Microsoft®
Campus Agreement

Program Guide

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I. Introduction

This guide provides information to help you understand the Microsoft® Campus Agreement subscription licensing program and help you deploy and manage your software licenses. It is provided for informational purposes only. Your software use is governed by the terms of your licensing agreement. The Microsoft Licensing Product Use Rights (PUR) document, which is updated regularly, provides additional details regarding use rights for specific Microsoft products acquired through volume licensing programs. For a copy of the current PUR, please go to http://www.microsoft.com/licensing/resources/downloads/default.mspx.

Academic Volume Licensing Overview

For education customers who purchase software in quantity and manage software across multiple computers, purchasing through volume licensing programs is an effective way to reduce the total cost of software ownership.

Microsoft offers both "subscription" and "transactional" volume licensing programs for education customers.

Subscription Licensing

With subscription licensing programs, you have the right to run a selection of products, and any upgrades or downgrades of those products, for a designated term. For application, system, and Client Access License (CAL) products, even if the number of computers or users grows, you remain fully licensed throughout the designated term.

Microsoft has two subscription licensing programs for education customers. Campus Agreement was designed specifically for higher education institutions and offers the simplicity of counting people instead of computers. School Agreement is for K-12 schools and makes it easy to license all of a school's computers by counting them just once per year.

Subscription licensing offers many benefits, including:

- **Easy compliance** - Because all of your institution's computers and users are licensed for the term of the agreement, it's easy to be sure that your institution is fully licensed for the products you've selected.
- **Low administration** – Subscription licensing eliminates the need to track licenses for the selected products on every computer. This is especially helpful for managing software assets in a decentralized environment.
- **Stay current on technology** – Subscription licensing allows your licensed users to run the most current version of the software products included in your institution's agreement. Plus, your institution automatically receives media for application and system products that upgrade during your agreement term.
- **Simple budgeting and purchasing** - One annual payment covers all of the products you have selected for the year.
- **Excellent value** – By standardizing on a platform of products, you reduce your total cost of software ownership while increasing productivity and access to current technology. You also get the benefits of Software Assurance Membership, including support resources, tools, and eLearning courses.

Transactional Licensing

With transactional volume licensing programs, you acquire perpetual software licenses (meaning your institution owns the licenses) while eliminating the costs and packaging of retail software.

Microsoft has two transactional volume licensing programs for education customers: Academic Open License and Academic Select License.

Academic Open License

Microsoft Academic Open License is a widely accessible and cost effective way for education institutions to license Microsoft software starting with as few as five licenses. You simply determine the number of software licenses your institution wishes to acquire and place the order with an Authorized Education Reseller (AER). You also have the option to include Software Assurance with your licenses. After obtaining licenses, you can order media from a Microsoft approved fulfillment source, eliminating bulky boxes and the associated expense. License confirmations are distributed electronically and posted on a secure Internet site.

Academic Select License

Microsoft Academic Select License provides volume licensing for medium and large institutions with approximately 250 or more PCs who are able to forecast their license needs over a three-year period. Your institution receives a volume price level for each pool of products selected (applications, systems, servers). Each product within Microsoft Academic Select has an assigned point value, which allows your institution to establish a discounted price level by meeting a minimum forecast of license acquisitions. You receive a complimentary CD kit subscription containing the products covered by the agreement. Your institution may immediately reproduce and use these products based upon licenses acquired. With Academic Select, you can add Software Assurance to individual license purchases, or you can select Software Assurance Membership (SAM) for an entire pool of products. Academic Select License is available through an Authorized Education Large Account Reseller (LAR). To locate a LAR, please visit http://www.microsoft.com/education/LARS.aspx.

Purchasing Campus Agreement Coverage

Campus Agreement coverage is available for purchase through any Authorized Education Reseller (AER). AERs are authorized to sell Microsoft Academic Edition products and volume licenses to qualified education users. To participate in Campus Agreement or any of our other academic volume licensing programs, or to obtain current pricing, please contact an AER. To find an AER in your area, visit http://www.microsoft.com/education/AERfind.aspx.

II. Campus Agreement Features

Simple Compliance and Administration

Because you license the products selected in your subscription for use on all of the institution-owned or leased computers within the participating department(s) (excluding server products), Campus Agreement makes it easy for administrators and users to know that the software use is compliant. Although you report a specific employee count when submitting your Subscription Enrollment, any new faculty or staff members added to the participating department(s) are licensed to use the software on the covered computers during the subscription term.

Your students can use the software on computers in classrooms or open access labs. In order to license your students for use of the software on a personally owned machine or on an institution owned machine designated for an individual student's exclusive use, your institution may enroll in the Student Option (see *The Student Option*).

Counting Faculty/Staff FTE Employees

Campus Agreement pricing for any application, system, and Client Access License (CAL) products you select is based on a count of your total faculty/staff Full-time Equivalent (FTE) employees and requires organization-wide coverage. To that end, you must include all of the FTE in the participating institution(s) or departments(s) (including student employees) using the calculation below.

Note: These FTE counts are the same numbers institutions in the United States report to the federal government on IPEDS Form S.

$$\boxed{\text{Full time faculty}} + \boxed{\frac{\text{Part time faculty}}{3}} + \boxed{\text{Full time staff}} + \boxed{\frac{\text{Part time staff}}{2}} = \boxed{\text{Total faculty/ staff FTE}}$$

For example, you have 2000 full time faculty, 3000 part time faculty, 1000 full time staff and 1000 part time staff. The FTE count is calculated as follows:

2000 + 3000/3 + 1000 + 1000/2 = 4500 FTE

Note: If you are outside of the U.S., the method for counting FTE may differ. Please contact your local reseller for details.

Program Eligibility

In order to qualify for the Campus Agreement program in the United States, you must be a higher education institution (or administrative office or board of education of a higher education institution) that is organized and operated exclusively for the purpose of teaching its enrolled students and institutionally accredited by an accrediting agency nationally recognized by the U.S. Secretary of Education.

For further details on Microsoft's academic eligibility requirements in the U.S., go to http://www.microsoft.com/education/Eligible.aspx.

Hospitals and health care systems are not eligible to acquire Campus Agreement unless they are wholly owned and operated by a Qualified Educational Institution. "Wholly owned and operated" means that the Educational Institution is the sole owner of the hospital or health care system (including all of the organization's assets) and the only entity exercising control over the hospital's day-to-day operations. Additional information on determining if an entity is wholly owned and operated by an Educational Institution can be found at http://www.microsoft.com/education/Eligible.aspx.

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Aggregate Groups/Consortia

In order to assure that they are prepared to provide their members with the necessary information regarding the terms and conditions of their agreement, special approval from Microsoft is required for aggregate groups (such a consortium of independent colleges) to enter into a Campus Agreement. Please contact your Microsoft Representative for more information.

Term

The Master Campus Agreement contains the terms and conditions and has no expiration date. The license coverage corresponding to your Subscription Enrollment has a term of 12 months. For details about your options at the end of the subscription term, please see *Renewing Your Campus Agreement Coverage* in this guide.

Three-Year Subscription Option

The three-year subscription option allows you to subscribe for three consecutive 12-month terms. If you choose this option and comply with the ordering requirements identified below, per-unit pricing to your Distributor will remain constant for all software products ordered during your licensed term.

