

Process for Purchasing and Assigning Microsoft 365 Ad Hoc Online Licenses 8/21/2024

The following licenses are covered by this process for the uscedu.onmicrosoft.com tenant:

- Copilot for Microsoft 365
- Power BI Pro for Faculty
- Power BI Premium per user for Faculty
- Visio Plan 1 for Faculty
- Visio Plan 2 for Faculty
- Project Plan 3 for Faculty
- Power Apps Premium
- Power Automate per user plan

License Purchases

Each USC school or administrative unit is aware of the process for purchasing Microsoft licenses from CDWG and has a designated point of contact (POC) ([link to the unit's POC](#)) responsible for placing orders.

When additional ad hoc licenses are needed, the POC contacts the USC account manager at CDWG and requests a quote for the quantity of each type of ad hoc license desired. The contact is responsible for submitting a requisition and purchase order based on the quote. For new license purchases during the annual subscription term (July 1 to June 30), CDWG quotes at the prorated license cost based on months remaining until subscription expiration. When CDWG receives the purchase order, they submit the order with Microsoft, and the licenses become available to assign (by the ITS Collaboration Services team) in the uscedu tenant when Microsoft processes the order.

License Assignments

The POC submits a request to ITS Collaboration Services ([SNOW Service catalog request form](#)) indicating the user accounts that should be assigned the licenses associated with the order. The Collaboration engineer updates the team "License Assignment records" to reflect the number of licenses that the unit ordered and the accounts that are to be assigned the license. The engineer assigns the licenses to the designated accounts.

Annual License Renewals

Approximately 45 days before the annual subscription expiration, the CDWG account manager prepares a quote for each unit's POC that includes the license types and the current quantity of licenses. The POC is responsible for reviewing the quote and adjusting

the quantity of each license type as needed. Each unit's POC is responsible for issuing a PO based on the quote.