

DEPARTMENT OF EDUCATION
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CAREER AND TECHNICAL EDUCATION MEMO NO. 080-14

DATE: October 17, 2014

TO: CTE Administrators

FROM: Lolita B. Hall, Director
Office of Career and Technical Education Services

SUBJECT: **Microsoft IT Academy Computer Lab Upgrade**

If you offer the Microsoft IT Academy program, as part of the benefits, your division schools/CTE centers are eligible for up to 50 licenses for Office 2010 or Office 2013 to install on the school lab computers, at no cost. You are encouraged to take advantage of this opportunity as it will benefit student learning on the latest technology.

To get started, please complete the attached spreadsheet to request the software keys and send the completed spreadsheet to Angela Mensch at Angela.Mensch@SHI.com. She will then send you the download and license key information for your labs.

Also, please review the IT Director checklist located on the Microsoft IT Academy OneDrive: <http://1drv.ms/08vS3L> and watch for training announcements from Microsoft.

If you have questions or need additional information, please contact Virginia IT Academy at vaita@microsoft.com.

LBH/jts

Copy: Microsoft IT Directors
Microsoft Lead Teachers