Note: Your actual annual pricing is determined by your reseller. For this reason, we are unable to guarantee that the final per-unit pricing for years two and three will not change. Please discuss pricing details with your reseller.

By choosing the three-year subscription option, you agree to complete and submit a Subscription Follow-up Enrollment prior to the first and second anniversaries of the initial licensed period. Each Subscription Follow-up Enrollment must, at a minimum, include all of the software you selected in your initial subscription enrollment and any additional software you choose to run after your initial Subscription Enrollment and for no less than the quantity ordered on the initial Subscription Enrollment (regardless of whether your actual number of FTE has decreased in the interim). For example, if your total number of FTE for Year 2 decreases from 250 to 200, your Subscription Follow-up Enrollment would include 250 FTE. If your FTE increases for Year 2, but decreases for Year 3, your Year 3 Subscription Follow-up Enrollment can reflect that decrease in FTE, but the decrease must not fall below the FTE included on your Year 1 Subscription Enrollment.

If the number of FTE increases, you must include those FTE on your Subscription Follow-up Enrollment (excluding server products identified in Section 3(b) of the Subscription Enrollment). For example, if your total number of FTE increases from 250 to 300 during the first year, you must include 300 FTE on the Subscription Follow-up Enrollment for any application, system, or CAL product.

If you selected the Student Option in your original order, you may also increase, but not decrease, the number of students included in your Student Option.

(Note: If you think your FTE numbers will decrease year-over-year, you should consider the one-year term, which allows you to report a decreased FTE count.)

The individual license prices we charge your Distributor with respect to all FTE and/or students will be consistent with the prices charged in relation to your original order--even if an increase in your FTE and/or student counts would otherwise qualify you for a different price level.

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Every year, when you submit your Subscription Follow-up Enrollment, you may order any software product that was not part of your original order. Such order must be for your then-current total number of FTE and/or included students.

By selecting this three-year subscription option, you agree to complete and submit a Subscription Follow-up Enrollment prior to the first and second anniversaries of the initial licensed period.

Product Availability

When placing an order, you choose the products you want to cover with your Campus Agreement subscription. You cannot make any changes to your Subscription Enrollment during the term. However, you can purchase license coverage for additional products by submitting a new Subscription Enrollment. Any new Subscription Enrollment will initiate a separate subscription with its own effective start and end date. Keep in mind, having multiple active subscriptions is likely to increase the administrative burden of tracking all of your institution's licenses. For this reason, we strongly encourage you to include all of your license needs for the year in your initial Subscription Enrollment. Each individual Subscription Enrollment must also meet the minimum order requirement detailed below.

The available **application, system, and Client Access License (CAL)** products are:

- **Microsoft Office Professional (including Office for Mac Professional)**
  Depending on the edition used, Office contains some or all of the following components: Microsoft Office Word, Microsoft Office Excel, Microsoft Office PowerPoint®, Microsoft Office Outlook®, Microsoft Office Access, Microsoft Office InfoPath™, Microsoft Office Publisher, Microsoft Entourage™, and/or Virtual PC for Mac. Note: A Windows desktop operating system is not included as part of the volume licensing edition of Office for Mac Professional.

- **Microsoft Windows Professional Desktop Operating System (OS) Upgrades**
  Entitles you to upgrade to the most current version of Windows Professional and Tablet PC editions. For example, if you currently run Windows 2000, you are licensed to upgrade to Windows XP Professional. Please note that this is an upgrade only, not a full license. In order to run any version of a Microsoft Windows operating system licensed through Campus Agreement, you or your users must have a valid license for a Microsoft Windows operating system on each PC on which the software is run.

- **Microsoft Office OneNote**

- **Microsoft Office Visio® Professional**

- **Microsoft Office FrontPage®**

- **Microsoft Visual Studio® .NET Professional Academic**

- **Microsoft Office Project Professional**

- **Microsoft Office Publisher**

- **Microsoft Encarta Reference Library (includes MSN® Encarta Premuim)**

- **MSN Encarta Premium (formerly Encarta Online Deluxe)**

- **Microsoft MapPoint®**

- **Microsoft Core Client Access License (CAL)**

Includes Client Access Licenses for Microsoft Exchange Server, Microsoft SharePoint Portal Server Microsoft Systems Management Server, and Microsoft Windows Server

- **Microsoft Exchange Server CAL**

- **Microsoft Office SharePoint Portal Server CAL**

- **Microsoft Systems Management Server CAL**

- **Microsoft Windows Server CAL**

- **Microsoft Windows Terminal Server CAL**

- **Microsoft SQL Server™ CAL**

- **Microsoft Office Live Communications Server CAL**

- **Microsoft Class Server Student License**

The available **server** products are:

- Microsoft BizTalk® Server Enterprise Edition Processor License

- Microsoft BizTalk Server Standard Edition Processor License

- Microsoft Class Server

- Microsoft Content Management Enterprise Edition Processor License

- Microsoft Content Management Server Standard Edition Processor License

- Microsoft Exchange Server Enterprise Edition

- Microsoft Exchange Server Standard Edition

- Microsoft Exchange Server External Connector

- Microsoft Host Integration Server Processor License

- Microsoft Identity Integration Server Enterprise Edition Processor License

- Microsoft Internet Security and Acceleration (ISA) Server Enterprise Edition Processor License

- Microsoft ISA Server Standard Edition Processor License

- Microsoft Office Live Communications Server

- Microsoft Office Live Communications Server External Connector

- Microsoft Office Project Server

- Microsoft Office SharePoint Portal Server

- Microsoft Office SharePoint Portal Server External Connector

- Microsoft Operations Manager (MOM) Server Enterprise Edition

- MOM Server Enterprise Edition with SQL Technology

- MOM Operations Management License (OML)

- Microsoft SQL Server Enterprise Edition

- Microsoft SQL Server Enterprise Edition Processor License

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- Microsoft SQL Server Standard Edition

- Microsoft SQL Server Standard Edition Processor License

- Microsoft Systems Management Server

- Microsoft Systems Management Server with SQL Technology

- Virtual Server Enterprise Edition

- Virtual Server Standard Edition

- Microsoft Windows Server Enterprise Edition

- Microsoft Windows Server Standard Edition

- Microsoft Windows Server Web Edition

- Microsoft Windows Server External Connector

- Microsoft Windows Terminal Server External Connector

Important Note: You are NOT licensed to run additional copies of server products if you acquire additional server machines during the subscription term. You must submit a new Subscription Enrollment for any additional server products you need to license during your term. You must meet the 300 unit minimum for each Subscription Enrollment you submit.

Per Processor Licensing

Some of the server products are available Per Processor. Under the Per Processor model, you acquire a Processor License for each processor in the server on which the software is run that has access to the operating system. A Processor License includes access for an unlimited number of users to connect from either inside the local area network (LAN) or wide area network (WAN) or outside the firewall. You do not need to purchase additional server licenses, CALs, or Internet Connector Licenses.

External Connectors

External Connector licenses allow an unlimited number of non-employees—such as parents, community members, alumni, prospective students, and current students—to access a given copy of the server software. An External Connector license is required for each copy of the server software for which you want to provide access. The External Connector does not cover employees, independent contractors, agents, service providers, or other persons providing services to or on behalf of your organization.

Get more information on server and CAL licensing at
http://www.microsoft.com/resources/sam/licensing/cal_guide/default.asp.

