

Announcing Microsoft Work at Home (WAH) for Columbia College Faculty & Staff!

Columbia College Full and Part-Time Faculty and Staff may now obtain Microsoft (WAH) Software for \$9.95 through our Microsoft Reseller, ScholarBuys. The Microsoft WAH program is for employee personal purchases only. In order to qualify for this offer, you will be required to submit proof of current employment with Columbia College to VarsityBuys.

Microsoft WAH software is delivered via secure Electronic Software Delivery (ESD), providing access to software much faster and at significantly lower costs.

Products available through this program:

- Office Pro Plus 2010
- Office 2011 for Mac
- Windows 7 Pro UPGRADE
- Windows 7 Ultimate UPGRADE

HOW TO ORDER

Visit <http://www.varsitybuys.com/Columbia-College-Chicago>

Click on the **Faculty/Staff tab** near the top of the page, and choose the Microsoft WAH Software product(s) you are looking for. Add the items to the cart and click check out when ready.

If you do not already have an account with VarsityBuys, you must create a user account. You will receive a confirmation once you register. Log in to your account to complete the check out process.

Agree to Microsoft's End User License Agreement (EULA) for the WAH Program

Complete your billing and payment information.

Submit Proof of current employment with Columbia College Chicago to VarsityBuys. Instructions will also be provided while creating your account.

- Examples of eligible proof of Employment include: School photo identification card that includes date validating current status; faculty or staff paycheck stubs; an official letter on Columbia College Chicago letterhead stating your employment status.
- Documents may be submitted in .PDF, .RTF, .DOC, .Tiff, or .Jpeg format and can be uploaded to your faculty/staff member account at VarsityBuys.com.

Here is a Screencast explaining the upload process <http://screencast.com/t/YmRjMTcyODE>

If you do not have the ability to scan and upload your proof you may fax your information to 847-783-7185.

Once proof is submitted it will be manually verified so the transaction will not be completed immediately. Once the submitted proof is verified, you will receive an email confirmation explaining that the electronic download will be available in the account you created on VarsityBuys.com. Log back in to your account to download your software.

If you have any questions about this program or your order, please contact VarsityBuys at 877-999-0294 or e-mail info@varsitybuys.com

Microsoft WAH is only available to current Columbia College Full and Part-Time Faculty and Staff and is for personal use only. Do not use the P-card or submit for reimbursement for these purchases. WAH licenses are not intended for Columbia owned computers; Microsoft software for Columbia owned computers may be requested through IT User Support at no charge. Microsoft Student Select software is available for our students through our Campus Computer Store <http://www.colum.edu/applestore>