In order to purchase the Microsoft Office Suite at a student discount rate:

1. Go to www.uiu.edu and in the Middle Upper part of the page click on “IT Help Center”.


2. On the UIU IT Help Center page, scroll down and click on “Tech Deals”.

3. To purchase the Microsoft Office Suite on discount click on “Microsoft”
4. Click on the One you wish to purchase.
5. Click on “Add to cart”
6. Click on the green button to verify that you are a student at Upper Iowa University.
2. Sign in with your UIU email account credentials.
7. You will then need to look in your email address for the email they send you. Then navigate to the web address provided in the email to finish your purchase.

A web address will be listed here for you to go to. To finish verifying you go to UIU.
8. Fill out the rest of the information needed to finish your Purchase.
   - Please note that UIU does not have a Promo code so you will not need to put one in throughout this whole process.