Minimum Order Requirement

You have the ability to select the individual product(s) you want to license through your Campus Agreement. Pricing for application, system, and CAL products is based on a count of your total faculty/staff Full-time Equivalent (FTE) employees and requires organization-wide coverage of the products selected.

The minimum requirement for placing an order for subscription license coverage is 300 units. Total units per order are determined by combining your application, system, and CAL units with your server units. You can choose any individual product or combination of products to meet this requirement.

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Calculating Units for Application, System, and CAL Products

To determine your total units for the application, system, and CAL products you've selected, multiply the total number of application, system, and CAL products selected by your total number of faculty/staff FTE. Unit values for application, system, and CAL products are not weighted--each has a unit value of 1.

Note: You cannot select application, system, and CAL products for only a portion of the FTE included in your subscription. For instance, if your subscription is for 300 FTE, the application, system, and CAL products you select will be for all 300 FTE, even if only a portion of those FTE will use a particular product. We realize that not all products are used at the same rate. Pricing is set to reflect the typical use rates for each product. For instance, the per-FTE price for FrontPage is priced based on the assumption that it will be used by fewer FTE than some of the other products.

For example, an institution with 300 FTE could submit an order for just one application, system, or CAL product and meet the minimum requirement of 300 units. They would calculate their total units for application, system, and CAL products as follows:

1 (Number of application, system, and CAL products selected)	X	300 (FTE count)	=	300 application, system, and CAL units

Calculating Units for Server Products

For server products, you multiply the unit value for the server product by the number ordered. Each server product is assigned a unit value, as follows:

Server Product:	Unit Value
BizTalk Server Enterprise Edition Processor License	200
BizTalk Server Standard Edition Processor License	75
Class Server	50
Content Management Server Enterprise Edition Processor License	200
Content Management Server Standard Edition Processor License	100
Exchange Server External Connector	200
Exchange Server Enterprise Edition	30
Exchange Server Standard Edition	15
Host Integration Server Processor License	25
Identity Integration Server Enterprise Edition Processor License	200
ISA Server Enterprise Edition Processor License	75
ISA Server Standard Edition Processor License	25
Live Communications Server	15
Live Communications Server External Connector	75
MOM Server Enterprise Edition	15
MOM Server Enterprise Edition with SQL Technology	38
MOM Operations Management License (OML)	8
Project Server	15
SharePoint Portal Server	65
SPS External Connector	200

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SQL Server Enterprise Edition	30
SQL Server Enterprise Edition Processor License	125
SQL Server Standard Edition	15
SQL Server Standard Edition Processor License	50
Systems Management Server	50
Systems Management Server w/SQL2000Tech	50
Virtual Server Enterprise Edition	30
Virtual Server Standard Edition	10
Windows Server External Connector	20
Windows Server Enterprise Edition	30
Windows Server Standard Edition	15
Windows Server Web Edition	15
Windows Terminal Server External Connector	30

If the same institution as in the example above orders two SQL Server Standard Processor Licenses, they would calculate their server units like this:

50 (Unit value of SQL Std Processor License)	X	2 (Number ordered)	=	100 Server units

By combining their application, system, and CAL units with their server units, they reach a total of 400 units—exceeding the 300 unit minimum requirement.

300 (Application, system, and CAL units)	+	100 (Server units)	=	400 Total units

Tiered Institution Pricing

Some application and system products are offered at tiered pricing levels depending on the total number of faculty/staff FTE included in your order. In these instances, pricing levels are determined as follows:

# of FTE	Pricing Level
Less than 3000	Level A
3000 or more	Level B

Please contact your reseller for specific pricing for the appropriate level for your institution.

Microsoft Campus Agreement Documents

When licensing Microsoft software through Campus Agreement, it is important that you review and understand the specific use rights granted by your license coverage.

Below is an overview of four important documents that detail those rights—the Microsoft Campus Agreement, the Microsoft Campus Subscription Enrollment, the Microsoft Campus and School License Rights, and the Microsoft Licensing Product Use Rights (PUR).

Microsoft Campus Agreement

The Microsoft Campus Agreement contains an overview of the program and master terms and conditions. It has no expiration date. Once a master Campus Agreement is in place, you do not have to sign another one when renewing your annual coverage.

Microsoft Campus Subscription Enrollment

The Microsoft Campus Subscription Enrollment (previously named "Subscription Order Form") is used to subscribe to annual Campus Agreement license coverage. On it you choose your products, specify your FTE or PC count, provide contact information, enroll in the Student Option, and order media kits. This document also specifies the licensed period.

The Microsoft Campus Subscription Follow-up Enrollment is and alternate version that is used for the second and third years for customers choosing the three-year subscription option.

Microsoft Campus and School License Rights

The Microsoft Campus and School License Rights document contains additional information regarding the terms of the license coverage. In the Campus and School License Rights, you will find details on participation eligibility, distributing software to licensed users, Work at Home Rights, etc.

The Campus and School License Rights document is subject to change periodically. For that reason, it is important to review the most current version before initiating or renewing your Campus Agreement coverage. You should also check our Web site from time to time for any updates to the Campus and School License Rights. If the Campus and School License Rights change during your coverage period, those changes will not affect your product use rights you until you begin a new coverage period. Get a copy of the most current version of the Campus and School License Rights at http://www.microsoft.com/education/Terms.aspx.

Microsoft Licensing Product Use Rights (PUR)

The Microsoft Licensing Product Use Rights (PUR) document contains the product-specific terms and conditions that govern how Microsoft products can be used in the volume licensing programs. It is the equivalent of the End User License Agreement (EULA) that you would receive when purchasing a retail product. Much of the wording is common to both the EULA and the PUR. This document is updated regularly. The PUR that is in effect as of the beginning of the licensed period for a particular product version remains in effect throughout the licensed period. For the three-year option, the use rights lock when a product is first ordered. If a new version is released, use of that specific version is governed by the most current PUR as of the time of that release. You can access the most current PUR at http://www.microsoft.com/licensing/resources/downloads/default.mspx.

Special Use Rights

Work at Home Rights

Under Campus Agreement, your school may order limited Work at Home Rights for faculty and staff members only at no extra charge. These rights permit the use of application, system, and CAL products on a personally owned computer for work-related purposes only. The institution can choose to order these rights for their users or not. On the Subscription Enrollment, you select the products (if any) for which your institution chooses to order Work at Home Rights.

NOTE: Users are not licensed to use the software at home for personal purposes.

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Before ordering these rights, you should clearly understand the terms and conditions. By ordering these rights, your institution accepts responsibility for communicating the terms and conditions to your faculty and staff. This includes keeping accurate records of software use and distribution and ensuring that your faculty and staff understand the stated terms and conditions.

For your convenience, we have provided a Faculty/Staff Acceptance Form that you may wish to have your users sign when granting them Work at Home Rights. This form is available at
http://www.microsoft.com/education/WorkHome.aspx.

Non-knowledge workers, such as maintenance, grounds keeping, and cafeteria staff are excluded from Work at Home Rights if they were not included in the faculty/staff FTE count when placing the subscription order.

Distributing Media for Work at Home Use

You may distribute media to faculty and staff for Work at Home (WAH) use using the following four methods only:

Note: These are the same distribution methods as used for Student Option media.

