

I want an easy way to license all of my school's computers. .

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This guide provides information to help you understand the Microsoft® School Agreement licensing program and deploy and manage your software licenses. It is provided for informational purposes only. Your licensed product 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 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/userights/>.

Academic Volume Licensing Overview

For education customers who license software in quantity and manage software across multiple computers, Microsoft Volume Licensing programs may provide the most cost-effective way to acquire licenses.

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

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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, and you only need to report increases on your Full-time Equivalent (FTE) employees on your annual order.

Microsoft has two subscription licensing programs for education customers. Campus Agreement is for higher education institutions and offers the simplicity of counting people instead of computers. School Agreement is for K-12 schools and preschools and makes it easy to license all of a school’s eligible PCs by counting them just once per year. School Agreement is explained in detail in the guide.

Subscription licensing offers many benefits, including:

- **Easy compliance.** Because all of your institution’s computers and users are covered throughout the subscription term, 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.
- **Current technology.** Subscription licensing allows your licensed users to run the most current version of the software products included in your subscription.
- **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 may reduce your total IT costs while helping to increase productivity and access to current technology. Software Assurance Membership (SAM) is included with your license coverage at no additional charge. You also receive one complimentary membership to the MSDN® Academic Alliance or MSDN® Academic Alliance High School program.

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

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

Open License for Academic

Open License for Academic is a widely accessible and cost-effective way for small 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 reseller. You also have the option to include Software Assurance with your licenses. After obtaining licenses, you can order installation media from a Microsoft-approved fulfillment source for a fee. License confirmations are distributed electronically and posted on a password-protected Internet site.

Select License for Academic

Select License for Academic 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. Each product within Select License for Academic has an assigned point value, which allows your institution to establish a special Academic price level by meeting a minimum forecast of license acquisitions.

With Select License for Academic, you can add Software Assurance to an individual license, or you can select Software Assurance Membership (SAM) for an entire pool of products. You can also pass on the savings of Select License for Academic to your students by including a Student Select enrollment with your Select License for Academic agreement. Select License for Academic is available through an Authorized Education Large Account Reseller (LAR). To locate a LAR in the U.S. or Canada, please visit <http://www.microsoft.com/education/LARs.aspx>.

Select Plus for Academic

Select Plus for Academic is the newest transactional program for medium and large institutions with approximately 250 or more PCs. Select Plus for Academic offers the advantages of a non-expiring agreement, the flexibility to acquire licenses as needed, a single customer ID to streamline account management across multiple affiliates, student licensing through Student Select Plus, and the ability to add value with a full 36 months of Software Assurance. Select Plus for Academic is available through an Authorized Education Large Account Reseller (LAR). To locate a LAR in the U.S. or Canada, please visit <http://www.microsoft.com/education/LARs.aspx>.

Purchasing School Agreement Coverage

School Agreement coverage is available through any Microsoft Authorized Education Reseller (AER). AERs are authorized to sell Microsoft Academic Edition products and volume licenses to qualified education users. To participate in School Agreement or any of our other academic Volume Licensing programs, or to obtain current pricing, please contact an AER. To find an AER in the United States or Canada, visit <http://www.microsoft.com/education/AERfind.aspx>. For other regions, visit your regional Microsoft Volume Licensing Web site. To locate your regional Microsoft Volume Licensing Web site, go to <http://www.microsoft.com/licensing/index/worldwide.aspx>.

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Simple Compliance and Administration

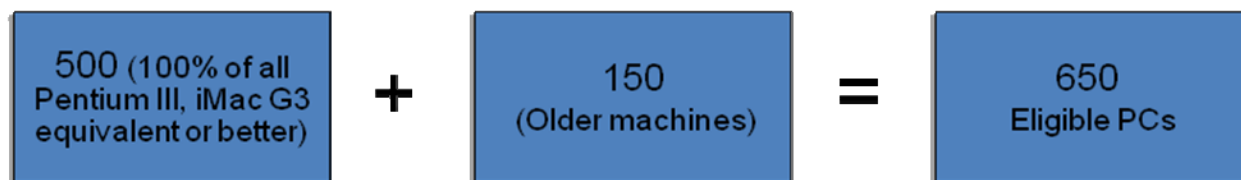
Because you license the products selected in your subscription (with the exception of the Microsoft Business Productivity Online Suite (BPOS) and Deskless Worker Suite) for use on all of the institution-owned or leased computers within the school(s) (excluding server products), School Agreement makes it easy for administrators and users to know that the product use is compliant. Although you report a specific PC count when submitting your order, any new PCs added are licensed to use the School Agreement products during the subscription year.

Your students can use the licensed products on computers in classrooms or open access labs. To license your students for use of the licensed product on a personally owned machine or on a school-owned machine designated for an individual student's exclusive use, your school may enroll in the Student Option (see *The Student Option*).

Counting Eligible PCs

School Agreement requires an institution-wide commitment for any application, system, and Client Access License (CAL) products selected. To that end, you must include all of the eligible PCs in the participating school(s) or district. Eligible PCs include all of the Pentium III, iMac G3, or equivalent or better machines*. You must also include any additional machines within your institution on which any of the software will be run.

For example, a school with 200 Pentium III PCs, 200 iMac G3s, and 400 older machines must include all 400 of their Pentium III PCs and iMacs. They must then add the older machines on which they will run the School Agreement application, system, and CAL software. If they choose to run the software on 150 of their older machines, they would calculate the total number of eligible PCs as follows:



*Includes machines with similar processors, such as Intel Celeron and AMD Athlon.

Program Eligibility

K-12 schools (or administrative offices or boards of education of qualifying schools) and preschools can participate in the School Agreement program if they meet the specific eligibility requirements.

To qualify in the United States, a K-12 school must be organized and operated exclusively for teaching their enrolled students and accredited by an accrediting agency nationally recognized by the U.S. Secretary of Education or recognized or approved by the Department of Education of the State in which it is located.

