

## MicroGrade License/Registration Deactivation

What is deactivation? Deactivation is a new procedure available within MicroGrade which allows you to recover your MicroGrade license for use on another computer.

Why deactivate? Without deactivation, you may need to purchase another license to install MicroGrade on another computer.

After you have installed and registered your copy of MicroGrade, it may become necessary at some future date to move your installation to another computer. When using some previous versions of MicroGrade this was not easily accomplished. Beginning with MicroGrade version 6.1.2, it is a simple matter to deactivate your registration on the "old" computer and recover your license for installation and registration on a different computer.

What are some other instances where it might be advisable to deactivate MicroGrade? At the beginning of a new term or the beginning of the school year, or whenever you have been away from your school computer for a prolonged period of time, you may return to discover that the school has replaced your previous computer with a new one. If, before the break, you had deactivated MicroGrade on your old computer, it would be a simple matter to recover your license when you installed MicroGrade on the new computer.

### If you already have a previous version 6 of MicroGrade installed

If you have any previous version 6 of MicroGrade, you may download MicroGrade 6.1.2 for free to deactivate your current installation and recover your license for use on another computer.

After you have obtained MicroGrade 6.1.2, install it into the same directory/folder that contains your current installation of any previous version 6 of MicroGrade. It will recognize your current registration and function normally.

You will notice a new item on the MicroGrade File menu: Deactivate. Select this menu item when you want to remove your MicroGrade license on this computer so that you can later install and register MicroGrade on a different computer.

After you have finished the deactivation process, MicroGrade will remain "installed" on the "old" computer, but it will not be registered; it will return to evaluation status: if more than 30 days have elapsed since the original installation, MicroGrade will cease to function on this computer unless you again complete the registration process on this computer (which you probably won't want to do -- but, if desired, you can reactivate a deactivated installation simply by re-registering). After deactivation, you may uninstall MicroGrade from the "old" computer, if desired, but that is not a requirement of your MicroGrade license.

For detailed information on the MicroGrade Deactivation process, see the discussion below: **MicroGrade Deactivation**

### If you don't already have MicroGrade version 6 installed

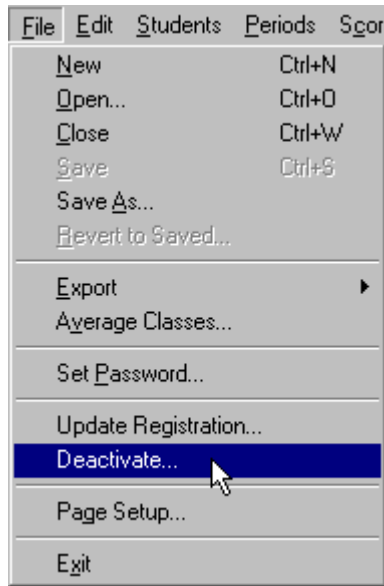
Install and register MicroGrade version 6.1.2 (and above) in the usual manner. See the FAQ on MicroGrade Registration (on the Chariot Software web site) for further information on the registration process. If it becomes necessary to move your MicroGrade installation to another computer, see the discussion below for detailed information on the MicroGrade Deactivation process.

## MicroGrade Deactivation

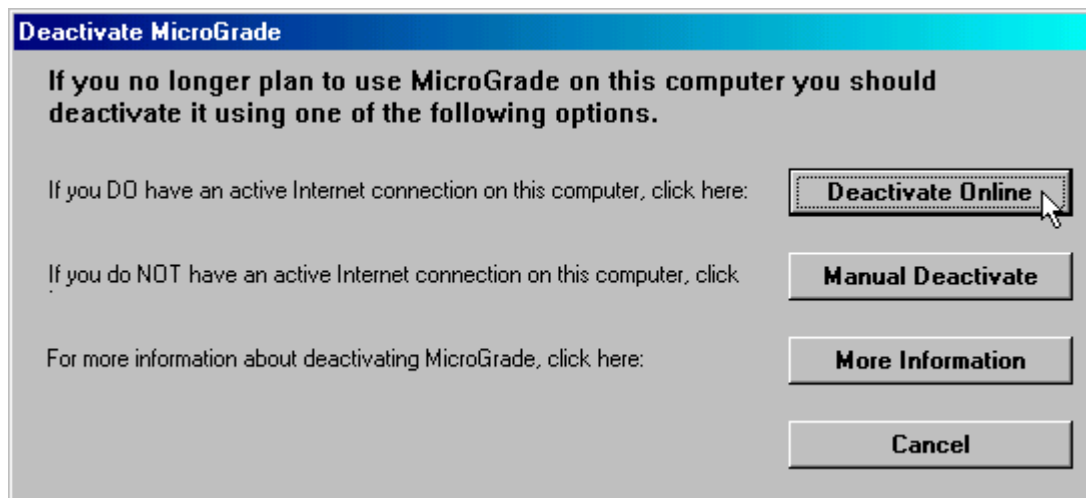
Deactivation allows you to recover your MicroGrade license for use on another computer. Without deactivation, you may need to purchase another license to install MicroGrade on another computer.

