

# Purchase & Manage Visual Studio Licences using Azure

Last Modified on 12/02/2020 2:24 pm GMT

It is recommended to purchase a dedicated Azure subscription for the Visual Studio billing to keep billing for this service separate from other Azure services. However, you can use an existing Azure subscription if preferred.

Visual Studio licences are purchased in their own portal, separate from other Azure services. You must be logged in as a user with appropriate permissions over the Azure subscription you wish to bill these against.

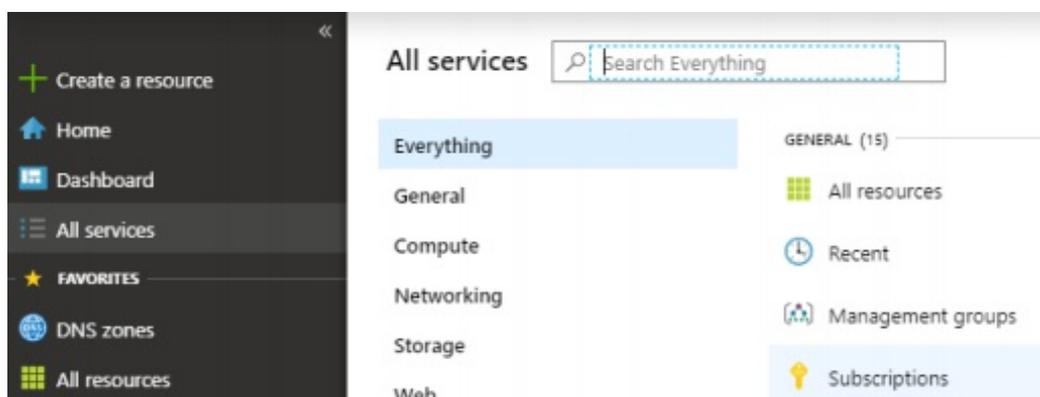
The below steps should also be followed if you wish to add additional licences to a subscription with existing Visual Studio licences, as you will be prompted to update the quantity instead.

## Assign Permissions to an Azure Subscription

In order to manage the Visual Studio service, you must have the relevant permissions to the Azure subscription. Further reading on this can be found here:

<https://docs.microsoft.com/en-us/azure/role-based-access-control/role-assignments-portal>.

1. Log in to the Azure account at <https://portal.azure.com>.
2. On the menu on the left side, select **All Services** then **Subscriptions**.



3. Select Access Control (IAM).
4. Select Role Assignments.

All services > Subscriptions > Pay-As-You-Go - Access control (IAM)

Pay-As-You-Go - Access control (IAM)  
Subscription

Search (Ctrl+/)

Overview  
Activity log  
Access control (IAM)  
Tags  
Diagnose and solve problems  
Security  
Events  
Cost Management  
Cost analysis  
Budgets  
Advisor recommendations  
Billing  
Invoices

+ Add Edit columns Refresh Remove Got feedback?

Check access **Role assignments** Deny assignments Classic administrators Roles

Manage access to Azure resources for users, groups, service principals and managed identities at this scope

Number of role assignments for this subscription ⓘ

20 2000

Name ⓘ Type ⓘ Role ⓘ  
Search by name or email All 5 selected

Group by ⓘ  
Role

11 items (5 Users, 2 Groups, 4 Service Principals)

<input type="checkbox"/>	Name	Type	Role
<input type="checkbox"/>	Billing Reader		
<input type="checkbox"/>	Sales Admins	Group	Billing Reader ⓘ
<input type="checkbox"/>	user-assigned-identity	App	Billing Reader ⓘ

5. Select Add.

6. Select Add Role Assignment.

7. Select the Required Role from the Role list.

*Note: If the user needs to manage all aspects of the subscription, select the Owner role.*

8. Search for and select the required user account or group from the directory.

9. Select Save.

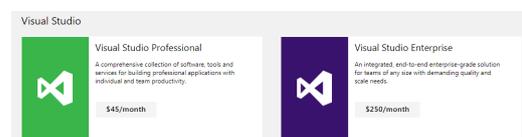
## Add Visual Studio Licences

1. Navigate to  
<https://marketplace.visualstudio.com>

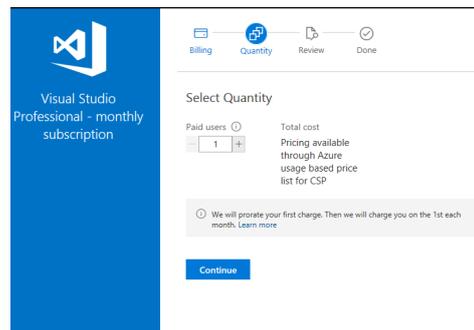


2. Select the **Subscriptions** header

3. Select either the Professional or Enterprise licence, depending on which one you need to purchase

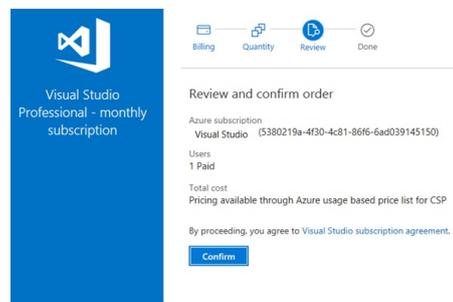


4. Press the **Get** button
5. Select the Azure subscription you wish to bill the licences against and press **Continue**
  - This may be skipped if you only have a single Azure subscription available to you
6. Select the required number of Visual Studio licences required



7. Press **Continue**

8. Press **Confirm**



You will receive an email to the account you purchased the licences with to confirm the order. The first bill will be pro-rated to the end of the month, after which it will be billed on the 1<sup>st</sup> of each month.

## Add New Users

Licence assignments are managed separate from other Office 365 licences and must be assigned using the Visual Studio Management portal.

1. Navigate to <https://manage.visualstudio.com>
2. Select the Azure subscription from the dropdown
3. Press the **Add** button
4. Enter the name of the user
5. Enter the user's email address to sign-in with
6. Confirm the licence to be assigned to the user
7. Press **Add**

The user will be emailed instructions on how to access the Visual Studio service.

### To bulk assign to new users:

1. Navigate to <https://manage.visualstudio.com>
2. Select the Azure subscription from the dropdown
3. Press the **Bulk Add** button
4. Press **Download** to acquire the upload template
5. Open the template using Excel
6. Select the 'Enter Multiple Subscribers' sheet
7. Complete the required fields for each user *-if any errors are shown, the upload will not be accepted*
8. Upload the spreadsheet to the Visual Studio portal
9. Press **OK**

Users will be emailed instructions on how to access the Visual Studio service.

## Delete Users

Licence assignments are managed separate from other Office 365 licences and must be unassigned using the Visual Studio Management portal.

1. Navigate to <https://manage.visualstudio.com>.
  2. Select the Azure subscription from the dropdown box.
  3. Select the user you wish to delete from the user list, you can select multiple users by holding down the Ctrl key.
  4. Press **Delete**.
  5. Press **OK** on the confirmation screen.
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