<http://www.microsoft.com/education/Eligible.msp> For preschools to qualify, they must be an early childhood program incorporated for the purpose of providing educational services to children between 2 and 5 years of age, serve a minimum of 10 children, and have been in operation for at least one year.

Hospitals, healthcare systems, and research laboratories are not qualified to participate in the School Agreement.

Please note: Eligibility for academic Volume Licensing varies by region. Please check with your regional Microsoft subsidiary for eligibility requirements. For U.S. customers, refer to <http://www.microsoft.com/education/Eligible.msp> for more information. To locate your regional Microsoft Volume Licensing Web site, go to <http://www.microsoft.com/licensing/index/worldwide.msp>.

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Special approval from Microsoft is required for aggregate groups (such a consortium of school districts) to enter into a School Agreement. Please contact your Microsoft representative for more information.

Term

You have the option of choosing a one-year or three-year licensed period when completing the subscription enrollment. In either case, you submit an annual order with your reseller specifying the licensed product selections for the year.

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This option provides you with temporary license coverage for 12 months. At the end of the licensed period, you can extend the coverage for another 12 months by submitting an extension order through your reseller. You must place the extension order before the expiration of your current licensed period. With your extension order, you need to include an updated PC count, any changes to your product selections, and a new Student Option count (if you chose the Student Option).

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You also have the option of subscribing for a three-year licensed period. If you choose the three-year option and comply with the ordering requirements identified below, Microsoft will not increase the per-unit pricing to your distributor for your anniversary orders above the prices for the initial licensed product order.

Please note: Your reseller determines your actual annual pricing. For this reason, Microsoft is cannot guarantee that your 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, in addition to your initial order, you agree to submit an anniversary order prior to (or on) the first and second anniversaries of the effective date of your subscription enrollment. If you do not submit an order, your subscription enrollment will be terminated.

Your anniversary orders must be for at least the same quantity of all software ordered in the first year. For example, if your total number of eligible PCs for Year 2 decreases from 250 to 245, your anniversary order would include 250 PCs. If your number of eligible PCs increases for Year 2, but decreases for Year 3, your Year 3 anniversary order can reflect that decrease in PCs, but the decrease must not fall below the number of PCs included on your Year 1 order.

If the number of eligible PCs increases, you must include those PCs on your anniversary order. For example, if your total number of eligible PCs increases from 250 to 300 during the first year, you must include 300 PCs on the anniversary order for any application, system, or CAL products.

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.

The individual license prices we charge your distributor with respect to all additional PCs and/or students will be consistent with the prices charged in relation to your original order.

When you submit your anniversary order, you may also order any software product that was not part of your initial order. The price that Microsoft charges your distributor for products not ordered previously will be the current price on our price lists. Microsoft will not increase this price for the remainder of the licensed period.

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Whether you choose the one-year or three-year subscription, you may place licensed product orders with your reseller at any time during the year after your initial order. When you place an additional order, you will be charged a pro-rated price based on the number of months remaining in your annual term, with a minimum price of 50 percent of the full annual per-product price. For instance, if you order a product at month three, you will pay for nine months (.75 x the annual per-product price). If you order a product at month nine, you will pay for six months (.5 x the annual per-product price).

When placing an additional order for the Business Productivity Online Suite or Deskless Worker Suite, you will be charged a pro-rated price based on the number of months remaining in your School enrollment term, with a minimum price of one month's subscription. For example, if you order Deskless Worker Suite during month nine, you will be charged for four months.

Product Availability

You may order subscription licenses for a wide selection of Microsoft software through the School Agreement program. Please refer to the Microsoft Volume Licensing Product List at <http://www.microsoft.com/licensing/userights/> for a complete list of currently available products.

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If you prefer to license your computers and users for a standard set of desktop PC licensed products, Microsoft provides the following "Desktop" packages, which offer a discounted price over the cost of licensing the products individually.

The **School Desktop** package includes:

- Windows Vista® Enterprise Upgrade
- Microsoft Office Enterprise 2007 and Microsoft Office 2008 for Mac
- Microsoft Core CAL Suite

The **School Desktop with Enterprise CAL** includes:

- Windows Vista Enterprise Upgrade
- Microsoft Office Enterprise 2007 and Microsoft Office 2008 for Mac
- Microsoft Enterprise CAL Suite

As with all products licensed through your School Agreement, you have the option of deploying downgrade versions (previous versions) in place of the current licensed version. For instance, you may choose to deploy the Windows® XP Professional operating system instead of the Windows Vista Enterprise operating system.

Licensing Windows Upgrades through Your School Agreement

When you license a desktop operating system through Microsoft Volume Licensing programs, it's important to understand that only UPGRADE licenses for Windows are available—FULL operating system licenses are not offered. Prior to licensing a Windows Upgrade through your School Agreement, you need to have a full underlying license for a qualifying operating system for each PC. (Qualifying operating systems are listed in the Microsoft Volume Licensing Product List, which you can find at <http://www.microsoftvolumelicensing.com/userights/PL.aspx>.) There are two ways for you to get the necessary full operating system license:

1. For newly manufactured PCs, the best way to acquire that license is to have the Original Equipment Manufacturer (OEM) pre-install Windows on the PC.
2. If the OEM has not pre-installed Windows on the PC, then you can purchase a full Windows license through retail full packaged product (FPP).

If you discover that you have **existing PCs** that lack the necessary full license for a qualifying operating system, talk to your Microsoft reseller about the Get Genuine Windows Agreement for Academic (GGWA-A). GGWA-A provides a simple, cost-effective way for you to acquire full licenses for Windows Vista Home Basic. These licenses fulfill your requirement for a full qualifying operating system. Once you have acquired the full operating system license, you are then eligible to license those PCs for Windows Vista Business Upgrade* through your School Agreement. Learn more at <http://www.microsoft.com/piracy/knowthefacts/LegalizationSolutions.aspx>.

