

We have a new software agreement for MS Office 2007 which includes Work At Home Rights (WAHR).

Our agreement states that a regular employed staff member (not casual or TOC's) who use MS Office 2007 on a School District #6 computer have the right to run one copy of MS Office 2007 on a home PC that they own or lease for work related purposes only. This subscription allows us 214 Work At Home Rights with our current FTE staffing levels.

STEPS TO FOLLOW:

- 1) WAHR is on a first come first serve bases. To obtain your copy please send me an email with WAHR in the Subject Line and in the Body of the email your First and Last Name and your School.

- 2) Once received, I will send by District mail your registration voucher that has the web login address and your PIN number to purchase MS Office 2007 for home use. Once logged on you will purchase on-line with a credit card (around \$17.00) and that is the only method of payment accepted.

- 3) After you order on line, sign the registration voucher, fill in your confirmation number and Fax to the DRC at 250-342-9721.

- 4) You will then receive the software (DVD) by District mail in about 2 - 3 weeks.

Please..... any questions give me call.

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