

# Registering for the Education License Program

## What's in this Guide?

This guide provides Step-By-Step Instructions for an organization to register itself for the Education License Program on MyCitrix.

The steps below are for an individual who has an existing MyCitrix account. See the guide titled [Creating a MyCitrix Account](#) for instructions on how to create your MyCitrix account. An authorized Citrix Partner can register your organization for the Education License Program for you. For additional assistance with either establishing a MyCitrix account or registering for the Education License Program, please contact an authorized Citrix Partner. Locate a partner at [www.Citrix.com/Partners/Locator](http://www.Citrix.com/Partners/Locator).

## Why Register for the Education License Program?

Enrolling in **Education** reduces the time required for a customer to acquire Citrix products by establishing the program terms in advance and granting a significant discount from Suggested Retail Price (SRP) the customer will enjoy throughout the term of the license program. Registering for the Education License Program does not obligate you or your organization to any purchase.

### Available Licensing Program Guides

- 1- Creating a MyCitrix Account
- 2- Registering for the Enterprise License Program
- 3- Publishing your Registration Information to a Citrix Partner
- 4- Adding an Affiliate to your ELA Enterprise Licensing Program Registration
- 5- Registering as an Affiliate for the Enterprise License Program
- 6- Accessing Your Company's ELA Profile
- 7- Adding a New Contact to your ELA Profile
- 8- Registering for the Easy License Program
- 9- Registering for the Education License Program

### Available to Authorized Citrix Partners only

- P1- Registering Your Customer for the Enterprise License Program
- P2- Managing Your Customer's Enterprise License Program Registration

1. Log into MyCitrix by entering your Username and Password.

The screenshot shows the MyCitrix website interface. At the top, there is a navigation bar with links for Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, and a Log in button. Below this is a secondary navigation bar with links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix, along with a search box. The main content area features a large banner with the text "Welcome to My Citrix. Everything Citrix, just for you!" and an image of a person in a suit holding a laptop with the Citrix logo. To the left of the banner is a login form with fields for Username and Password, and a Log In button. A red box with the number "1" is placed over the Log In button, and a red arrow points from it to the button. To the right of the banner is a "NEW?" section with the text "Get instant access to My Citrix. REGISTER NOW". Below the banner, there is a section titled "Welcome to My Citrix! Log in for access to everything Citrix" and a paragraph of text about the new Advisor Rewards & Lead Manager tool. At the bottom, there is a paragraph of text about the benefits of My Citrix.

**My Citrix**

Username:

Password:

**Log In**

Forgot Your Password

New Users

More Options

Downloads Communities Events Buy Demo Global Sites Resources **Log in**

Products & Solutions Support Partners News Education About My Citrix

**1**

Welcome to My Citrix.  
Everything Citrix, just for you!

**NEW?**  
Get instant access to My Citrix.  
REGISTER NOW

**Welcome to My Citrix!**  
Log in for access to everything Citrix

The new Advisor Rewards & Lead Manager will be live on May 4 and replaces the current Lead Management Tool (LMT). As part of the transition, LMT will be unavailable between Friday, May 1 at 3:00 PM (EDT) and Sunday, May 3 at 9:00 PM (EDT). We apologize for any inconvenience. Partners are encouraged to get trained now in preparation of the new tool. For more details, [log in here](#) with your existing credentials.