*Includes right to deploy Windows XP Professional in place of Windows Vista Business.

Product Selection

You have the ability to select the individual product(s) you want to license through your School Agreement. Pricing for application, system, and CAL products is based on a count of your eligible PCs and requires institution-wide coverage of the products selected.

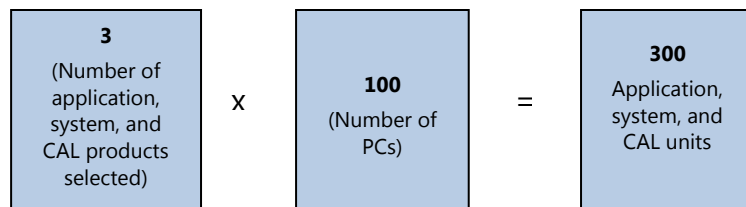
Your first order under a School subscription enrollment must be for a minimum of 300 units. You determine the total units covered under your subscription enrollment by combining your application, system, and CAL units with your server units. You can choose any individual product or combination of products to meet this requirement.

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To determine your application, system, and CAL units, multiply the total number of application, system, and CAL products selected by your total number of eligible PCs. Unit values for application, system, and CAL products are not weighted—each has a unit value of 1. (Please refer to the Volume Licensing Product List at <http://www.microsoft.com/licensing/userights/> to verify unit values for individual products.)

Please note: You cannot select application, system, and CAL products for only a portion of the PCs included in your subscription. For instance, if your subscription is for 100 PCs, the application, system, and CAL products you select will be for all 100 PCs, even if only a portion of those PCs will run 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-PC price for FrontPage is based on the assumption that it will be used on fewer PCs than some of the other products.

For example, a school licensing 100 eligible PCs for Windows Operating System Upgrades, Microsoft Office, and Core CAL would calculate their application, system, and CAL units as follows:

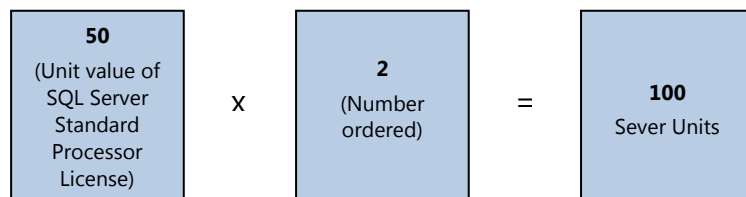


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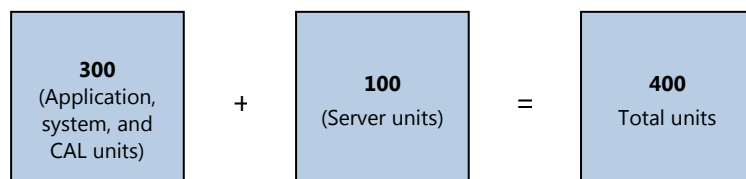
For server products, you multiply the unit value for the server product by the number ordered. Each server product is assigned a unit value, which is published in the Volume Licensing Product List at <http://www.microsoft.com/licensing/userights/>.

Please note: The Business Productivity Online Suite and Deskless Worker Suite and their components are part of the Server Pool, and follow the same unit counting rules as any other Server product.

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



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.



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Some application and system products are offered at tiered pricing levels depending on the total number of PCs included under your subscription enrollment. In these instances, pricing levels are determined as follows:

# of PCs	Pricing Level
Less than 2500	Level A
2500 or more	Level B

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

Licensing the Microsoft Online Services through Your School Agreement

The Business Productivity Online Suite (BPOS) and Deskless Worker Suite are available for licensing through your School Agreement. The licensing model for these services differ somewhat from other School Agreement offerings. Following are the unique licensing rules that apply to these two suites and their components when licensed through School Agreement.

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Unlike the PC count used to license PCs school-wide for application, system, or CAL products under School Agreement, BPOS and Deskless Worker Suite require one User Subscription License (USL) for each individual who will access any of the online services. This provides you with the flexibility to license any number of your users, instead of the entire institution.

Please note: Because BPOS and Deskless Worker Suite licensing is not based on your PC count, as you add new users, they are not automatically licensed for the services (as they are for your application, system, and CAL products). You must order an additional USL for each additional user who will access the service.

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All Microsoft Online Services licensed through the School Agreement have the same expiration date as the School enrollment under which it is licensed. When adding BPOS or Deskless Worker suite mid-term, the USL is pro-rated to the month. The minimum term length for the services is one month.

School Agreement Documents

When licensing Microsoft software through School 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 and School Agreement, the Microsoft School Subscription Enrollment, the Microsoft Volume Licensing Product Use Rights (PUR), and the Microsoft Volume Licensing Product List.

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The Microsoft Campus and School Agreement contains an overview of the program and general terms and conditions, plus details on such topics as distributing software to licensed users and Work at Home rights.

The Campus and School Agreement has no expiration date. Once this agreement is in place, you do not have to sign another one when renewing your annual coverage.

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The Microsoft School Subscription Enrollment is used to provide contact information, lists the participating schools, and enrolls you in the Student Option. This document also specifies the licensed period (one or three years) and the total eligible PC count that you will cover in the first annual order.

Please note: The same entity that signs the Campus and School Agreement must sign all School subscription enrollments under that agreement.

Microsoft Volume Licensing Product Use Rights

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 licensed 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 applies to the use of the product throughout the licensed period. The use rights for a particular product version lock when a product is first ordered. If a new version is released, use of the new 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/userights/>.

