Title: PURCHASING A STUDENT LICENSEE AGREEMENT FOR MICROSOFT SOFTWARE

Code: HH0501

Policy Reference: N/A

Purpose:

This procedure outlines the steps necessary to acquire the Student License for the Special Microsoft Software (the “Software”) covered under a special agreement between the University of Wisconsin System, the Wisconsin Technical College System and Microsoft Corporation.

1. You must be a degree, diploma, or certificate-seeking student at MATC. MATC’s Admissions Department must be contacted at 414-297-6542 if there are questions on how to declare your education degree plans.

2. Go to the MATC web site at www.matc.edu and choose the Software Express option. Then enter your MATC student ID, last name, and email address to order your copy of the Software.

3. You may only purchase one copy of the Software, which is being provided to you at a discounted rate, from MATC’s Software Express Internet location.

4. Choose the Software package you wish to order.

5. Choose which MATC Bookstore at which you would like to pick up the Software order and submit your order. A confirmation will be sent to your email address.

6. Within 72 hours of the order, you must go to the MATC Bookstore most convenient to you. Bring a PICTURE ID. You must also have a copy of the email you received which confirmed your Software order – or a copy of your MATC schedule showing your MATC ID number.

Note: If you have an MATC ID, that is all you need to take to the MATC bookstore.

7. Bookstore staff will verify your PICTURE ID with the Software order you have placed in the computer system using your MATC ID number.

8. MATC bookstore staff will record the purchase into the computer system and distribute the ordered and purchased Software.
9. Support for questions related to the Software purchase are addressed by Microsoft directly via its web site:

http://www.microsoft.com/support/customer/educ.htm

10. Use of the Software is governed by a Software license from Microsoft. This license is available at:

http://wiscinfo.doit.wisc.edu/wisc/license/licenseagreementms.html

and imposes certain legal obligations on you. MATC recommends that you review the license carefully.

MATC had no control over the production of the Software and makes no warranties regarding its operation or performance. In addition, this policy imposes no obligations on MATC with respect to the operation or performance of the Software or any damages that may occur as a result of using the Soft