

Microsoft Campus Agreement

Program Guide - EMEA
(Europe, Middle East and Africa)

Microsoft | Volume Licensing



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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 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 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 purchase software in quantity and manage it across multiple computers, purchasing through Microsoft Volume Licensing programs is an effective way to reduce the total cost of ownership (TCO).

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, and you only need to report increases 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 primary and secondary 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 covered throughout the subscription term, it is easy to ensure that your institution is fully licensed for the products you have selected.
- **Low administration.** Subscription licensing helps eliminate the need to track licenses for the selected licensed products on every computer. This is especially helpful for managing licensed product assets in a decentralized environment.
- **Current technology.** With subscription licensing, your licensed users can run the most current version of the licensed products included in your subscription. Plus, your institution automatically receives installation media for products that upgrade during your licensed term.
- **Simple budgeting and purchasing.** One annual payment covers all of the licensed products you have selected for the year.
- **Excellent value.** By standardizing on a platform of products, you reduce your total cost of ownership while helping to increase productivity and access to current technology. Software Assurance Membership—including support resources, tools, and E-Learning courses—is included with your license coverage at no additional charge. You also receive one complimentary membership to the MSDN® Academic Alliance program.

Transactional Licensing

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

Microsoft has two transactional Volume Licensing programs for education customers: Microsoft Open License for Academic and Microsoft Select License for Academic.

Open License for Academic

Open License for Academic is a widely accessible and cost-effective way for education institutions to license Microsoft software, starting with as few as five (5) licenses. You simply determine the number of product licenses your institution wants to acquire and place the order with a Microsoft Authorized Education Reseller (AER). 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, eliminating bulky boxes and the associated expense. License confirmations are distributed electronically and posted on a secure 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 during a three-year period. Your institution receives a volume price level for each pool of products selected (applications, systems, servers). Each product within Select License for Academic 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 media kit subscription containing installation media for the products covered by the agreement. Your institution may immediately reproduce and use these products based on the licenses it acquired.

With Select License for Academic, you can add Software Assurance to individual license purchases, 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 a Microsoft Authorized Education Large Account Reseller (LAR).

Purchasing Campus Agreement Coverage

Campus Agreement coverage is available for purchase through any Microsoft Authorized Large Account Reseller (LAR). LARs 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 a LAR. To find a LAR please 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.mspx>.

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 product use is compliant. Although you report a specific FTE employee count when submitting your order, any new faculty or staff members added to the participating department(s) are licensed to use the product on the covered computers during the subscription year.

Your students can use the licensed product 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 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 CAL products you select is based on a count of your total faculty/staff FTE (Full-time Equivalent) employees and requires organization- or department-wide coverage.

To that end, you must include all FTE employees in the participating institution(s) or departments(s) (including student employees) categorized as "employed over 200 hours per annum". You may exclude non-PC users such as maintenance, groundskeepers, cafeteria, etc.

Program Eligibility

Higher education institutions (or administrative offices of qualifying institutions) can participate in the Campus Agreement program if they meet the specific eligibility requirements within EMEA. To qualify an institution must be accredited by the applicable government regulatory agency in the country in which they have its principal offices.

Hospitals, healthcare systems and research laboratories are not eligible to acquire Campus Agreement unless a qualified educational institution wholly owns and operates them. "Wholly owned and operated" means that the educational institution is the sole owner of the hospital, healthcare system or research laboratory (including all of the organization's assets) and the only entity exercising control over their day-to-day operations.

You can find additional information on eligibility at <http://www.microsoftvolumelicensing.com/userights/DocumentHome.aspx>

Aggregate Groups/Consortia

Special approval from Microsoft is required for aggregate groups (such as a consortium of independent colleges) to enter into a Campus 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.

One-Year Subscription Option

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 FTE count, any changes to your product selections, and a new Student Option count (if you chose the Student Option).

Three-Year Subscription Option

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 reseller for your anniversary orders above the prices for the initial licensed product order.

Note: Your reseller determines your actual annual pricing. For this reason, Microsoft 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.