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The Microsoft Volume Licensing Product List provides information monthly about Microsoft licensed product and Online Services licensed through Microsoft Volume Licensing programs. The information described in the Product List includes the availability of new software and products offered through Microsoft Volume Licensing, the point or unit value and unit count for each software and product technology, available promotions, migration paths from one version of licensed product to another version of that same product, Software Assurance benefits, and more.

The Product List is updated monthly. You can access the most current Product List at <http://www.microsoft.com/licensing/userights/>.

Special Use Rights

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Your school may offer limited Work at Home (WAH) rights to your faculty and staff members only at no extra license charge. (The school may incur some costs for obtaining and distributing the WAH media.) These limited rights permit using application, system, and CAL products on a personally owned computer for work-related purposes only. You can choose to extend these rights to your faculty and staff members only for licensed products for which you have institutional licenses through your School Agreement.

The total number of faculty and staff users who may benefit from the Work at Home rights with respect to such product(s) may not exceed the total number of eligible PCs included in the order.

If you extend WAH rights, your institution accepts responsibility for communicating the terms and conditions to your faculty and staff members. This includes keeping accurate records of licensed product use and distribution and ensuring that your faculty and staff agree to the stated terms and conditions.

For your convenience, we have provided a Faculty/Staff Acceptance Form that you may want to have your users sign when granting them WAH rights. This form is available at <http://www.microsoft.com/education/WorkHome.mspix>.

Distributing Media for Work at Home Use

You may distribute media to faculty and staff for WAH use using the following four methods only:

Please 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. You must purchase these CDs or disk sets (known as "student media") from your reseller in minimum quantities of 25 per title up to the number of licensed users. **You may not replicate 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.mspix>.
2. Allow controlled download from your secure network server(s) or other storage device(s) using Volume Licensing media that you acquired from a Microsoft-approved fulfillment source for installation on your institution machines (i.e., Welcome CD Kit media).
3. Have users bring in their computers for manual installation by you at a central location that you control using 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). For a complete list of products that require VLKs, see <http://www.microsoft.com/licensing/resources/vol/default.mspix>. You may not distribute VLKs to users for WAH use. Your reseller can assist you in determining which products require a VLK. For more information on VLKs, see *Activating Your Products* in this guide.

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As a School Agreement customer, you may give your faculty and staff members access to the Microsoft Office system desktop PC programs to use on their personally owned computer through the Home Use Program (HUP). This is a benefit of Microsoft Software Assurance. With HUP, your faculty and staff members can get the Microsoft Office system programs to use on their home computer for both work and personal use at a nominal cost. Providing the HUP licensed product is easy for the institution, as the institution does not have to handle the distribution of the software. Once your Software Assurance benefits administrator activates the benefit, individual faculty and staff members can order and pay for shipping of their licensed product online.

Please note: You are not permitted to provide licensed product for the same title to any individual faculty or staff member using both HUP and WAH.

HUP and WAH availability by product pool:

		HUP	WAH
Product Pool	Applications	X*	X*
	Systems		X
	Servers		X

*You may not provide both HUP and WAH software for any given product to individuals.

For more information on HUP, please visit:

http://www.microsoft.com/licensing/sa/benefits/home_use_rights.msp.

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During the term of the subscription, you are granted the right to run the licensed product in any available language. This includes the right to run the Multi-Language version of Microsoft Office and its corresponding features, such as a global interface and multi-language proofing tools.

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You are allowed to run any new versions of the licensed products included in your subscription coverage that are released during the licensed period. Additionally, you may run any previous version of the licensed product in place of the current version. These upgrade and downgrade rights also apply to the individual components of the licensed product.

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During the term of your subscription, you can also download products for trial purposes. The evaluation software bits for certain products are available for download from the Microsoft Volume License Services (MVLS) site at <https://licensing.microsoft.com/>. The evaluation period will end in 60 days from the day you received the product bits.

Online Services can be evaluated for a 30-day free trial at www.microsoft.com/online. *Please note:* To transfer account information from your trial to a paid subscription, you must use the same Live ID for the trial account as the subscription account.

Software Assurance

School Agreement includes Software Assurance, Microsoft’s enhanced maintenance program that helps you get the most out of your software. Access to valuable benefits such as training, deployment planning, software upgrades, and product support can help you increase the productivity of your entire organization.

Please note: Software Assurance benefits are subject to change. Please refer to the Microsoft Volume Licensing Product List at <http://www.microsoft.com/licensing/userights/> to verify current benefits.

All licenses acquired through your School Agreement are automatically covered under Software Assurance. Below is an overview of the Software Assurance benefits available to School Agreement customers.

Lifecycle Stage	Benefit	Description
Plan	New Version Rights	You may upgrade licenses covered under Software Assurance to the newest version.
	Spread Payments	Make one annual payment for your School Agreement License and Software Assurance coverage.
Use	Microsoft Windows Vista Enterprise	For every Windows client license covered under Software Assurance through your School Agreement, you are entitled to one Windows Vista Enterprise Edition upgrade license.
	E-Learning	For every Microsoft Office System program license covered under Software Assurance through your School Agreement, you are entitled to one license for Information Worker Software Assurance E-Learning.
		For every Windows client license covered under Software Assurance through your School Agreement, you are entitled to one license for Client Software Assurance E-Learning.
	Home Use Program (HUP)	For every server license covered with Software Assurance through your School Agreement, you are entitled to one license for Server Software Assurance E-Learning.
Maintain	Corporate Error Reporting	For each Microsoft Office program covered with Software Assurance, a user of the licensed device is entitled to one copy of the corresponding product to use at home.
	Cold Backup for Disaster Recovery	Use this software tool to help identify which systems are failing and why, map solutions to crashes, and connect to up-to-date knowledge and fixes. You are entitled to one media kit per School subscription enrollment.
	TechNet Plus Direct	For every server license covered with Software Assurance through your School Agreement, you are entitled to run one instance of the software on a "cold" server for disaster recovery purposes.
	TechNet Software Assurance Subscription Services	Access tools, utilities, drivers, and how-to articles. You are entitled to one TechNet Plus Direct subscription per School subscription enrollment.*
	TechNet Software Assurance Subscription Services	Get timely answers to technical questions from industry colleagues. You are entitled to one user ID per School subscription enrollment.*
Transition	Microsoft Windows Fundamentals for Legacy PCs	Extend the life of your older computers. For every Windows client license covered under Software Assurance through your School Agreement, you are entitled to install one copy of Windows Fundamentals for Legacy PCs as the Windows client.
	Extended Hotfix Support	For every server license covered with Software Assurance through your School Agreement, 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. An annual contract fee for Microsoft Exchange Server, Microsoft Operations Manager (MOM), Systems Management Server (SMS), SQL Server, and the Windows Server® operating system is included as part of the Software Assurance program.

