

# Microsoft Campus Agreement Work at Home Acceptance Form

For ASU faculty & staff who are knowledge workers in MSCA participating departments Only

The Microsoft Work At Home use option has been acquired by ASU for the following software:

## Office 2003 Professional for Windows or Office 2004 for Mac w/VPC

(includes Core CAL access rights - licensed permission to access ASU servers, no actual software)

- This acceptance form is valid for the two Microsoft software licenses listed above, which shall be referred to collectively herein as the "Software".
- The Software **MAY** be made available to a participant with departmental authorization as governed by State of Arizona, Arizona Board of Regents, and ASU policies and regulations.
- ASU has acquired the option for full-time faculty or staff to use the Software for **ASU Work at Home (WAH)** purposes at their home under its Microsoft Campus Agreement Enrollment.
- Participant does not own the license or the CD; rather, the participant is authorized to use the Software and associated media pursuant to the terms and conditions of the Microsoft Campus Agreement.
- The license period runs from 2-1-2005 and ends 1-31-2006, renewing yearly on February 1<sup>st</sup> of each year.
- Participant will be required to remove the Software from their home machine immediately upon *expiration of the licensing period, unless contract is renewed; if your employment at ASU ends before the license contract renewal date; if your department discontinues your work at home privileges.*
- Participant is required to return all copies of the installation media acquired for their WAH installation of Software upon expiration of the license period or earlier if their employment at ASU ends or their work at home status is discontinued by their department.
- **Participants are allowed to use the Software for ASU departmental work only**

Please initial each statement:

\_\_\_\_ I will abide by the license agreement(s) associated with this Software listed at

<http://www.microsoft.com/Education/terms.aspx>

<http://www.microsoft.com/education/CampusAgreement.aspx>

\_\_\_\_ I understand that no technical support is provided by Microsoft in association with my work-at-home use.

\_\_\_\_ **I will only use WAH CD media for installation of Software on my home machine**

\_\_\_\_ **I understand that I am not licensed to use the Software for personal purposes**

\_\_\_\_ I understand the minimum specifications to run the Software are listed at

<http://www.microsoft.com/products/info/product.aspx?view=22&pcid=ee959bd8-14b4-4601-91a7-eea1043249fa&ttype=req>

<http://www.microsoft.com/mac/howtobuy.aspx?pid=svsreq - standard>

\_\_\_\_ I will remove the Software from my home machine immediately upon:

(a) expiration of the license period specified above if not renewed or

(b) the end of my employment at ASU if sooner than the license period specified above or

(c) on demand by department Campus Agreement Coordinator or WAH authority or the contract administrator

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Department PO #: \_\_\_\_\_

### **Department Authorization (Required):**

The undersigned, being the Campus Agreement Coordinator (CAC) for \_\_\_\_\_ department at Arizona State University, in compliance with ABOR and ASU policy and guidelines, confirm the eligibility of above faculty or staff member to participate in the MSCA Work at Home program. I will logistically track who is given WAH privileges and notify them if at anytime these privileges are rescinded and Software is required to be removed and returned. Our tech staff and I will not give out the master CD or the master install key to be used for home installations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_