

1 April 2022

## Circular to principals of Catholic schools in Victoria

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### Microsoft licensing renewal 2022 update

#### Main Points

- SoftwareONE has been appointed as the licence solution provider for the Catholic Education Commission of Victoria Ltd (CECV) Microsoft Licensing Agreement 2022. This agreement comes into effect on **Friday 1 April 2022**.
- This agreement brings schools the best education pricing for Microsoft licensing, including discounts and education-specific promotions, features and resources.
- SoftwareONE and Microsoft are currently working on processing renewals, however the renewal will not be completed prior to the expiry date of the current agreement. Schools are asked to note that their online licences will show as expired but no functionality will be lost while the renewal process is being completed.
- To ensure schools receive the correct Microsoft licensing details, schools are asked to ensure their contact information is up to date using the online [form](#) by **Friday 8 April 2022**. The form asks for the details of the online service manager, which is the contact for your tenancy, in order for Microsoft to process the licence.

#### Critical Dates

- Schools are asked to update their contact information, as it relates to Microsoft licensing, via the online [form](#) by **Friday 8 April 2022**.

#### Actions Required

- Principals are asked to note the above information and share with their IT leaders and administrators.
- Contact information related to Microsoft licensing must be updated via the online [form](#) by **Friday 8 April 2022**.

#### Contact/Enquiries

- For all enquiries, please contact Mr Dan Ten, Technical Service Delivery Coordinator, at Melbourne Archdiocese Catholic Schools (MACS) on 03 9267 0228 or [licensing@macs.vic.edu.au](mailto:licensing@macs.vic.edu.au).



Jim Miles  
Executive Director