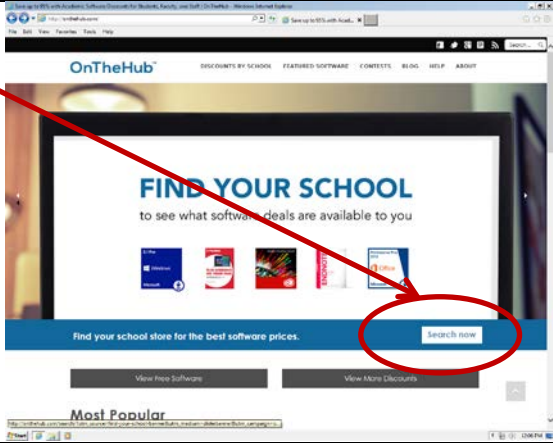

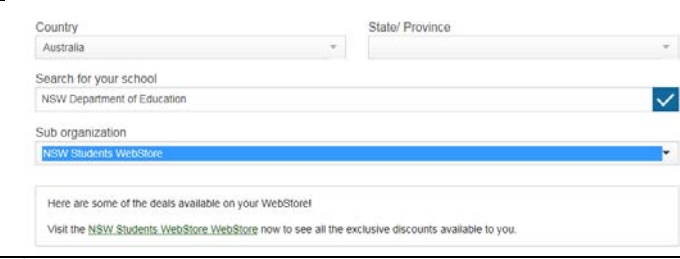
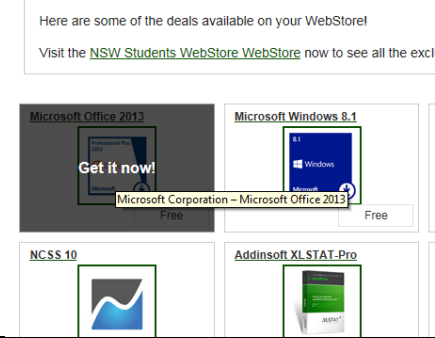
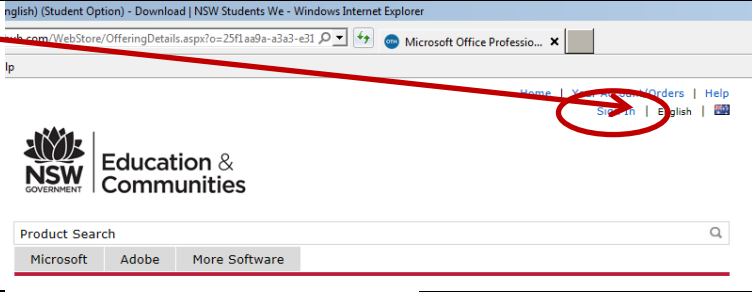
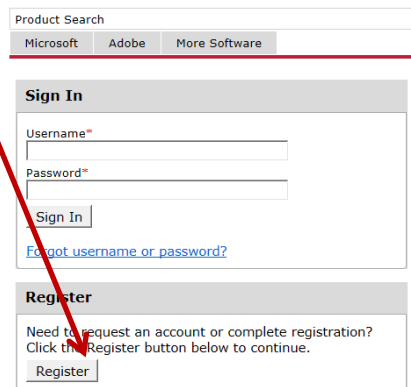


Figtree High School – onthehub.com – How to access your software – First time use

<p>1. Go to www.onthehub.com Search Find your school...</p>	
<p>2. Select Elementary & High School</p>	
<p>3. Enter the following details Country: Australia School: NSW Department of Education Sub organisation: NSW Students WebStore</p>	
<p>4. Select software to buy. <i>It does not matter at this stage which one you select.</i></p>	
<p>5. Click on Sign In</p>	
<p>6. <i>If this is your first visit to onthehub, click on register.</i> The next page will ask you for your email address. Use your department email address <i>Eg. bill.ly34@education.nsw.gov.au</i></p>	

7. Account Registration – Fill in all details as apply to you. The password is only for this site. It can be a totally new password.

8. Your Profile

Month: **January**
 Year: **Year after you would finish Year 12**
 Study: **Other**
 Operating system: **For the software you want to download.**

9. If you are successful, you should receive a confirmation page.

10. Log into your student email and click the first of the three links.

11. You should now see this screen

The screenshot shows the homepage of the Education & Communities Academic Software Download Centre. At the top, there is a navigation bar with links for 'Home', 'Your Account/Orders', 'Shopping Cart', and 'Help'. The main header features the NSW Government logo and the text 'Education & Communities'. Below this is a 'Product Search' bar with tabs for 'Microsoft', 'Adobe', and 'More Software'. A yellow notification banner states 'Your email address has been successfully verified.' The main content area is titled 'Welcome to your Academic Software Download Centre' and provides information about software eligibility for NSW Department of Education and Communities School students. It includes a 'Download Software' link and logos for 'SECURED BY RapidSSL', 'eSecurity', 'OnThe Hub', and 'Powered By Kivuto'.

