Registering for the GELA Academic License Program

What’s in this guide?
This guide provides step-by-step instructions for an organization to register itself for the GELA Academic License Program on Citrix.com.

The steps below are for individuals who have existing Citrix accounts. See the guide titled Creating a Citrix Account for instructions on how to create your Citrix account. An authorized Citrix partner can register your organization for the GELA Academic License Program for you. For additional assistance with either establishing a Citrix account or registering for the GELA Academic License Program, please contact an authorized Citrix partner. Locate a partner at www.Citrix.com/Partners/Locator.

Why register for the GELA Academic License Program?
The GELA License Program offers a straightforward online agreement for government funded educational organizations in Europe, Middle East and Africa (“EMEA”) and Brazil and with multiple renewal options, making it simple to manage and leverage across an organization. Once registered, any qualified product purchase earns customers the same discount for all eligible Citrix products and select Citrix services. Discounts apply for three years and may be increased and extended with a qualified purchase. Registering for the program does not commit or obligate you or your organization to any purchase.
2. Click Sign In.
3. To sign into Citrix.com:
   a. Enter your User name and Password.
   b. Click **Sign In**.
4. Click Licensing Program Registration.
5. Click the **GELA Academic Licensing** tab.
6. Click **Academic Entity** to determine if your organization qualifies as an academic entity and may use the GELA Academic License Program.
7. Click **Continue** to register for the GELA Academic License Program.
8. Click Continue to proceed with GELA Academic Licensing registration.
9. You must choose a Contract Administrator to be responsible for administering your GELA Academic License Program registration and receiving notifications that impact the organization’s License Program.
   
a. If the person who will be your Contract Administrator is displayed in the box, click the circle in front of the name, then click Accept Choice.
   
b. If the person who will be your Contract Administrator is not displayed in the box, click Add New. See the guide titled Adding a New Contact to your Company’s Citrix Account for detailed instructions on how to add a new contact. After adding a new contact you will be returned to this screen.
11. You must select a Secondary Contract Administrator to serve as a backup for the Primary Contract Administrator in administering your GELA Academic License Program registration.
   a. If the person who will be your Secondary Contract Administrator is displayed in the box, click the circle in front of the name, then click Accept Choice.
   b. If the person who will be your Secondary Contract Administrator is not displayed in the box, click Add New. See the guide titled Adding a New Contact to your Company’s Citrix Account for detailed instructions on how to add a new contact. After adding a new contact you will be returned to this screen.
12. Review your organization’s information to ensure it is correct. If the information is not correct, click **Go Back and Edit Organization Information** and follow the instructions to make any needed corrections.

13. Click **Complete Registration** if your organization’s information is correct.
14. You are now registered in the GELA Academic License Program. Please make note of your information.

15. Publishing your GELA Academic License Program registration information to your trusted Citrix Advisor(s) gives them your contract and discount information to simplify Citrix product procurement. To publish your registration to your trusted Citrix Advisor(s), enter your reseller’s email address and click Send.

16. Click Exit Registration to end the registration process.

Establish your program level and corresponding benefits by submitting a qualified order to an authorized Citrix partner.