

Christ the Teacher Catholic Schools

Microsoft Home Use Program

BACKGROUND

The Ministry of Education negotiated a Campus Agreement for all school divisions within the province. The agreement includes maintenance on the core suite of products also known as Software Assurance. One of the value-add items that is included with the SA Benefits is a Microsoft Home Use Program for the school divisions based on the FTE counts used within the agreement. This provides the employees with the option to purchase Microsoft Office software at a discounted rate.

MICROSOFT HOME USE PROGRAM

As part of the new contract, you are eligible to participate in the Home Use Program (HUP). This program enables you to get a licensed copy of select Microsoft software to install on your home computer Microsoft Office Professional (Word, Excel, Access, PowerPoint, FrontPage and Outlook). If you were to purchase the product from a retailer the value would be in excess of \$500.

You may continue using this HUP software while you are employed by the school division. The license to use the software purchased under the Home Use Program will expire upon the termination or expiration of the Campus Agreement between Microsoft and the Ministry of Education.

If you choose to take advantage of the HUP software you will be engaging in a contract between yourself and Microsoft and you are responsible for adhering to the terms of the contract as outlined. As an employee of the school division you are responsible for the purchase costs, shipping costs, including all taxes/fees, which are approximately \$30.00 per product (with media). The order process identifies the acceptable payment methods. The registration must be through your work email address which enables Microsoft to verify that you are an entitled participant.

The Ministry of Finance obtained a taxable benefit ruling for this program from CCRA on our behalf. This is ruled NOT a taxable benefit. The Ministry of Education or the School Division will not provide service desk support for home use products. Ensure that you take the time to review the minimum PC requirements for the product as outlined on the Microsoft web-site, prior to ordering.

To access the Microsoft Home Use Program Web site, please follow the steps below:

1. Email our IT Technicians to be authorized for registration.
2. Once the registration is authorized you will be registered on the Home Use site by Acrodex and you will receive an email from Microsoft to outline how to access the site and begin your purchase process.
3. Place your order on-line and it will be shipped to the location you have chosen. Please note that a fulfillment fee will be charged to cover packaging, shipping and handling costs (if you order media).