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## CATEGORY: WindowsActivation

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Windows activation and licensing operations directly affect system compliance, feature availability, audit readiness, and enterprise asset management. These SOPs ensure every activation-related action performed through RDM Script Wizard is **controlled, auditable**, and aligned with **enterprise licensing and security standards**.

## SOP 1 – Get Windows Activation Status

**Script Name:** Get Windows Activation Status **Category:** WindowsActivation **Version:** 1.0 **Approved By:** IT Operations / Compliance\*\*

### 1. Purpose

This script retrieves the current Windows activation state, supporting compliance checks, troubleshooting, and audit readiness.

### 2. Scope

- Windows servers and workstations
- KMS, MAK, and digital license activation

### 3. Definitions

- **Activation Status:** Whether Windows is activated and licensed.
- **License Channel:** KMS, MAK, Retail, OEM, or Digital Entitlement.

### 4. Preconditions

- Operator must have permission to query licensing information.

### 5. Required Inputs

- None

## 6. Procedure Steps

1. Retrieve Activation Metadata
  - Activation status
  - License channel
  - Partial product key
  - Grace period (if applicable)
2. Retrieve KMS Information (if applicable)
  - KMS server
  - Renewal interval
  - Activation interval
3. Output Formatting
  - Present structured activation summary.
4. Logging
  - Log operator and timestamp.

## 7. Expected Output

- Consolidated Windows activation status.

## 8. Post-Execution Validation

- Operator may verify via `slmgr /xpr`.

## 9. Error Handling

- Access denied
- Licensing service unavailable

## 10. Security Considerations

- Licensing data may reveal sensitive asset information.

## 11. Audit Logging Requirements

- Operator ID
- Timestamp

## 12. Organizational Benefit Statement

This script provides a consistent, auditable method for retrieving activation status, supporting compliance and troubleshooting.

# SOP 2 – Activate Windows Using Product Key

**Script Name:** Activate Windows Using Product Key **Category:** WindowsActivation\*\*

## 1. Purpose

This script activates Windows using a provided product key, supporting compliance, deployment, and remediation workflows.

## 2. Scope

- Windows servers and workstations
- MAK or Retail keys

## 3. Definitions

- **Product Key Activation:** Activation using a 25-character key.

## 4. Preconditions

- Operator must have administrative rights.
- Product key must be valid and authorized.
- Internet or activation server access required.

## 5. Required Inputs

- Product key

## 6. Procedure Steps

### 1. Input Collection

- Wizard prompts for product key.

### 2. Validation

- Confirm key format is valid.

### 3. Activation Operation

- Install product key.
- Trigger activation.

#### 4. Post-Activation Verification

- Confirm activation succeeded.

#### 5. Logging

- Log partial key, operator, timestamp.

### 7. Expected Output

- Confirmation of successful activation.

### 8. Post-Execution Validation

- Operator may verify via `slmgr /xpr`.

### 9. Error Handling

- Invalid key
- Activation server unreachable
- Access denied
- Key already in use

### 10. Security Considerations

- Full product keys must never be logged.

### 11. Audit Logging Requirements

- Operator ID
- Partial product key
- Timestamp

### 12. Organizational Benefit Statement

This script ensures product-key activation is performed safely and consistently, supporting compliance and deployment workflows.

## SOP 3 – Activate Windows Using KMS

**Script Name:** Activate Windows Using KMS **Category:** WindowsActivation\*\*

### 1. Purpose

This script activates Windows using a Key Management Service (KMS) server, supporting enterprise licensing and automated activation.

## 2. Scope

- Windows servers and workstations
- Domain-joined or KMS-reachable systems

## 3. Definitions

- **KMS Activation:** Activation using a centralized enterprise server.

## 4. Preconditions

- Operator must have administrative rights.
- KMS server must be reachable.
- KMS client key must be valid.

## 5. Required Inputs

- KMS server address
- Optional: KMS client key

## 6. Procedure Steps

1. Input Collection
  - Wizard prompts for KMS server and optional client key.
2. Configuration Update
  - Set KMS server.
  - Install KMS client key if provided.
3. Activation Operation
  - Trigger activation against KMS.
4. Post-Activation Verification
  - Confirm activation succeeded.
5. Logging
  - Log KMS server, operator, timestamp.

## 7. Expected Output

- Confirmation of successful KMS activation.

## 8. Post-Execution Validation

- Operator may verify via `slmgr /dli`.

## 9. Error Handling

- KMS server unreachable
- Invalid client key
- Access denied

## 10. Security Considerations

- KMS configuration must not be exposed externally.

## 11. Audit Logging Requirements

- Operator ID
- KMS server
- Timestamp

## 12. Organizational Benefit Statement

This script ensures KMS activation is performed safely and consistently, supporting enterprise licensing and compliance.

# SOP 4 – Clear Windows Product Key

**Script Name:** Clear Windows Product Key **Category:** WindowsActivation\*\*

## 1. Purpose

This script clears the installed Windows product key, supporting de-provisioning, repurposing, and compliance workflows.

## 2. Scope

- Windows servers and workstations
- MAK and Retail keys

## 3. Definitions

- **Key Removal:** Clearing the installed product key from the system.

## 4. Preconditions

- Operator must have administrative rights.
- Action must be authorized.

## 5. Required Inputs

- None

## 6. Procedure Steps

1. Key Removal Operation
  - Clear installed product key.
2. Post-Removal Verification
  - Confirm key is removed.
  - Confirm system enters grace state.
3. Logging
  - Log operator and timestamp.

## 7. Expected Output

- Confirmation that product key was removed.

## 8. Post-Execution Validation

- Operator may verify via `slmgr /dlv`.

## 9. Error Handling

- Access denied
- Licensing service failure

## 10. Security Considerations

- Removing keys may affect compliance; ensure approvals.

## 11. Audit Logging Requirements

- Operator ID
- Timestamp

## 12. Organizational Benefit Statement

This script ensures product-key removal is performed safely and with full accountability, supporting de-provisioning and compliance.

# SOP 5 – Get Windows Licensing Information

**Script Name:** Get Windows Licensing Information **Category:** WindowsActivation\*\*

## 1. Purpose

This script retrieves detailed Windows licensing information, supporting compliance audits, troubleshooting, and asset management.

## 2. Scope

- Windows servers and workstations
- All licensing channels

## 3. Definitions

- **License Metadata:** Includes activation ID, application ID, and license status.

## 4. Preconditions

- Operator must have permission to query licensing information.

## 5. Required Inputs

- None

## 6. Procedure Steps

1. Retrieve Licensing Metadata
  - Activation ID
  - Application ID
  - License status
  - Partial product key
  - Remaining grace period
2. Retrieve Channel Information
  - KMS, MAK, Retail, OEM, or Digital License
3. Output Formatting



- Present structured licensing summary.

#### 4. Logging

- Log operator and timestamp.

## 7. Expected Output

- Detailed Windows licensing information.

## 8. Post-Execution Validation

- Operator may verify via `slmgr /dlv`.

## 9. Error Handling

- Access denied
- Licensing service unavailable

## 10. Security Considerations

- Licensing data may reveal sensitive asset identifiers.

## 11. Audit Logging Requirements

- Operator ID
- Timestamp

## 12. Organizational Benefit Statement

This script provides a controlled, auditable method for retrieving licensing information, supporting compliance and asset management.