



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

Microsoft Office Home Use Program (HUP)

Audience

This document is for faculty and staff at UAH.

Overview

This document provides basic information regarding the Microsoft Office Home Use Program, including steps to purchase HUP.

Information included in this document:

- FAQs
- Eligibility Requirements and Restrictions
- Microsoft HUP Step-by-Step Instructions

FAQs

Who qualifies for HUP?

Full-time and part-time faculty and staff.

Who does not qualify for HUP?

The general student population, undergraduate student assistants, graduate assistants, postdoctoral scholars, visiting faculty, retirees, and former employees.

What email should be used for purchase?

Only your official @uah.edu email may be used. You may not purchase more than one copy by using an email alias.

How do I get the Program Code required for installation?

The program code is available from chargerware.uah.edu

How many purchases can be made through this program?

One per employee per version. Employees are eligible to purchase another copy upon each new release. Backup media can be purchased through Microsoft HUP at the time of purchase. This backup media can be used to restore the original copy should it become damaged or destroyed.

I purchased my software, but I'm having problems with the license code, downloading the software, etc. Who should I contact?

The terms of the purchase are between the employee and Microsoft; therefore, the OIT Help Desk cannot assist you with issues related to purchases through HUP. Employees should contact 1-800-MICROSOFT for support. For more information, please visit Microsoft's Home Use Program website at <http://www.microsoft.com/licensing/software-assurance/home-use-program.aspx>.

I want Office 2010. Is that available through HUP?

No. This program enables the purchase of one licensed copy of the *latest* version of Microsoft Office (which is currently version 2013 for Windows users and 2011 for Mac users).

I want the Mac version. Is that available through HUP?

Yes. This option must be selected BEFORE you complete your order. [See Step #5 in the Screen Shot Step-by-Step Instructions.](#)

I want the 64-bit version. Is that available through HUP?

No. The only the 32-bit version is available.

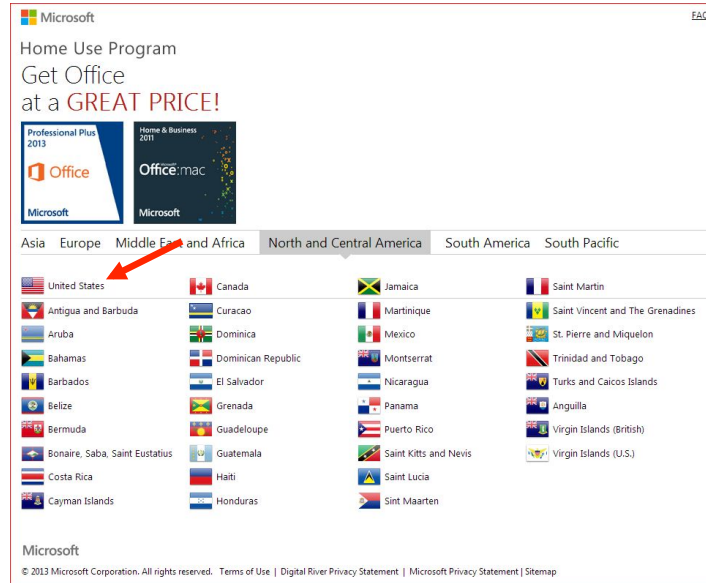
Eligibility Requirements and Restrictions

To be eligible for the program, you must be a current employee of the University of Alabama in Huntsville. This program enables the purchase of one licensed copy of the latest version of Microsoft Office for Windows or Mac to be used on a home computer or laptop for work or personal use for as long as the University maintains the campus agreement. You may continue the HUP as long as the corresponding software you use at work has active Software Assurance coverage. It is your responsibility to maintain compliance and remove the software if you separate from the University. There is a limit of one purchase per email address and only official @uah.edu email addresses may be used. You may not purchase additional copies of Microsoft Office using an email alias.