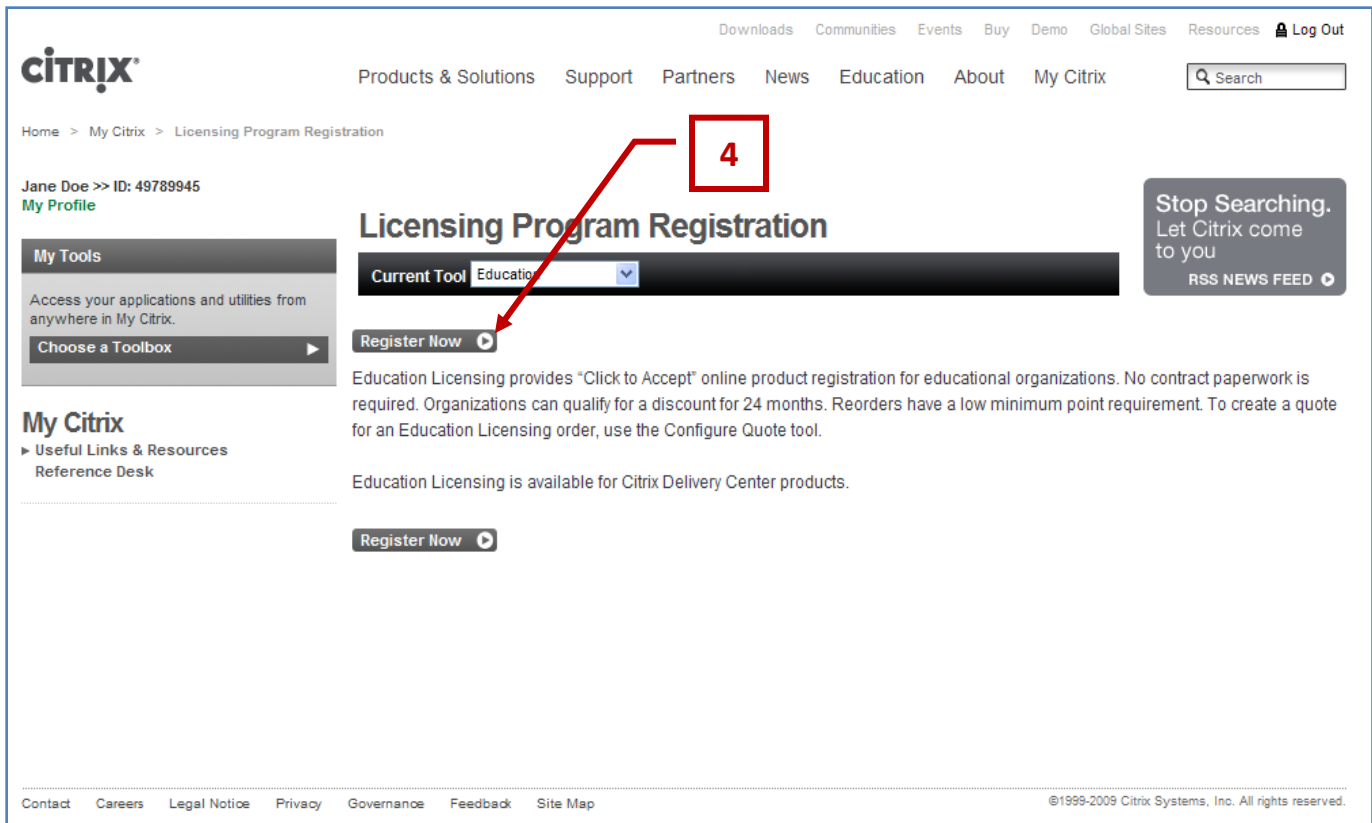
Log in for one-click access to all your tools and applications – register your products, manage your licenses, download software, update your profile and more. My Citrix was designed to make your interactions with Citrix as fast and simple as possible. Whether you're a Citrix customer, a partner, a member of the press or anyone else, My Citrix has a host of benefits for you.

2. Select the Licensing Program Registration tool:
  - a. Point to **Choose a Toolbox**
  - b. Click **Licensing Program Registration** in the pop-up menu.

The screenshot displays the Citrix My Citrix user interface. At the top, the Citrix logo is on the left, and navigation links for Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, and Log Out are on the right. Below the logo, the user's name 'Jane Doe' and ID '49789945' are shown, along with a 'My Profile' link. The 'My Tools' section contains a 'Choose a Toolbox' button, which is highlighted with a red box labeled '2a'. A dropdown menu is open, listing various tools. The 'Licensing Program Registration' option is circled in red. A red arrow points from the 'Choose a Toolbox' button to this option. Below the dropdown, a search bar is visible with a 'Choose Category' dropdown and a search input field. The 'My Alerts' section shows 'You do not have any alerts at this time.' At the bottom, there are links for Contact, Careers, Legal Notice, Privacy, Governance, Feedback, and Site Map, along with a copyright notice for Citrix Systems, Inc. A red box labeled '2b' is positioned near the bottom left of the page.

3. Click **Education** in the **Current Tool** drop-down menu.

The screenshot shows the Citrix website's 'Licensing Program Registration' page. The user is logged in as Jane Doe. The page features a navigation bar with links for Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, and Log Out. Below the navigation bar, there are links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix. A search bar is also present. The main content area is titled 'Licensing Program Registration' and includes a 'Current Tool' dropdown menu. The dropdown menu is open, showing options for Overview, Enterprise Licensing, and Education. The 'Education' option is highlighted with a red circle, and a red box with the number '3' is placed next to it, with a red arrow pointing to the 'Education' option. The page also includes a 'My Tools' section, a 'My Citrix' section, and a 'Get the latest on all things Citrix!' subscription button. The footer contains links for Contact, Careers, Legal Notice, Privacy, Governance, Feedback, and Site Map, along with the copyright notice: ©1999-2009 Citrix Systems, Inc. All rights reserved.

