

# Registering for the GELA Academic License Program



## **What's in this guide?**

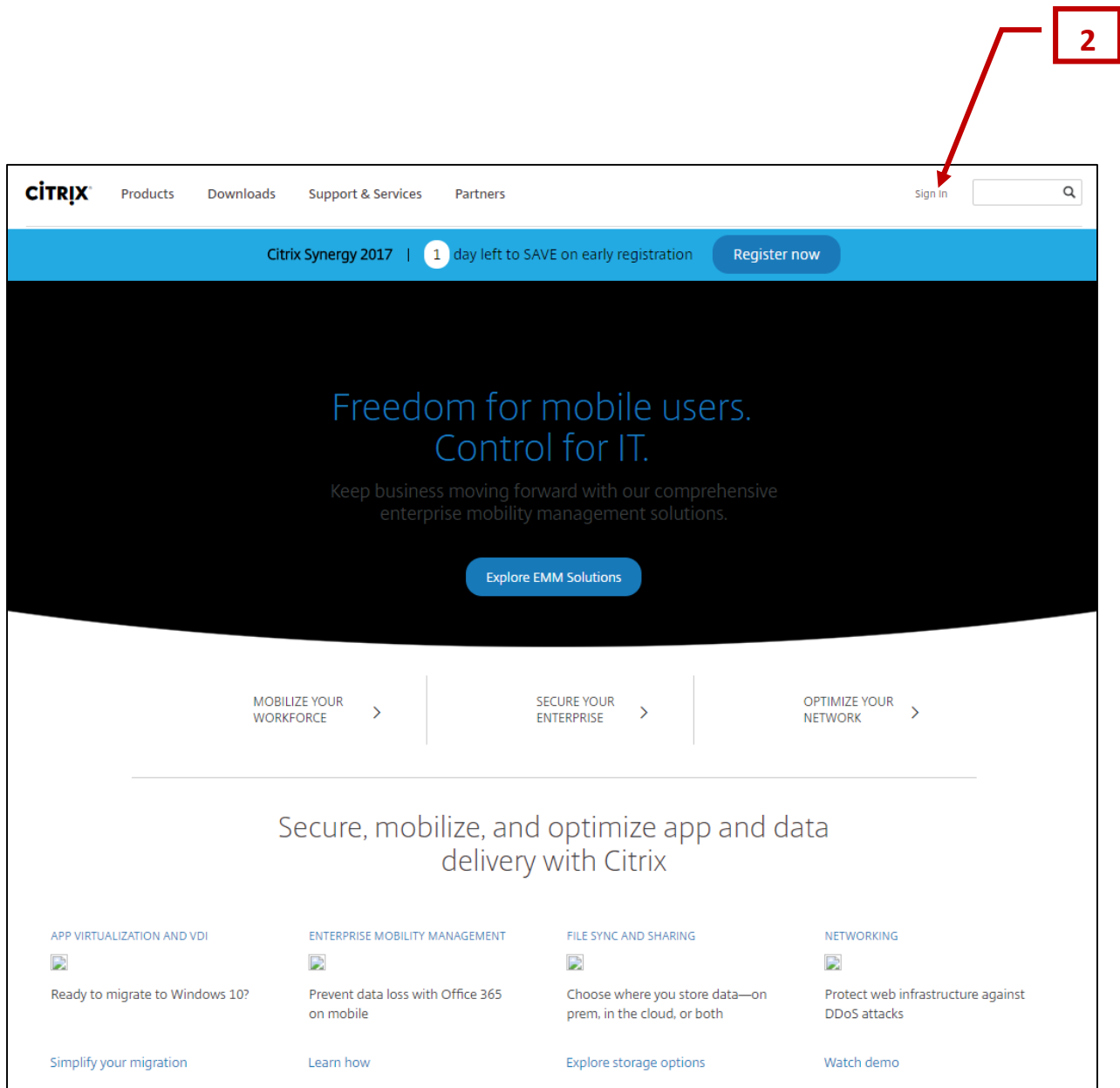
This guide provides step-by-step instructions for an organization to register itself for the GELA Academic License Program on Citrix.com.

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](http://www.Citrix.com/Partners/Locator).

