

VIP Agreement Migration

VIP to VIP Migration Process

This guide outlines how to start a new VIP agreement with an anniversary date that better aligns with your budget cycle. Follow the steps for a smooth transition.

Planning Considerations

Before starting, review these key points:

- **Software Version Update**
 - Decide whether to update the installed software or keep the current Creative Cloud version.
 - Named User Licenses: No reinstall needed unless upgrading.
 - Shared Device Licenses: Requires uninstall/reinstall because installation is tied to the agreement.
- **Saved Cloud Assets**
 - If using Single Sign-On, users will lose their work when removed from the old agreement.
 - **Notify users to save work externally before migration.**
- **VIP Agreement Naming**
 - Ask your Logisoft rep to name the new agreement differently to distinguish between Admin Consoles.
- **Anniversary Date Selection**
 - Adobe agreements must be at least 12 months long.
 - Example: Transitioning from June 2026? Consider August 1, 2027 to maintain coverage.
- **Timeline**
 - When will you place the PO relative to the current and new dates?
 - Can licenses lapse, or must service remain uninterrupted?
 - Coordinate with Nicole for Admin Console migration.
 - Align timing with school year and software refresh plans.

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Migration Steps

1. Confirm Agreement Details

- Share preferred agreement name and anniversary date with your Logisoft rep.

2. Accept the New VIP Agreement

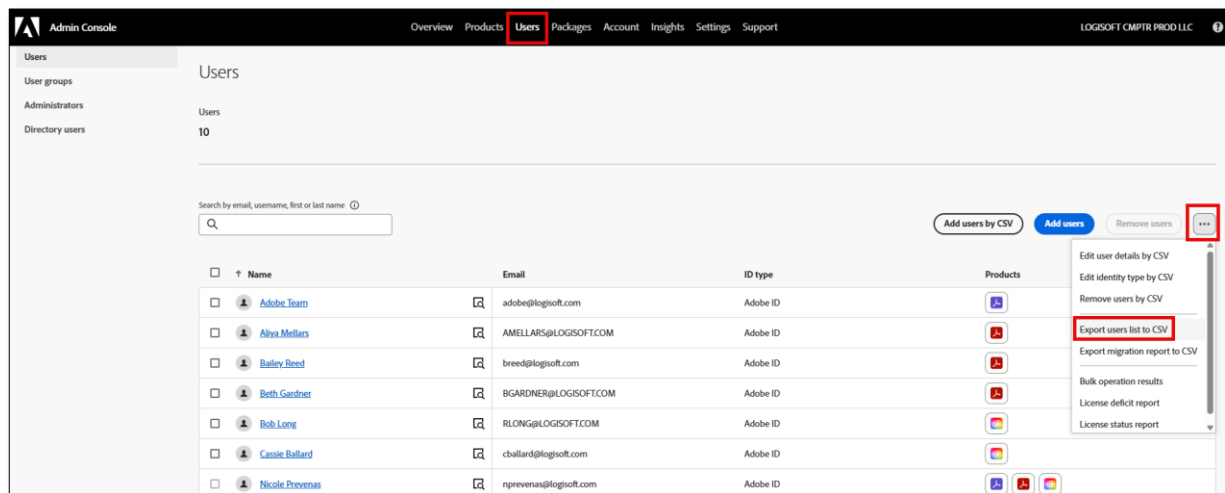
- Activate your new VIP agreement via the invitation.
- Need help navigating multiple Admin Consoles? Watch this video: [Admin Console Navigation](#).

3. Place the PO

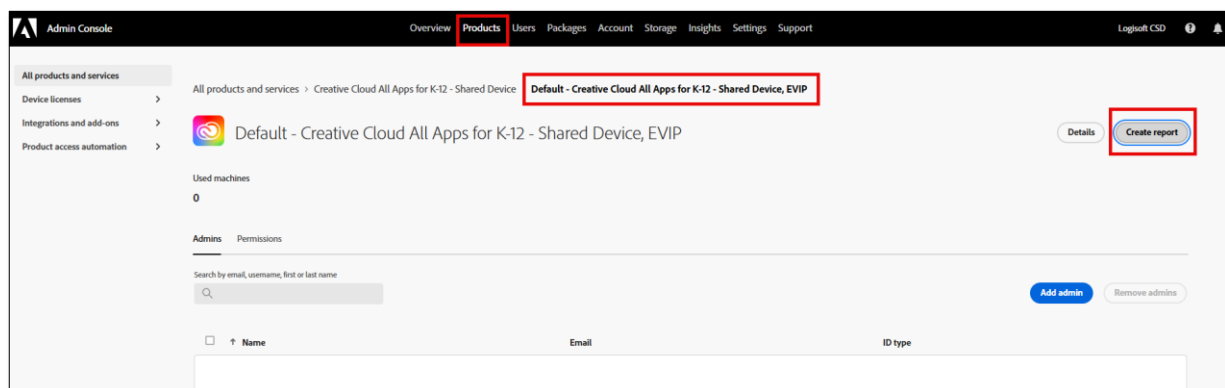
- Submit the purchase order for the new part number under the new VIP agreement to orders@logisoft.com.

4. Prepare for License Transition:

- Before your old anniversary date:
 - Named User Licenses: Export all users from the Admin Console's *Users* tab and save the spreadsheet.



- Shared Device Licenses: Export a report showing installation locations.



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5. Schedule Admin Console Migration

- [Book time with Nicole](#) for steps 6-10 via screen share.

6. Dismantle Existing Directory & Domain

- Disable User Sync on the *Settings* tab.
- Delete all users from the *Users* tab and *Directory Users* folder (keeping only the primary admin).
- Release/remove the Domain.
- Delete the *Directory* folder.

7. Set Up SSO & User Sync on the New Agreement

- [Configure SSO](#) and enable user sync in the new Admin Console.

8. Software Installation & Package Management

- [Uninstall](#)/reinstall software if needed and [build necessary packages](#).

9. Assign Users to Products (Including Express)

- [Options for user management](#): sync, CSV upload, or [manual assignment](#).

10. Assign Additional Admins

- [Ensure admin roles](#) are set up for account management.

