

You must be a member of an academic organization to qualify for the software discounts offered on this WebStore. You will be required to provide proof of your academic affiliation to register page for more information about how to register.

- 1. Navigate to your portal page https://student.det.nsw.edu.au/
- 2. Login into your Email and Expand Learning Tab
- 3. Click onto the link Adobe DEC software download



4 Choose the register option.



Education & Communities	
Product Search	Q.
Microsoft Adobe More Software	
Verification	he effected with an excessionion that is sutherized to use this
To order products on this webstore, you must i	be amiliated with an organization that is authorized to use this
WebStore.	
WebStore. How would you like to register?	
WebStore. How would you like to register? With an organization-issued email address	(e.g. a ".edu" address)

5 Choose the highlighted option

Product Search	Q
Vicrosoft Adobe More Software	
Organization-Issued Email Address*	
Organization-Issued Email Address*	
Organization-Issued Email Address*	

6 Enter the students email address ******Please note if the student logs onto the school email system with a number in suffix then it will appear in their email address eg **john.smith5@education.nsw.gov.au**

FIRST Name*	Last Name*
Username*	Email Address*
@education.nsw.gov.au	@education.nsw.gov.au
	Your email address will act as your username. You will use it to sign in to the WebStore.
Choose a Password*	Confirm Password*
Password must be at least six characters long.	Solutions Inc., including information about promotions and new releases.
Password must be at least six characters long. I would like to receive email communications from Kivuto S You can unsubscribe at any time. For further details and conta	Solutions Inc., including information about promotions and new releases.
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Password must be at least six characters long. I would like to receive email communications from Kivuto S You can unsubscribe at any time. For further details and conta Proof of Eligibility Your Organization*	Solutions Inc., including information about promotions and new releases. Ict information, please refer to the Privacy Policy.

7 Complete account registration details

help us get to know you betten	
By filling out the questions below, we can deliver the bes possible. This information will be kept strictly confidential	t experience
What month do you expect to graduate?*	
Please Select	Ŧ
What year do you expect to graduate?*	
Please Select	Ŧ
What is your field of study?*	
Please Select	Ŧ
Which operating system do you use more often?*	
Please Select	Ŧ
Where did you hear about us?*	
Please Select	•

8 Complete the profile section

Your Eligibility			
(or have requested membership in) the following groups:			
NSW Department of Education SO and Adobe			
Students			
Organization issued email address			
Unverified (Expires 2015-03-07)			
An email has been sent to @education.nsw.gov.au with the subject "Email address confirmation " to confirm the email address. Please follow the instructions in the email. If you do not receive it within an hour, please ensure your email program is configured to allow emails from kivuto.com . Click below and we will resend the confirmation email.			
Resend Confirmation Email			
ligibility			

□ ☆ D NSW Students WebStore Inbox Email address confirmation - students.onthehub.com/d.ashx?s=t5cz0(7/9/15

9 You will then receive an email requesting confirmation and verification to complete registration 10. When entering your email click onto the NSW **Student Web Store Email.**

Click onto the confirmation Link

COMPOSE	NSW Students WebStore <noreply@kivuto.com></noreply@kivuto.com>
Inbox (3)	to me 💌
Starred	** This is an automated message please do not reply as you will not re
Important	This email is to confirm the email address that you supplied. Please click
Sent Mail	email address:
Drafts	http://nsw-students.onthehub.com/d.ashx?s=ml03pqdukp
All Mail	If you are redirected to your institution's internal sign-in page, use your in
Spam	n you are redirected to your institution's internal sign-in page, use your in
	For help go to:

Adding items to your cart



11b Log into the Onthehub website making sure that you use the email address & Password that you registered with.



12 Choose the Microsoft Tab from the Header Bar



12 Choose the software that you

would like	and click on the	
	🐂 Add to Cart	
Education & Communities		
Product Search	۹ 📔	
Microsoft Adobe More Softwa	re	
	Microsoft	
Office Professional	Plus 2016 🔺	
Microsoft Office Professional Plus 2016	Microsoft Office 2016 helps you to do your best work – enytime, anywhere and with anyone. New, modern versions of the desktop applications, Word, Excel, PowerPoint, Outlook, and Onevide, are built for maximum productivity. You'll quickly produce professional documents with powerful authoring features, design controls for pixel-parfect layouts and new built-in Excel tools help you get more out of your data, faster and easier. You'll have access to gour doces in the cloud whenever you need them. And with your documents stored online, if's easy to get your team on the same page. Just shake, present and work together on projects with built-in team collaboration tools across the suite.	
Choose a language:	English •	
Download	N	
Office Professional Plus 2 (Student Option) Available to: Students	2016 (English) Free R Add to Cont	



How would you like to register?