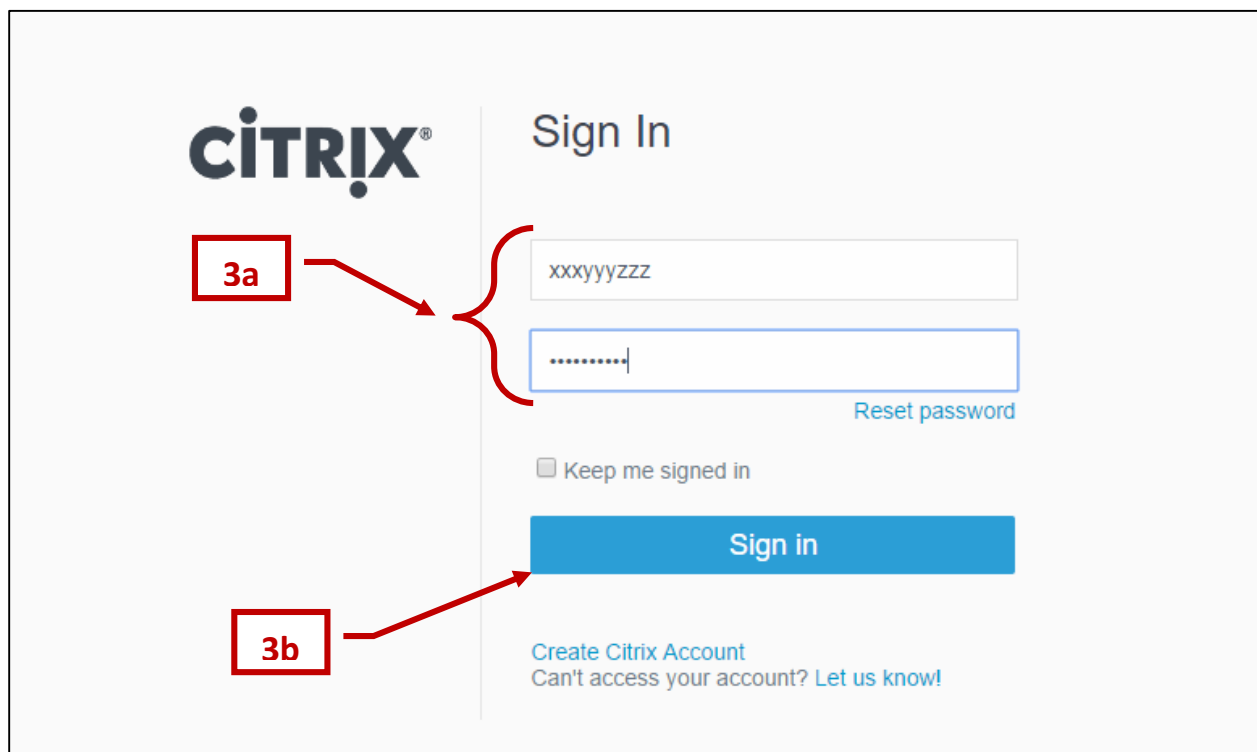
## **Why register for the GELA Academic License Program?**

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.

