Apple School Manager - App Purchasing

Administrator guide to purchasing Apps using
Apple School Manager

Overview

Apple School Manager is a service that lets you buy content, configure automatic device enrollment in your mobile device management (MDM) solution, and create accounts for your students and staff. Apple School Manager is accessible on the web and is designed for technology managers, IT administrators, staff, and instructors.

Apple School Manager is a simple, web-based portal for IT administrators to deploy iPad, Mac, and Apple TV all from one place. You can configure device settings, create accounts for all your students and staff, and buy and distribute apps and books. And Apple School Manager integrates with Student Information Systems (SISs) and SFTP so you can quickly create accounts with school rosters and classes.

If you're already enrolled in the Device Enrollment Program (DEP) or the Volume Purchase Program (VPP), you may be able to upgrade your existing programs to Apple School Manager, bringing together everything needed to deploy iOS devices, Mac computers, and Apple TV. For more information, see Upgrade to Apple School Manager.
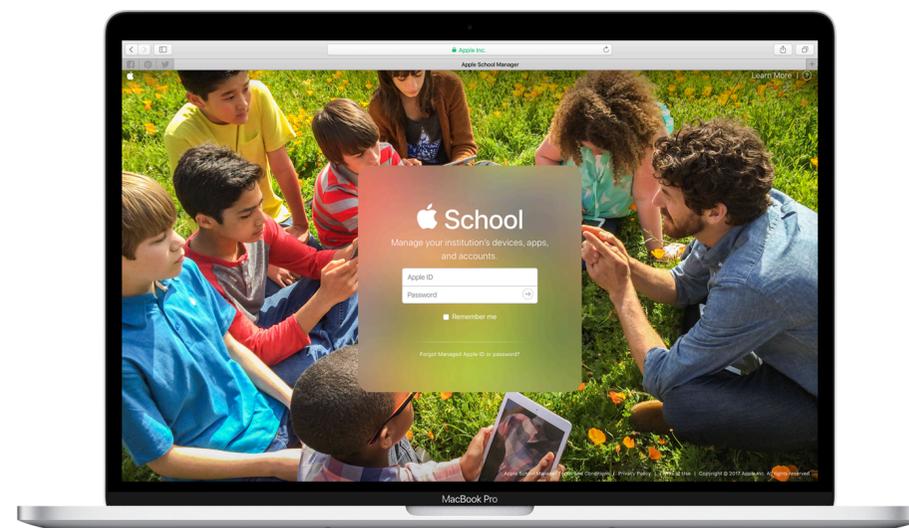
Log in to the Apple School Manager website

The Apple School Manager (ASM) website (located at https://school.apple.com) allows you to purchase Apps and Books for distribution to devices and users. It will also allow you to check credit and tie Mobile Device Management (MDM) platforms to your ASM account.
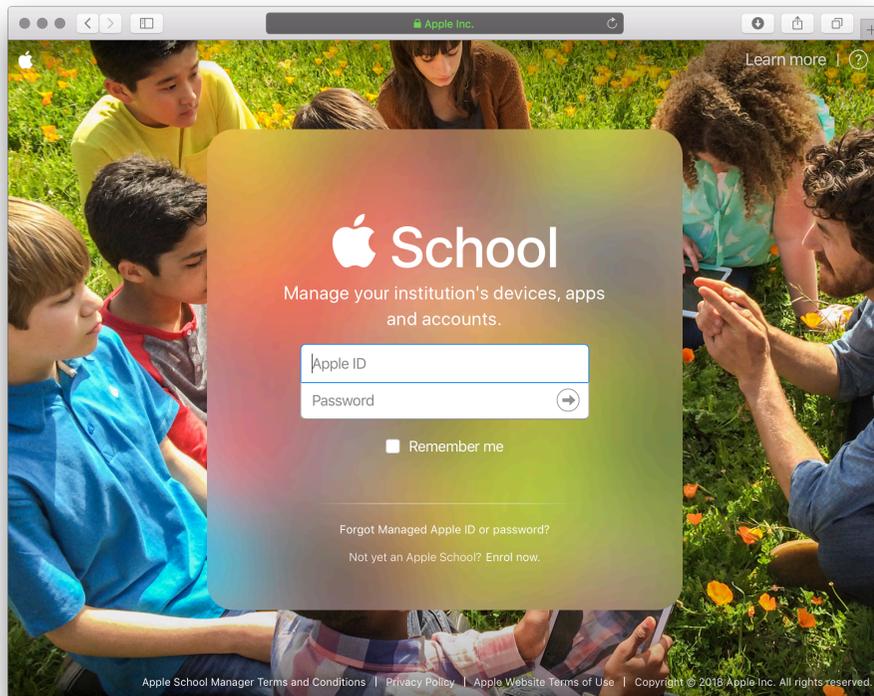
In a web browser (such as Safari, Google Chrome or Internet Explorer), go to the ASM website at https://school.apple.com. You will be presented with a login screen. Enter your managed Apple ID to log in. If you don't have a managed Apple ID already, please contact Grangeburn Professional Services to assist with setup of ASM for you.