With an organization-issued email address (e.g. a ".edu" address)

By activating an account that has already been created for you

Continue

13. When choosing your software selection **ENSURE** that the software is **free** and then select **Add to cart**



Remember that you can add more than one item into your Cart. From Both the Microsoft & Adobe Tabs.



14 When you are happy with your selection click onto the **Shopping Cart**

Product Search	٩	📙 Shopping Cart	(1)
Microsoft Adobe	More Software	1	
Your Cart		4	
Microsoft	Office Home & Business 2016 for Mac (Student Option) - Download	Price Free	۲
Office Home & Business 2016 for Mac	Basic Access Guarantee (1 month) - Included 31 days of access to your download and/or key		

15. You will be taken to a the **Acceptance Form** You will need to copy and paste your email and name in the required fields, Agreeing that you accept the terms

Sw Education & Communities	Hello, jack.tighe@	education.nsw.gov.au Your Account/Orders Sign Out
1 Messages	2 Order	3 Receipt
icrosoft Student Option User Acceptar is message applies to:	nce Form	
Product	Agreement Number	Enrollment Number
Office Home & Business 2016 for Mac (Student Option) - Download	6855192	6855192
 Samt at learner, Licensor hereby grants student the right to run one or subdent's PC per the rights granted to student by the educational in governed by and subject to the relevant sections) of the most current http://www.msemealca.com/currentpurs.htm. For graduating students, stochne) of the most current Product Use Rights, which the student care of the most current Product Use Rights, which the student care student by the educational in the student care of the most current Product Use Rights, which the student care section of the most current Product Use Rights, which the student care student is experimented by applicable exercision of the most current leaves of the software is licensed as a single 1. Support services, Students acquiring software under a volume like Software transfers tudent's rights under this student license confirmation. pursuant to an educational institution's volume like and working any terms. Cognight, All title and copyrights in and to the software including but incorporated into the software, and any copies of the software are own provisions. Therefore, student must treat the software like any other compositions. Therefore, student must treat the software like any other compositions. Therefore, student must treat the software like any other compositions. Therefore, student must treat the software like any other compositions. Therefore, student must treat the software like any other compositions. Therefore, student must treat the software like any other compositions. Therefore, student must treat the software like any other compositions. Therefore, student must treat the software like any other compositions. Therefore, student must treat the software like any other compositions. Therefore, student must treat the software like any other compositions. Therefore, student must treat the software like any other compositions. Therefore, student must treat the software like any other compositis and the software like any other composities and the software	ppy of the version number and language of the sc stitution under their volume licensing agreement. Product Use Rights which student can view at thit the right to use the software is perpetual and she in view at http://www.microsoft.com/licensing. Aby, Student may not reverse engineer, decompi- law notwithstanding this limitation. Product. Its component parts, if any, may not be s censing agreement are not entitled to free teleph in educational institution's volume licensing agre- In view of the fact that student has acquired the i enent, any transfer of student's rights under this st not limited to any images, photographs, animatio ned by Microsoft or its suppliers. The software is pyrighted material except that student may insta	Atware identified below which student has installed .Student's right to use the software shall be py/microsoft.com/licensing/ or all be governed by and subject to the relevant all be governed by and subject to the relevant le, or disassemble the software, except and only to separated for use on more than one computer. None support. event, student may not sell, assign or otherwise right to use the software under special terms duent license confirmation is strictly prohibited. Ins, video, audo, music, text, and "applets" protected by copyright laws and international treaty It the software on a single computer provided
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16 Once you have clicked onto the checkout option you will be presented with all the items that are in your Cart.

Along with the items you will also notice the product keys that will be generated

I WOULD AT THIS TIME TAKE A SCREENSHOT OR WRITE THEM DOWN.

Items All prices are in Australian Dollars	Start Download
	Amount
Microsoft Office Professional Plus 2013 (English) (Student Option) -	\$0.00
Download	
Basic Access Guarantee (1 month) - Included 31 days of access to your download and/or key Learn more	
Expires 2014-04-07 (31 days remaining) Extend	Product Key
Product Key: MNGW4-BCM9B-CH343-	rioductitey
Instructions:	
Download and Installation Instructions - Micrososft Office Professional Plus 2013	
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13. Click onto the	Start Download	to start the process to download the software.
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