Microsoft Software for Home use by Faculty and Staff

Florida Tech Faculty and staff have two options for acquiring Microsoft Products for use on their personal computers: **Work at Home**, and **Student Select**. Please read the guidelines below before making a choice on which licensing option you wish to use.

**Software Available Under these Agreements**

- Microsoft Office Professional for PC and Macintosh
- Windows 7 **Upgrade** (Must have an original operating system for the PC)
- Windows 8.1 Pro **Upgrade** (Must have an original operating system for the PC)
- Visual Studio .NET
- Microsoft Project
- Microsoft Visio
- Microsoft SharePoint Designer (Formally FrontPage)

**Student Select**

Academic Users Only. Fully featured version, available through the Microsoft Student Select program. This product allows for personal use (and the license will never expire). You must be a student, faculty or staff member of a participating academic institution to qualify for purchase. University Employees who use computers as part of their assigned University duties qualify for 1 copy of each of the Microsoft Products listed above.

**Limitations**

Slightly more expensive than work at home

**Advantages**

Purchase is for life. No need to remove if no longer an employee of the institution
All students and employees are eligible to use this program

For the latest versions, please purchase online through [E-academy](https://services.fit.edu/it_faq/content/4/55/en/purchasing-discounted-software-for-faculty-and-staff.html)

**Work At Home Software**

**Faculty/Staff Only.** Fully featured version, available through the Microsoft Work At Home program. This product must be used for work-related purposes only. Only a staff or faculty member - who is the primary user of a work computer on which a copy of this software is installed - may install this product on a home or portable computer via this purchase. Use of any such secondary copy shall be subject to the terms and conditions of the Microsoft licensing agreement under which the original copy is licensed to your academic institution.

**Limitations**
Getting Software

Software is to be used for University Business only
Software must be removed from personal computer if you are no longer employed by the University
Cafeteria, grounds, and other non-computer based positions are not eligible to use software under this agreement.

Advantages

Significantly cheaper purchase price

For the latest versions, please purchase online through E-academy and select the work at home versions

Some of the links provided will require you to verify who you are by logging in with your TRACKS user name and password or will require you to send a copy of your academic id to the vendor before your item will be shipped to you. Please read all information very carefully before you proceed the first time through. It will save you a lot of time later in the purchasing process.

Some sites will have tabs for students and others for faculty/staff. Choose the tab that corresponds to you and only work within that area. If you cross tabs and add items in your cart that require a staff login but you are a student, you will not be able to complete the checkout process.

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