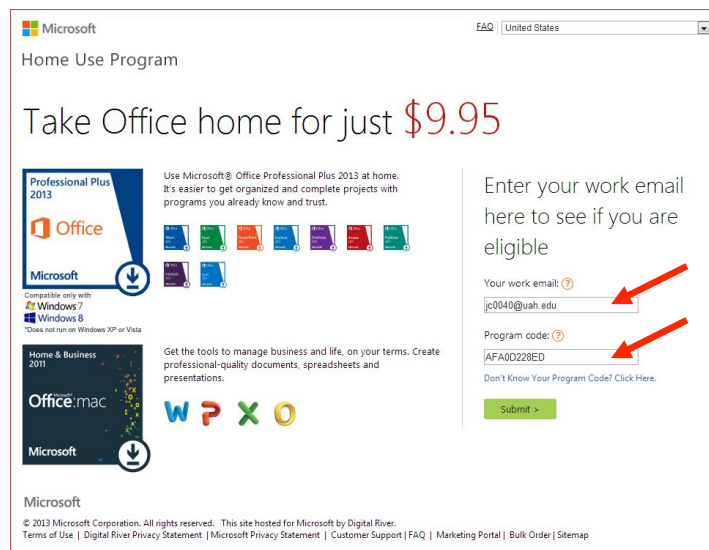
The terms of the purchase are between you and Microsoft; therefore, OIT cannot assist you with issues related to purchases through HUP. Employees should contact 1-800-MICROSOFT for support. For more information on the Home Use Program, please visit <http://www.microsoft.com/licensing/software-assurance/home-use-program.aspx>.

Microsoft HUP Step-by-Step Instructions

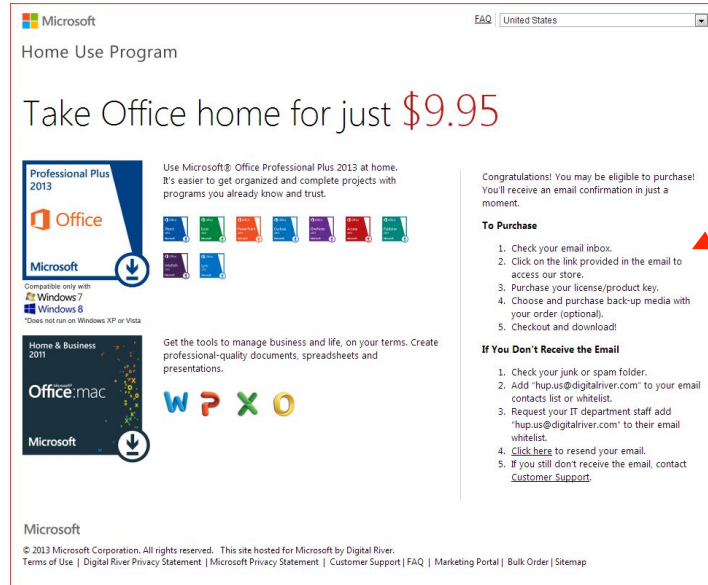
1. To access the Microsoft Home Use Program website, go to <http://hup.microsoft.com/>.
2. Select the country to which you want your order to be shipped to and choose the language for viewing the order website.



3. Enter your official UAH email address (must be an @uah.edu email address) and insert the program code. (you must consult Chargerware for the program code.)
4. Select Submit.

