

The UCF Computer Store has contracted with multiple vendors to provide a selection of software licenses exclusively available thru the Computer Store for UCF departmental purchases. Outlined below are the current software programs. Questions regarding these programs should be sent to Alice Hansen (Alice@mail.ucf.edu) or Parker Snelson (PSnelson@mail.ucf.edu).

MICROSOFT: Select or Campus Agreement

The Select License contract allows depts. to purchase software licenses on an ‘as needed’ basis. **Licenses are purchased for each computer** the software will be installed on. The Software Assurance option (which UCF has contracted for) allows the dept to upgrade software (should a new version be released) until May 2010; upgrades are downloaded from the Microsoft web site. Departments must designate a software manager for their dept to the Computer Store staff (please put this information on the Computer Store req form when ordering) and the software manager will be responsible for managing the number of licenses purchased for the dept as well as any software upgrades that may be released. [Click here to go to the Microsoft Select License Price List.](#)

The Campus Agreement contract is a subscription licensing program which means software licenses are **purchased annually**. The number of licenses is **based on the number of staff employed** in a dept (vs the Select program which is licensed by the number of computers the software will be installed on) and the **dept. must buy licenses for all the staff/faculty in the dept** if they are using the Microsoft software.

To calculate the number of licenses needed:

Full-Time Faculty = _____

Full-Time Staff = _____

Part-Time Faculty/3 = _____

Part-Time Staff/2 = _____

Total (rounded up to the nearest whole number) = _____

The dept. must designate primary (responsible for administrative issues) and technical (responsible for key codes and license management) contacts for their dept. The Campus Agreement program is most cost effective for depts. that own more computers than they have employees (for instance, if a dept owns 100 computers and has only 30 employees; only 30 licenses would need to be purchased but the software could be installed on 100 computers). Under the Campus Agreement the dept, once on an agreement, **must renew annually** and **cannot decrease the number of licenses purchased** but may increase the number of licenses. Server software may also be added to agreements; for quotes regarding server software please contact Alice Hansen or Parker Snelson. The dept cannot cancel the agreement unless the dept does a ‘buy out’ of the software licenses or agrees to remove the software from the computers.

All UCF Campus Agreements include the **Standard Desktop Bundle** (licenses for any version of Operating Systems (XP, Vista, etc) and any version of Office (including Office for Macs) with [eCALs](#) and the [Desktop Optimization Pack \(DOP\)](#). Other software, including server software, may be added to the agreement; please contact Alice Hansen regarding software options.

The Campus Agreement also includes **Work At Home rights** for UCF staff and faculty if they are doing UCF related work from their home computers. To manage the home use of software the dept may opt for the staff/faculty to bring their home systems in and have technical staff install the software on the home computers or Home Use media may be purchased (min quantities and costs are involved for this option) and distributed to the staff/faculty for the employees to do their own installations.

Currently there are several Campus Agreement enrollments with different software options and renewal times available. New enrollments can be created; please contact Alice Hansen for information.