UCLA MCCA Software Activation

The preferred method of activating the campus site licenses for Microsoft Windows software applications is to by KMS server activation. Set the TCP/IPv4 DNS server(s) to 10.97.102.31, 10.97.102.30 and add "pna.mslocal" to the domain search list for connections within the P&A network. (Notes: Windows Professional versions 1607 Build cannot be activated using this method -- please request an MAK activation key; the later version Build 1809 does server-activate now. For some MS software, you may be able to use the campus KMS servers at Software Central. Please see the articles in the Knowledge Base, http://kb.ucla.edu/articles/search?q=kms+activation&submit=search as a guide). For Office 2013/2016, detailed instructions can be found at UCLA's Campus-wide KMS Instructions for non-System Administrators.

UCLA students can also activate Office using the information found at https://www.it.ucla.edu/news/microsoft-office-proplus.

Manage Office 2016 Keys

1. Open a command prompt as Administrator
2. In the command prompt, type the following:
   - Office 2016 (32-bit) on a 32-bit version of Windows

     cscript "C:\Program Files\Microsoft Office\Office16\OSPP.VBS" /dstatus
   - Office 2016 (32-bit) on a 64-bit version of Windows

     cscript "C:\Program Files (x86)\Microsoft Office\Office16\OSPP.VBS" /dstatus
   - Office 2016 (64-bit) on a 64-bit version of Windows

     cscript "C:\Program Files\Microsoft Office\Office16\OSPP.VBS" /dstatus
3. You should now get a screen with some license details such as the license name, type and the last 5 characters of the Product Key. Locate the unwanted version and make note of its last 5 digit Product Key.
4. You can use the last 5 characters of the Product Key to remove it using command:

- Office 2016 (32-bit) on a 32-bit version of Windows

  cscript "C:\Program Files\Microsoft Office\Office16\OSPP.VBS" /unpkey:<LAST 5 CHARACTERS>

- Office 2016 (32-bit) on a 64-bit version of Windows

  cscript "C:\Program Files (x86)\Microsoft Office\Office16\OSPP.VBS" /unpkey:<LAST 5 CHARACTERS>

- Office 2016 (64-bit) on a 64-bit version of Windows

  cscript "C:\Program Files\Microsoft Office\Office16\OSPP.VBS" /unpkey:<LAST 5 CHARACTERS>

5. Done!

In addition, sometimes the following needs to be done as well:

Update The Registry To Remove The Office 365 Activation Prompt

Important: This task contains steps that tell you how to modify the registry. However, serious problems might occur if you modify the registry incorrectly. Therefore, make sure that you follow these steps carefully. For added protection, back up the registry *before you modify it. Then, you can restore the registry if a problem occurs.*

1. Close the activation window and all Office apps.

2. Right-click the **Start** button on the lower-left corner of your screen, and select **Run**.

3. Type **regedit**, and then press **Enter**. Select **Yes** when prompted to open the Registry Editor.

4. On the left side of the Registry Editor, under **Computer**, navigate to the following key in the registry:

    HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Microsoft\Office\16.0\Common\OEM

5. Right click the **OEM** value and click **File>Export**.

6. Save the key.

7. After the key is backed up, select **Edit>Delete**.

8. Repeat steps 3-6 for the following key:

    HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Office\16.0\Common\OEM

9. Close the Registry Editor and start Office again.