As part of our Microsoft licensing agreement, all MURSD staff members are eligible to participate in Microsoft's Software Assurance Home Use Program (HUP). This program enables you to get a licensed copy of Microsoft Office desktop PC applications to install and use on your home computer (PC or Mac). This program costs the district nothing, and allows you to purchase home use rights for the Microsoft Office applications you use here every day. The cost to participate in the program is $9.95 for the applications, and an option to purchase DVD media at an additional cost. I believe you can also download the application directly through the Microsoft store for no additional cost.

Mac users: If you have a Mac at home, you may still participate in the program, please select the Office 2012 for Mac option. Even though you use the PC version at school, the program recognizes users may have a different platform at home.

**To access the Microsoft Home Use Program Web site:**

1. Go to <http://hup.microsoft.com/>
2. Select the country to which you want your order to be shipped to and choose the language for viewing the order Web site.
3. Enter your mursd.org e-mail address and insert the following program code . (ASK the Helpdesk for code)
*Note: This program code is assigned to our organization for our sole use in accessing this site. You may not share this number with anyone outside our organization.*4. Place your order online, and it will be shipped to the location you have chosen. Please note that a fulfillment fee will be charged to cover packaging, shipping, and handling costs.

If you need assistance accessing the site, please contact me and I will do my best to assist you.

Thank you,

**Joseph S. Leacu**

**Director of Technology**