1. Purchase and distribute one copy of each applicable CD-ROM or disk set to each authorized user. These CDs or disk sets (known as "student media") must be purchased from your reseller in minimum quantities of 25 per title up to the number of licensed users. **You cannot duplicate media for Work at Home use**. For a list of products for which CDs or disk sets are currently available, please visit http://www.microsoft.com/education/StudentMedia.aspx.

2. Allow controlled download from your secure network server(s) or other storage device(s) utilizing volume licensing media that you acquired from a Microsoft approved fulfillment source for installation on your institution machines (i.e. Starter CD Kit media).

3. Have users bring in their computers for manual installation by you at a central location that you control utilizing volume licensing media acquired from a Microsoft approved fulfillment source.

4. Use a system of controlled short-term checkout of applicable volume licensing media (acquired from a Microsoft approved fulfillment source) solely for purposes of individual user installation. This option is available only for products for which a Volume Licensing Key (VLK) is **not** required (products that do not include Microsoft Product Activation). You cannot distribute VLKs to users for Work at Home use. Your reseller can assist you in determining which products require a VLK. For more information on VLKs, see *Microsoft Product Activation and Volume License Product Keys* in this guide.

Acquiring Microsoft Products for Personal Use

Educators and students can receive special discounts on certain Microsoft products for use on a personally-owned computer. Learn more about your options at
http://www.microsoft.com/Education/HowToBuyConsumer.aspx.

Foreign Language Rights

During the term of the subscription, you are granted the right to run the software in any available language. This includes the right to run the Multi-Language version of Office and its corresponding features, such as a global interface and multi-language proofing tools. For more information on using Office in a multilingual environment, please visit http://www.microsoft.com/office/evaluation/indepth/multilingual/default.asp.

Upgrade/Downgrade Rights

You are granted the right to run new versions of the software products included in the agreement as they are released. Additionally, you may run any previous version of the software. These upgrade and downgrade rights also apply to the individual components of the software.

Software Assurance Membership

Campus Agreement includes the benefits of Software Assurance Membership. As part your subscription license coverage, Campus Agreement allows you to simplify the procurement process, deploy at your own pace, and reduce the costs associated with acquiring new version releases by automatically providing upgrades and updates of the covered software. Plus you have the convenience and predictability of one annual payment. Additionally, you're entitled to support resources, tools, and training. Those benefits include:

Support Resources and Tools

Software Assurance provides you with access to Microsoft support resources and tools to help IT staff efficiently deploy and use software. You also have access to tools to help get systems up and running smoothly. Offerings include:

- **TechNet Online Concierge Chat** - Quickly locate information needed to troubleshoot technology issues with one-on-one Web-based assisted search chat sessions between Microsoft online advisors and users. Note: For access to server information and assistance for server products, you must have a minimum of 5 server licenses included in your Campus Agreement coverage.

- **TechNet Plus** - For server licenses with Software Assurance, tap into TechNet Online Concierge Chat and post messages in Managed Newsgroups for timely answers to technical questions from industry colleagues—and have access to TechNet Plus Subscription Media including tools, utilities, drivers, and how-to articles. Note: To qualify for TechNet Plus, you must have a minimum of 5 server licenses included in your Campus Agreement coverage.

- **Microsoft Windows Preinstallation Environment (WinPE)** - Build custom solutions that speed up deployment through automation.

- **Corporate Error Reporting** - Identify which systems are failing and why, map solutions to crashes, and connect to up-to-date knowledge and fixes.

- **Extended Lifecycle Hot-Fix Support** - The 90-day timeframe to sign up for two years of additional non-security hot-fix support beyond the mainstream period of five-years has been removed. This means customers do not pay for extended support unless hot fixes are required. As always, security fixes are automatically extended to customers.

- **"Cold" Backups for Disaster Recovery** - Receive complimentary "cold" backup server Licenses for the purpose of disaster recovery. A cold server is a server that is turned off until a disaster arises. No other processing or production is done on this server.

Training

With Software Assurance, faculty and staff can get up to speed quickly on new products, and IT professionals can keep up-to-date with the latest technical information and keep your institution moving forward with integration of current technology. These professionally-developed courses include streaming audio and video software demonstrations and animations. Offerings include:

- **Desktop eLearning** - Get training on different versions of Microsoft Office (including the various applications), Microsoft Windows, and more. Includes specific courses to help you migrate to a new version.
- **Server eLearning** - IT professionals can learn how to implement and administer Windows Server 2003, Windows Server 2000, Exchange Server, SQL Server and other Microsoft server products.

For details on eligibility and provisions for each benefit, please refer to the Software Assurance Academic Customer Guide at http://www.microsoft.com/education/SoftwareAssurance.aspx.

III. Deploying Your Campus Agreement

Agreement/Order Confirmation

Within two weeks from signing your Campus Agreement with your Authorized Education Reseller (AER), you will receive an **Acceptance Letter** and **Order Confirmation** from Microsoft. If you do not receive your Acceptance Letter and Order Confirmation within two weeks from signing, you should contact your reseller.

The Acceptance Letter will confirm that Microsoft has received and accepted your subscription enrollment. In the letter, you will receive details on the effective start/end dates of your licensed period and confirmation of your Campus Agreement Distributor and reseller.

With your Acceptance Letter, you will also receive your **Agreement Number** and **Subscription Enrollment Number**. These are very important numbers, as they are required to place orders for CDs with your reseller. You must place any CD orders with the reseller listed on your Acceptance Letter. If you wish to change your reseller, see *VI. Changing Your Reseller* in this guide.

You will receive a subsequent Order Confirmation from Microsoft indicating products licensed and Volume License Keys (VLKs). These VLKs are required for installing products with Microsoft Product Activation. Your Order Confirmation will also include SKUs, product descriptions, and quantities for the products you have ordered.

Receiving Your Software

CDs for Application and System Products

Microsoft makes it easy for you to begin using the Campus Agreement desktop software by automatically shipping you CDs.

Starter CD Kit and Update Subscription

Upon activation of the subscription, you will automatically receive one complimentary Starter Kit containing CDs for most** of the Campus Agreement application and system products. You are also registered for one complimentary Update Subscription. With this subscription, you will automatically receive a CD for any upgrades or updates to those products during your subscription term.

The Starter Kit offers many benefits:

- **Automatic fulfillment** – You do not need to order and pay for most of the media needed to deploy your software.
- **Simple storage solution** – Microsoft will provide a tabbed, zip-up binder for easy storage and organization of your CDs.
- **Easy access to product information** – An online User Guide with product search features and installation tips is available at http://selectug.mslicense.com.
- **Multiple languages available at no extra cost** – When submitting your Subscription Enrollment, you can chose the languages you want to include in your Starter Kit and Update Subscription. Media for up to two languages is complimentary. If you require media for more than two languages, you may order additional Starter Kits and Update Subscriptions through your reseller.

Starter Kit

Note: Customers choosing the three-year subscription option will receive a Starter Kit at the beginning of the first year only. You can order additional Starter Kits through your reseller. You will continue to receive media for product updates and upgrades throughout your three-year term through the Update Subscription.

Kit Contents**

Your Starter Kit and Update Subscription may include products that you are **not** licensed to use. **You are authorized to install only the products included in your specific agreement.** Also, CDs for certain products included in your agreement may not be contained in the Starter Kit and Update Subscription. See below for details.

Some products, such as Windows, Office, and Visio, include Microsoft Product Activation technology. In order to install these products, you will need to enter a Volume License Product Key. See *Microsoft Product Activation and Volume License Product Keys* below for details on finding and using your keys.

