



ANNEXURE A

Guide to access MS Operating and Productivity Software

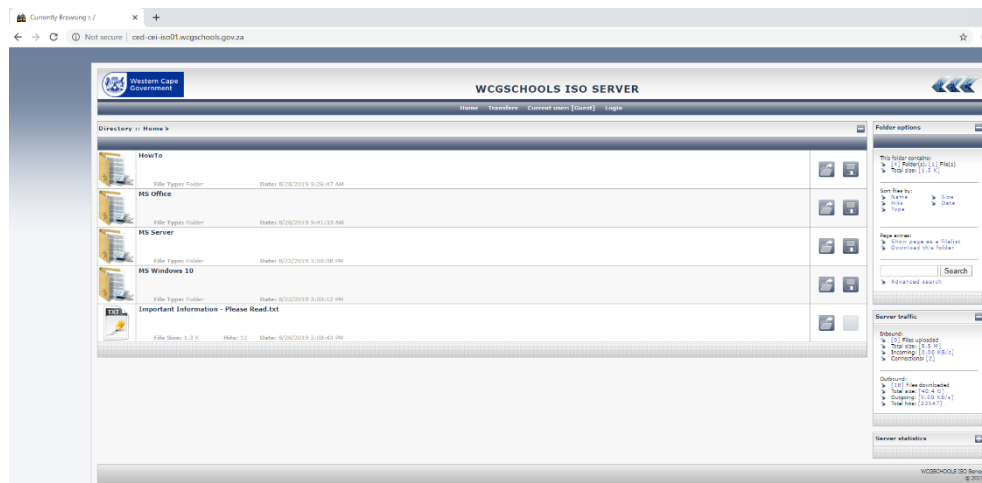
1 Schools connected to WCG Broadband

- 1.1 A call must be logged at SchoolsIT ServiceDesk.
- 1.2 To obtain a serial key (MAK) from Service Desk an **official letterhead signed by the principal with a school stamp** must be emailed to SchoolsIT.ServiceDesk@westerncape.gov.za.

Note:

- Machines NOT JOINED to the WCGSCHOOLS Domain will require a serial key (MAK).
- Devices joined to the WCGSCHOOLS domain does not require a serial key (MAK) for activation as it will be activated by the WCGSCHOOLS KMS Activation server.

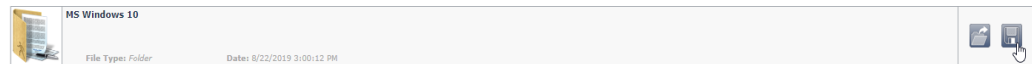
- 1.3 Ensure that the pc that is going to be used for download is connected to the WCGSCHOOLS network.
- 1.4 Log in as a normal user and open a Web Browser. In the address bar, type <http://ced-cei-iso01.wcgschools.gov.za/> and press **Enter** to open the website. The following web page will appear:



- 1.5 Multiple options will be displayed. For information how to create an installation DVD or USB Key, please navigate to the **How To** section by clicking on it to obtain the necessary documentation and files.
- 1.6 To download any of the files, click on the file required to start the download. Alternatively click on the **Floppy Disc** icon.



- 1.7 To download a complete section (all files for a specific section), ensure that the floppy disc icon on the main page is selected .



- 1.8 A download will appear and download the archive to a **.tar** compression format.
- 1.9 Once completed, install the **7zip** application in the "**How To**" section to extract the downloaded files for use.

Note: The following download limitations/restrictions applies:

- If more than one file is required, the files will have to be downloaded individually once a download is completed.
- A **Maximum of 10** machines can download files at any time. If the server has more than 10 connections a message will be displayed to try and access the site later.
- Download clients (Like IDM) are permitted and resuming is supported.
- All downloads are limited to **3MBps** (or **30Mbps**) to ensure safe server operation.

2 Schools NOT connected to WCG Broadband

- 2.1 A call must be logged at SchoolsIT ServiceDesk.
- 2.2 To obtain a serial key (MAK) from Service Desk an **official letterhead signed by the principal with a school stamp** must be emailed to SchoolsIT.ServiceDesk@westerncape.gov.za.
- 2.3 Copies of the requested software must be obtained from the district office by arranging an appointment via the B-el district Services Manager for copies on an External Hard Drive or USB Flash Drive **which the school must supply**.

3 Schools with own tenants

Schools with own O365 tenants who have responded to WCED's request to be added to the MSA have been activated and now also qualifies for the software products as agreed upon between Microsoft and the WCED.

The O365 tenant administrators will have access to predetermined quantities of the A3 licenses that they can assign to their O365 users. No call logging at SchoolsIT ServiceDesk will be required to gain access to the MS software. They will however have to log calls should they require copies of the MAK keys that must be requested via an official letterhead emailed to SchoolsIT ServiceDesk.

Note:

Schools requesting the inclusion of their own MS O365 tenants to the Microsoft Schools Agreement (MSA) may qualify at the next anniversary date of **01-07-2022**. Additional information regarding the application process will be made available in due course.