*Minimum of 5 server licenses must be acquired via School Agreement to qualify.

For more information about Software Assurance benefits, please visit <http://www.microsoft.com/licensing/sa/default.mspix>.

MSDN Academic Alliance High School Membership

For each School subscription enrollment, Microsoft will provide one complimentary MSDN Academic Alliance High School membership. For more information on the MSDNAA High School membership, including use rights, restrictions, and products included, please visit <http://www.msdnaa.net>.

While we provide the complimentary membership to customers with a School subscription enrollment. MSDNAA High School memberships are completely separate from the School Agreement program. The software licenses provided through MSDNAA High School memberships carry certain restrictions that School Agreement licenses do not. The MSDNAA software may be used only for instructional and not-for-profit research purposes. You may not use the licensed product to run the infrastructure of the school or district. For example, while MSDNAA provides Microsoft Visual Studio .NET to your school for instructional purposes, your IT staff is not licensed to use the software to develop applications for your school's infrastructure. Licensing Visual Studio .NET through your School Agreement would permit you to use it for instructional and IT development purposes.

You may use this membership for a single school. It may not be shared among other member or non-member schools. You can acquire additional memberships through the MSDNAA High School Web site at <http://www.msdnaa.net>.

You can register for your complimentary membership at <https://registermsdn.one.microsoft.com/msdnaa/aa/newstep1.aspx> using your School subscription enrollment number and a special promotion code, which you will receive with your School Agreement acceptance letter. (See *Agreement and Order Confirmation* below for more information.)

Once your registration has been processed, you will receive a welcome e-mail to access your MSDN AA subscription and any licensed product software updates will be posted on the MSDN AA download center.

Microsoft Live@edu

The Microsoft Live@edu program provides educational institutions with a set of free hosted and co-branded collaboration and communication services for students, alumni, faculty/staff, and applicants—including Windows Live™ Hotmail® and Office Live Workspace.

Prior to June 1, 2008, customers who wished to participate in the program signed a separate agreement. As of June 1, 2008, that agreement is included as an option with the Campus and School Agreement. This integration allows Campus and School Agreement customers to have a single legal review and signing event that incorporates both agreements, which will streamline the experience.

For additional information about Microsoft Live@edu, visit <http://get.liveatedu.com/>.

Please note: Microsoft Live@edu is not available in all regions.

Getting started with your Microsoft software

Agreement and Order Confirmation

Within two weeks from submitting your subscription enrollment through your Authorized Education Reseller (AER), you will receive an acceptance letter from Microsoft. The acceptance letter will include the effective start and end dates of your licensed period, confirmation of your School Agreement distributor and reseller, and the promotion code for activating your complimentary MSDN AA High School membership. To avoid delays, you should submit your software order to your reseller at the same time you submit your subscription enrollment.

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 all CD orders with the reseller listed on your acceptance letter. If you want to change your reseller, see *Changing Your Reseller* in this guide.

Once your software order is received, Microsoft will publish order confirmation information to the password-protected Microsoft Volume License Services (MVLS) Web site. The MVLS license management tool offers secure, personalized access to view your license agreements and status, online records, and other license information. You can also manage your Software Assurance benefits. You will need a Windows Live™ ID to access the site.

On acceptance of the agreement and subscription enrollment, the contact you identified on the enrollment will be provided access to the site. Your order confirmation will also include any required Volume License Product Keys, part numbers for your licensed products, product descriptions, and quantities for the products you have ordered.

Receiving Your Software

Getting started with your Microsoft software  **digital by choice**

Through the Digital by Choice initiative, you have the option to access your licensed software digitally, instead of receiving physical media. By choosing this option, you help Microsoft in our efforts to reduce our carbon footprint by eliminating the need for discs, packaging, and shipping.

Please note: This is the default choice for all Volume Licensing programs (with the exception of the Microsoft ISV Royalty Licensing Program and Services Provider License Agreement). If you require physical media, you must complete a media order form. Your registered affiliates may choose their own media delivery preference (digital or physical).

Getting started with your Microsoft software <https://licensing.microsoft.com>

If you choose to receive physical media for your licensed software, media kits are customized according to the languages specified on the School Agreement media form. Media is sent at no charge only for the licensed products ordered. The Welcome Kit and Update Kits are automatically provided to the contacts specified on the School enrollment. Use the Product Fulfillment User's Guide Web site to help you manage the media kit. You can access these site features from the Microsoft Volume Licensing Service Center (VLSC) at <https://licensing.microsoft.com>. You may also download the products from VLSC at <https://licensing.microsoft.com>, or order additional media via your designated LAR.

Please note: Customers choosing the three-year subscription option will receive a Welcome Kit at the beginning of the first year only. Likewise, customers with a one-year subscription will not receive a new Welcome Kit when they renew their subscription via using an annual extension order. You can order additional Welcome Kits through your reseller. You will continue to receive media for product updates and upgrades throughout your licensed term through your Update Subscription.