CDs for Server Products

CDs for server products are not included in the Starter Kit (with the exception of Microsoft Class Server). You can order the necessary CDs from your reseller.

Finding Other Products

Encarta Reference Library

When completing your Subscription Enrollment, you order your complementary "Encarta Reference Pack" media along with your Starter Kit.

MSN Encarta Premium

If you included MSN Encarta Premium (formerly Encarta Online Deluxe) in your agreement, you will receive directions for accessing the service in your Campus Agreement Acceptance Letter.

Find a Complete List of CD Kit Contents

For a complete list of the contents of your kit, visit the online User Guide at http://selectug.mslicense.com/.

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Locating the Products in Your Kit by Color Code

The CDs in your kit are color-coded by product group. Use this chart to help locate your Campus Agreement products. Detailed information of kit organization and contents can be also found at http://selectug.mslicense.com/.

Pool	Group	Campus Agreement Product Examples	CD Color
Application	Office Family	Office Professional, FrontPage, Project, Publisher, Visio	Blue
	Developer Tools	Visual Studio	Yellow
	Products for Macintosh	Office for Macintosh	Light green
System	Windows Client: Business	Windows Professional Upgrade	Dark green
	Windows Client: Consumer	None	Red

Ordering Additional Starter Kits

You may purchase additional Starter Kits (called "Comprehensive Kits") through your reseller using the Campus and School Agreement CD Kit Order Form available at http://www.microsoft.com/education/CASAMedia.aspx. The Estimated Retail Price for an English version Campus Agreement Comprehensive Kit (Part Number F73-00018) is $250 US.

Ordering Additional Update Subscriptions

Additional Update Subscriptions may be purchased through your reseller using the Campus and School Agreement Subscription Change Form available at http://www.microsoft.com/education/CASAMedia.aspx. The Estimated Retail Price for one English version Campus Agreement Update Subscription (Part Number F73-00019) is $9 US per month.

The Campus and School Agreement Subscription Change Form can also be used to make the following changes:

- Change Ship-to Contact name
- Change Ship-to Address
- Increase existing subscription quantity
- Decrease existing subscription quantity
- Add product language/group to existing subscription
- Remove product language/group from existing subscription

Downloading Software

You also have the option of downloading licensed software from the Microsoft Volume Licensing Services (MVLS) site at https://licensing.microsoft.com/.

Product System Requirements

You can find detailed product information, including system requirements, in Microsoft's online product catalog at http://www.microsoft.com/products.

Microsoft Product Activation and Volume License Product Keys

Microsoft is committed to the protection of intellectual property rights and to the reduction of software piracy worldwide. Though Microsoft includes product activation technology in some products sold through OEM or retail channels, licenses acquired through one of Microsoft's volume licensing programs are not required to be activated. Volume license customers must input a Volume License Product Key (VLK) when installing from volume license media to bypass product activation.

In order to allow volume license customers to install multiple versions of products with Product Activation without activating each installation separately, Microsoft provides you with Volume License Product Keys (VLKs) that override Product Activation. These keys work when installing from volume license CDs or MSDN® media. This is important to remember as Campus/School Agreement Starter Kit CDs, Microsoft Licensing Fulfillment (MLF) CDs, Select CDs, and MSDN CDs no longer include a Product Key on the CD or packaging. Full Packaged Product CDs (boxed product purchased from a retail outlet) cannot be used for multiple installations. Campus/School Agreement Starter Kit CDs, MLF CDs, Select CDs, and MSDN CDs are the only media available for multiple installations.

Upon installation of the software, you will be prompted to enter a 25 character key. Enter the applicable Volume License Product Key in the space provided.

Finding Your Volume License Product Keys

Please contact your Licensing Administrator (IT manager, purchasing manager) to obtain your keys. Volume License Product Keys for products that included Product Activation as of the time of agreement signing are included on your Order Confirmation.

You may also receive your Volume License Product Keys by accessing the Microsoft Volume Licensing Service (MVLS) site at https://licensing.microsoft.com/ or by calling the Microsoft Activation Center at (888) 652-2342 (United States customers only). As new versions of products are released with Product Activation, you may obtain the necessary Volume VLKs via MVLS or by calling the Activation Center. When calling the Activation Center, you will need to provide your Agreement Number and Subscription Enrollment Number.

You can find phone numbers for Activation Center outside of the United States at http://www.microsoft.com/licensing/resources/vol/numbers.mspx.

Which Products Require Which Volume License Product Keys?

There are five types of Volume License Product Keys (VLKs). The key you need depends on the specific product you are installing. Refer to the table below to make sure you have the correct VLK for your Microsoft product.

Microsoft Product	VLK Required
Office Standard 2003	Office 2003 Suite VLK[1]
Office Professional 2003	Office 2003 Suite VLK
Office Small Business 2003	Office 2003 Suite VLK
Access 2003	Office 2003 App. VLK[2]
Excel 2003	Office 2003 App. VLK
FrontPage 2003	Office 2003 App. VLK
Outlook 2003	Office 2003 App. VLK
PowerPoint 2003	Office 2003 App. VLK
Visio 2003	Office 2003 App. VLK
Visio Professional 2003	Office 2003 App. VLK
Project 2003	Office 2003 App. VLK
Project Professional 2003	Office 2003 App. VLK
Publisher 2003	Office 2003 App. VLK
OneNote 2003	Office 2003 App. VLK
InfoPath 2003	Office 2003 App. VLK
Word 2003	Office 2003 App. VLK
Office XP Standard	Office XP Suite VLK[3]
Office XP Professional	Office XP Suite VLK
Office XP Professional with FrontPage	Office XP Suite VLK
Access 2002	Office XP App. VLK[4]
Excel 2002	Office XP App. VLK
FrontPage 2002	Office XP App. VLK
Outlook 2002	Office XP App. VLK
PowerPoint 2002	Office XP App. VLK
Visio 2002	Office XP App. VLK
Word 2002	Office XP App. VLK
Project 2002	Office XP App. VLK
Office 2000 SR-1 - all components and SKUs - on WWF CD only	Office 2000 VLK[5,6]
Microsoft Project 2000 SR-1 on WWF CD only	Office 2000 VLK[5,6]
Windows XP Professional	Windows XP VLK
Windows XP Tablet PC Edition	Windows XP Tablet PC VLK
Windows Server 2003 Family (all editions)	Windows Server 2003 VLK

1. Individual applications installed from an Office 2003 product executable require the Office 2003 Suite VLK.
2. Individual Office family 2003 applications installed using their own installation executable require the Office 2003 Application VLK.
3. Individual applications installed from an Office XP product executable require the Office XP Suite VLK.
4. Individual Office family 2002 applications installed using their own installation executable require the Office XP Application VLK.
5. Office 2000 Service Release 1 and Microsoft Project 2000 Service Release 1 only require the VLK when installed or duplicated from Microsoft Worldwide Fulfillment (WWF) media CDs.
6. VLKs for Office 2000 SR-1 and Microsoft Project 2000 SR-1 are required only when used with the following languages: English, Brazilian Portuguese and Traditional Chinese, in one of the following countries: Australia, Brazil, Canada, Hong Kong, New Zealand, the People's Republic of China and the United States.

