

## **Information Services**

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## Microsoft Campus Work at Home Acceptance Form

This acceptance form is valid for the Microsoft software products ticked below, which shall be referred to collectively herein as the "Software". Software is made available because your school or college has included you in its Microsoft Campus Agreement staff count<sup>i</sup>. The Software is for **Work-related** purposes at home under its Microsoft Campus agreement ending 31<sup>st</sup> Oct 2019<sup>ii</sup>.

**You are not licensed to use the Software at home for personal purposes.** You do not own the license or the CDs, rather you are authorized to use the Software and associated media pursuant to the terms and conditions of the licensing agreement ending 31<sup>st</sup> October 2019, or subsequent agreements. You will be required to remove the Software from your home machine immediately upon expiration of the licensed period if you are not covered by a subsequent agreement or earlier if your employment by University of Edinburgh ends.

You are accepting the Work At Home rights for the following product(s)<sup>iii</sup> (referred to collectively herein as the "Software"):

Windows Upgrade	Office Win	Office Mac	Other	
(Circle whether $32$ or $64$ bit version required	.)			(please specify)

## Please initial each statement:

I will read and abide by the license agreement(s) associated with this Software.	
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- \_\_\_\_\_ I understand that no technical support is provided by Microsoft in association with my work-at-home use.
- \_\_\_\_\_ I understand the minimum specifications to run the Software are listed at <u>http://www.microsoft.com/products</u>.
- I will remove the Software from my home machine immediately upon the earlier of (a) expiration of the licensed period specified above or (b) the end of my employment by University of Edinburgh.
  - I understand that I am not licensed to use the Software for personal purposes.

Signature <sup>iv</sup> :		 	 	
Printed name:		 	 	
UUN (your ease	login name):	 		
Date:				

## Details of CO, IT support or IS staff confirming eligibility and issuing the Software

Verified by	Signature	Printed Name
School, dept or team		
Unidesk Call number		

Notes:

<sup>i</sup> Please check with the **campus contact** or admin staff in your school that you are included in the Microsoft Campus staff count. **If you are not on the staff count, you are not entitled to Microsoft campus** 

**software.** Details of the university agreement including campus contact details can be found at: <u>https://www.ed.ac.uk/information-services/computing/desktop-personal/software/main-software-deals/microsoft/microsoft-campus-agreement</u>

<sup>ii</sup> The Microsoft Campus agreement is renewed annually on the 1<sup>st</sup> November. We would expect if the staff member continues to be employed by the university to be able to continue using the software under any new agreement.

However if you leave the university employement or are no longer counted in the staff count you must remove the software from your computer and destroy or return the disks to Software Services.

<sup>iii</sup> Your school has to subscribe to these products under campus, and you have to be in the campus count for you to be eligible for them.

<sup>iv</sup> Please return a signed and verified copy to:

*Either by internal post* **SOFTWARE SERVICES TEAM, ITI DIVISION, LEVEL H WEST, ARGYLE HOUSE, LADY LAWSON STREET** if you have been supplied with the software or it has been installed for you already.

Or by email send a scanned copy to is.software.codes@ed.ac.uk

Or take the signed and verified form with you to IS HELPDESK they are helping you with the installation.

**Please note** if you do not get the form verified, you may be refused a copy of the software or there may be a delay while verification is sought.