



Downloading Office from HUP

You can use Microsoft Office 365 for free, if you are an active employee or student. See the ITS website for those instructions.

Or, our active employees are entitled to use Microsoft Office software on their home computer as part of the Microsoft Home Use Program (HUP).

Under the Districts site license, full time faculty and staff are qualified to purchase and download **Microsoft Office Suite** to your home computer for **just \$9.95**. This means you can install these applications on your HOME PC or Mac, depending on the suite you choose to purchase.

Products include: Microsoft Word, Excel, PowerPoint, Outlook, OneNote, Access, Publisher, InfoPath, and Lync for the PC or Microsoft Office: Mac.

The Microsoft suite is downloaded from the web and payment must be made online and by credit card only.

To order Microsoft Office products through the HUP option, follow these steps:

- Click this link: [Microsoft Eligibility Site](#) and click the "**Don't Know Your Program Code? Click Here**" link.
- The Microsoft Eligibility Site will prompt for a special code, which are as follows:
 - **D2EF6EA129** for SAC/CEC
 - **470CB11829** for SCCOLLEGE/OEC
 - **D2EF6EA129** for District Office
- This will prompt for your campus email address. Once eligibility is verified, you will see the screen below:

The New Microsoft Office 2016 is Here

Choose your version of Office, PC or Mac!



\$9.95

One time purchase

Add to Cart

Product Details

Office Professional Plus 2016

Compatible only with
 Windows 10, 8/8.1, 7

Microsoft Office 2016 helps you to do your best work – anywhere, anytime.



\$9.95

One time purchase

Add to Cart

Product Details

Office Home and Business 2016 for Mac

Compatible with Mac OS X version 10.10 (Yosemite) or later

Unmistakably Office, designed for Mac.

- You will receive an email from Microsoft after they have verified your eligibility. It may take several minutes before you receive the verification email from Microsoft.
- To place your order, click on the **"Buy Now"** link in the email you received, add the items you wish to purchase to your cart, and select **Begin Checkout**.
- You can also choose to purchase a "backup disk" with the Office suite; the \$9.95 only includes the "downloaded" version.
- On the checkout screen, enter your billing address and credit card information.
- Select **Continue** and follow the prompts to complete your purchase and download your software.