

**Microsoft Volume Licensing Site (MVLS) registracija  
QuickStart - korak po korak!**



1

Primarni kontakt (Notices Contact) se registruje na lokaciji MVLS

2

Primarni kontakt dodaje administratora pogodnosti (Benefits Administrator)

3

Novi administrator pogodnosti (Benefits Administrator) registruje se na lokaciji MVLS

4

Registracija administratora pogodnosti koji već ima pristup lokaciji MVLS

5

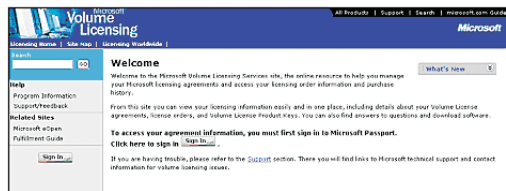
MVLS korisnik zahteva pristup ugovoru

Posetite lokalnu SA Web lokaciju na adresi:  
[www.microsoft.com/scg/licensing/programs/sa](http://www.microsoft.com/scg/licensing/programs/sa)

Potražite obuku za upotrebu MVLS-a na Web stranici  
[www.microsoft.com/licensing/sa/mvls/launch.html](http://www.microsoft.com/licensing/sa/mvls/launch.html)

Za više informacija pozovite Microsoft Centar na telefon 011 330 55 00 ili  
putem e-pošte [info@microsoft.co.yu](mailto:info@microsoft.co.yu), ili direktno na MVLS Help na Web adresi:  
[mvlsHELPE@msdirectservices.com](mailto:mvlsHELPE@msdirectservices.com)

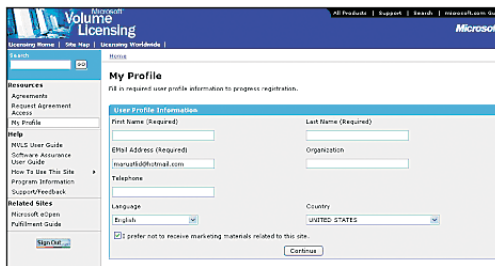
1



U pozivnoj e-poruci kliknite na vezu (u 1. koraku) da biste pristupili lokaciji MVLS. Na stranici **Welcome** lokacije MVLS kliknite na dugme "Sign In" da biste se prijavili koristeći Passport nalog.

**Napomena:** Ako nemate Passport nalog, možete ga dobiti na lokaciji <http://www.passport.net>

2



Na stranici **Profile** popunite sva potrebna polja i kliknite na dugme "Continue"

3



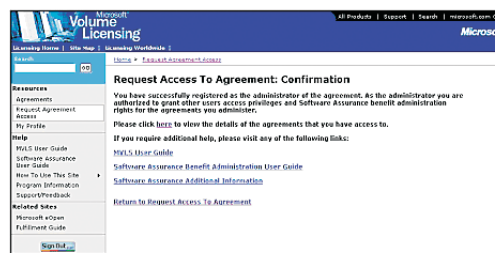
Na stranici **Request Access to Agreement** upišite broj govora iz pisma "Volume Licensing Enrollment Acceptance" i kliknite na dugme "Submit"

4



Na stranici **Request Administrator Access** unesite prezime i e-adresu lica koje je u ugovoru navedeno kao Notices Correspondent, pa kliknite na dugme "Submit"

5



Pojavljuje se ekran sa potvrdom da je proces uspešno dovršen. Na ovoj stranici nalaze se veze ka materijalima za obuku koji će vam pomoći u administriranju pogodnosti.



# Primarni kontakt dodaje administratora pogodnosti (Benefits Administrator)

1

Prijavite se na lokaciju MVLS koristeći svoj Passport nalog.  
Na matičnoj stranici kliknite na vezu **Create Access Invitation**  
Kliknite na vezu **Invite New User**

2

Na ekranu **Invite New User** unesite e-adresu novog administratora pogodnosti, izaberite jezik kojim će biti pisane pozivne poruke, upišite belešku (po potrebi), a zatim kliknite na dugme "Send"  
Administrator pogodnosti primiče e-poruku u kojoj će se nalaziti PIN broj.

3

Kada administratoru pogodnosti prosledite njegov PIN broj, u odeljku **My Action Items** na matičnoj stranici pojavice se neobrađena stavka. Kliknite na vezu **Pending Requests**

**Napomena:** Pošto administrator pogodnosti treba da primi e-poruku i da prođe kroz sopstveni proces prijavljivanja, koraci 4, 5 i 6 mogu doći posle inicijalne sesije za korake 1-3

5

**Benefits Administration Rights**  
Benefit Administrator rights may be assigned to the user other than those with an access level of "No Access". A user who has been assigned Benefit Administration rights may also download software regardless of the Access level assigned to them. For more information click here to view the Software Assurance User Guide.