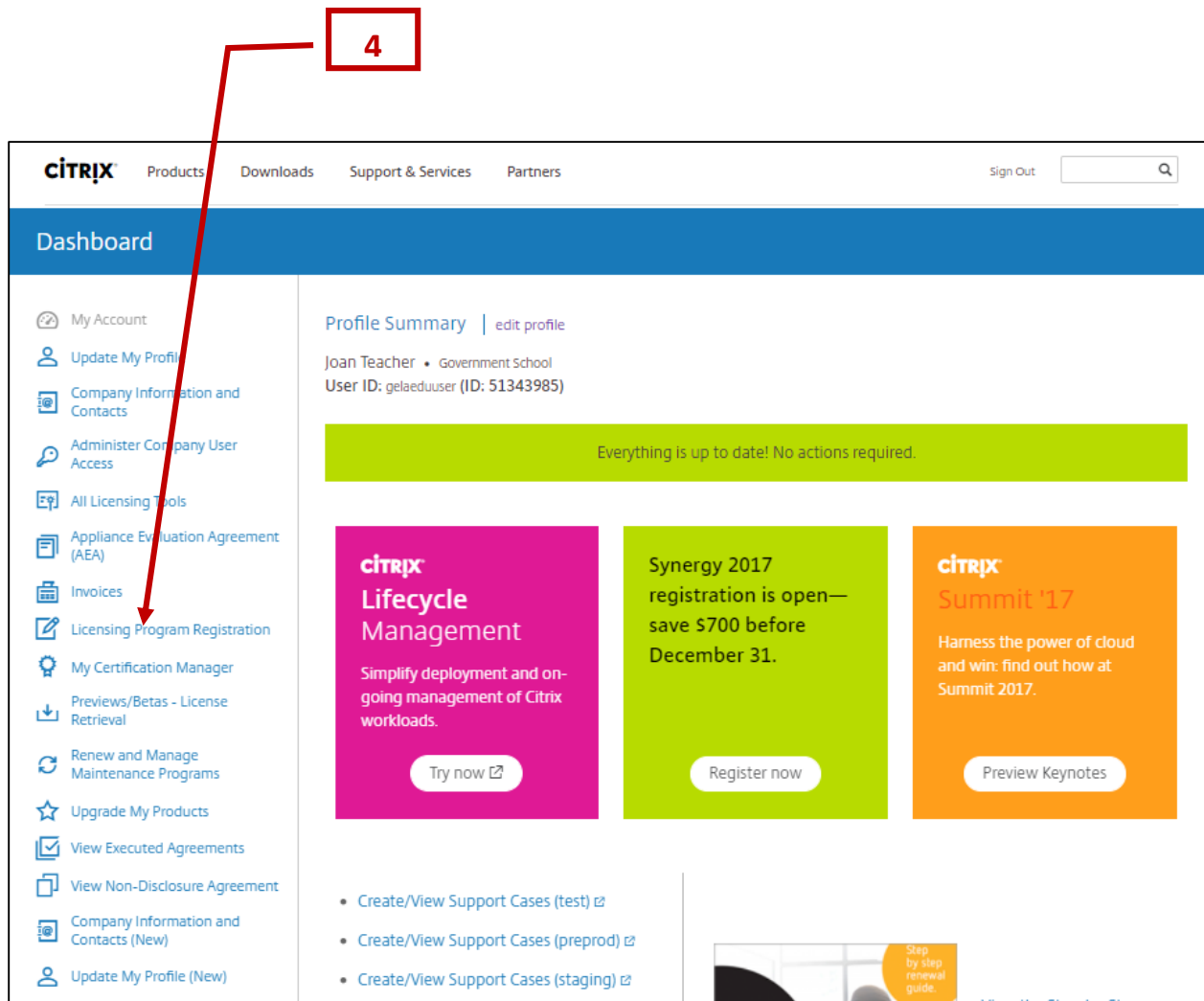
1. Go to [www.citrix.com](http://www.citrix.com).
2. Click **Sign In**.



3. To sign into Citrix.com:
  - a. Enter your User name and Password.
  - b. Click **Sign In**.



The screenshot shows the Citrix Sign In page. On the left is the Citrix logo. To its right is the 'Sign In' heading. Below the heading are two input fields: the top one contains 'xxxxyyzzz' and the bottom one contains '.....'. A red bracket groups these two fields, with a red arrow pointing from a red box labeled '3a' to the bracket. Below the password field is a 'Reset password' link. Underneath is a checkbox labeled 'Keep me signed in'. A large blue button labeled 'Sign in' is positioned below the checkbox. A red arrow points from a red box labeled '3b' to the 'Sign in' button. At the bottom of the page are two links: 'Create Citrix Account' and 'Can't access your account? Let us know!'.

4. Click **Licensing Program Registration**.

The screenshot shows the Citrix dashboard interface. At the top, there is a navigation bar with links for Products, Downloads, Support & Services, and Partners, along with a search bar and a Sign Out button. Below this is a blue header labeled "Dashboard".

On the left side, there is a vertical menu of options. A red box containing the number "4" is positioned above the menu, with a red arrow pointing to the "Licensing Program Registration" item. The menu items include: My Account, Update My Profile, Company Information and Contacts, Administer Company User Access, All Licensing Tools, Appliance Evaluation Agreement (AEA), Invoices, **Licensing Program Registration**, My Certification Manager, Previews/Betas - License Retrieval, Renew and Manage Maintenance Programs, Upgrade My Products, View Executed Agreements, View Non-Disclosure Agreement, Company Information and Contacts (New), and Update My Profile (New).