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

Please note: Microsoft Learning Essentials is only available by downloading from VLSC at <https://licensing.microsoft.com/>.

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Microsoft Encarta® Premium/ Microsoft Student with Encarta Premium

When completing your media order form, you order your “Encarta Reference Kit” media along with your Welcome Kit.

Encarta Academic Online

If you order Encarta Academic Online, you will receive directions for accessing the service in your acceptance letter.

Find a Complete List of CD Kit Contents

For a complete list of the contents of your Welcome Kit and detailed information about kit organization, visit the online User Guide at <http://selectug.mslicense.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/>.

Activating Your Products

Microsoft includes product activation technology in some licensed products that are sold through original equipment manufacturer (OEM), retail, and Volume Licensing channels. The Windows Vista operating system will require Volume Licensing customers to use a new type of activation, called Volume Activation. Volume Activation is a flexible solution that enables Volume Licensing customers to more securely and easily activate computers that are running Windows Vista. In the future, Volume Activation technology will be used for all Microsoft products, but it is being introduced in Windows Vista now. Learn more about how Product Activation works at http://www.microsoft.com/piracy/activation_how.msp.

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Volume Activation 1.0 is the first generation of Volume License Keys. These keys bypass product activation. The 2007 Microsoft Office system will continue to use keys that bypass activation.

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Beginning with Windows Vista, there will be two types of Volume License Keys: Multiple Activation Keys and Key Management Service.

Multiple Activation Key

The Multiple Activation Key (MAK) activates either individual computers or a group of computers by connecting directly to Microsoft servers over the Internet or by telephone. The keys can be used a limited number of times. You can increase this activation limit by calling your Microsoft Activation Center. You can find local Activation Center phone numbers at <http://www.microsoft.com/licensing/resources/vol/numbers.mspx>.

You can activate a computer using a MAK in two different ways:

1. Proxy Activation: With Proxy Activation, multiple computers are activated at the same time by using a single connection to Microsoft. Proxy Activation is the most similar to the Volume Activation 1.0 that customers have been using up to now.
2. Independent Activation: Each computer connects to Microsoft servers and is activated individually.

Key Management Service

Your organization can host the Key Management Service (KMS) internally to automatically activate computers running Windows Vista. To use the KMS, you must have a minimum of 25 computers running Windows Vista that are connected together. Computers that have been activated through KMS will be required to reactivate by connecting to your organization's network at least every six months.

You can retrieve your VLKs from the VLSC site at <https://licensing.microsoft.com> or by calling the customer service phone number for your region listed at <http://www.microsoft.com/licensing/resources/vol/numbers.mspx>. For further information about Volume Activation, please visit <http://www.microsoft.com/licensing/resources/vol/default.mspx>.

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You must first activate an online service before it can be used. You can activate by using the link provided in your Invitation to Activate your Online Service for Microsoft Volume Licensing e-mail or by visiting the Volume Licensing Service Center (VLCS) at <https://licensing.microsoft.com/>.

Distributing Media to Faculty and Staff

Schools that purchase subscription licenses via School Agreement can distribute the licensed product to faculty and staff for installation **on covered institution computers** using the methods below. You must acquire all installation media from a Microsoft-approved fulfillment source.

1. Load the licensed product on a secured site and have eligible faculty and staff download the licensed product to machines that they manage.

2. Have faculty and staff bring their computers that they manage to a central location designated by the school and download from the school 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 can be obtained from your reseller.
6. For information on distributing media to faculty and staff members for Work at Home (WAH) use, see the *Special Use Rights* section of this guide.

Replication Rights

Your School Agreement allows you to acquire the quantity of media necessary to distribute the licensed product to your users for installation on your eligible PCs. 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 WAH use. For information on acquiring and distributing media to students under the Student Option and teachers and staff under WAH rights, see the *Student Option* and *Use Rights* sections of this guide.

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You may want 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/SARepRights.mspx>.

We recommend that you contact a Microsoft Authorized Replicator for assistance. The following Microsoft Authorized Replicator can assist you with CD replication:

Arvato Services Inc.

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

For detailed specifications on media replication, including how to label your media, please see <http://selectug.mslicense.com/documents/CampusSchoolReplicationGuidelines.doc>.

Administering Software Assurance Benefits

To get the most from Software Assurance, we recommend that you assign responsibility to a Benefits Administrator who will manage your benefits and track benefits consumption at the Volume License Service Center (VLSC) at <https://licensing.microsoft.com/>. Information on how to access VLSC and how to receive these benefits is sent to all Software Assurance customers. You can designate a specific person as your Software Assurance benefits contact on your School subscription enrollment.

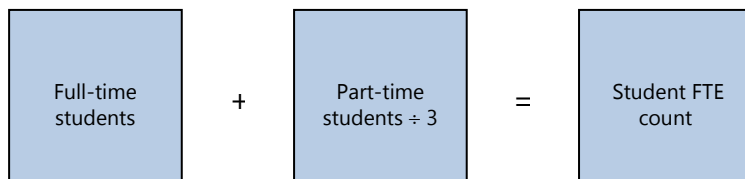
You will find additional information on Software Assurance at <http://www.microsoft.com/licensing/sa/default.aspx>.

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

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The School Agreement Student Option provides a convenient and cost-effective way for you to license your students to use selected products on a personally owned computer or a school-owned computer designated for the student's exclusive use (i.e., a computer checked out to a student for the school year).

With the School Agreement Student Option, you license a **specific** number of students. This number cannot be changed over the course of the licensed period. If you choose the three-year subscription, each anniversary order must include at least the same number of students as in the Year 1 order.

