



SOUTHLAND TECHNOLOGY, INC.

Fax: (858) 694-0938

wahmedia@southlandtechnology.com

GENERAL GUIDELINES:

- The District has elected to extend to you the right to use the software for work-related purposes at home under the terms of their Microsoft Campus Agreement.
- This is a work-at-home (WAH) license, not a home-use/personal purpose license. You do not own the license or media, rather you are leasing the license and media for the term of the Agreement.
- The Windows Operating System Upgrade can only be installed on a personal computer **ALREADY CONTAINING** a Microsoft operating system.
- The software may only be used while you are a District employee. If you leave the District for any reason or the District no longer has their Microsoft Campus Agreement in place, you agree to remove the software from your home computer.
- Technical support is NOT provided by the District, Southland Technology or Microsoft in association with the work-at-home use.
- You are receiving this software for home installation. You are expressly forbidden from loaning/giving the WAH media CD's to any other individual under any circumstances (regardless if they are associated with the District).
- The minimum specifications to run the software is listed at <http://www.microsoft.com/en/us/default.aspx>
- Licensing Rights, Terms & Conditions are listed at: <http://www.microsoft.com/education/license/manage/workathomerights.aspx>

FREQUENTLY ASKED QUESTIONS

Q1: Where is my installation key code located?

A: It is located on the sticker on the sleeve of the media.

Q2: Can I come in and pick up the media?

A: No. We need to ship the media to you for tracking purposes.

Q3: If I purchase the Windows 7 Pro or Vista Upgrade do I have to have a previous version of Windows operating system installed on my computer?

A: Yes. The Windows operating system upgrade can only be installed on a personal computer **ALREADY CONTAINING** a Microsoft operating system.

Q4: I do not have a District issued ID. Can I still Purchase the WAH media?

A: Yes. Please fax any recent document that has the district's name and your name on the same document. Note: You may black out your private information.

Q5: How do I know if I am eligible to purchase the Work-At-Home (WAH) media?

A: If your District counted you in the FTE (Full-Time Employee) calculation and you are currently employed by the District, you are eligible. Non-knowledge workers, such as, but not limited to: maintenance, grounds keeping, cafeteria staff, etc. are not eligible to purchase the WAH media. Note: Part-time or Adjunct faculty are "counted" as part-time staff and are eligible just as are full-time faculty and "counted" full-time staff.

Q6: What paperwork do I need to fax in to have my WAH media order processed?

A: 1) 'Work-At-Home (WAH) Media Order Form' filled out **COMPLETELY**
2) Proof of employment (i.e.: District ID or a recent document that has your name and the District's name on the same document.)

Q7: Who do I contact if I have a question that is not answered on the 'WAH Media Order Form'?

A: You can send an email to: wahmedia@southlandtechnology.com. You will receive a reply within 24-48 hours. We require that all questions be sent via email vs. calling due to the special purchase price of the media and the need to continue to keep our staff available to support the District with their daily purchasing requirements.

Q8: Where can I find information on converting file formats from previous versions of Office to the new file formats for Office 2007 (Word, Excel, PowerPoint)?

A: <http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43C6BB74CD1466&displaylang=en>

Q9: What is the link for the minimum system requirements for Microsoft Vista Business?

A: <http://www.microsoft.com/windows/products/windowsvista/editions/business/default.aspx>

Q10: What is the link for the minimum system requirements for Microsoft Windows 7 Pro?

A: <http://www.microsoft.com/windows/windows-7/compare/professional.aspx>

Q11: Where can I find information on 32bit and 64bit?

A: <http://www.microsoft.com/windows/windows-7/compare/32-bit-64-bit-faq.aspx>



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GCCCD Faculty / Staff Microsoft Work-At Home Media Order Form

Bill to: (Credit Card) **Ship to:** **Same as bill to address**

Contact Name:	Contact Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
DISTRICT Email:	** Note: Must be residential address. NO DISTRICT ADDRESSES.

SKU#	QTY	Description	Unit Price	Ext. Price
033092G		Upgrade Windows 7 Pro 32bit <i>(See Minimum System Requirements in FAQ's section)</i>		
033093G		Upgrade Windows 7 Pro *** 64bit *** <i>(See Minimum System Requirements in FAQ's section)</i>		
033106G		Office Pro Plus 2010 Win 32bit/x64 <i>(Word, Excel, PowerPoint, Outlook, Access, Publisher)</i>		
021962G		SharePoint Designer 2007 Win 32bit		
033107G		VStudio.net Pro 2010 Win 32/64bit		

066438G		Office 2011 MAC		
			Subtotal	

- **Sales Tax will be calculated based on Ship to Address.**
- Special Order Item – No returns allowed.
- Please allow 5-7 business days for delivery.

Payment Method:

Visa MasterCard Discover

Card Number: _____ Expiration: _____ 3 or 4 Digit Security Code: _____

Credit Card Authorization:

I hereby authorize Southland Technology to charge my credit card the price of the media plus tax.

Sign: _____ Date: _____

“Good Faith” Statement

I understand the guidelines and terms of the license agreement as outlined in the “General Guidelines” and on the referenced websites. I agree to abide by these guidelines and terms.

Sign: _____ Date: _____

Please fax completed order form and District ID to: Southland Technology Fax: (858) 694-0938