The main content area on the right shows a "Profile Summary" for Joan Teacher, Government School, with User ID: gelaeduuser (ID: 51343985). Below the profile is a green banner stating "Everything is up to date! No actions required." There are three promotional cards: "Citrix Lifecycle Management" with a "Try now" button, "Synergy 2017 registration is open—save \$700 before December 31." with a "Register now" button, and "Citrix Summit '17" with a "Preview Keynotes" button.

At the bottom, there is a list of links: "Create/View Support Cases (test)", "Create/View Support Cases (preprod)", and "Create/View Support Cases (staging)". A "Step by step renewal guide" is also visible in the bottom right corner.

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.

The screenshot shows the Citrix Licensing Program Registration page. The page has a blue header with the Citrix logo and navigation links: Products, Downloads, Support & Services, Partners, and Sign Out. Below the header is a blue bar with the text "Licensing Program Registration".

The main content area is divided into a left sidebar and a right main panel. The sidebar contains a list of navigation items, including "My Account", "Update My Profile", "Company Information and Contacts", "Administer Company User Access", "All Licensing Tools", "Agreements (All)", "Invoices", "Licensing Program Registration", "My Certification Manager", "Previews/Betas - License Retrieval", "Renew and Manage Maintenance Programs", "Upgrade My Products", "View Executed Agreements", "View Non-Disclosure Agreement", "Company Information and Contacts (New)", and "Update My Profile (New)".

The main panel has a breadcrumb trail: GELA > GELA Academic Licensing > Licensing Program Registration > Overview > Enterprise Licensing > Easy > Education. Below the breadcrumb trail is a heading: "Welcome to GELA Academic License Registration (ECCO QA 02)".

The main panel contains the following text:

Citrix's GELA Academic Licensing Program provides customers, including academic customers, greater flexibility in licensing, purchasing, installing and maintaining Citrix products. Designed to extend to your entire organization, the GELA Academic Licensing program enables you to capitalize on your total volume purchasing power. Registration in the Program does not obligate you to make a purchase under the Program. Upon completion of registration, you will receive a Registration Number and Customer ID. Should you later wish to make a purchase, your submission of a purchase order with your Registration Number and Customer ID to an authorized Citrix reseller shall constitute your acceptance of the then current program terms for this purchase. If you wish to view current Program terms, please click here: [Program Terms](#). Since there is no cost or obligation for registration, you should feel free to register in advance of actual need to accelerate your ease of purchase and facilitate better coordination with your authorized reseller.

To learn if your organization qualifies as an academic entity, click here: [Academic Entity](#)

In order for you to complete your registration for the GELA Academic Licensing program, you will be asked to provide us with Organization information including your contract administrator and secondary contract administrator.

Click 'Continue' button below if you wish to register for the GELA Academic Licensing Program.

By clicking 'Continue' below, you are certifying that your organization is qualified for this license program as described by the 'Academic Entity' link above.

[Continue](#)

Three red callout boxes with numbers 5, 6, and 7 are overlaid on the screenshot. Callout 5 points to the "GELA Academic Licensing" tab in the breadcrumb trail. Callout 6 points to the "Academic Entity" link in the main panel. Callout 7 points to the "Continue" button at the bottom of the main panel.

8. Click **Continue** to proceed with GELA Academic Licensing registration.

The screenshot shows the Citrix Licensing Program Registration interface. At the top, there is a navigation bar with the Citrix logo and links for Products, Downloads, Support & Services, and Partners. A search bar and a 'Sign Out' link are also present. Below this is a blue header for 'Licensing Program Registration'. A left-hand navigation menu lists various account and licensing options, with 'Licensing Program Registration' highlighted. The main content area is titled 'GELA Academic Licensing Registration Form' and contains a form with the following fields:

Organization:	Government School
Organization URL:	
Organization Address:	Paseo Castellana 136 Edificio Cuzco III Madrid, MADRID 28046 Spain
Organization Phone:	34 (01) 4148800
Organization Fax:	()

At the bottom of the form is a 'Continue' button with a right-pointing arrow. A red box containing the number '8' is positioned above the button, with a red arrow pointing from the box to the button.

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.

The screenshot shows the Citrix Licensing Program Registration interface. The main content area is titled "GELA Academic Licensing Registration Contract Administrator". Below the title, there is a table of contacts with columns for "Contact Name", "Phone", and "Email Address". The table contains three entries: Henry Black, George Silver, and Joan Teacher. Above the table are two buttons: "Accept Choice" and "Add New". Red boxes and arrows highlight these elements: a box labeled "9" points to the "Accept Choice" button, a box labeled "9a" points to the contact table, and a box labeled "9b" points to the "Add New" button.

