West Texas A&M University has purchased an agreement with Microsoft to offer Microsoft Office software for PC or Mac at a rate of $10.00 to WTAMU students.

1. Log on to MyBuff Portal

2. Select the “Software” link in the upper right hand corner of the screen.

3. Click “Begin Your Purchase”.

There are 6 Steps in the Purchase Process.

A. Step 1: Select “Student” then click “Continue”.
B. *Step 2: Select an Identity Provider:* Select "West Texas", and then select the "Select" button.

*Note:* You may not have to do this step if you are accessing the site from an on-campus computer.

C. *Step 3: Click the “check box” to accept the terms of agreement then click “Continue With Purchase”.*
D. **Step 4:** Select the Products you want to purchase. Then Click “Checkout”.

![Checkout button image]

E. **Step 5:**
--Choose Method of Payment. You will need a debit or credit card for the purchase.
--Choose Mail To My Address Below – Then enter your mailing address.
--Enter your phone number in case they need to contact you.

![Payment and delivery options]

F. **Step 6:** Submit Your Payment.