice" button, and a red box labeled "11b" points to the "Add New" button.

12. Verify that the company information displayed in the box is correct.
 - a. If the information is not correct, click **Go Back and Edit Company Information**.
 - b. If the information is correct, click **Complete Registration**.

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Licensing Program Registration

Licensing Program Registration - Overview Enterprise Licensing Easy Education

Education License Registration Information Verification **PREPROD**

Please confirm that your company information shown below is correct. The email addresses provided will be used to send pertinent information such as login IDs, passwords and Registration Numbers as well as product and services updates. If the information shown below is not correct, please use the "Edit Company Information" link at the bottom of this page. Registration in the Program does not obligate you to make a purchase under the Program.

Customer Name:	ABC Corp
Address:	851 W Cypress Creek Rd Ft Lauderdale, FL 33309-2009 USA
Contract Administrator:	Jane Doe
Telephone:	01 954 2873000
Fax:	
E-mail:	jdoe@abcinc.com
Secondary Contract Administrator:	a b
Telephone:	954 2873000
Fax:	
E-mail:	aAabc@hotmail.com

[Go Back and Edit Company Information](#)

Complete Registration

12b

12a

13. You are now registered for the Education License Program and can place orders with any authorized Citrix partner. Please make note of your information.
14. Publishing your License Program registration information to your trusted Citrix Advisor(s) gives them your contract and discount information to simplify Citrix product procurement. To publish your registration to your trusted Citrix Advisor(s):
 - a. Enter your reseller's email address in the box.
 - b. Then click **Send**.
15. To end registration without sending your registration to a reseller, click **Exit Registration**.

The screenshot shows the Citrix Licensing Program Registration page. The page title is "Licensing Program Registration" and the sub-page is "Education License Registration Confirmation PREPROD". The page content includes a "Thank You" message, a "Your Customer ID" of 50680288, and a "Your Education Licensing Agreement Number" of 703960. Below this information is a "Reseller Email Address" input field and a "Send" button. There is also an "Exit Registration" button. Red boxes and arrows highlight specific elements: box 13 points to the "Registration" link in the left sidebar; box 14a points to the "Send" button; box 14b points to the "Reseller Email Address" input field; and box 15 points to the "Exit Registration" button.