Follow these steps to deactivate MicroGrade 6.1.2 and above:

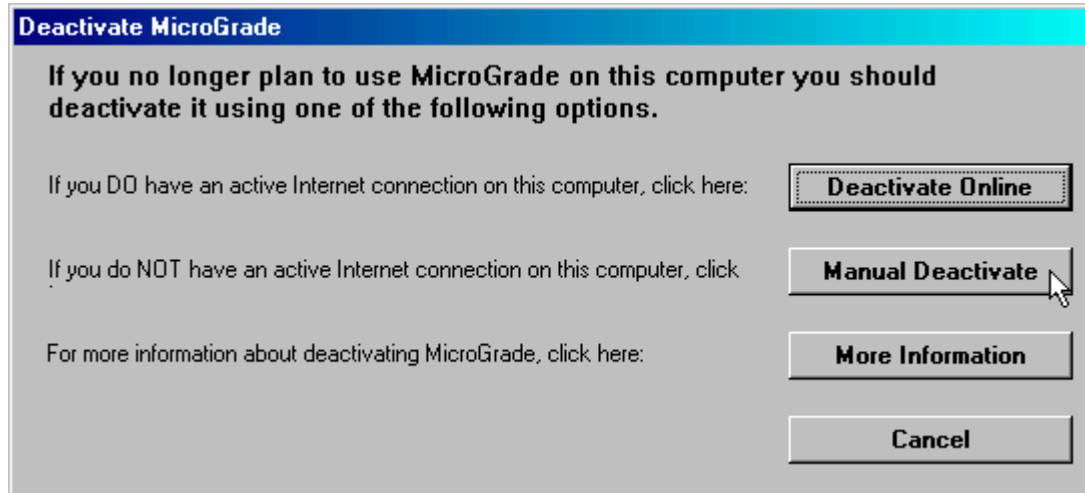
**Step 1** Select “Deactivate” from the MicroGrade File menu (below). This will bring up the “Deactivate MicroGrade” dialog box (shown in Step2(a)).



**Step 2 (a) Automatic Online Deactivation:** If the computer you are using has an active Internet connection, you may immediately deactivate MicroGrade on this computer and immediately recover your MicroGrade license for use on another computer. (If you have an Internet connection on this computer, but it is not currently active, such as a dial-up connection, please make the connection active before proceeding with this step.) This is the recommended procedure. To proceed, click on the “Deactivate Online” button. **Go to Step 3.**

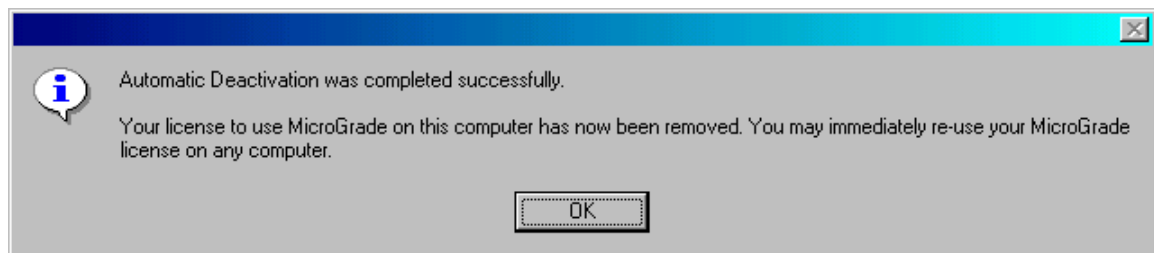


- Step 2 (b) Manual Online Deactivation:** If the computer you are using does not have an Internet connection, but you have access to the Internet on another computer, you may use the other computer to deactivate MicroGrade over the Internet. This is the second-best way to deactivate MicroGrade because you can quickly recover your MicroGrade license for use on another computer. To proceed with manual online deactivation and to obtain the information you will need to recover your MicroGrade license for use on another computer, click on the “Manual Deactivate” button. **Go to Step 4.**

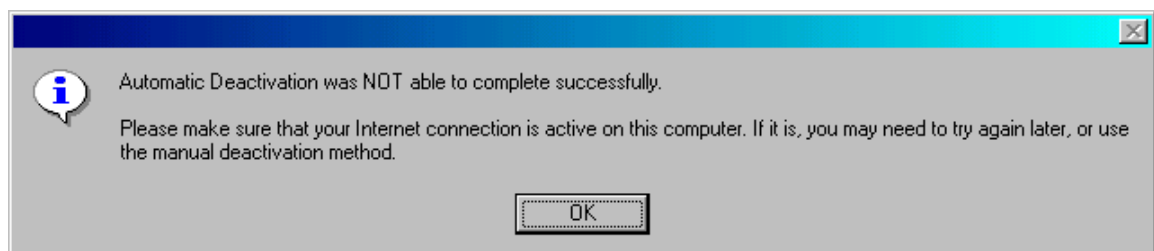


- (c) Offline Deactivation:** If you have no convenient access to the Internet, you may fax your deactivation information to Chariot Software Group and our registration desk will perform the deactivation process for you. Click on the “Manual Deactivate” button, as shown above. **Go to Step 4.**

