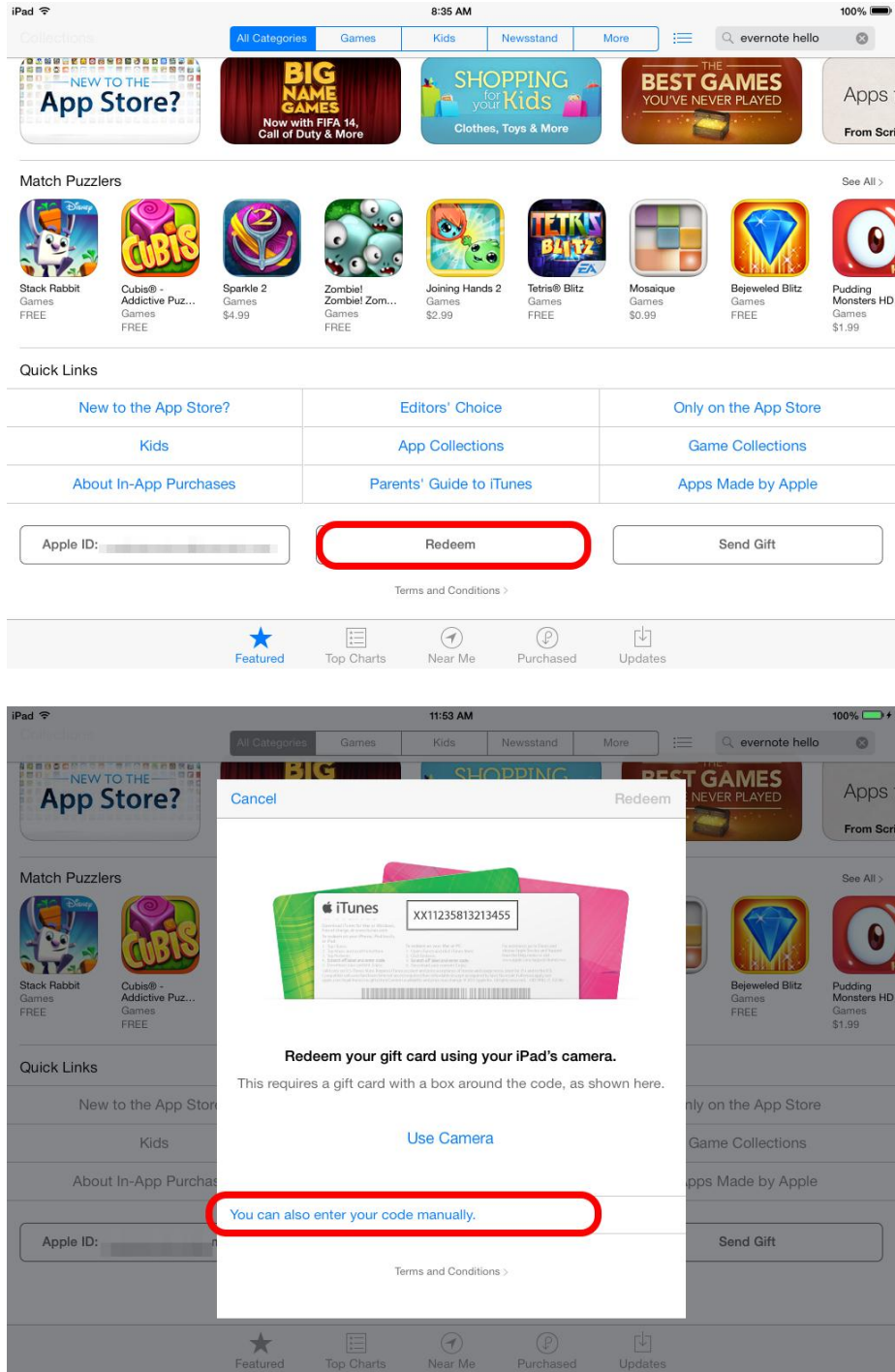


Educational App Order Procedures

Educational Apps can be purchased in bulk using the Apple Volume Purchase Program (VPP) for Education. This process should be completed for paid apps, not free apps.

Please follow the step-by-step process if you're interested in submitting an order to the Ed Tech Department.

1. Explore apps. Use the [Education Apps](#) website to find apps that align with your established curriculum.
2. Use the [Education Store](#) to make sure that the app is included in the VPP program.
3. Complete the [Educational App Order Form](#).
 - a. A **Budget Number** must be associated with your order. Apps can be paid out of Building Money (if available) or PTSA Grants. These must be established accounts and have a correlating budget number associated with them. Apps cannot be purchased using iTunes gift cards, personal money, PGIF money, or tech levy money.
 - b. Enter the **App Title, Price, Budget Number**, and the desired **Quantity**. Note that you can order multiple apps using the same order form.
 - c. Order forms will be reviewed and apps will be purchased the last week of every month. Once the app has been purchased, the app redemption code(s) will be e-mailed to the iPad set master e-mail address (listed at the top of the order form). You WILL NOT receive an email in your personal district e-mail account which means that you should check that master iPad e-mail on a regular basis during the last week of the month.
 - d. You will be contacted by the Educational Technology Department if for some reason your app order does not get approved.
4. When you hit **Submit Order**, your request will be sent to the Ed Tech Department.
5. Once the redemption code is emailed to you, you will need to copy the code on one of your student iPads, **go to the App Store**, and press "**Redeem**" at the bottom of the "**Featured**" page. If necessary, tap and hold in the box that says "You can also enter your code manually," and choose "**Paste**."



This will start the download process on the iPad. If automatic downloads are enabled, you may need to sign into the App Store on the other iPads to get the app to download. Please note that once the code has been accessed it cannot be used again.