4. Click **Register Now**.

The screenshot shows the Citrix website's "Licensing Program Registration" page. At the top, there is a navigation bar with links for Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, and Log Out. Below this is a secondary navigation bar with links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix, along with a search box. The breadcrumb trail reads "Home > My Citrix > Licensing Program Registration".

On the left side, there is a user profile section for "Jane Doe" with ID "49789945" and a "My Profile" link. Below this is a "My Tools" section with a "Choose a Toolbox" button. Further down is a "My Citrix" section with a "Useful Links & Resources Reference Desk" link.

The main content area is titled "Licensing Program Registration". It features a "Current Tool" dropdown menu set to "Education" and a "Register Now" button. A red box with the number "4" is placed above the "Register Now" button, and a red arrow points from this box to the button. Below the button, there is a paragraph of text: "Education Licensing provides 'Click to Accept' online product registration for educational organizations. No contract paperwork is required. Organizations can qualify for a discount for 24 months. Reorders have a low minimum point requirement. To create a quote for an Education Licensing order, use the Configure Quote tool." Below this text is another "Register Now" button.

On the right side, there is a "Stop Searching. Let Citrix come to you" message with an "RSS NEWS FEED" link.

At the bottom of the page, there is a footer with links for Contact, Careers, Legal Notice, Privacy, Governance, Feedback, and Site Map, along with the copyright notice "©1999-2009 Citrix Systems, Inc. All rights reserved."

5. You can view the Education License Program Terms by clicking the **Program Terms** link.
6. To determine if your organization qualifies as an academic entity, click **Academic Entity**.
7. Click **Continue** to continue the license program registration process.

The screenshot shows the Citrix Licensing Program Registration page. The page header includes the Citrix logo, navigation links (Products & Solutions, Support, Partners, News, Education, About, My Citrix), and a search bar. The main content area is titled "Licensing Program Registration" and features a "Current Tool" dropdown menu set to "Education". Below this is a "Welcome to Education License Registration" section with a detailed description of the program and a link to "Academic Entity". A "Continue" button is located at the bottom of the main content area. Three red callout boxes with numbers 5, 6, and 7 are overlaid on the page, with arrows pointing to the "Program Terms" link, the "Academic Entity" link, and the "Continue" button, respectively.

**5** points to the [Program Terms](#) link.

**6** points to the [Academic Entity](#) link.

**7** points to the [Continue](#) button.

- Click **Continue** if the information displayed about your company is correct. If the information is incorrect, please contact Customer Services.

The screenshot displays the Citrix Licensing Program Registration page. At the top, the Citrix logo is on the left, and navigation links (Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, Log Out) are on the right. Below the logo, there are links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix. A search bar is also present. The user's name, Jane Doe, and ID, 49789945, are shown in the top left. The main heading is "Licensing Program Registration" with a "Current Tool" dropdown set to "Education". Below this is the "Education Licensing Registration Form" section, which asks the user to verify company information. The form fields are: Company (Educational Institution), Company URL, Company Address (851 W Cypress Creek Rd, Fort Lauderdale, FL 33309-2009, USA), Company Phone ((954) 1111111), and Company Fax (()). A red box with the number "8" and an arrow points to the "Continue" button at the bottom of the form. The footer contains links for Contact, Careers, Legal, Notice, Privacy, Governance, Feedback, and Site Map, along with the copyright notice: ©1999-2009 Citrix Systems, Inc. All rights reserved.

9. You must choose a Contract Administrator to be responsible for administering your License Program Registration and receiving notifications that impact the organization's License Program.
10. If the person who will be your Primary Contract Administrator is displayed on the list of names:
  - a. Indicate that person by clicking the circle in front of the name
  - b. Then click **Accept Choice**.
11. If the person who will be your Primary Contract Administrator is not displayed on the list of names, click **Add New** to add a new contact for your company. See the guide titled [Adding New Contacts](#) for Step-By-Step instructions on how to add a new contact.

The screenshot shows the Citrix Licensing Program Registration interface. The page title is "Licensing Program Registration" and the sub-header is "Education Licensing Registration Contract Administrator". The current tool is set to "Education".

The instructions on the page are:

Please select your **Contract Administrator** from the list of names below.  
If your **Contract Administrator** is not listed, please click the 'Add New' button below.

**Contract Administrator**  
Please select:

- 'Accept Choice' if you have chosen a name from the list above.
- 'Add New' to enter contact information for your Contract Administrator if they are not listed above.

The contact list is as follows:

Contact Name	Phone	Email Address
<input type="radio"/> Jane Doe	954-1111111jdoe@ei.edu	
<input type="radio"/> George Green	954-1111111ggreen@school.edu	
<input checked="" type="radio"/> Violet Smith	954-1111	vsmith@school.edu

Buttons for "Accept Choice" and "Add New" are located below the table.