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

If the number of FTE employees increases, you must include those FTE employees on your anniversary order. For example, if the total number of FTE employees increases from 250 to 300 during the first year, you must include 300 FTE employees 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 reseller with respect to all additional FTE employees and/or students will be consistent with the prices charged for your original order.

When you submit your anniversary order, you may also order any licensed product that was not part of your initial order. Additionally, you may step-up to a higher product edition of any of your licensed products. For instance, if you order Microsoft Core CAL Suite on your Year 1 order, you may order Microsoft Enterprise CAL Suite in its place at your anniversary order. The price that Microsoft charges your reseller 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.

Additional Orders

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).

Product Availability

You may order subscription licenses for a wide selection of Microsoft software through the Campus 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.

Campus Agreement Desktop Packages

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 **Campus Desktop** package includes:

- Windows Vista® Enterprise Upgrade
- Microsoft Office Enterprise 2007 and Microsoft Office for Mac 2004 Professional Edition
- Microsoft Core CAL Suite

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

- Windows Vista Enterprise Upgrade
- Microsoft Office Enterprise 2007 and Microsoft Office for Mac 2004 Professional Edition
- Microsoft Enterprise CAL Suite

As with all products licensed through your Campus 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.

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 FTE employees and requires institution- or department-wide coverage of the products selected.

Your first order under a Campus 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.

Calculating Units for Application, System, and CAL Products

To determine your total units for the application, system, and CAL products you have selected, multiply the total number of application, system, and CAL products selected by your total number of faculty/staff FTE employees. (Non-knowledge workers, such as maintenance, grounds keeping, and cafeteria staff may be excluded from the faculty/staff FTE employee count if they do not use institutional computers.) Unit values for application, system, and CAL products are not weighted—each has a unit value of one. (Please refer to the Volume Licensing Product List at <http://www.microsoft.com/licensing/userights/> to verify unit values for individual products.)

Note: You cannot select application, system, and CAL products for only a portion of the FTE employees included in your subscription. For instance, if your subscription is for 300 FTE employees, the application, system, and CAL products you select will be for all 300 FTE employees, even if only a portion of those FTE employees 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 employee price for Microsoft Office Project is priced based on fewer FTE employees using it than some of the other products.

For example, an institution with 300 FTE employees could submit an order for just one application, system, or CAL product and meet the minimum requirement of 300 units. The institution would then 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 (Number of application, system, and CAL units)
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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, which is published in the Volume Licensing Product List at <http://www.microsoft.com/licensing/userights/>.

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

50 (Unit value of SQL Server Standard Processor License)	X	2 (Number ordered)	=	100 (Server units)
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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)
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Tiered Institution Pricing

Some application and system products are offered at tiered pricing levels, depending on the total number of FTE employees included under your subscription enrollment. 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.

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 and School Agreement, the Microsoft Campus Subscription Enrollment, the Microsoft Volume Licensing Product Use Rights (PUR), and the Microsoft Volume Licensing Product List.

Microsoft Campus and School Agreement

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.

Microsoft Campus Subscription Enrollment

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

Note: The same entity that signs the Campus and School Agreement must sign all Campus 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/>.

Microsoft Volume Licensing Product List

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

Work at Home Rights

Your institution may offer limited Work at Home (WAH) rights to your faculty and staff members only at no extra license charge. (The institution 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 Campus Agreement.

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.mspx>.

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

Distributing Media for Work at Home Use

You may distribute media to faculty and staff for 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. 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.mspx>.
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., Starter 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.mspx>. 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.

Home Use Program Rights

As a Campus 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.

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.mspx.

Foreign Language Rights

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.

Upgrade/Downgrade Rights

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.

Product Evaluation Rights

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.

Software Assurance

Campus 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.

