

infotech@umhb.edu

(254) 295-4658

www.umhb.edu/resources/technology.html

UNIVERSITY OF



MARY HARDIN-BAYLOR

Instructions for Microsoft Office Purchases for UMHB Adjunct Faculty Home Use

Current UMHB adjunct faculty members are eligible to receive significant discounts on the purchase of Microsoft Office suite for their home office use through our partnership with CampusTech.

The ordering process is as follows:

1. UMHB department chairs should send our CampusTech representative, Will Syan, a letter on UMHB letterhead. The letter should include the adjunct's name, employee id, and department for each adjunct faculty member currently on staff.

Will's contact information is:

Will Syan
Inside Sales
800-543-8188 x2113
866-790-6995 Fax
will.syan@campustech.com

2. Next, the adjunct faculty member should place his/her order online at:
www.campustech.com/studentselect
3. After order is placed, each adjunct should send a copy of his/her picture ID and order number to will.syan@campustech.com so that he can verify eligibility for the Microsoft products

-----Have Questions or Need Assistance? Contact UMHB InfoTech at 254-295-4658-----