You may be prompted to enter a Two-Factor Authentication code. This is a code that will be sent to your mobile phone via SMS. The last two digits of the registered phone number will be displayed on this screen. If the numbers don't match your phone number, you will need to contact the person who has that number to retrieve the code.
If your institution has another ASM administrator, they are able to reset your phone number for you if it changes or is incorrect.
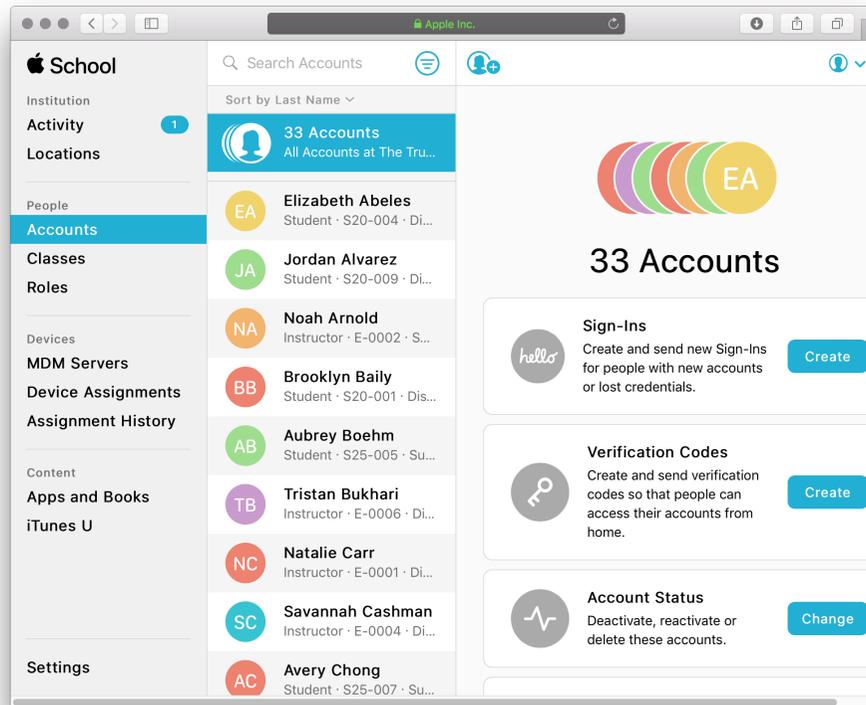
Once you are logged in, you will see a screen similar to the above. This screen has a number of options. In this guide, we are only going to use the Apps and Books link on the left hand side. Click on that to open the Apps and Books purchase pane