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 Campus Agreement are automatically covered under Software Assurance. Below is an overview of the Software Assurance benefits available to Campus 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 Campus Agreement License and Software Assurance coverage.
Use	Microsoft Windows Vista Enterprise	For every Windows client license covered under Software Assurance through your Campus 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 Campus 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 Campus Agreement, you are entitled to one license for Client Software Assurance E-Learning. For every server license covered with Software Assurance through your Campus Agreement, you are entitled to one license for Server Software Assurance E-Learning.
	Home Use Program (HUP)	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.
Maintain	Corporate Error Reporting	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 Campus subscription enrollment.
	Cold Backup for Disaster Recovery	For every server license covered with Software Assurance through your Campus Agreement, you are entitled to run one instance of the software on a “cold” server for disaster recovery purposes.
	TechNet Plus Direct	Access tools, utilities, drivers, and how-to articles. You are entitled to one TechNet Plus Direct subscription per Campus subscription enrollment.*
	TechNet Software Assurance Subscription Services	Get timely answers to technical questions from industry colleagues. You are entitled to one user ID per Campus 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 Campus 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 Campus 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.
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*Minimum of five server licenses must be acquired through Campus Agreement to qualify.

For more information about Software Assurance benefits, please visit

<http://www.microsoft.com/licensing/sa/default.mspx>.

MSDN Academic Alliance Membership

For each Campus subscription enrollment, we provide one complimentary membership to the MSDN Developer Academic Alliance (Developer AA) or Designer Academic Alliance (Designer AA) programs through electronic download only. This annual membership is available to customers as long as their Campus Agreement remains active.

Developer AA is the same program that was previously referred to as MSDN AA. It is for institutions or departments that use IT technology in support of Science, Technology, Engineering, and Mathematics (STEM) courses. Developer AA provides Microsoft developer, operating system, and application software, including the Microsoft Visual Studio® development system, Windows Vista, and Microsoft SQL Server, for instructional use in labs, classrooms, and on PCs of student enrolled in STEM courses.

Designer AA is for institutions or departments that use technology in support of Visualization, Illustration, Design and Art (VIDA) courses. Designer AA provides Microsoft Expression® design software and other Microsoft software for instructional use in labs, classrooms, and on PCs of students enrolled in VIDA courses.

For more information about the memberships, including benefits and restrictions, the differences between Developer AA and Designer AA, and a complete list of the products provided, please visit

<http://www.msdnaa.net>.

While we provide the complimentary membership to customers with a Campus subscription enrollment, MSDN AA memberships are completely separate from the Campus Agreement program. The software licenses provided through the MSDN AA memberships carry certain restrictions that Campus Agreement licenses do not. You may use MSDN AA licensed product only for instructional and not-for-profit research purposes within the member department. You may not use the licensed product to run the infrastructure of the department or institution. You may not use licensed product provided through MSDN AA for the same institution-wide or department-wide use that is provided by ordering the same licensed product under your Campus subscription enrollment. For example, while Developer AA provides Microsoft Visual Studio to the member department for instructional purposes, this does not license you to use Visual Studio under your Campus subscription enrollment. If you want to license your faculty, staff, and/or students for the use of Visual Studio institution- or department-wide, you must order the product separately under your Campus subscription enrollment.

You may use the MSDN AA membership for a single department. You may not share it among other member or non-member departments. You can acquire additional memberships through the MSDN AA 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 Campus subscription

enrollment number and a special promotion code, which you will receive with your Campus 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 updates will be posted on the MSDN AA download center.

Deploying Your Campus Agreement

Agreement and Order Confirmation

Within two weeks from submitting your subscription enrollment through your Large Account Reseller (LAR), 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 Campus Agreement reseller, and the promotion code for activating your complimentary MSDN AA membership. To avoid delays, you should submit your licensed product 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

Starter CD Kit and Update Subscription

On activation of the subscription, you will automatically receive one complimentary Starter Kit containing installation CDs for the Campus Agreement licensed products you ordered. You will also be registered for an Update Subscription. With this subscription, you will automatically receive an installation CD for any upgrades or updates to your licensed products during your subscription term.

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

Some products, such as Windows and Microsoft Office include Microsoft Product Activation technology. 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.

Note: Microsoft Learning Essentials is only available by downloading from MVLS at <https://licensing.microsoft.com/>.

Finding Other Products

Microsoft Encarta® Premium/ Microsoft Student with Encarta Premium

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

Encarta Academic Online

If you order Encarta Academic Online, you will receive instructions 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 kit, visit the online *User Guide* at <http://selectug.mslicense.com/>.

