



Procedure Title: Purchasing Microsoft Office Professional 2016 – Faculty/Staff

Keywords: Microsoft, Office 2016

Last Updated: March 15, 2018

Objective

To provide instructions for NNPS faculty and staff to purchase Microsoft Office Professional 2016 license for their personally owned computing devices. Please keep in mind the following:

1. This program cannot be installed on any NNPS provided computing device.
2. Faculty and staff may take advantage of this program for as long as they are employed at Newport News Public Schools.

Minimum System Requirements

- 1 GHz processor or faster
- 2 GB RAM
- 3 GB available hard disk space
- 1280 x 800 screen resolution or higher
- DirectX® 9 graphics processor with WDDM driver
- Internet access (fees may apply)
- Microsoft account required for some features
- You must accept the enclosed License Terms, also at microsoft.com/useterms
- Activation required

Steps for purchasing Microsoft Office Professional 2016 for your personal computing device:

1. Access the Microsoft Office Professional 2016 web installation hub at <http://nnps.onthehub.com>
 - a. You should see the following screen, make sure you are under the 'Faculty/Staff' tab.
 - b. Click Sign In



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c. Enter your NNPS email address (firstname.lastname@nn.k12.va.us).

***Note: This is the same as your login information.**



Sign in

Next

No account? [Create one!](#)


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d. After logging in, click on 'Add to cart'.

Office Professional Plus 2016 ▲



Office Professional Plus 2016 (English) (Work At Home)

Available to: Faculty/Staff

Microsoft Office 2016 helps you to do your best work – anytime, anywhere and with anyone. New, modern versions of the desktop applications, Word, Excel, PowerPoint, Outlook, and OneNote, are built for maximum productivity. You'll quickly produce professional documents with powerful authoring features, design controls for pixel-perfect layouts and new built-in Excel tools help you get more out of your data, faster and easier. You'll have access to your docs in the cloud whenever you need them. And with your documents stored online, it's easy to get your team on the same page. Just share, present and work together on projects with built-in team collaboration tools across the suite.

\$9.95

Add to Cart

e. Then read and accept the 'Faculty and Staff License Agreement Form' by entering your login credentials again. Click on 'Accept'.

1 Messages
2 Billing
3 Confirmation
4 Details

Faculty and Staff License Agreement

This message applies to:

Product	Agreement Number	Enrollment Number
Office Professional Plus 2016 (English) (Work At Home) - Download	62171306	

IMPORTANT - READ CAREFULLY: This Faculty and Staff License Agreement (License Agreement) is issued to you and documents the transfer of the product license(s) listed below pursuant to your institutions volume licensing agreement with Microsoft. This License Agreement is a legal agreement between you and Microsoft Licensing, GP ("Licensor"). For purposes of this License Agreement, the term "Software Product" shall mean the product(s) identified in Section 1 below, and the term "License" shall mean the right to make, use, or access a particular copy of the Software Product. The Software Product is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The Software Product is licensed, not sold. By signing below you agree to be bound by the terms of this License Agreement.

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Date:

Username*:

Signature (type name)*:

f. Enter your contact and billing information on the next screen, then click 'Bill to the Address'.

① Messages ② Billing ③ Confirmation ④ Details

Billing Address Fields marked with an asterisk (*) are required

Full Name*

Address Line 1*

Street address, company name, c/o

Address Line 2

Apartment, suite, unit, building, floor, etc.

City* Country*

State/Province* Postal Code/Zip*

Phone Number*




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- g. After verifying the shopping cart only contains Microsoft Office Professional 2016 'Checkout'.

Added to Your Shopping Cart ✕

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	Quantity	Price
 Office Professional Plus 2016 (English) (Work At Home) - Download Learn More Basic Access Guarantee (1 month) - Included	1	\$9.95

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-  **Genuine Microsoft Backup USB - Microsoft Office Professional Plus 2016 (English)**
Details  \$24.95

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[NNPS Procedure IJND-P: Technology Acceptable Use Procedure.](#)