12. Select your software supplier
Select your required software

This screenshot shows the 'Microsoft' software selection page. The 'Product Search' bar is set to 'Microsoft'. The page title is 'Microsoft Corporation'. Below the title, there are several software options displayed as cards with download icons: 'Microsoft Office 2013', 'Microsoft Office for Mac 2011', 'Microsoft Windows 8.1', and 'Microsoft Windows 8'. A red arrow points from the text 'Select your software supplier' to the 'Microsoft' tab in the search bar. Another red arrow points from the text 'Select your required software' to the 'Microsoft Office 2013' card.

13. Add the item to Cart

This screenshot shows the product page for 'Microsoft Office Professional Plus 2013 (English) (Student Option) - Download'. The page includes details such as 'Manufacturer: Microsoft Corporation', 'Platforms: Windows', 'Payment: American Express, MasterCard, PayPal, Visa', and 'Delivery Type: Download'. A prominent 'Free' badge is visible, along with an 'Add to Cart' button. A red arrow points from the text 'Add the item to Cart' to the 'Add to Cart' button. Below the main product information, there are compatibility notes for Windows 7 and Windows 8/8.1.

14. Check your order.

If everything is correct, *Check Out*

This screenshot shows the 'Your Cart' page. The cart contains one item: 'Microsoft Office Professional Plus 2013 (English) (Student Option) - Download'. The item is listed with a price of 'Free' and a 'Remove' button. Below the item details, the 'Subtotal' is shown as '\$0.00'. Underneath the cart, there is a 'Recommended For You' section with two items: 'Extended Access Guarantee (24 months)' for \$4.95 and 'Backup disc - Microsoft Office Professional Plus 2013' for \$13.95. A red arrow points from the text 'Check Out' to the 'Check Out' button at the bottom right of the page.

15. Accept the conditions by filling in the bottom sections.

Microsoft Student Option User Acceptance Form

This message applies to:

Product	Agreement Number	Enrollment Number
Microsoft Office Professional Plus 2013 (English) (Student Option) - Download	6855192	6855192

1. **Grant of license.** Licensor hereby grants student the right to run one copy of the version number and language of the software identified below which student has installed on student's PC per the rights granted to student by the educational institution under their volume licensing agreement. Student's right to use the software shall be governed by and subject to the relevant section(s) of the most current Product Use Rights which student can view at <http://microsoft.com/licensing/> or <http://www.msemealca.com/currentpurs.htm>. For graduating students, the right to use the software is perpetual and shall be governed by and subject to the relevant section(s) of the most current Product Use Rights, which the student can view at <http://www.microsoft.com/licensing/>.

2. **Description of rights and limitations.**

- **Limitations on reverse engineering, recompilation, and disassembly.** Student may not reverse engineer, decompile, or disassemble the software, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.
- **Separation of components.** The software is licensed as a single Product. Its component parts, if any, may not be separated for use on more than one computer.
- **Rental.** Student may not rent, lease, or lend the software.
- **Support services.** Students acquiring software under a volume licensing agreement are not

Date: Tuesday, 17 February 2015

Username*: [redacted]@education.nsw.gov.au

Signature (type name)*: [redacted]

Accept

16. Proceed ...

Items All prices are in Australian Dollars

Item	Amount
Microsoft Office Professional Plus 2013 (English) (Student Option) - Download	\$0.00
Basic Access Guarantee (1 month) - Included 31 days of access to your download and/or key Learn more	
Subtotal:	\$0.00
Taxes:	\$0.00
Total:	\$0.00

Contact Information Fields marked with an asterisk (*) are required

First Name* [redacted] Last Name* [redacted]

Email* [redacted]@education.nsw.gov

I would like to receive email communications from OnTheHub, powered by Kivuto Solutions Inc., including information about promotions and new releases. You can unsubscribe at any time. For further details and contact information, please refer to the [Privacy Policy](#).

17. Next ...

Update your Profile

Help us get to know you better!

By filling out the questions below, we can deliver the best experience possible. This information will be kept strictly confidential.

What month do you expect to graduate?*

January

What year do you expect to graduate?*

[redacted]

What is your field of study?*

Other

Which operating system do you use more often?*

[redacted]

Where did you hear about us?*

Through my school website