- Step 3 (a) Automatic Deactivation was completed successfully.** Your license to use MicroGrade on this computer has now been removed. You may immediately re-use your MicroGrade license on any computer. **You are finished with MicroGrade Deactivation.**



- (b) Automatic Deactivation was NOT able to complete successfully.** MicroGrade was unable to connect with the registration database to verify and deactivate your license. Please make sure that your Internet connection is active on this computer. If it is, you may need to try again later, or use the manual deactivation method. **Return to Step 1.**

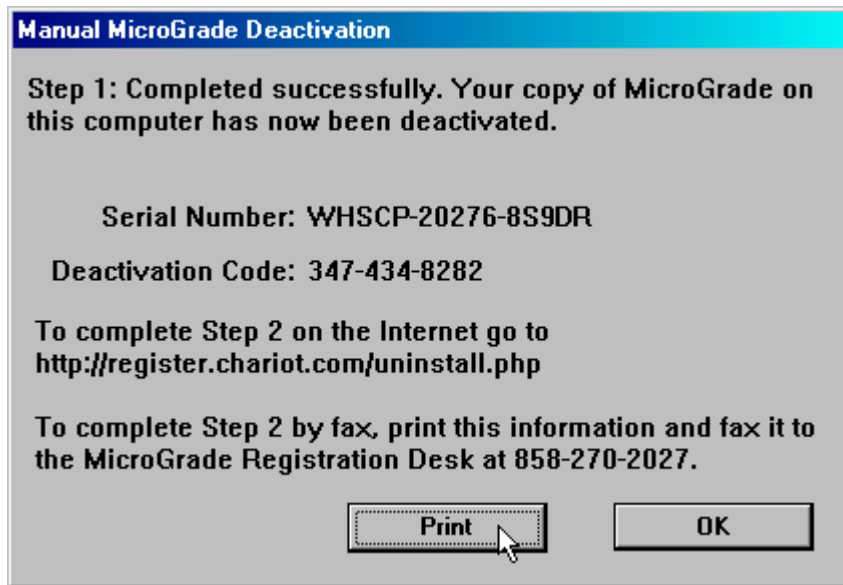


**Step 4** Your copy of MicroGrade on this computer has now been deactivated. *But you have not yet recovered your MicroGrade license for use on another computer!* This step displays the “Manual MicroGrade Deactivation” dialog box (below). It contains important information! Click on the “Print” button to get a printout. *Save the printed information until you have successfully completed the license recovery process.*

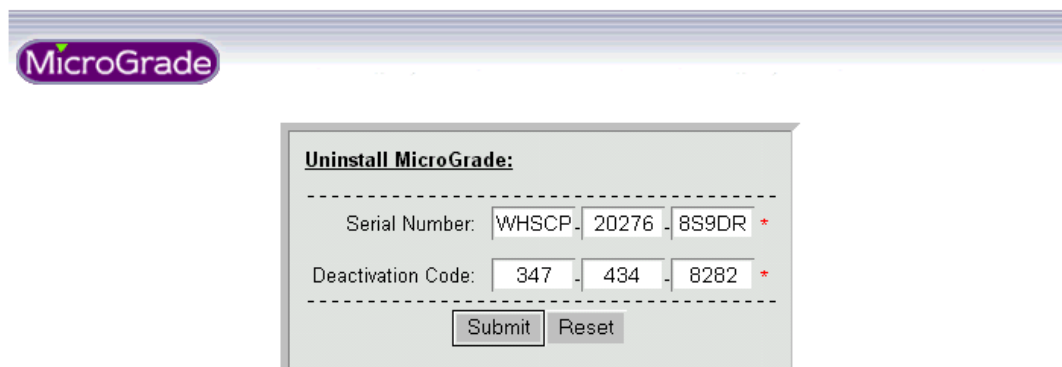
Recovery of your MicroGrade license via the Internet will be instantaneous; you will be able to re-use your license on another computer immediately. However, if you fax this information to the MicroGrade Registration Desk, there may be a delay up to 72 hours before you will be able to re-use your MicroGrade license. *If this information is lost you will not be able to re-use your MicroGrade license!*

Take this printout to a computer that has an Internet connection and **Go to Step 5**  
...or...

Fax this printout to Chariot Software Group’s registration desk (**Go to Step 6**).



**Step 5** **Manual Deactivation & License Recovery over the Internet.** Use your Internet browser to go to <http://register.chariot.com/uninstall.php> Provide the information requested and then click the “Submit” button. Your MicroGrade license is immediately available for re-use. **You are finished with MicroGrade Deactivation.**



**Step 6** **Manual Deactivation & License Recovery by Fax.** Fax the printout you obtained in Step 4 to Chariot Software Group’s MicroGrade Registration Desk at 858-270-2027. We will respond to the email address in your registration file. There may be a delay up to 72 hours before you can re-use your MicroGrade license. **You are finished with MicroGrade Deactivation.**