

# 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.

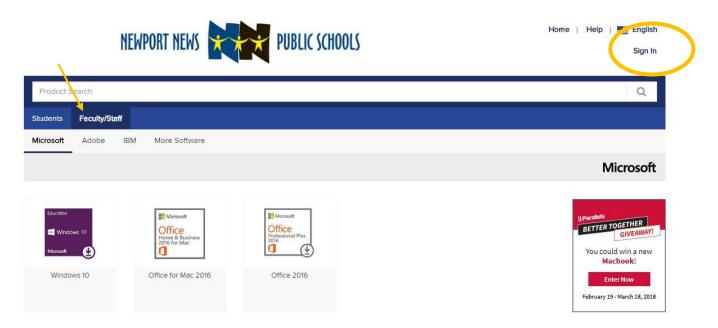
## **Minimum System Requirements**

- 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

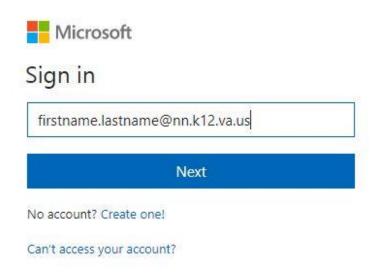
## Steps for purchasing Microsoft Office Professional 2016 for your personal computing device:

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





c. Enter your NNPS email address (<u>firstname.lastname@nn.k12.va.us</u>). <u>\*Note: This is the same as your login information.</u>





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

#### Office Professional Plus 2016 🔺



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.

Office Professional Plus 2016 (English) (Work At Home) Available to: Faculty/Staff



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

() Messages	2 Billing	3 Confirmation	4 Details
aculty and Staff License	Agreement		
his message applies to:			
Product		Agreement Number	Enrollment Number
Office Professional Plus 2016 (English) (Work A	Home) - Download	62171306	
purposes of this License Agreement, the term or access a particular copy of the Software Pro laws and treaties. The Software Product is licen 1. Grant of license.	duct. The Software Product is protected	by copyright laws and international copyright	t treaties, as well as other intellectual property
Software Product(s) is conditioned upon ends or the Licensed Term expires, you	your full time employment status as a fa must promptly delete and remove Softw ct to the relevant section(s) of the most o	oftware Product(s) identified below on a hom culty or staff member and your institution's Li are Products acquired under this License Agr current product use rights set out in your Instit	censed Term. If your employment at Institutions eement. Your right to use each Software
2. Description of rights and limitations.			
extent that such activity is express	ly permitted by applicable law notwiths		
<ul> <li>Separation of components. The S computer.</li> <li>Rental, You may not rent, lease, or</li> </ul>		Product. Its component parts, if any, may not b	e separated for use of more than one



Username*:			_
Signature (type name)*:			
and the second			
Decline	A	Accept	

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

() 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*		
	Please Select 🔻		
State/Province*	Postal Code/Zip*		
Phone Number*			
Bill to this Address			



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

lded to Y	our Shopping Cart		;
			View Full Cart
		Quantity	Price
Microsoft Office Professional Plus 2015	Office Professional Plus 2016 (English) (Work At Home) - Download Learn More Basic Access Guarantee (1 month) - Included	1	\$9.95
Recomme	nded for You		
24	Extended Access Guarantee (24 months) Upgrade all items in your order from Basic to Extended Access, which guarantees 24 months of access to your downloads and keys for just a small fee. Note that it does not extend time-limited licenses. Learn more		\$4.95
A	Genuine Microsoft Backup USB - Microsoft Office Professional F	Plus 2016 (English)	\$24.95
	Details		F
	Back to Shopping	✓ Check Out	

## **Related Documents**

NNPS Policy IJND: Technology Acceptable Use Policy.

NNPS Procedure IJND-P: Technology Acceptable Use Procedure.