Ordering Additional Update Subscriptions

Please contact your reseller to order additional Update Subscriptions or 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 product from MVLS 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/>.

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.mspx.

Volume Activation 1.0

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.

Volume Activation 2.0

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 MVLS 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>.

Distributing Media to Faculty and Staff

Universities or departments that purchase subscription licenses using the Campus 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 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.
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 Campus Agreement allows you to acquire the quantity of media necessary to distribute the licensed product 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 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.

Authorized Replicators

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/CARepRights.mspx>.

We recommend that you contact a Microsoft Authorized Replicator for assistance. For detailed specifications, 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 MVLS site at <https://licensing.microsoft.com/>. Information on how to access MVLS 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 Campus subscription enrollment.

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

Worldwide MVLS Support Center contact information is available on the MVLS site.

The Student Option

The Campus 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 an institution-owned computer designated for the student's exclusive use (i.e., a computer checked out to a student for the school year). If you choose the three-year subscription, each anniversary order must include at least the same number of student FTE as in the Year 1 order.

With the Campus 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.

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.

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
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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
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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 available Campus 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

Distributing Licensed Product to 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.mspx>.
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., Starter 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.

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 governs 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 (unless the student has graduated). Your institution is responsible for communicating the appropriate use rights to students when distributing the licensed product.

Guidelines for facilitating compliance are outlined in the master Campus Agreement terms and conditions. Provided that your institution 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>.

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 upon leaving the institution. Your institution must have a Student Option in place at the time the student graduates to distribute the Student License Confirmation.

Hard-copy 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.

Renewing Your Campus Agreement Coverage

If you chose the one-year license period on your subscription enrollment, then you can renew your Campus 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 FTE employee 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 a 300-unit minimum order size.

If you chose the three-year licensed period on your subscription enrollment, then you renew your Campus 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 Campus Agreement.

Note: If you currently have a **Campus Agreement version 3.2 or earlier**, at the end of your current Campus Agreement licensed period, you need to complete version 3.5 of the Campus and School Agreement and the Campus Subscription Enrollment to renew your coverage. If you have a **Campus**

Agreement version 3.4, you may renew your coverage by completing version 3.5 of the Campus Subscription Enrollment. You 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:

- Perpetual licenses may be purchased through the Buy-out option only for the product(s) covered under your subscription enrollment.
- Perpetual licenses for application, system, and CAL products must be purchased in quantities no less than the number of devices covered by the Campus enrollment. For example, if an institution has 1,000 FTE employees and 1,500 computers covered by the current subscription, they must purchase 1,000 perpetual licenses per applicable product through the Buy-out option. Devices 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 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.
- If you only order buy-out licenses for some of the computers covered under the subscription enrollment or for some (but not all) of the 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.

2) Remove the software

If you do not submit an 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 institution must revert to using the product that you had licenses for prior to the start of your Campus subscription enrollment.

3) Combination

You may choose a combination of the choices listed above.

For example, you want an additional 12 months of Campus 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 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.mspx>. 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 want 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 subscription enrollment with you, but we do ask that the new reseller acknowledge its appointment as reseller under your existing Campus subscription enrollment.

You should complete and sign the Notification to Microsoft Form (available at <http://www.microsoft.com/education/ChangeReseller.mspx>) and circulate it to the new reseller for written acknowledgment of its appointment.. On Microsoft’s receipt and acceptance of the letter, Microsoft will acknowledge the change of reseller 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.

Note: Orders previously billed to the Terminated Reseller will not be credited, however, all future orders will be billed to the new reseller.

Redistribution of Software Updates to Students

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.

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.

Additional Resources

Software Assurance

To learn more about Software Assurance: <http://www.microsoft.com/licensing/sa/default.aspx>.

Microsoft Volume License Services (MVLS)

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

MSDN Academic Alliance

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

TechNet

You will 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 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.

Glossary

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 Starter 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 comprising full- and part-time faculty/staff working over 200 hours per annum.

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

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.

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 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 Starter 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.

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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