



REGISTERING THE APP

LP+365

HELP GUIDE
VERSION 1.1

1. Overview.

Registration can only be completed by the Tenant or Global Administrator of the School's Office 365 for Education tenancy.

2. Registration.

When registering the application, the Tenant Admin will be presented with the default Microsoft login page. After entering your Tenant Admin credentials, the user will be presented with two consent screens which will need to be accepted as shown in Figures 1 & 2. In addition there is a Skype consent that should be accepted if Skype integration is required. For a full details on all of the permission levels please refer to Support Guide: App consent and required permissions.

FIGURE 1. FULL SCHOOL APP CONSENT

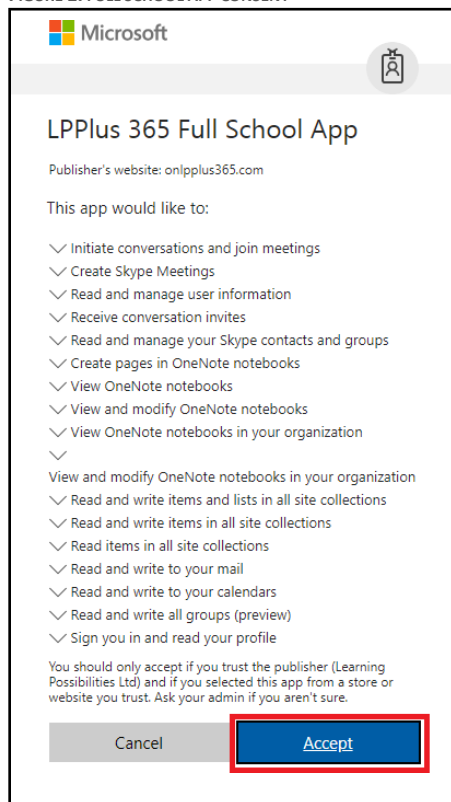
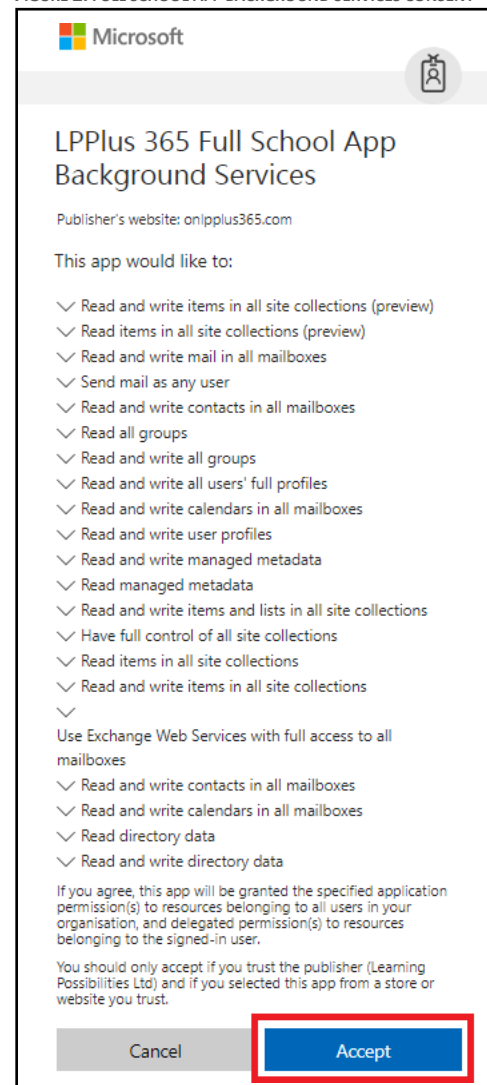


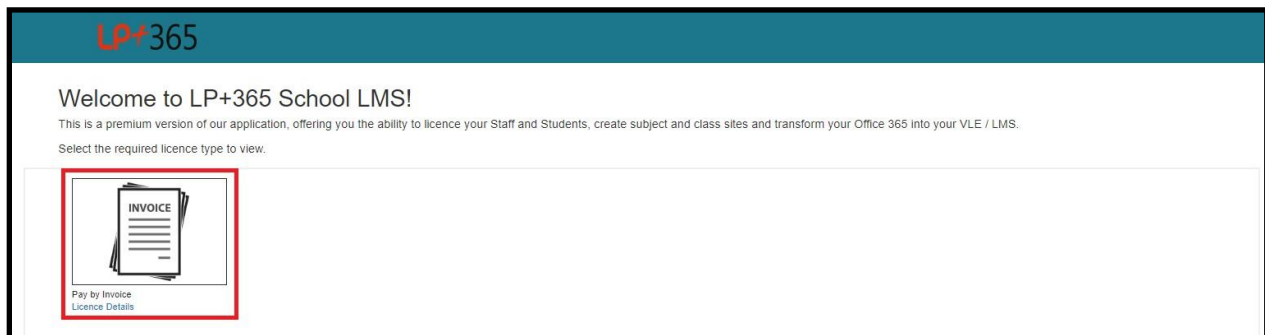
FIGURE 2. FULL SCHOOL APP BACKGROUND SERVICES CONSENT



3. Pay by invoice.

Select 'Pay by invoice' as shown in figure 3.