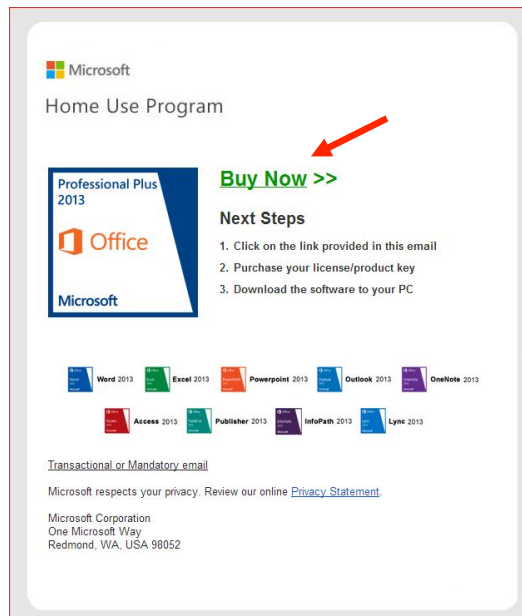


5. The next screen will outline the following steps you need to take.

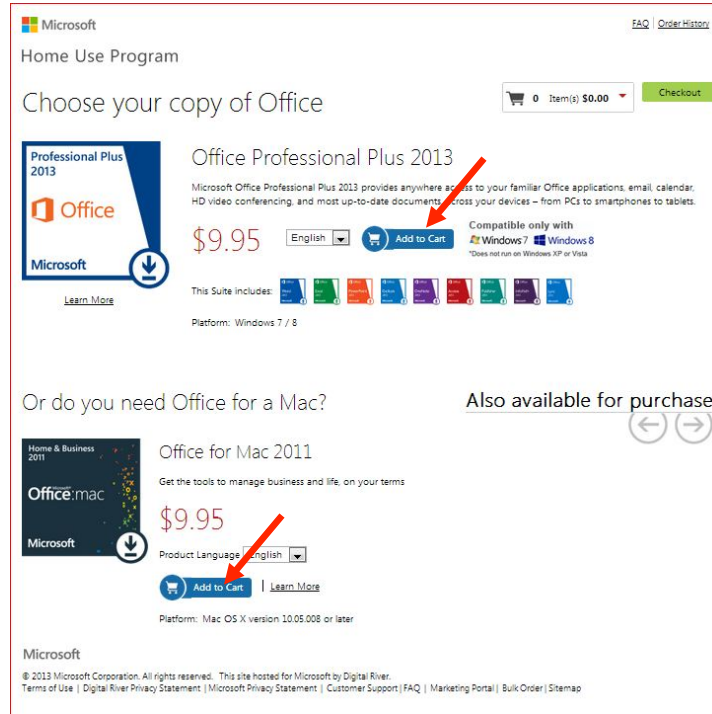


Note: The program code is assigned to UAH for our sole use in accessing this site. You may not share this number with anyone.

6. You will receive an email from Microsoft HUP. Click on the link provided in that email.

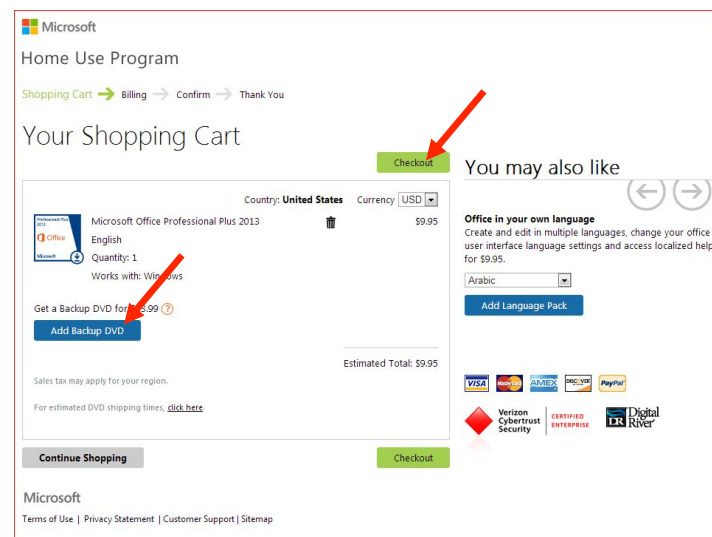


7. Select the desired product, either **Office Professional Plus** or **Office for Mac**. Then choose “Add to Cart.”



8. Finish the checkout process:

- Add a backup DVD to your purchase if desired. The backup DVD is for users who do not have a good broadband connection or who want to have the software on hand for future installation needs (i.e., your computer crashes and you need to reload Office).
- Select “Checkout.”



9. Once you've placed your order online, 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 have trouble with the transaction, contact Microsoft Home Use Program Customer Support at <https://www.microsoft.com/hupus/contactus.aspx>.