**Access Levels**  
Users of Microsoft Volume Licensing Services obtain privileges to certain functionality based on their assigned agreement access level. The below table defines what privileges a user will obtain based on the level of agreement access applied by the system administrator. For more information click here to view the MVLS User Guide.

Status	User Privileges
Full Access	<ul style="list-style-type: none"> <li>No Access to view Agreement information or Volume License Product Keys (VLPK).</li> <li>No rights to Administer Software Assurance Benefits.</li> </ul>
Benefit Admin Only	<ul style="list-style-type: none"> <li>No Access to view Agreement information or Volume License Product Keys (VLPK).</li> <li>Ability to Download Software.</li> <li>Administrator purchased MVLS and TechNet Subscriptions.</li> <li>Administrator Software Assurance Benefits.</li> </ul>
User	<ul style="list-style-type: none"> <li>View agreement information only, but not Volume License Product Keys (VLPK).</li> <li>Ability to Download Software, only if User has been designated to be a Software Assurance Benefits Administrator.</li> <li>Administrator purchased MVLS and TechNet Subscriptions.</li> <li>Administrator Software Assurance Benefits.</li> </ul>
User with SVL	<ul style="list-style-type: none"> <li>View agreement information, including Volume License Product Keys (VLPK)</li> <li>Ability to Download Software.</li> <li>Administrator purchased MVLS and TechNet Subscriptions.</li> <li>Administrator Software Assurance Benefits.</li> </ul>
Admin	<ul style="list-style-type: none"> <li>View agreement information, including Volume License Product Keys (VLPK)</li> <li>Ability to Download Software.</li> <li>Administrator purchased MVLS and TechNet Subscriptions.</li> <li>Assign other user's access levels and invite new users to MVLS.</li> <li>Assign Software Assurance Benefit Administration rights to other users.</li> <li>Administrator Software Assurance Benefits.</li> </ul>

Na ekranu **Assign Permissions:**  
Uz pomoć padajućih okvira izaberite stavku **"Agreement and Enrollment Access Levels"**.  
Uz pomoć polja za potvrdu izaberite Benefits koje će administrirati administrator pogodnosti.  
Kliknite na dugme "Save"  
Kada dozvole budu uspostavljene, administrator pogodnosti primiče e-poruku u kojoj će biti navedene pogodnosti za čije je održavanje on sada odgovoran.

4

Na ekranu **Manage User Access** kliknite na prezime administratora pogodnosti.



Subject : Site Registration Invitation and PIN-(1266793-1-)

2004-02-23

Dear nihal@gmail.com,

We are pleased to inform you that you have been invited to the Microsoft Volume Licensing Services (MVLS) web site. This e-mail will provide you with the details of how to access this web site.

**How do you Register on the MVLS website?**

**Step 1)** Visit the Microsoft Volume Licensing Site at: <https://mvl.microsoft.com>

**Step 2)** If prompted, sign on to Microsoft .NET Passport. You may use an existing .NET Passport or create a new one. To create a Passport please visit [microsoft.com](https://microsoft.com)

**Step 3)** Complete the Volume Licensing registration page and then enter the PIN number below. Once you have registered, a notification will be sent to the agreement Administrator to notify them of your request. An additional mail indicating whether your request has been accepted or rejected will then be delivered.

**Your Personal ID Number (PIN): 7931D99091**

If you do experience any problems accessing the MVLS web site or have any questions, please contact our Support Center via email: [mvl@microsoft.com](mailto:mvl@microsoft.com) where they will be quickly and efficiently handled.

Thank you again for choosing Microsoft software.

Administrator pogodnosti prima pozivnu e-poruku. Kliknite na vezu ka lokaciji **Microsoft Volume Licensing Site (MVLS)**



Na stranici **Welcome** kliknite na dugme "Sign In" koristeći svoj Microsoft .NET Passport nalog.



Na stranici **My Profile** popunite sva potrebna polja i kliknite na dugme "Continue"



Kada se pojavi ekran **Request Access to Agreement** upišite PIN broj koji ste dobili u pozivnoj e-poruci i kliknite na dugme "Submit"



Posle toga prikazaće se stranica sa potvrdom da je zahtev poslat Primarnom kontaktu

Kada je ovaj proces dovršen, Primarni primiće obaveštenje da je administrator pogodnosti obavio postupak prijavlivanja. Primarni kontakt će obezbediti dozvole za pristup administratoru pogodnosti. Kada one budu dodeljene, administrator pogodnosti primiće e-poruku sa informacijama o tome kojim će prednostima on upravljati.