Search for and purchase Apps

Whether you are looking for free or paid Apps, you will need to obtain licenses to distribute to your devices.
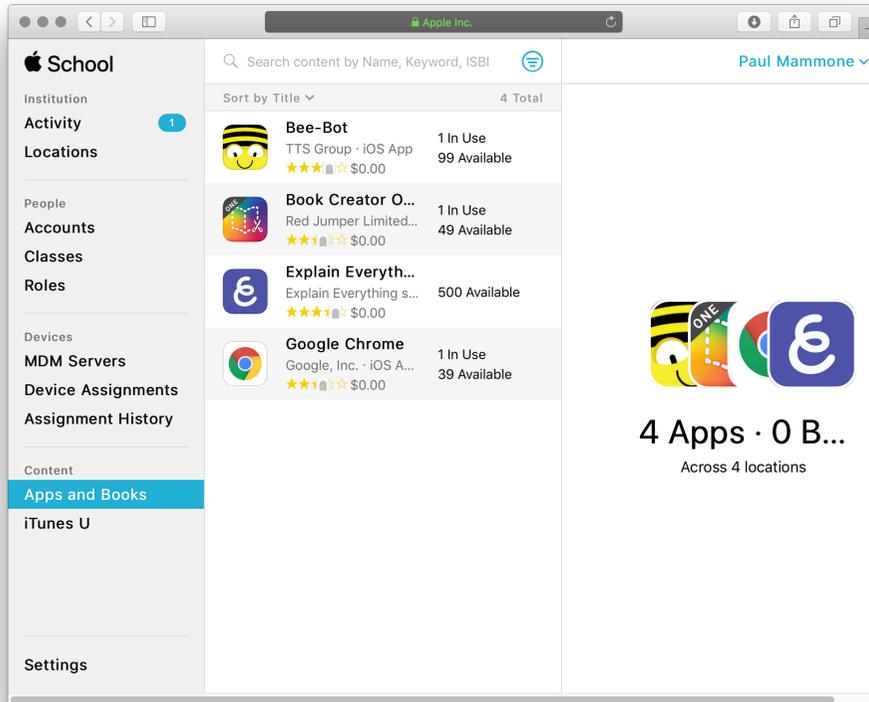
In the Apps and Books pane, you will see a field with the grey text "Search content by Name, Keyword, ISBN or URL". In this field, you can enter the name of the App you would like to purchase, keywords for the App, or the URL of the App Store page for the App. Entering the URL is useful if you have searched for the App online but can't locate it using its name in this search field.
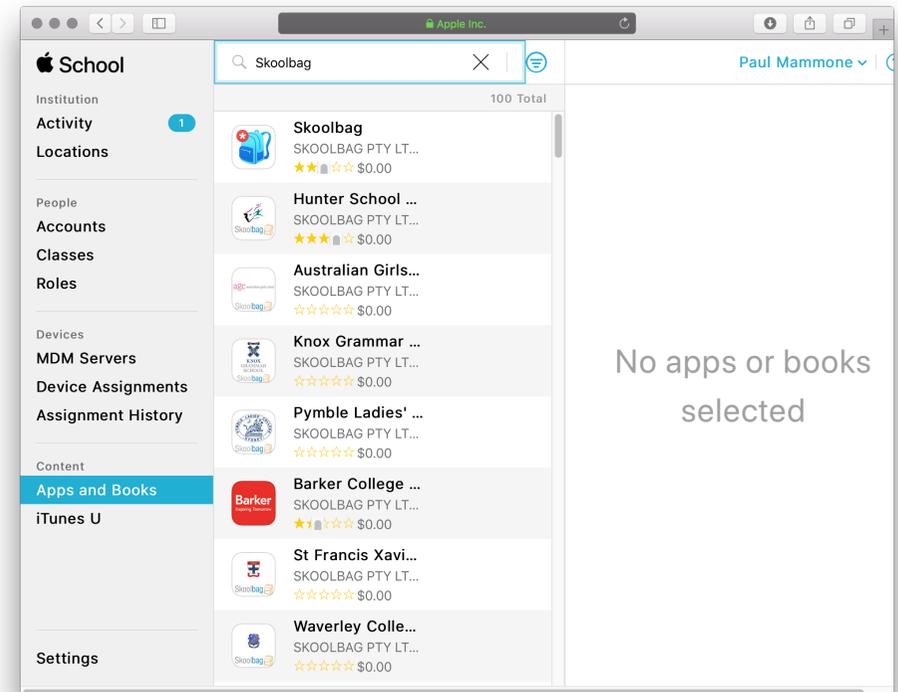
In the screen above, you can see that we have searched for Skoolbag.

