



Information Technology Bureau

Purchasing Microsoft Office through Home Use Program

Background/Overview

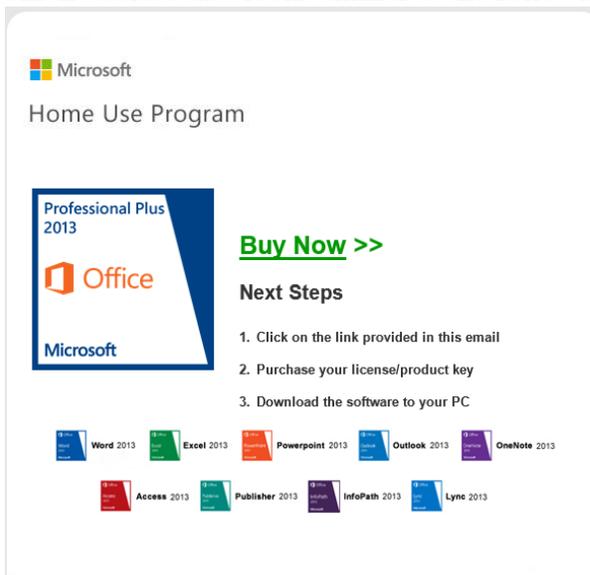
Directions have been requested for DNR Staff to Purchase Microsoft Office for their home use through the Home Use Program privilege that the enterprise agreement for the DNR provides.

Purpose

This document will step DNR staff through the purchasing process for DNR Staff to Purchase Microsoft Office for their home use through the Home Use Program.

Procedure or Instructions

1. Navigate to http://www.microsoft.com/hupus/home.aspx?dialect_id=en-US&country_id=US with your web browser once you have decided to purchase Microsoft Office through the Home Use Program.
 - a. Current version of office as presented by Microsoft will be the only version available for purchase.
 - b. DNR staff do not control this site or when product versions update to a new version.
 - c. DNR staff will not be able to get an older version of Office for you if the version offered is newer than desired.
2. You must enter your work email to proceed with this purchase as Microsoft need to confirm your status as an employee via email.
3. The Program code for the DNR home use program is EC6BA813C8.
4. Upon filling out all of the information (including if you wish to purchase a windows or Macintosh version of the software) you will receive an email from Microsoft at your work email address that looks similar to the following.



5. Once you have received this email you can either retrieve it via webmail or forward this email to your home account for access off work hours.
6. When you are ready to complete your purchase you will need to click on the “Buy Now” link in the email.
7. This will take you to a webpage for doing an online purchase of the product.
 - a. On this site you will be offered an option to purchase a “backup” or physical copy of the installation media for the office product.
 - b. This physical copy does not constitute a second license for the software and you will still be held to the original terms and conditions of the purchase as depicted by Microsoft on the Home Use Program website.
 - c. If you lose your email and did not purchase the physical media ITB staff will not provide a physical copy or download of the software and you will have to work with Microsoft to get a replacement.
8. Once the purchase is completed an email will be sent by Microsoft to your work email used in the purchase with your download link and serial number for your Home Use Program license that you purchased.
9. Please forward this email on to your personal account so that any download and/or installation that you need can be done off work hours regardless of system maintenance windows on work systems.
 - a. DNR bandwidth at work is not to be used to download this package as the download would likely consume a fair amount of bandwidth for your office.
 - b. ITB will not provide media for the download of this software to be transferred to your home.
 - c. Microsoft should be contacted if problems are encountered with installation as this is a benefit they are providing for DNR staff congruent with the enterprise licensing agreement the organization has entered.
10. Please enjoy your new product purchased through the Microsoft Home Use Program.