

Information for Buying Microsoft Software at the Employee Discounted Price

MCCCD has a new Microsoft Employee Purchase Program. The links are embedded within the DO Forms Sharepoint at: <https://doforms.riosalado.edu/>

Step 1: Using your browser (Internet Explorer 5+, Netscape 6+, and Firefox 2+), type in <https://doforms.riosalado.edu/>. You will see a log in box. You should use your full (MEMO) email name and password in this area.



Sign In

User name:

Password:

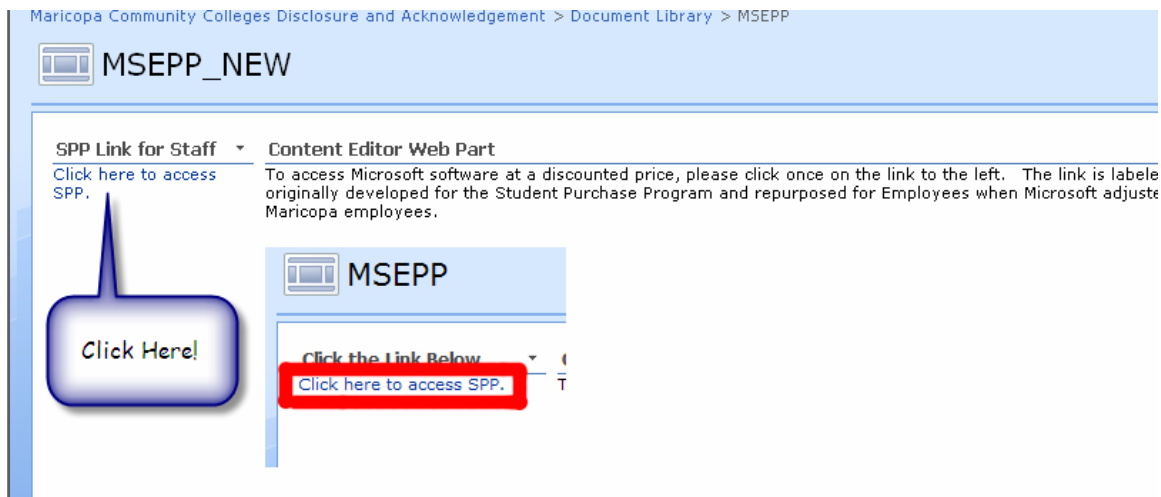
Note: Please use your full MEMO email address and password.

Sign In

Step 2: Once you log in you should see a tab at the top that will say Microsoft. Click on the Microsoft tab.



Step 3: You will then need to click on the SPP Link for Staff.



You will now see the area where you can begin to view and order available products.
Important: Please do review the support options as they are through the vendor and not MCCCDCD.

	Software	Support
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Logged in as keli.jones@domail.maricopa.edu

- My Software
- My Profile
- View Cart
- Log Out

Welcome to your Software Center!

Welcome to the Rio Salado College software distribution site. With special license agreements with software publishers such as Microsoft and Maple, Rio Salado College is able to offer its students a selected number of software titles at significant discounts.



If you encounter any difficulties, please view the support section for answers to your questions.

[Software](#) | [Privacy Policy](#) | [Support](#) |

Common Questions & Answers

How long will this program be available?

MCCCDCD purchasing and Rio Salado College have advised the program is good until the end of June 2008. The contract will then need to be renewed. Therefore available products for employee purchase are through June 2008.

I've heard a new MAC release is coming. Will that be available?

If the product is released prior to June 2008 it may be available. Check the product list after the release date and/or contact e-academy support.

I see they have upgrade Vista OS software but do they offer the full install version? If I had to buy Vista, I'd want to do a clean install...not upgrade from XP to Vista!

The title 'upgrade' that is associated with the product is misleading and Microsoft apologizes for that. The Vista program offered on this site is in fact the complete version and the employee will definitely be able to do a clean install with this product.

Can the program be advertised on the MCCCDCD Employee Store website?

This seems to be a good idea. Research is underway to discuss this possibility. The support features however for the MS products would continue through e-academy. Review the Support Tab within the MS Program site.

Is the MS Employee Purchase Program website accessible from home?

The Maricopa Compliance site (doforms SharePoint) should be accessible from home. There have been a few instances where the home computers have internet security set to High and that may prevent them from accessing the site. Also, SharePoint sometimes needs to install an ActiveX control depending on the version of IE being used. There has also been some confusion about the doforms and HRMS (Time & Labor) websites being access from home. At this time, the HRMS (Time & Labor) website is only available within the MCCCDCD network.

I've typed my full MEMO username and password into the website several times; it's still not working!

If anyone has updated the MEMO profile to submit a password change, the system has a password routine feed that happens overnight. So, if you change your MEMO password today and try to access the SharePoint site the same day, you may need to use your "old" MEMO password to access until the following day.