Informing Your Faculty and Staff about Volume License Product Keys

It is important to remember that the Volume License Product Keys are assigned to your institution and are intended for your sole use. Keep your Volume License Product Keys secure and distribute it only to

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employees or third parties authorized to install and distribute licenses pursuant to the terms of your agreement.

We recommend that institutions inform faculty and staff members **in writing** of their responsibilities and rights regarding software use and security of the Volume License Product Keys. Remember, it is illegal to install software onto a computer without a license to do so.

The following sample text may be used to communicate information regarding the Volume License Product Keys to your authorized users:

> "(Name of institution) has entered into a Campus Agreement with Microsoft Licensing, G.P. effective (enter date) through (enter date). This software is made available to you because (name of institution) is participating in the Microsoft Campus Agreement program effective (enter date) through (enter date). A Volume License Product Key will be generated for the licensed faculty and staff members at (name of institution) who need to load Microsoft Product Activation enabled software on institution-owned or leased machines for institution-related work. The Volume License Product Key is assigned to each faculty and staff member and is intended for the sole use of the user who is granted this special key. Holder of these key codes are required to keep their Volume License Product Keys secure and only distribute them to employees authorized to install and distribute the software on the designated machines. You will be held responsible for unauthorized use of your unique Volume License Product Key."

Distributing Media to Faculty and Staff

Universities or departments that purchase licenses via Campus Agreement can distribute the software to faculty and staff **for installation on covered institution computers** using the methods below. All media must be acquired from a Microsoft approved fulfillment source.

1. Load the software on a secured site and have eligible faculty and staff download the software to their machines.
2. Have faculty and staff bring their computers to a central location designated by the university and download from the campus network or CDs.
3. Set-up a library checkout system for CDs for faculty and staff.
4. Replicate CDs for faculty and staff. (See *Replication Rights* below.)
5. Purchase individual CDs to distribute to your faculty and staff. You can obtain CD pricing information from your reseller.

For information on distributing media to faculty and staff members for Work at Home use, see the *Special Use Rights* section of this guide.

Replication Rights

Your Campus Agreement gives you the right to acquire the quantity of media as is necessary to distribute the software to your users for installation on covered institution computers. This includes the right to replicate media acquired from a Microsoft approved fulfillment source. All such copies must be true and complete copies (including copyright and trademark notices).

You **do not** have the right to replicate media for Student Option or Work at Home use.

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If you acquire volume licensing media through your reseller, it may be labeled with information that prohibits copying or replication. Due to the special rights granted under your Campus Agreement, you can disregard this instruction and copy media as permitted by the terms of your agreement.

Microsoft Authorized Replicators

You may wish to have a third party make and distribute such copies in your place, but you should be aware that you are responsible for such third party's actions to the same extent you would be if it were your employee. If the third party requests documentation that explains your rights to copy media despite other information to the contrary, you may use the Replication Form available at http://www.microsoft.com/education/?ID=CARepRights.

It is recommended that you contact a Microsoft Authorized Replicator for assistance. Listed below are four Microsoft Authorized Replicators that you may contact for CD replication:

Arvato Services Inc.
29011 Commerce Center Drive
Valencia, CA 91355
Tel: (866) 618-0020
Fax: (661) 702-2944

IPC Communication Services
2024 Hawthorne Ave.
St. Joseph, MI 49085
Tel: (269) 983-7448
E-mail: sales@ipcjci.com

Technicolor Packaged Media Group
One Microsoft Way
Redmond, WA 98052
Contact: Christopher Manzione
Tel: (425)706-1563
E-mail: chris.manzione@technicolor.com

For detailed specifications on media replication, including labeling, please see
http://selectug.mslicense.com/documents/CampusSchoolReplicationGuideslines.doc.

Records to Keep

We suggest that you keep thorough and accurate records on:

1. Vendors who are reproducing the media (and quantities)
2. Users who receive media
3. All the institution owned or leased machines that are running the software

You do not necessarily need to keep records on all users who access the software on institution owned or leased machines unless there is a possibility that unauthorized (non-academic) users may have access. If that's a possibility, you should keep records on all users who access institution owned or leased machines.

You will need to determine the best method for record keeping. You may keep hard-copy records or an electronic database. Most institutions maintain a database of faculty and staff users as well as a separate student database, which is tracked via a Student Identification number, if they have the Student Option.

The section on verifying compliance and record keeping from the Campus Agreement is below:

> "You must keep records relating to the software that you and any department participating under this agreement run. We have the right to verify compliance at our expense, during the licensed period and for a period of one year thereafter. To do so, we will engage an independent accountant from a nationally recognized public accounting firm, which will be subject to a confidentiality obligation. Verification will take place upon not fewer than 30 days notice, during normal business hours and in a manner that does not to interfere unreasonably with your operations. As an alternative, we may require you to accurately complete our self-audit questionnaire relating to the software that you and any department participating under a license agreement use. If verification or self-audit reveals unlicensed use of the software, you must promptly order sufficient licenses to permit all software usage disclosed. If material unlicensed use is found (license shortage of 5% or more), you must reimburse us for the costs we have incurred in verification and acquire the necessary additional licenses as single retail licenses within 30 days. If we undertake such verification and do not find material unlicensed use of the software, we will not undertake another verification for at least one year. We and our auditors will use the information obtained in compliance verification only to enforce our rights and to determine whether you are in compliance with the terms of the agreement. By invoking the rights and procedures described above, we do not waive our rights to enforce this agreement or to protect our intellectual property by any other means permitted by law. Additionally, you must use reasonable efforts to make your users aware of the terms and conditions upon which they are allowed to run the software. Accordingly, you must:
>
> a. Notify all users in advance of running the software that:
>
>> (i)   their use of the software is subject to the terms of your agreement, including but not limited to limitations on liability, disclaimer of warranties and exclusion of remedies;
>>
>> (ii) they are allowed to run the software only during the licensed period; and
>>
>> (iii) if your agreement is terminated, or you do not submit a subscription enrollment prior to the expiration of the licensed period or purchase perpetual licenses for the software, then all software run under your agreement must be deleted when the licensed period expires or is otherwise earlier terminated, whichever is first; and,
>
> b. Periodically publish in an institution wide publication or web site, applicable either the then current license rights or a reference to the location (either physical or on a computer network) where they can be reviewed; and,
>
> c. Notify us immediately if you are aware of any actual or potential violation of your agreement; and,
>
> d.   Provide all reasonable assistance and cooperation as requested by us to investigate and remedy any unauthorized use of the software by your users.
>
> If you comply with this section, you will not be responsible for your student users' failure to comply with the terms of your agreement."

Administering Software Assurance Benefits

To get the most from Software Assurance, it is recommended that you assign responsibility to a Benefits Administrator who will manage your benefits and track benefits consumption at the Microsoft Volume

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Licensing Service (MVLS) site at https://licensing.microsoft.com/. Information on how to access MVLS and how to receive these benefits sent to all Software Assurance customers. You can find additional information on Software Assurance at http://www.microsoft.com/education/SoftwareAssurance.aspx.

If you need help using MVLS, please contact the Support Center at 1-866-230-0560 or mvlshelpa@msdirectservices.com (U.S and Canada only). Worldwide MVLS Support Center contact information is available on the MVLS site.

In the case of aggregated groups (such as a statewide system or a consortium of colleges), benefits will be allocated to the agreement holder.

