

Name: Software Employee Purchase Program	Written By: Keli Jones
Effective Date: N/A	Version: 1.0
Reference Documentation	<a href="#">Software Employee Purchase Program</a>

### Business Need

Discounted software purchase programs for MCCCDC Employees

### Background

MCCCDC employees have the ability to participate in certain discounted software programs to them in their role at MCCCDC. This is most commonly used for faculty assisting students in the classroom.

- [Employee Purchase Program](#) – MCCCDC provides a discounted software purchase program. When an employee uses this program, they are entitled to “keep” the software when they no longer work for MCCCDC. The program is hosted through Rio Salado on a Sharepoint Site. Help options for e-academy are available via a link at the top of the pages where you will also see the shopping cart.
- Microsoft Work At Home Program – **this is a campus driven service** and not all sites have an agreement. Seek advice from your college IT department. If they participate in this Work At Home program, they can provide you with assistance however you would legally be obligated to remove any Work at Home software from your personal computer should you leave the MCCCDC organization.

### Procedure

Please follow these steps when using the [Employee Purchase Program](#):

1. Open a browser and go to the [District Wide Sharepoint site](#)
2. Click on the tab across the top that says **Microsoft**.
3. Once you click on the Microsoft tab, you will need to authenticate. Use your MEID and your enterprise password. (You may authenticate to the Sharepoint site at any time by using the **Sign In** option at the far right top of the screen.)
4. Once you are authenticated, follow the instructions on the screen which will ask you to Click HERE to access the employee software store (hosted by Rio for all Maricopa).
5. The available products page will appear. Click on the Faculty/Staff option toward the top of the screen. You will also need to click on the types of products you are looking for, i.e., Microsoft, Adobe, etc.
6. Once you determine if the software package you want is available, add it to your cart. Continue following the directions on the page with the following tips for success:
  - a. After you check the terms and conditions acceptance, you will note that the system will ask you for your email address. Your MEID appears under the box where you would fill in this information. Type your MEID in that box, not your email address.
  - b. When you reach the billing page, again you will see a box that asks for your email address. It will be auto-filled with your MEID which is brought forward from the previous pages (and your login). Remove the MEID and type in your MCCCDC Enterprise email address, i.e., [first.last@collegemail.maricopa.edu](mailto:first.last@collegemail.maricopa.edu) ([keli.jones@domail.maricopa.edu](mailto:keli.jones@domail.maricopa.edu)).

7. Continue working through the screens. Once you make your purchase you should get a confirmation email with further instructions.