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:

   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 (firstname.lastname@nn.k12.va.us).  
*Note: This is the same as your login information.

Microsoft

Sign in

firstname.lastname@nn.k12.va.us

Next

No account? Create one!

Can't access your account?
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

$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’.

Faculty and Staff License Agreement

This message applies to:

<table>
<thead>
<tr>
<th>Product</th>
<th>Agreement Number</th>
<th>Enrollment Number</th>
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<tbody>
<tr>
<td>Office Professional Plus 2016</td>
<td>6317196</td>
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- Separation of components. The Software Product is licensed as a single Product. Its component parts, if any, may not be separated for use on more than one computer.
- Rental. You may not rent, lease, or lend the software.
f. Enter your contact and billing information on the next screen, then click ‘Bill to the Address’.
g. After verifying the shopping cart only contains Microsoft Office Professional 2016 'Checkout'.

Related Documents

NNPS Policy IJND: Technology Acceptable Use Policy.

NNPS Procedure IJND-P: Technology Acceptable Use Procedure.