

Microsoft Home Use Program

You are now eligible to participate in Microsoft's Software Assurance Home Use Program (HUP). This program enables you to get a licensed copy of most Microsoft® Office desktop PC applications to install and use on your home computer. Under the Home Use Program, you and our other employees who are users of qualifying applications at work (e.g. Office Enterprise) may acquire a licensed copy of the corresponding Home Use Program software (e.g. Office Enterprise) to install and use on a home computer. You may continue using HUP software while you are under our employment and as long as the corresponding software you use at work has active Software Assurance coverage.

Remember, you will need to have Windows 7 or Windows 8/8.1 to install the newest version of Microsoft Office 2013. There is a Mac version (2011) available as well which is the same version we distributed to your PCSD MacBook Air. There are a few applications not available for the Mac version (e.g., Access). The website will go into the details.

If you did not install Microsoft Office on your PCSD MacBook Air yet through our self-service program, **DO NOT USE THIS PROCESS FOR YOUR PCSD MACBOOK**. If you need help with that process, please put in a Help Desk ticket for assistance. In addition, please remember that PCSD is offering this program to you. **It is for your home use and your home computer**. As such, DIS will not be able to support you in any questions/needs. Please use the support resources provided via the Microsoft site.

To access the Microsoft Home Use Program Web site:

1. Go to <http://hup.microsoft.com/>
2. Select the country to which you want your order to be shipped to and choose the language for viewing the order Web site.
3. Enter your PCSD e-mail address and insert the following program code . 3F92CF96C5 .

Note: This program code is assigned to PCSD for our sole use in accessing this site. You may not share this number with anyone outside our organization.

4. Place your order online, 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.

We trust you will enjoy this benefit and look forward to your participation.