# Registracija administratora pogodnosti koji već ima pristup lokaciji MVLS

1

Subject: Site Registration Invitation and PIN(~1266793:1~)

2004-02-23

Dear nhejgren@msn.com,

We are pleased to inform you that you have been invited to the Microsoft Volume Licensing Services (MVLS) web site. This e-mail will provide you with the details of how to visit this web site.

**How do you register on the MVLS website?**

**Step 1)** Visit the Microsoft Volume Licensing Site at: <http://mvls.microsoft.com>

**Step 2)** If prompted, sign on to Microsoft .NET Passport. You may use an existing .NET Passport or create a new one. To create a Passport please visit [www.passport.net](http://www.passport.net).

**Step 3)** Complete the Volume Licensing Registration page and then enter the PIN number below. Once you have registered, a notification will be sent to the Agreement Administrator to notify them of your request. An additional mail indicating whether your request has been accepted or rejected will then be delivered.

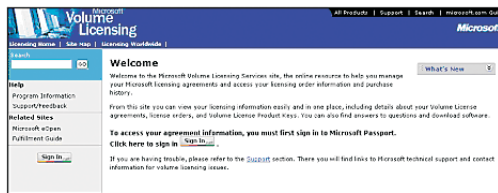
**Your Personal ID Number (PIN): 7931D99091**

If you do experience any problems accessing the MVLS web site or have any questions, please contact our support center via email: [mvlsexp@adstreservices.com](mailto:mvlsexp@adstreservices.com) where they will be quickly and efficiently handled.

Thank you again for choosing Microsoft software.

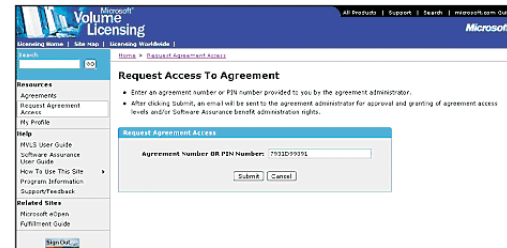
Administrator pogodnosti prima pozivnu e-poruku. Kliknite na vezu ka lokaciji **Microsoft Volume Licensing Site (MVLS)**

2



Na stranici **Welcome** kliknite na dugme "Sign In" koristeći svoj Microsoft .NET Passport nalog.

3



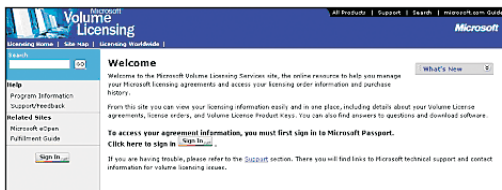
Kada se pojavi ekran **Request Access to Agreement** upišite broj koji ste dobili u pozivnoj e-poruci i kliknite na dugme "Submit"

4

Posle toga prikazaće se stranica sa potvrdom da je zahtev poslat Primarnom kontaktu.

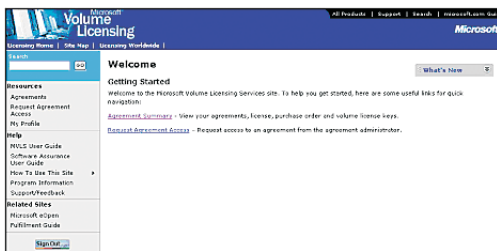
Kada je ovaj proces dovršen, Primarnom kontaktu primiće obaveštenje da je administrator pogodnosti obavio postupak prijavlivanja. Primarni kontakt će obezbediti dozvole za pristup administrator pogodnosti. Kada one budu dodeljene, administrator pogodnosti primiće e-poruku sa informacijama o tome kojim će prednostima on upravljati.

1



Prijavite se na lokaciju MVLS koristeći svoj Passport nalog.

2



Na stranici **Welcome** kliknite na vezu **Request Agreement Access**

3



Na stranici **Agreement or PIN Number** upišite broj ugovora kome želite da pristupate i kliknite na dugme "Submit"

4



Kada se proveri tačnost broja ugovora, pojavljuje se poruka s potvrdom. Zahtev se šalje Primarni kontakt kako bi mu se stavilo do znanja da MVLS korisnik želi da pristupa tom ugovoru.





- Microsoft Software Assurance → Produktivnost  
→ Podrška  
→ Alati  
→ Obuka

