Software Acquisition and Usage Policies

Obtaining Software

Purchasing

- As with computer hardware, all computer software purchases must be approved by the department's LAN Manager and purchased via the MSIT on-line purchase / lease application.
- Read all software license agreements carefully and ask your LAN Manager if you have any questions.

Site-Licensed Software

- The following applications can be installed on any UT-owned computer by a LAN Manager, at no cost:
  - Microsoft Office 2010 Pro Plus Enterprise (does not include Visio)
  - Microsoft Windows 7 Enterprise (64 bit preferred, 32 bit acceptable)
  - Microsoft Forefront Endpoint Protection
  - Adobe Reader (latest version available at time of installation)
- For all other software needs, contact your LAN Manager to get a quote or ask about volume licensing.

Personal Use of Microsoft Software

- Faculty and staff work-at-home users are permitted to run covered products on one personally-owned machine for the duration of the agreement, provided that:
  - You may only use software products that are provided for your use at work, though the versions may vary.
  - You use the software for University-related business.
- Work-at-home users must uninstall the software from their personally-owned computer when they leave employment with UT System, or if the software is no longer made available for their use at work.
- To use Microsoft desktop operating systems such as Windows XP or Windows 7/8, you must have an existing fully licensed version of a Microsoft Windows desktop operating System. Our MSCA license is an upgrade only.
- Students, faculty, and staff who are eligible under the MSCA can purchase available products at the UT Bookstore. They may not use UT volume distribution media, and should instead purchase installation media at their own expense.
At the time of purchase of the media from the bookstore, the student, faculty, or staff must read and sign a Microsoft Campus Agreement End User License Agreement.

A copy of the agreement may be found at http://www.utexas.edu/its/products/microsoft/license.php