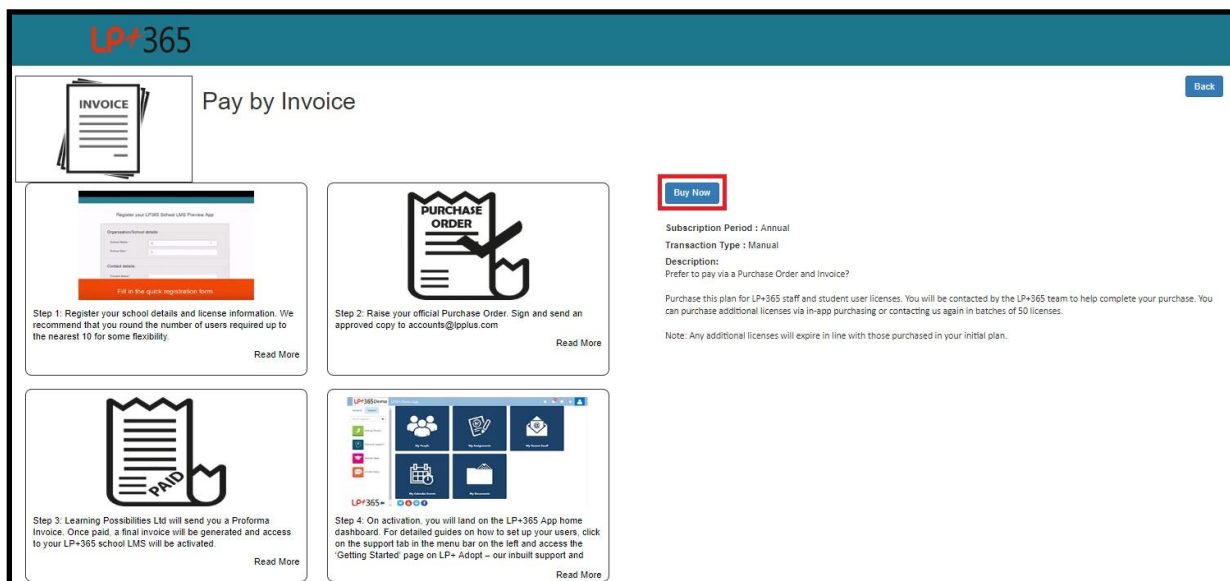
FIGURE 3. PAY BY INVOICE



4. Buy now.

Select 'Buy now' as shown in figure 4.

FIGURE 4. BUY NOW



5. Organization/School details.

Enter your schools name and number of LP+365 licenses required as shown in figure 5.

Enter the mandatory primary contact details of the Head teacher and secondary contact details if available.

Select Next.

FIGURE 5. ORGANIZATION/SCHOOL DETAILS

Organization/School Details:

School Name * Total No. Licences required(Staff & Pupils) *

Primary Contact Details:

FIGURE 1 FULL SCHOOL APP CONSENT

Title

First Name *

Last Name *

Position Held *

Secondary Contact Details:

Title

First Name

Last Name

Position Held

Other Details:

Business Phone * Mobile Phone

Address * Email Id *

State/County

Post Code

Country

6. Billing information contact details.

The form is prefilled with the registration details by default as shown in figure 6. Untick 'same as registration details' if you want to enter different billing details.

Select and read the terms and conditions and privacy policy.

Tick the box to confirm you agree to the terms and conditions and privacy policy.

Select Finish.

FIGURE 6. BILLING INFORMATION CONTACT DETAILS

☒ Same as Registration Details

Billing Information Contact Details:

Primary Contact Details:

Title

First Name *

Last Name *

Position Held *

Secondary Contact Details:

Title

First Name

Last Name

Position Held

Other Details:

Business Phone *

Address *

Mobile Phone

Email Id *

State/County

Post Code

Country

Note: UK customers only – VAT is added at payment.

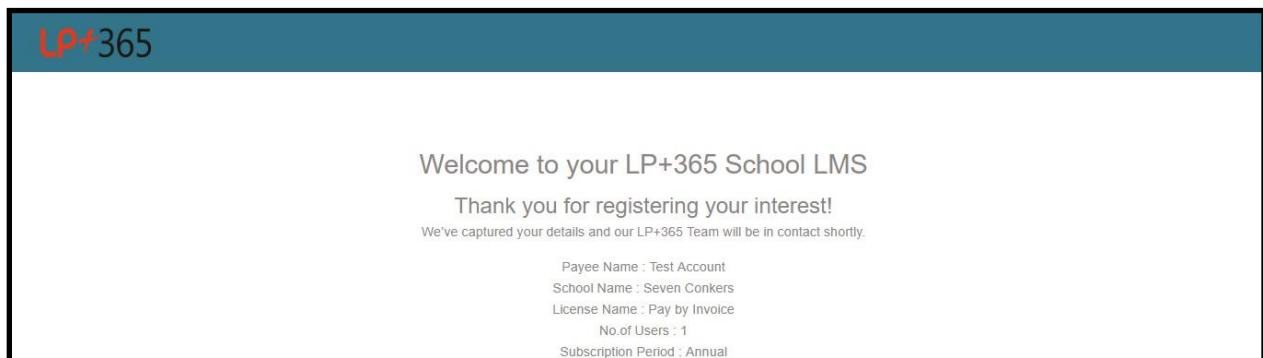
☐ I agree to the [terms and conditions](#) and [privacy statement](#) of the app.

