

Microsoft Home Use Program (HUP) for Employees

The college's software licensing agreement with Microsoft permits certain Microsoft products to be used on an employee's home computer when needed to perform the work of the college. You may download and use HUP software while you are under Gettysburg College employment and as long as the corresponding software you use at work remains licensed by the College.

Important Reminder: You may not download, install or use Home Use Software on a Gettysburg College owned computer.

Our license allows, and you are authorized, to download and use **one Office Suite** and **one operating system/upgrade** of your choice depending on your needs. Please do not download more than you are authorized because we are licensed by employee.

Special Considerations and Warning

Never attempt the installation of new software or operating systems/upgrades unless you are 100% backed up and can afford to **lose everything**.

Carelessness during installation of Home Use software may result in email configuration problems, prevent you from accessing College email and/or make files, documents, and presentations you create at home incompatible or unreadable with the products you use at work.

The downloading or purchase, installation and use of any HUP offer is entirely at your risk. The College provides no support, configuration, advice or assistance whatsoever if you elect to install and use any of these software products on your personal home machine. As with any software, there is always a possibility that something could go wrong which could render your computer and your other hardware and software completely inoperable and destroy all of your data and programs.

Installation of new or upgraded operating systems can be particularly difficult and should never be attempted by untrained individuals. Installation of a new or upgraded operating system may render accessories like printers, monitors, DVD drives, CD players, scanners, cameras and other peripheral devices useless, requiring you to buy compatible replacements at your expense. Old software and programs may not work at all on a new operating system. You may have to re-install all of your old software by hand, requiring you to have the necessary installation CDs, DVDs and license codes available. Upgrading some existing computers with a new operating system is not even possible. If you are concerned any of these things might happen to you please hire a professional to assess your needs, guide you and install the appropriate product.

Obtaining HUP and Other Products

All current full and part time employees and retirees are eligible to participate in this program (please note Gettysburg College students, consultants, contractors etc. are not eligible). Eligible employees may go to the following web page to obtain the authorized products:

<http://gettysburg.onthehub.com>

Visit the above site and click **Register**. In the Activate Account section type your complete Gettysburg College user name into the Username box. Be sure to include the @gettysburg.edu part. Then click the **Continue** button. Watch your college email box for a message from Gettysburg College [noreply@kivuto.com]. It is not SPAM! Please follow the instructions you will find in that email to obtain your HUP software.

The web site may offer a number of Microsoft, Mac and Academic offerings either free or at discounted prices.

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