

CATEGORY: WindowsActivation

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 RDAM 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 `s1mgr /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 `s1mgr /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 `s1mgr /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 `s1mgr /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.