There is no need to push enter once entering the App name in the search field, it will automatically search based on the text you have typed in.
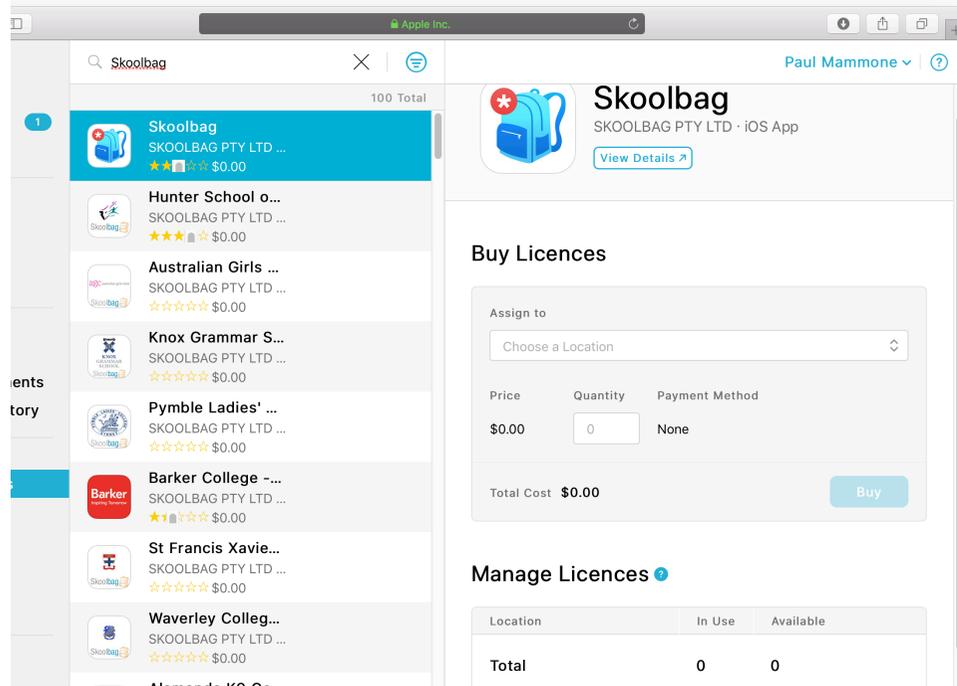
Clicking on the App will display the option to purchase the App, as well as assign it to your location.