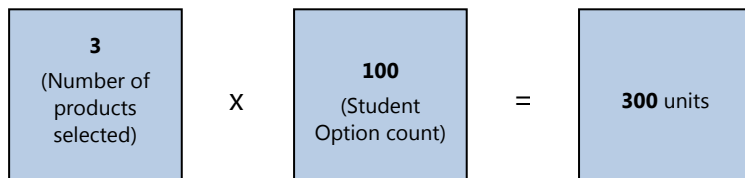


Please note: When licensing BPOS or the Deskless Worker Suite for your students, you are not required to license 100 percent of your students. Each individual student who will access any of the services is required to have a User Subscription License.

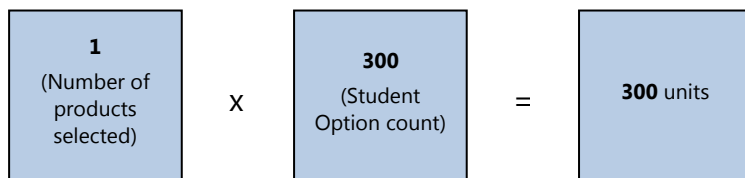
Minimum Order Requirement for Student Option

Your student count and the respective product selection for those students must meet the minimum requirement of 300 units.

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



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



You may not combine your faculty/staff and student license 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).

Student Product Selection

You may choose any of the School Agreement application, system, or CAL products for your students. The products selected do not have to match those selected for your institution computers.

Obtaining and Distributing Student Media

Getting Licensed Product to Your Licensed Students

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

1. Purchase and distribute one copy of each applicable CD-ROM or disk set to each authorized student user. These CDs or disk set (known as "student media") must be purchased from your reseller in quantities not exceeding the number of licensed students. **You may not 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>.
2. Allow controlled download from your secure network server(s) or other storage device(s) using Volume Licensing media that you acquired from a Microsoft-approved fulfillment source for installation on your institution machines (i.e., Welcome Kit media).
3. 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.
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 may not 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 *Activating Your Products* in this guide.

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

Student Use Rights

The terms of your licensing agreement govern your student licensed product use. The Microsoft Volume Licensing Product Use Rights, which are published quarterly, provide additional details regarding current use rights for specific Microsoft products acquired through Volume Licensing programs. For a copy of the current Product Use Rights, please go to <http://www.microsoft.com/licensing/userights/>.

Students are only licensed to use the product during the licensed period. These licenses are temporary (meaning the student does not **own** the license). On leaving the school or expiration of the subscription enrollment, students are required to remove the licensed product. Your school is responsible for communicating the appropriate use rights to students when distributing the licensed product.

Guidelines for facilitating compliance are outlined in the School Agreement terms and conditions. Provided that your school follows these guidelines, you will not be held responsible for students' failure to remove the licensed product. To help you facilitate this communication, a sample Student Acceptance form is available at <http://www.microsoft.com/education/StudentMedia.msp>.

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If you chose the one-year license period on your subscription enrollment, then you can renew your School Agreement coverage by submitting an extension order through your reseller before the expiration of your licensed term. This order extends the licensed term for an additional year. With your extension order, you include an updated PC count, any changes to your product selections, and a new Student Option count (if you chose this option on your subscription enrollment). Extension orders are subject to the 300-unit minimum order size.

If you chose the three-year licensed period on your subscription enrollment, then you renew your School Agreement coverage by submitting an anniversary order through your reseller before the first and second anniversaries of the effective date of your subscription enrollment. If you are at the end of your three-year licensed period, you must complete a new subscription enrollment to continue to be licensed under your School Agreement.

Please note: If you currently have a **School Agreement 3.2 or earlier version**, at the end of your current School Agreement licensed period, you need to complete version 3.5 of the Campus and School Agreement and the School Subscription Enrollment to renew your coverage. If you have a **School Agreement 3.4**, you may renew their coverage by completing version 3.5 of the School Subscription Enrollment. They do not need to sign a new Campus and School Agreement.

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

1) Purchase perpetual licenses using the Buy-out option

You may purchase perpetual licenses for the products and quantities you want to continue using by acquiring "buy-out" licenses offered under the program.

When exercising the Buy-out option, the following limitations apply:

- You may purchase perpetual licenses through the Buy-out option only for the product(s) covered under your subscription enrollment.
- Devices that were not covered by the subscription cannot be included. For example, if the corresponding subscription is limited to a particular school, perpetual licenses cannot be purchased through the Buy-out option for computers outside of that school.
- 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.
- If you only order Buy-out licenses for some (but not all) of your licensed products, you must remove all product for which you do not acquire a Buy-out license prior to the expiration of the licensed period.

- If you have a three-year subscription enrollment, you must acquire perpetual licenses for application, system, CAL, and Online Services products in quantities no less than the number of eligible PCs covered by the School enrollment. Note: Customers with the three-year subscription enrollment qualify for discounted Buy-out pricing.
- If you have a one-year subscription enrollment, you may order Buy-out licenses for a portion of the eligible PCs covered under the School enrollment. For any given product, you may acquire a minimum of 10 Buy-out licenses and no more than the total number of eligible PCs covered by your School enrollment. You must remove all product from devices for which you do not acquire a Buy-out license prior to the expiration of the licensed period.

2) Remove the software

If you do not submit a new extension order (one-year option) or anniversary order (three-year option), sign a new subscription enrollment, or exercise the Buy-out option, you are required to remove all products from every computer, and your school must revert to using the product that you had licenses for prior to the start of your School subscription enrollment.

3) Combination

You may choose a combination of the choices listed above.

For example, you want an additional 12 months of School Agreement coverage for Windows Upgrade, perpetual licenses for Visual Studio, and you no longer want to use any of the other products covered under your current subscription. To obtain this, you can submit a new order for Windows Upgrade, purchase perpetual licenses for Visual Studio using the Buy-out option, and remove the remaining products from all machines.