Finish **Cancel**

7. Welcome to your LP+365.

A welcome message and summary of purchase is displayed as shown in figure 7. An automated email is sent to LP+365 support and an LP+365 Team member will be in contact shortly to confirm the registration.

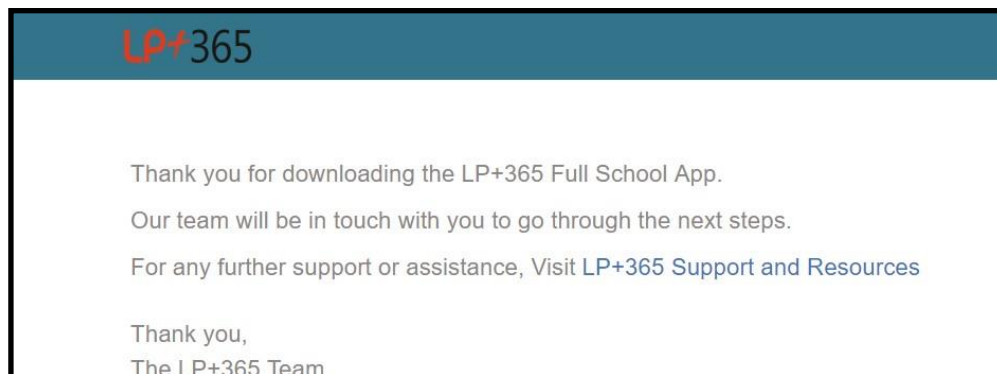
FIGURE 7. WELCOME TO YOUR LP+365



8. Thank you for downloading.

If you attempt to use the app prior to being contacted by an LP+365 Team member a message as shown in figure 8 will be displayed. If you require immediate access please email lp365support@lpplus.com.

FIGURE 8. THANK YOU FOR DOWNLOADING

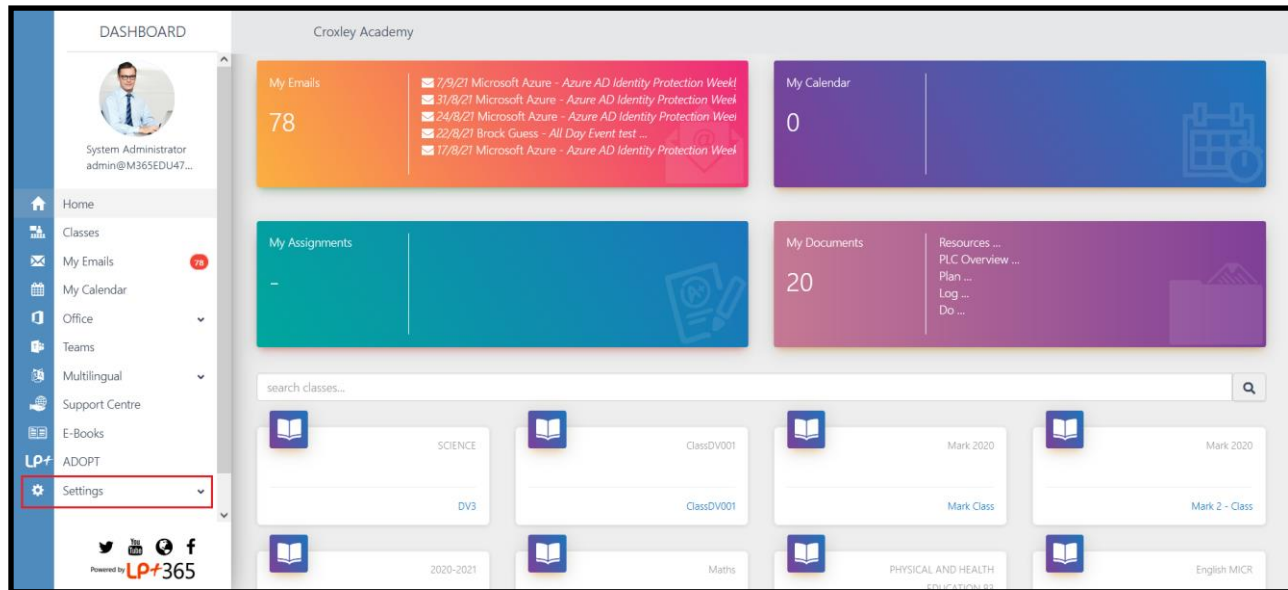


9. Global Administrator Home dashboard.

When registration is complete, the Global Administrator will have access to the home dashboard.

Note: The Global Administrator is the only user role that has access to the App settings cog as shown in figure 9.

FIGURE 9. GLOBAL ADMINISTRATOR HOME DASHBOARD



Free Online Support - <http://lpplus.com/support-home>
Get in touch by email: lp365support@lpplus.com