September 24, 2002

NETWORK & INFORMATION SYSTEMS MEMORANDUM 03-01

TO: All Texas Transportation Institute (TTI) Employees

SUBJECT: TTI Microsoft Campus Agreement

TTI has entered into a Campus Agreement with Microsoft at competitive pricing for the following TTI Core Software Packages:

- Microsoft Office Professional:
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Outlook
  - Microsoft PowerPoint

- Microsoft Office: Mac
  - Word X
  - Excel X
  - Outlook for Mac
  - PowerPoint X
  - Internet Explorer

- Microsoft Core Client Access License
- Microsoft Windows Operating System Upgrade License

The agreement insures that all TTI computers are covered by a license agreement and allows NIS to upgrade versions of software, as appropriate, without purchasing individual upgrade licenses. **The terms of the campus agreement require that we obtain a signed “Staff Acceptance Form” from each employee using TTI computers, which contain the above-mentioned software.** To this end, we’ve made available via TTINet the TTI Staff/Faculty User Acceptance Form, Faculty/Staff Work At Home Acceptance Form, FAQ and license agreement. Please take a few minutes to review the detailed information on TTINet and follow the simple steps to print the appropriate form(s) for signature and mailing to Network & Information Systems. To insure that we keep our records current and adhere to the terms of our campus agreement, we will log receipt of the signed TTI Staff/Faculty User Acceptance Form for each employee.

As a point of clarification, Texas A&M University has purchased a campus license for Texas A&M University students. TTI employees are **not** covered under this license agreement. A fee is accessed to all TAMU students, which allows them to receive copies of specific Microsoft software. TTI’s agreement covers our employees’ **use of the software that is installed on TTI owned computers and home computers used for business purposes.** When TAMU negotiates a separate Microsoft campus agreement for faculty and staff, we will reevaluate our options for participation under that agreement.

We’re excited about the pricing benefits under this agreement. Your cooperation in helping us adhere to the terms of our contract will be greatly appreciated. If you have any questions, please contact Marla Richardson via e-mail to marla@tamu.edu or by phone at (979) 862-1417

Kassandra Agee-Letton
Chief Information Officer