



# Save 30% on Microsoft Office 365 subscriptions for SCC Faculty & Staff

THE MICROSOFT WORKPLACE DISCOUNT PROGRAM PROVIDES SCC  
EMPLOYEES THE OPPORTUNITY TO SCORE GREAT PRICES ON  
MICROSOFT OFFICE 365!

## TO GET STARTED

You will need a personal **Microsoft Account** to take advantage of the Workplace Discount Program

Examples of Microsoft Accounts include:

- Hotmail
- Outlook
- OneDrive
- Xbox Live

If you have one of these you are good to go!

If you do not have an existing account, please go here: [account.microsoft.com](https://account.microsoft.com) click on **Sign In** and then select: **Create one!**

# It's all here with Microsoft account

Your Microsoft account connects all your Microsoft apps and services.  
Sign in to manage your account.

Sign in

Current SCC Employees and Students can install Microsoft Office 365 Apps Free using their SCC Account: [CLICK HERE](#)

Through the **Microsoft Workplace Discount Program**, active Faculty and Staff have an option to purchase personal subscriptions to Microsoft Office 365 for **30% off!**

See your options and plans here: [Microsoft Workplace Discount Program](#)

**Enter your SCC Hub login in and click on Get started. A verification email will be sent to your SCC account**



## The Microsoft Workplace Discount Program

Through eligible employers, save on select Microsoft 365 subscriptions. Enter your work email address to see if you qualify.<sup>1</sup>

Email address

fl12345@southeast.edu

Get Started



### 1. Sign up

Enter a valid work email address to get started. We'll check our database to establish eligibility.



### 2. Validate

A verification link will be sent to the provided email address to those that are eligible. Click the link to complete authentication.



### 3. Sign in

Use your personal Microsoft account and link for savings.



### 4. Shop

Enjoy a 30% savings on Microsoft 365 Family or Personal.

You will receive an email like the one below in your SCC Email Inbox.



 Microsoft

## Shop for select Microsoft products and services at discounted prices

As an employee of Southeast Community College, you're eligible for the Microsoft Workplace Discount Program (formerly known as the Home Use Program). This program allows you to shop for select Microsoft products at discounted prices.

Sign in with your personal Microsoft account to shop for products. Please don't forward the sign-in link to another person—it was generated only for you and can be associated with only one Microsoft account.

[Sign in and shop >](#)

Or copy this link and paste it into your web browser to sign in and shop:

```
https://www.microsoft.com/workplace-discount-program?token=126a2cc5-40e1-441f-a401-2a9f89b9e771&ocid=eml_OrganicEligibility_cons_officehup_acq_hup_poceligibility&cobrandid=55d6884c-780a-4dce-9561-fd46d88bfbf8e
```

For subscriptions, the standard discounted rate will still apply after the first year if the subscription is active and you have recurring billing turned on.

[Learn more about the Microsoft Workplace Discount Program.](#)

Click *Sign in and Shop >*

Enter your Microsoft Account

 Microsoft

### Sign in

Sign in with your personal account

No account? [Create one!](#)

[Sign in with a security key ?](#)

[Sign-in options](#)

[Next](#)

# Shop!

Microsoft (Office) 365 **Family Plan** allows up to **5 accounts** and 5 devices for each account with access to MS Apps, and One Terabyte of OneDrive storage for **each account**

Microsoft (Office) 365 **Personal plan** offers the same access to MS Apps, Storage and up to 5 devices for **One Account.**



Save 30%

## Microsoft 365

Enjoy the full benefits of Microsoft 365 apps with more features and extras, 1 TB of cloud storage, and advanced protection for your data and devices. Microsoft 365 Family and Personal annual subscriptions are 30% off for Workplace Discount Program eligible customers. Plus, the discount continues for as long as you maintain recurring billing.

# Microsoft Workplace Discount Program FAQs

- **Product Licensing**
- **Downloading**
- **Managing subscription**
- **Pricing and Renewals**

**Click here:** [Workplace Discount Program FAQs](#)

Microsoft Workplace Discount Program's 30% discount can be maintained indefinitely even after your employment at SCC ends! Please note below two common questions covering ongoing account access and employment status.

**If I purchase a subscription using the Workplace Discount Program offer, how long will my discount last?**

- You will receive the same Workplace Discount Program discount rate as your original purchase for as long as you maintain recurring billing on your subscription.

**What happens if I leave the Company?**

- If you have Microsoft 365 through the Workplace Discount Program, the discount continues to apply as long as you maintain recurring billing on your subscription

# SCC Help Desk

The SCC Help Desk is here for you. If you have questions regarding Microsoft (Office) 365 or any IT related matter, please contact us!

Call at: **402-437-2447**

Email us at: [helpdesk@southeast.edu](mailto:helpdesk@southeast.edu)

OR

Visit the Help Desk website at: <https://www.southeast.edu/helpdesk/index.php>