Changing 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, School 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 School Agreement software or media products to the Terminated Reseller. School 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 want to change your reseller. It is your responsibility to verify in advance that the new reseller is authorized by Microsoft to offer Microsoft School Agreement. Microsoft

does not require the new reseller to complete a new School subscription enrollment with you, but we do ask that the new reseller and distributor acknowledge its appointment as reseller and distributor under your existing School subscription enrollment.

You should complete and sign the Notification to Microsoft Form (available at <http://www.microsoft.com/education/ChangeReseller.msp>) and circulate it to the new reseller for written acknowledgment of its appointment. The new reseller should then circulate the letter to their distributor of choice for their written acknowledgment. On 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. You must complete information pertaining to all defined terms and Signature Blocks. Please allow 30 days for Microsoft to approve, process, and route the form. The change of reseller is not effective until Microsoft approves and acknowledges it.

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.

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From time to time, we may make available to the general public additional or replacement code of any portion of our licensed products without a fee, which we refer to as "Software Updates." To help academic Volume Licensing customers provide a more secure technology environment, you are allowed to redistribute these Software Updates to your students even if you have not included the Student Option. With these rights, you can better manage the electronic distribution of Software Updates within your networks.

You may redistribute Software Updates to your students in the following ways:

1. By electronic means provided that your method is adequately licensed and incorporates access control and security measures designed to prevent modification of the Software Updates and prevent access by the general public.
2. By physical means provided that you acquire authorized copies on fixed media from a Microsoft-approved fulfillment source.

Please note: You may not replicate the Software Updates onto CDs or other media for distribution to students.

Additional terms and limitations apply to the redistribution of Software Updates. For complete details, please refer to section 8(c) of the Campus and School Agreement version 3.5.

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Locating an Authorized Education Reseller (AER)

To find an AER in the United States or Canada, use our search tool at <http://www.microsoft.com/education/AERFind.mspx>.

Software Assurance

Learn more about the Software Assurance benefits you receive as a School Agreement customer at <http://www.microsoft.com/licensing/sa/default.mspx>.

Microsoft Volume Licensing Services (MVLS)

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

MSDN Academic Alliance High School Program

Find in-depth information and resources regarding the MSDN AA High School program at <http://msdn.microsoft.com/academic/program/highschool/default.aspx>.

TechNet

You'll find a wealth of how-to details on evaluating, deploying, maintaining, and supporting Microsoft technology at <http://technet.microsoft.com>.

Volume Licensing for Education Customers

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

Microsoft Live@edu

Learn how to access a set of free hosted and co-branded collaboration and communication services for students, alumni, and applicants at <http://get.liveatedu.com/>.

Microsoft Online Services Portal

Learn about Online Services, including the Business Productivity Online Suite and Deskless Worker Suite, and start a trial subscription at www.microsoft.com/online.



Academic Edition (AE)

Microsoft products available for purchase by Qualified Education Users.

Authorized Education Reseller (AER)

Reseller that is authorized to sell Microsoft Academic Edition products and Volume Licensing programs.

Buy-out Option

Option in Campus Agreement by which customers may stop running products on a subscription basis on expiration of the enrollment and purchase perpetual licenses for products they want to continue using.

CAL (Client Access License)

License permitting end user to access a Microsoft server.

Campus and School Agreement

Contract containing the general terms and conditions for the Campus and School Agreement programs.

Comprehensive Kit

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

Deploy

Install and use the licensed products as permitted in a license agreement.

Downgrade

Any version of a licensed product that was released prior to the most recent version (for example, Microsoft Word 2003 is a downgrade of Microsoft Office Word 2007).

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.

Large Account Reseller (LAR)

Reseller who is qualified to sell licenses through the Microsoft Select License and Select License for Academic programs.

Media

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

MSDN Academic Alliance

Annual membership that provides a selection of Microsoft tools, operating systems, and other licensed product for installation on instructional computers and students' personal machines within the member department.

Non-perpetual license

License granting the rights to run a software program for a *limited* period of time.

Open License for Academic

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

Perpetual license

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

Product List

Document published monthly that provides information about Microsoft software and Online Services licensed through Microsoft Volume Licensing programs, including product availability, point or unit values, migration paths, and Software Assurance benefits.

Product Use Rights (PUR)

Part of the Microsoft license agreements that outlines the rights the customer and its users have to deploy, use, and copy specific Microsoft licensed products.

Qualified Education Users

Customers who are permitted to purchase academic Volume Licensing agreements or Academic Edition products by meeting a set of criteria (see <http://www.microsoft.com/education/Eligible.aspx> for criteria in the United States).

Replication

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

Reseller

Third-party vendor that sells Microsoft licenses for Microsoft products, including licenses sold through Microsoft Volume Licensing agreements.

Select License for Academic

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

Software Assurance

Software Assurance is an offering for Microsoft Volume Licensing customers. It provides you with the ability to spread out payments annually and gives you licensed product upgrades, support and tools, and training.

User Subscription License (USL)

Licenses a user to access Microsoft Online Service.

Welcome 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 its students for use of a selection of licensed products on a personally owned or leased computer or an institution-owned or leased computer designated for a student's exclusive use.

Subscription enrollment

Document submitted by Campus Agreement customers specifying the FTE count for the coverage period defined within.

Subscription licensing

Licensing programs that grant the rights to use licensed products for a specified period of time (temporary licenses).

Temporary license

License granting the rights to run a software program for a *limited* period of time.

Transactional licensing

Licensing programs through which customers purchase perpetual licenses for licensed products.

Update Subscription

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

Upgrade

A more recent version of a product (for example, Windows Vista is an upgrade of Windows XP).

User

The institution and the faculty, staff, and students of the institution or institutions that are designated on the Subscription enrollment to run the licensed product. Users must also be Qualified Education Users (see <http://www.microsoft.com/education/Eligible.msp> for criteria in the United States).

Work at Home rights

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

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The contents of this guide are subject to change. Please contact your Microsoft account manager or reseller for the most current version of this guide.

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