There is also a section that displays previously purchased licenses, and how many of these have been used.
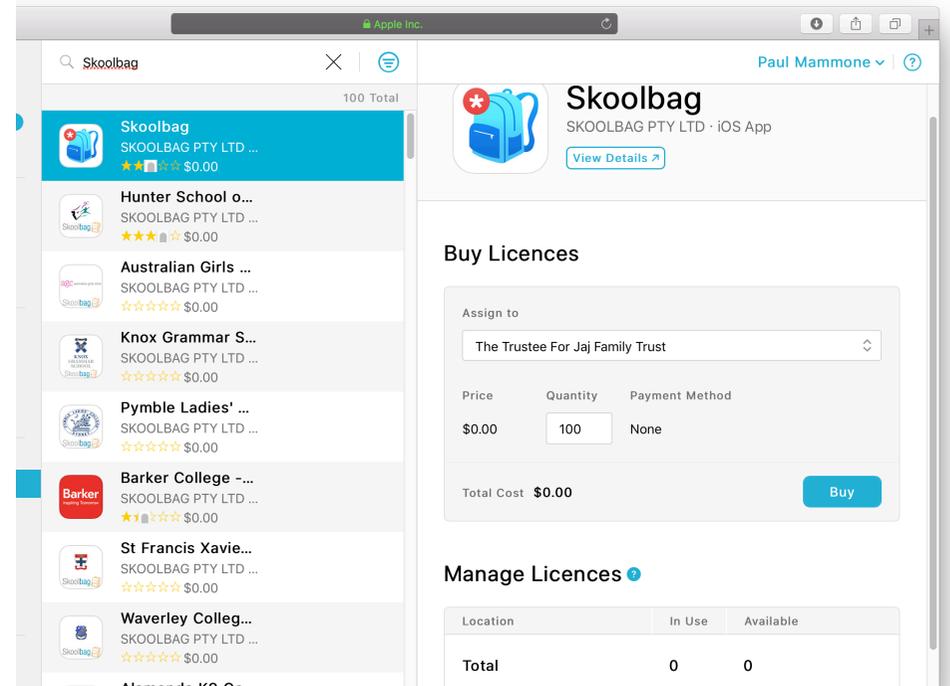
From the Assign to drop down, choose your institution name, then enter the quantity to purchase. In this case, we are purchasing a free App, so no credit is required. Click the Buy button to process the order.
If you are purchasing a paid App, you will need to have adequate credit applied to your account. To order credit, please email sales@grangeburn.com.au with a copy of a purchase order, stating the Apple ID you are using and the amount of credit required.
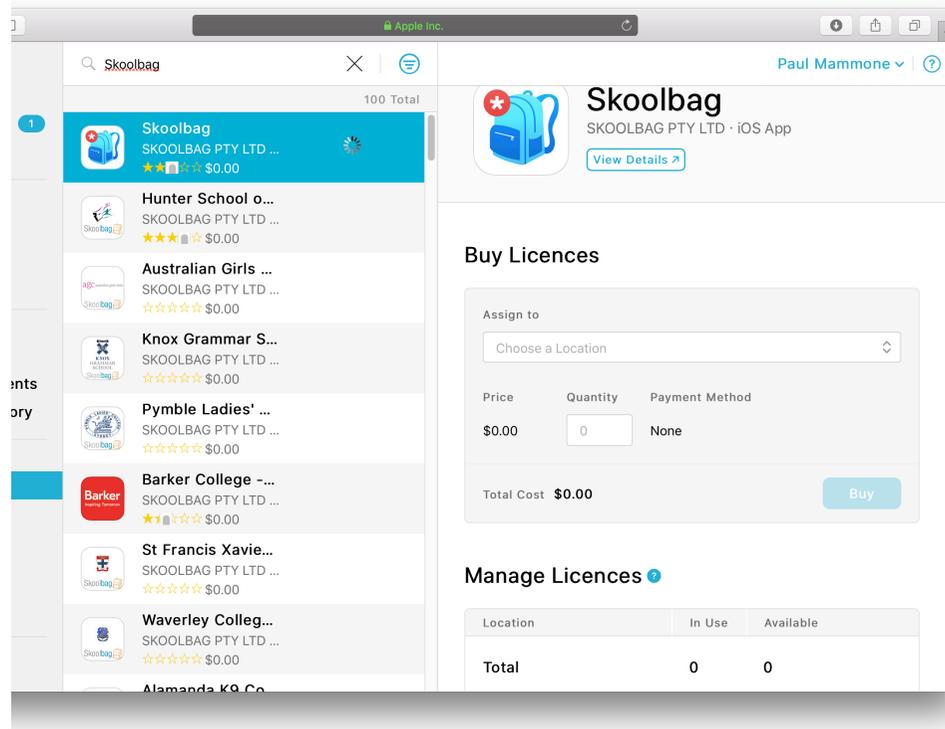
Once you have clicked the Buy button, you will see a spinning wheel appear next to the App name in the centre column. This indicates that the purchase has been processed and that licenses for your MDM are being generated. Once this spinning wheel has disappeared, you are ready to deploy the App to your devices using your chosen MDM.

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