Setting Up New a Center

This document explains how to set up a new center. You will learn how to add the center to your organization, assign the center a license, and add a center administrator.

You can set up a center at the Client Manager, Distributor, Reseller, and Hub administrator levels.

The center will be added to your organization directly below the level at which you logged in.

Adding a Center

Step 1:   Log in to Jasperactive. If necessary, select an administrator role from the Role menu.

Step 2:   Select the **Centers** option in the panel to open the Centers page.

Step 3:   Click the **Add Center** button. The Centers window opens.

Step 4:   Complete the form as directed, and then click **Save**.

A notification bar appears indicating the center was successfully added.

The Centers window is updated to display the center path and two additional tabs: Licenses and Administrators.

Assigning a License

Step 1:   Click the **Licenses** tab to assign a license to the center.

Step 2:   Click the **Assign New License** button.

Assign New License | Products Information

* Mandatory Fields

Purchase Order: [   ]

Assigned By: **CCI Learning**
Sue Wong

Unlimited Licenses

Assigned To: **Tolano Adventures**
0 available license(s)

Teacher Code: TOLAE-5841-0917

Inventory Type: ○ User Activation Codes
◉ Center License

Start Date: * [2017-09-07] (yyyy-mm-dd)

Finish Date: * [2018-09-07] (yyyy-mm-dd)

☑ Active License

Approval Comments: [   ]

[Cancel] [Assign New License]

Step 3: Complete the form fields on the **Assign New License** tab as directed.

> **What is the difference between User Activation Codes and a Center License?**
>
> **User Activation Codes** may be used by organizations to provide access for a set number of users. For example: A training center has ten students registered for its Excel Expert 2016 course. The training center has the option to purchase ten individual User Activation Codes (one per student) or one User Activation Code that can be assigned to 10 users. Usage terms are determined at the point sale.
>
> A **Center License** does not limit the number of users; instead, it limits the term of usage to 1 year/365 days. Organizations procuring a center license are permitted to allow use of Jasperactive to any member within the organization. Organizations are not permitted to resell activation codes generated by a center license.

The **Inventory Type** options are described in the table below.

User Activation Codes	**Quantity**: Number of activation codes to be assigned. **Number of Users:** Number of users per activation code.
	Inventory Type: ◉ User Activation Codes ○ Center License
	Quantity: * [1]
	Number of Users: * [5] (per code)
	Type of Duration:
	• **Days After Activated** Indicates the number of days the code is valid after a student uses the code to activate the course.

Days: The number of days after activation must be less than 365 days.

Inventory Type: ● User Activation Codes ○ Center License
Quantity: * [1]
Number of Users: * [ ] (per code)
Type of Duration: * [Days After Activated ▼]
Days: * [ ]

- **Fixed End Date**
  Indicates the license end date. This date must be between the start and finish dates shown.

Type of Duration: * [Fixed End Date ▼]
Fixed End Date: * [ ] (yyyy-mm-dd)

The **Start Date** and **Finish Date** indicate the User Activation Code usage term.

Start Date: * [2017-09-07] (yyyy-mm-dd)
Finish Date: * [2018-09-07] (yyyy-mm-dd)

Center License — A center license is usable up to one year from the date of purchase. No further information is required.

Step 4: Click the **Products Information** tab.

Assign New License | Products Information

Activate the products you want to be available on the license:

☐ **Office 2013**
  ☐ Access
  ☐ Excel Core
  ☐ Excel Expert
  ☐ Outlook
  ☐ PowerPoint
  ☐ Word Core
  ☐ Word Expert

☐ **Office 2016**
  ☐ Access
  ☐ Excel Core
  ☐ Excel Expert
  ☐ Outlook
  ☐ PowerPoint
  ☐ Word Core
  ☐ Word Expert

[Cancel] [Assign New License]

Step 5: Select the product(s) you wish to make available to the Center. Please check all that apply.

Step 6: Click the **Assign New License** button to assign the license. A notification bar appears and the search results table displays indicating the license was successfully assigned.

To add more licenses, click the **Assign New License** button.

To view the order details or make changes to the activated products, in the search results table, locate the row for the license you wish to access, and in the Options column, click **Details**.

To return to the main Centers page, click the **Return** button.

Step 7: Notate or download the necessary codes for distribution.

The code displayed in the **Teacher Code** column should be distributed to all Center Admins to distribute to new teachers. New teachers should use this code to activate their Teacher accounts. This code creates the account and associates the Teacher with the Center.

User Activation Codes may be created by clicking the **User Activation Codes** link in the associated license row. The User Activation Codes window opens.

User Activation Codes

Order Number:	66
Purchase Order:	JDA-5671
Teacher Code:	TEA12-1C26-0917
Start Date:	2017-09-25
Finish Date:	2017-10-15
Number of Codes:	1
Number of Users:	1 (per code)
Duration:	5 days
Codes Created By:	The codes have not yet been created.

☑ Enable Benchmark
☑ Enable Creative and Validation Exercises
☑ Enable Badges Assignment
☐ The student must be linked to a teacher before starting the course

Create Codes

Close

Click **Create Codes** in the User Activation Codes window to create the codes within the Jasperactive system. The User Activation Codes window updates to display the Download Codes link.

User Activation Codes

Order Number:	66
Purchase Order:	JDA-5671
Teacher Code:	
Start Date:	2017-09-25
Finish Date:	2017-10-15
Number of Codes:	1
Number of Users:	1 (per code)
Duration:	5 days
Codes Created By:	John Smith

☑ Enable Benchmark
☑ Enable Creative and Validation Exercises
☑ Enable Badges Assignment
☐ The student must be linked to a teacher before starting the course

Save

Download Codes

Close

Click the **Download Codes** link to download the codes in an Excel file for distribution.

You can modify the way the code behaves upon activation/redemption (even after the code has been created and downloaded) by selecting or deselecting the check boxes as required, and then clicking **Save** to save your changes.

The User Activation Codes window may be accessed at any time by clicking the **User Activation Codes** link in the search results table.

Adding a Center Administrator

Step 1:   Click the **Administrators** tab to add a center administrator.

Step 2:   Click the **Add** button. The Administrators Search User options are displayed.

Step 3:   You are given the option to either search for an existing user or add a new user. The table below outlines each method.

Search for an Existing User	1. Click the **Existing User** radio button. 2. In the **Email** field, enter the email address of the person to whom you want to assign the administrator role. 3. Click **Search**. If the email address is already registered in the Jasperactive system, the user information will be displayed.

	4. Click the **Add** button to designate this person as the Center Administrator. A notification bar appears and the Administrators table displays indicating the administrator was successfully added.
Add a New User	1. Click the **New User** radio button. The Add Administrator screen displays. 2. Complete the form as directed and then click **Save**. A notification bar appears and the Administrators table displays indicating the administrator was successfully added.

To add another administrator, click the **Add** button.

To view or edit an administrator's information, locate the row for the administrator you wish to access, and in the Options column, click the 🖉 (pencil) icon.

To delete an administrator, locate the row for the administrator you wish to delete, and in the Options column, click the **X** icon.

To disable a user's account, locate the row for the user you want to make inactive, and in the **Active** column, click the checkbox to deselect it. When a user is made inactive, the user account and all associated roles are disabled and the user can no longer log in to Jasperactive.

Please use extreme caution before disabling user accounts by making them inactive.

To return to the main Centers page, click the **Return** button.

If you need further assistance, contact Jasperactive Support (http://support.jasperactive.com/) or call them at (800) 668-1669.