IV. The Student Option

When submitting a Subscription Enrollment, you may include the Student Option. With this option, students are licensed to use a selection of products on a personally owned computer or an institution owned computer designated for a student's exclusive use (i.e. a computer checked-out to a student for the school year).

Calculating Student FTE

With the Campus Agreement Student Option, you license 100% of your students. Your total student FTE count is calculated as follows:

$$\boxed{\text{Full-time students}} \; + \; \boxed{\dfrac{\text{Part-time students}}{3}} \; = \; \boxed{\text{Total student FTE count}}$$

Departmental Student Option

If you have a faculty/staff subscription for an individual department and you want to include the Student Option, you must license 100% of the students in that department. Conversely, if you have a faculty/staff subscription for the entire institution and you want to include the Student Option, you must license 100% of the students in the institution. You cannot license only the students in one department if your faculty/staff subscription covers the entire institution. If you choose the three-year subscription option, each annual Subscription Follow-up Enrollment must include at least the same number of students as in the original Subscription Enrollment.

Minimum Order Requirement for Student Option

Your student FTE count and the respective product selection for those students must meet the minimum requirement of 300 units. You cannot combine your faculty/staff and student purchases to meet the 300-unit minimum. You must meet both minimums individually, 300 units for the faculty/staff and 300 units for the Student Option.

For example, an institution that enrolls 100 students in the Student Option for three products meets the minimum requirement of 300 units.

3 (Number of products selected)	X	100 (Student FTE count)	=	300 units

Likewise, another institution that enrolls 300 students in the Student Option could meet the minimum requirement by selecting just one product.

1 (Number of products selected)	X	300 (Student FTE count)	=	300 units

Student Product Selection

You may choose any of the available Campus Agreement application, system, or CAL products for your students. The products selected do not have to match your faculty/staff selections.

Obtaining and Distributing Student Media

Distributing Software to Students

You may distribute software to your licensed students using the following methods only:

Purchase and distribute one copy of each applicable CD-ROM or disk set to each authorized student user. These CDs or disk sets (known as "student media") must be purchased from your reseller in quantities not exceeding the number of licensed students. **You cannot duplicate media for students.** For a list of products for which CDs or disk sets are currently available, please visit http://www.microsoft.com/education/StudentMedia.aspx.

1. Allow controlled download from your secure network server(s) or other storage device(s) utilizing volume licensing media that you acquired from a Microsoft approved fulfillment source for installation on your institution machines (i.e. Starter Kit media).

2. Have students bring-in their computers for manual installation by you at a central location that you control utilizing volume licensing media acquired from a Microsoft approved fulfillment source.

3. Use a system of controlled short-term checkout of applicable volume licensing media (acquired from a Microsoft approved fulfillment source) solely for purposes of individual user installation. This option is available only for products for which a Volume Licensing Key (VLK) is **not** required (products that do not include Microsoft Product Activation). You cannot distribute VLKs to users for Student Option or Work at Home use. Your reseller can assist you in determining which products require a VLK. For more information on VLKs, see *Microsoft Product Activation and Volume License Product Keys* in this guide.

Note: Some institutions choose to recover the cost of student licenses and/or media through technology or Subscription Enrollment fees. The use and amount of such fees is up to the institution's discretion.

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Student Use Rights

Student software use is governed by the terms of your licensing agreement. The Product Use Rights (PUR) document, which is published quarterly, provides additional details regarding current use rights for specific Microsoft products acquired through volume licensing programs. For a copy of the current PUR, please go to http://www.microsoft.com/licensing/resources/downloads/default.mspx.

Students are only licensed to use the software for the subscription term. These licenses are non-perpetual (meaning the student does not own the license). Upon leaving the school or expiration of the subscription term, students are required to remove the software. Your institution is responsible for communicating the appropriate use rights to students when distributing the software. Guidelines for facilitating compliance are outlined in the master Campus Agreement terms and conditions. To the extent that your institution follows these guidelines, you will not be held responsible for students' failure to remove the software. To help you facilitate this communication, a sample Student Acceptance form is available at http://www.microsoft.com/education/StudentMedia.aspx.

Perpetual Use Rights for Graduating Students

Upon graduation, students licensed under the Student Option are granted perpetual use rights for the selected Campus Agreement products.

Distributing the Student License Confirmation

You will be responsible for ensuring that graduating students with perpetual use rights receive a Student License Confirmation (Exhibit "1" to the Subscription Enrollment) upon leaving the institution. Your institution must have a Student Option agreement in place at the time of the student graduates in order to distribute the Student License Confirmation.

Hardcopy distribution

You may distribute the Student License Confirmation to your graduating students in hard-copy format. You may choose to either keep a physical copy for your records or capture this information in a database. Some institutions incorporate the Student License Confirmation letter into graduation or other documents that students pick-up when they leave the institution. For example, if students are required to pay fees or pick-up caps and gowns at the time of graduation, this is an opportunity to distribute the Student License Confirmation.

Electronic Distribution

You may also post the Student License Confirmation to a secure Web site for student download. You must keep proper records on all downloads of the Student License Confirmation.

Student License Buy-out

Your institution may convert non-perpetual student licenses to perpetual licenses (a license the student owns) via the Buy-out option as an alternative to removing the software. If this option is exercised, the perpetual licenses must be purchased in minimum quantities of ten (10) licenses per product and must be issued only to students covered under the Student Option. They may not be used to license a different student or group of students.

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V. Renewing Your Campus Agreement Coverage

With Campus Agreement, renewing your license coverage is easy. Your master Campus Agreement contains the terms and conditions and has no expiration date. So, if you want to continue to subscribe to the license coverage provided by Campus Agreement for another 12 months, you simply submit a new Subscription Enrollment and payment to your reseller. On this form, you include an updated FTE count, any changes to your product selections, and a new Student Option count (if you choose this option).

Note: Subscription Enrollments for renewing coverage are subject to a 300-unit minimum order size.

Contact your reseller to complete your new Subscription Enrollment.

If you choose not to renew your subscription, you have the following options at the end of your subscription term:

1) Purchase perpetual licenses via the Buy-out option
You may buy-out of your subscription by purchasing perpetual licenses for the products and quantities you want to continue using. Pricing for the Buy-out option is equivalent to Academic Select pricing for full licenses for the applicable product(s).

When exercising the Buy-out option, the following limitations apply:
- Perpetual licenses may be purchased through the Buy-out option only for the product(s) covered by the corresponding subscription.
- Perpetual licenses for application, system, and CAL products must be purchased in minimum quantities of ten (10) or more licenses per product.
- The quantity of perpetual licenses purchased may not exceed the total number of computers covered by the corresponding subscription. The number of computers may exceed the number of FTEs counted in the subscription. For example, if an institution has 1000 FTE and 1500 computers covered by the current subscription, they may purchase up to 1500 perpetual licenses per applicable product through the Buy-out option.
- Computers that were not covered by the subscription cannot be included. For example, if the corresponding subscription is limited to a particular department, perpetual licenses cannot be purchased through the Buy-out option for computers outside of that department.
- If you choose to exercise the Buy-out option during your subscription term, no refund will be given for the balance of time remaining.
- You may only exercise the Buy-out option prior to the expiration of your subscription term.

2) Remove the software
If you do not submit a new Subscription Enrollment or exercise Buy-out option, you are required to remove all products from every computer, and your institution must revert to using the software that you had licenses for prior to the start of your Campus Agreement.

3) Combination
You may choose a combination of the choices listed above.