12. You must choose a Secondary Contract Administrator to serve as a back-up for the Primary Contract Administrator in administering your License Program Registration.
13. If the person who will be your Secondary Contract Administrator is displayed on the list of names:
  - a. Indicate that person by clicking the circle in front of the name.
  - b. Then click **Accept Choice**.
14. If the person who will be your Secondary Contract Administrator is not displayed on the list of names, click **Add New** to add a new contact for your company. See the guide titled [Adding New Contacts](#) for Step-By-Step instructions on how to add a new contact.

The screenshot shows the Citrix Licensing Program Registration interface. At the top, there is a navigation bar with links for Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, and Log Out. Below this is a secondary navigation bar with links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix, along with a search box. The main content area is titled "Licensing Program Registration" and includes a "Current Tool" dropdown menu set to "Education". A sidebar on the left contains "My Tools" and "My Citrix" sections. The main content area is titled "Education Licensing Registration Secondary Contract Administrator" and contains instructions for selecting a Secondary Contract Administrator. Below the instructions is a table of contacts with columns for Contact Name, Phone, and Email Address. The table lists three contacts: Jane Doe, George Green, and Violet Smith. Below the table are "Accept Choice" and "Add New" buttons. Red boxes and arrows highlight specific elements: box 12 points to the "Accept Choice" button; box 13a points to the radio button next to "Jane Doe"; box 13b points to the "Accept Choice" button; and box 14 points to the "Add New" button.

12

13a

13b

14

Contact Name	Phone	Email Address
Jane Doe	954-1111111	jdoe@ei.edu
George Green	954-1111111	ggreen@school.edu
Violet Smith	954-1111	vsmith@school.edu

Contact Careers Legal Notice Privacy Governance Feedback Site Map

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- 15. Verify that the company information displayed is correct.
- 16. If the information is not correct, click **Go Back and Edit Company Information**.
- 17. If the information is correct, click **Complete Registration**.

The screenshot shows the Citrix Licensing Program Registration page. At the top left is the Citrix logo. The navigation bar includes links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix. A search bar is on the right. The page title is "Licensing Program Registration". Below the title is a "Current Tool" dropdown menu set to "Education". A sidebar on the left contains "My Tools" and "My Citrix" sections. The main content area is titled "Education License Registration Information Verification" and contains a paragraph of instructions. Below the instructions is a table with registration details. At the bottom of the table are two buttons: "Go Back and Edit Company Information" and "Complete Registration". Red boxes and arrows highlight these elements: box 15 points to the registration information table, box 16 points to the "Go Back and Edit Company Information" button, and box 17 points to the "Complete Registration" button.

Customer Name:	Educational Institution
Address:	851 W Cypress Creek Rd Fort Lauderdale, FL 33309-2009 USA
Contract Administrator:	Violet Smith
Telephone:	954 1111
Fax:	
E-mail:	vsmith@school.edu
Secondary Contract Administrator:	George Green
Telephone:	954 1111111
Fax:	
E-mail:	ggreen@school.edu

- 18. You have completed registration and should make note of your information.
- 19. You can publish your License Program Registration information to your trusted Citrix Advisor(s). This will arm your Citrix Advisor(s) with your contract and discount information to simplify Citrix product procurement. To publish your registration to your trusted Citrix Advisor(s):
  - a. Enter your Reseller's Email Address in the box.
  - b. Then click **Send**.
- 20. To end registration without sending your registration to a reseller, click **Exit Registration**.

The screenshot shows the Citrix website's 'Licensing Program Registration' page. At the top, there is a navigation bar with links for Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, and Log Out. Below this is a secondary navigation bar with links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix. A search bar is located on the right side of this bar. The main content area is titled 'Licensing Program Registration' and includes a 'Current Tool' dropdown menu set to 'Education'. Below this is a section titled 'Education License Registration Confirmation' with a 'Thank You.' message. The message explains the benefits of Citrix Education Licensing and provides the user's registration details: 'Your Customer ID is: 49789945' and 'Your Education Licensing Agreement Number is: 136455'. It also includes a 'Reseller Email Address' input field, a 'Send' button, and an 'Exit Registration' button. Red callout boxes with numbers 18, 19a, 19b, and 20 are overlaid on the page. Callout 18 points to the 'Thank You.' text. Callout 19a points to the registration details. Callout 19b points to the 'Reseller Email Address' field. Callout 20 points to the 'Exit Registration' button.

You are now registered under the Education licensing program and can place orders with any authorized Citrix partner.