Contact Name	Phone	Email Address
Henry Black	34-91-4149800	henryb@test.cpm
George Silver	34-91-4149800	georges@test.com
Joan Teacher	34-91-4149800	joant@test.com

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.

The screenshot shows the Citrix Licensing Program Registration interface. The main content area is titled "GELA Academic Licensing Registration Secondary Contract Administrator". Below the title, there is a table of contacts with columns for "Contact Name", "Phone", and "Email Address". The table contains three rows of contact information:

Contact Name	Phone	Email Address
Henry Black	34-91-4149800	henryb@test.com
George Silver	34-91-4149800	georges@test.com
Joan Teacher	34-91-4149800	joant@test.com

Below the table, there are two buttons: "Accept Choice" and "Add New". Red boxes and arrows highlight these buttons and the table. A red box labeled "11" points to the "Accept Choice" button. A red box labeled "11a" points to the "Add New" button. A red box labeled "11b" points to the "Add New" button.



- 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.
- Click **Complete Registration** if your organization's information is correct.

The screenshot shows the Citrix Licensing Program Registration interface. The page title is "Licensing Program Registration". The breadcrumb trail includes "GELA", "GELA Academic Licensing", and "Licensing Program Registration - Overview". The main heading is "GELA Academic License Registration Information Verification". Below this, there is a confirmation message: "Please confirm that your organization information shown below is correct. The email addresses provided will be used to send pertinent information such as login IDs, passwords and Registration Numbers as well as product and services updates. If the information shown below is not correct, please use the 'Edit Organization Information' link at the bottom of this page. Registration in the Program does not obligate you to make a purchase under the Program."

Customer Name:	Government School
Address:	Paseo Castellana 136 Edificio Cuzco III Madrid, MADRID 28046 Spain
Contract Administrator:	Henry Black
Telephone:	34 91 4149800
Fax:	
E-mail:	henryb@test.cpm
Secondary Contract Administrator:	Joan Teacher
Telephone:	34 91 4149800
Fax:	
E-mail:	joant@test.com

At the bottom of the table, there are two buttons: "Go Back and Edit Organization Information" and "Complete Registration".

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.

The screenshot displays the Citrix Licensing Program Registration interface. The page title is "Licensing Program Registration". The navigation menu includes "My Account", "Update My Profile", "Company Information and Contacts", "Company User", "All Licensing Tools", "Appliance Evaluation Agreement (AEA)", "Invoices", "Licensing Program Registration", "My Certification Manager", "Previews/Betas - License Retrieval", "Renew and Manage Maintenance Programs", "Upgrade My Products", "View Licenses", "View Non-Disclosure Agreement", "Company Information and Contacts (New)", and "Update My Profile (New)".

The main content area shows the "GELA Academic License Registration Confirmation" page. It includes the following text:

**GELA Academic License Registration Confirmation**

Thank You.  
Citrix® GELA Academic Licensing was created to provide customers with greater flexibility in licensing, purchasing, installing and maintaining Citrix® application serving software solutions. GELA Academic Licensing is a basic electronic license program that enables organizations of any size to benefit from electronic licensing rather than purchasing packaged products. With faster deployment time, GELA Academic Licensing enables easier installation and management of Citrix application serving computing products. Thank you for participating in Citrix® GELA Academic Licensing.

Should you wish to make a purchase, your submission of a purchase order with your Registration Number and Customer ID (displayed below) to an authorized Citrix reseller shall constitute your acceptance of the then current Program terms for that purchase. If you have any questions, please contact your authorized Citrix reseller or Citrix sales representative.

Please write the following numbers down for future reference:  
Your Customer ID is: 51343985  
Your GELA Academic Licensing Agreement Number is: 703978

If you wish to notify your Reseller of your Citrix GELA Academic Licensing Registration Number please enter the appropriate email address below. Your Reseller will need this Registration Number to complete a transaction for you.

Reseller Email Address:  **Send**

**Exit Registration**

Red boxes and arrows highlight key elements: Box 14 points to the "Company User" link in the left navigation; Box 15 points to the "Send" button; and Box 16 points to the "Exit Registration" button.

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