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For example, you want an additional 12 months of Campus Agreement coverage for Office, perpetual licenses for FrontPage, and no longer wish to use any of the other products covered under your current subscription. You can do this by submitting a new Subscription Enrollment for Office, purchasing perpetual licenses for FrontPage via the Buy-out option, and removing the remaining products from all machines.

Three-Year Subscription Option

You'll find details on submitting your annual follow-up Subscription Enrollment during a three-year subscription in the *Term* section of this guide and on your licensing agreement. Contact your reseller or Microsoft representative if you need further assistance.

VI. Changing Your Reseller

If for some reason you are dissatisfied with the reseller that has sold you the Microsoft Campus Agreement, you may select a new one. It is the ultimate responsibility of you, the customer, to drive the change of reseller process from start to finish.

Notification to Terminated Reseller

You are responsible for notifying your existing reseller (the "Terminated Reseller") of the upcoming termination. A form is available for this purpose at http://www.microsoft.com/education/ChangeReseller.aspx. Refer to your agreement with your reseller to determine any other notification requirements. Irrespective of the terms and conditions of any such agreement between you and your reseller, Campus Agreement software or media products ordered on or before the termination date will not be credited from the Terminated Reseller, and you should submit payment for all such Campus Agreement software or media products to the Terminated Reseller. Campus Agreement software or media products required after the date of termination should be ordered and paid to the new reseller.

Notification to Microsoft

You are required to notify Microsoft when you wish to change your reseller. It is your responsibility to verify in advance that the new reseller is authorized by Microsoft to offer Microsoft Campus Agreement. Microsoft does not require the new reseller to complete a new Campus Agreement with you, but we do ask that the new reseller and Distributor acknowledge its appointment as reseller and Distributor under your existing Campus Agreement.

You should complete and sign the Notification to Microsoft Form (available at http://www.microsoft.com/education/ChangeReseller.aspx) and circulate it to the new reseller for written acknowledgment of its appointment. The new reseller should in turn circulate the letter to their Distributor of choice for their written acknowledgment. Upon Microsoft's receipt and acceptance of the letter, Microsoft will acknowledge the change of reseller and/or Distributor and route the fully executed letter back to all applicable parties.

At least one copy of the Notification to Microsoft Form should be submitted to Microsoft for acceptance and processing. Information pertaining to all defined terms and Signature Blocks must be completed. Please allow adequate time for Microsoft to approve, process and route the form. The change of reseller is not effective until approved and acknowledged by Microsoft.

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Please note: Orders previously billed to the Terminated Reseller and/or Distributor will not be credited, however, all future orders will be billed to the new reseller and Distributor.

VII. Other Resources

Locating an Authorized Education Reseller (AER)

To find an AER in your area, use our search tool at http://www.microsoft.com/education/AERfind.aspx.

Software Assurance

Learn more about the Software Assurance benefits you receive as a Campus Agreement customer at http://www.microsoft.com/education/SoftwareAssurance.aspx.

Microsoft Volume Licensing Services (MVLS)

Track licenses, access Volume License Keys, download software, and administer Software Assurance benefits at https://licensing.microsoft.com/.

TechNet for Education

You'll find a wealth of "how to" details on evaluating, deploying, maintaining and supporting Microsoft technology in a learning environment at www.microsoft.com/technet/itsolutions/education/default.mspx.

Workforce Development

Microsoft authorized training and certification programs provide the Professional Development you and your faculty members need. Visit http://www.microsoft.com/education/WorkforceDevelopment.aspx to learn about your options.

Instructional Resources

Visit http://www.microsoft.com/education/InstructionalResources.aspx to get the latest curriculum resources, professional development tools, and communities of practice and expertise to bring technology to life.

More Information

If you have further questions about Campus Agreement or other discounted purchasing options for education customers, please visit our Web site at http://www.microsoft.com/education/HowToBuy.aspx, or contact a reseller.

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Glossary

A

Academic Edition (AE)
Microsoft products available for purchase by Qualified Education Users

Academic Open License
Specialized version of the Microsoft Open License program through which perpetual licenses may be purchased by academic institutions of any size through a reseller

Academic Select License
Specialized version of Microsoft Select License through which perpetual licenses may be purchased by qualifying institutions through a Large Account Reseller (LAR)

Authorized Education Reseller (AER)
Reseller that is authorized to sell Microsoft Academic Edition (AE) products and volume license programs

B

Buy-out option
Option in Campus Agreement by which customers may terminate their agreement by purchasing perpetual licenses for products they wish to continue using

C

CAL (Client Access License)
License permitting end user to access a Microsoft server

Campus Agreement
Contract containing the Campus Agreement master terms and conditions

Comprehensive Kit
Orderable, after-market version of the Starter Kit, containing CDs for most of the Campus and School Agreement Subscription products

D

deploy
Install and use the software products as permitted in a license agreement

downgrade
Any version of a software product that was released prior to the most recent version (for example, Word 2000 is a downgrade of Word 2002)

F

fulfillment
Process by which media is obtained

Full-Time Equivalent (FTE)
Calculation of the population size that equates a combination of full- and part-time faculty/staff or students to the equivalent number of full-time employees or students

L

Large Account Reseller (LAR)
Reseller who is qualified to sell licenses through the Microsoft Select License and Academic Select License programs.

M

media
Storage device (typically CD-ROM) that contains the files needed to install a software program

N

non-perpetual license
License granting the rights to run a software program for a *limited* period of time

P

perpetual license
License granting the rights to run a specific version of a program for an *unlimited* period of time

Product Use Rights (PUR)
Addendum to Microsoft license agreements that outlines the rights an end user has to deploy, use and copy specific Microsoft software products

Q

Qualified Education Users
Customers who are permitted to purchase academic volume licensing agreements or Academic Edition (AE) products by meeting a set of criteria (see http://www.microsoft.com/education/Eligible.aspx for criteria in the U.S.)

R

reproduction

Making a copy or copies of software media (i.e. burning a CD)

reseller
Third party vendor that sells Microsoft licenses for Microsoft products, including licenses sold through Microsoft volume licensing agreements

S

Software Assurance
Software Assurance is an offering for Microsoft Volume Licensing customers. It provides you with the ability to spread payments annually and gives you the software upgrades, support and tools, and training you need to help keep your servers and desktops running. (SA availability may vary by offering and region.)

Starter Kit
Binder containing CDs for most of the Campus and School Agreement Subscription products

student employee
Student of an institution who is employed by the institution in a full- or part-time position

Student Option
Option in Campus Agreement by which an institution may license their students for use of a selection of software products on a personally owned or leased computer or an institution-owned or leased computer designated for a student's exclusive use.

subscription licensing
Licensing programs that grant the rights to use software products for a specified period of time (non-perpetual licenses)

Subscription Enrollment
Document submitted by Campus Agreement customers specifying the FTE count and product selections for the corresponding coverage term

T

transactional licensing
Licensing programs through which customers purchase perpetual licenses for software products

U

Update Subscription
Subscription service through which Campus Agreement customers automatically receive CDs for new versions of the products included in the Starter CD Kit and new products

upgrade
A more recent version of a product (for example, Office XP is an upgrade of Office 2000)

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<u>W</u>

Work at Home Rights

Set of limited rights that academic institutions may order for their faculty/staff granting permission to use certain Microsoft products on a personally owned or leased computer for work-related purposes only