

Kivuto Subscription Renewal Guide

How to join the VMware IT Academy or Academic Software Licensing program

ADDITIONAL RESOURCES:

- [FAQ document for VMware IT Academy](#)
- [FAQ document for Academic Software Licensing Program](#)
- [FAQ page at D2L Brightspace](#)
- [Video Tutorials](#)
- [Direct Support Form to D2L Brightspace](#) (Note this can only be used by the two users designated by your institution.)
- [Office Hours and D2L Webinar Registration](#) (Scroll down to pick dates and times.)

My subscription with Kivuto ended. What should I do now?

In this short document we will walk you through the steps to migrate to: D2L Brightspace.

First, what is Brightspace? We have partnered with D2L, based in Canada, to offer academic institutions and non-profits subscriptions to access VMware IT Academy and Academic Software learning resources.

This system has all the offerings that you are used to having at Kivuto (e.g., software downloads, course materials and voucher codes).

Steps to Join

1. Go to the [VMware IT Academy and Academic Software Licensing onboard page](#), click “Join the Program” and then “Apply.”
2. Please read the form carefully to assign who the Administrator Contact will be plus who the two approved Support Contacts will be. You can also check [this short video](#) on how to apply.
3. Within five days, you will receive an email telling whether your application was approved or denied.
4. If it was approved, you will receive an e-mail from D2L Brightspace with the next steps.
5. In this e-mail there is a link that prompts you to log in and choose to buy a subscription for your institutions.
 - VMware’s Academic Programs have transitioned to a “per-seat” model. The lowest tier is priced at \$330 and allows 205 students to be added to the platform.
 - Payments can be done via credit card or by requesting a purchase order for \$50 more.
6. Once you have purchased a subscription you can go to the “My Account” administrative section with your Academy Admin account. There you will have the option to create a class list, to which you need to add courses, students and instructors.
7. Once users are added to a class and have registered correctly, they will have access to the courses that you (Academy Admin), gave them access to.