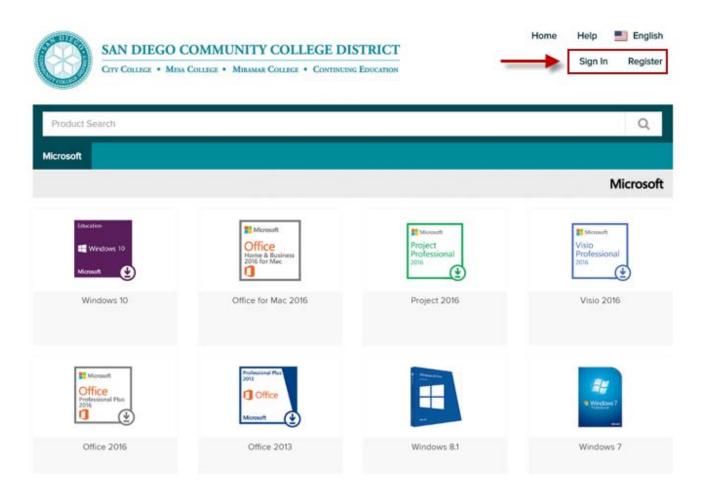
SDCCD Micrososft WAH (Work at Home) - Ordering Instructions

The software distribution website instructions below, provided by Kivuto Solutions Inc. Kivuto Solutions Inc. allows SDCCD faculty and staff to purchase software at significant discounts off standard retail prices. The pricing provided on this site is made available through agreements between the San Diego Community College District and Microsoft. Purchases made through the website are between the purchaser and Kivuto Solutions Inc. All purchases are final.

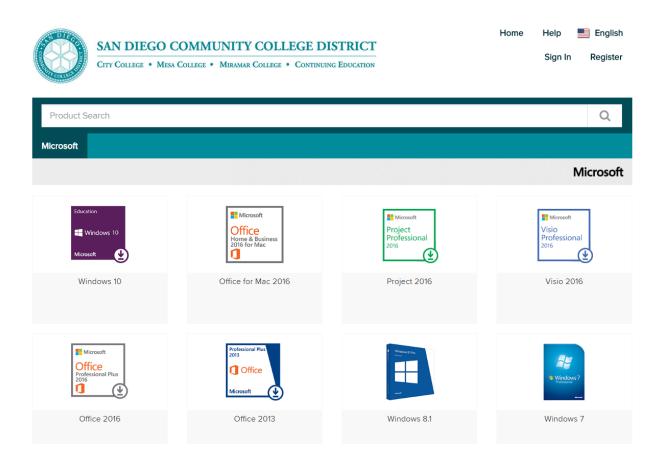
General Online Shopping Cart Ordering Instructions

- Be sure to be on the computer you want to download the software onto.
- Go to: https://sdccd.onthehub.com
- Click either **Sign In** or **Register** (if it is your first time on the portal)

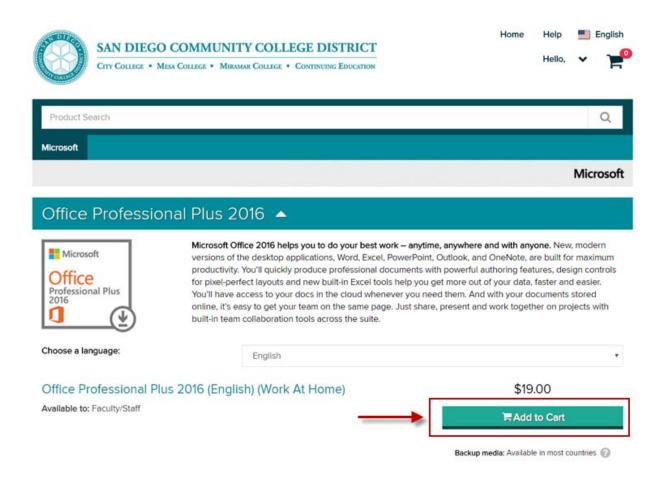


Ordering Instructions (continued)

- Select Software Title to purchase, and Add to Cart
- Check Out
- Review the Licensing Agreement > sign electronically > click Accept if you accept the terms
- Confirm/Enter Billing Information > Confirm/Enter Contact Information > Complete Payment > Continue
- Confirm/Edit Billing Information > Proceed With Order
- Click More download options > Select 32bit or 64bit version (if applicable) > Click Download and follow instructions



Ordering Instructions (continued)

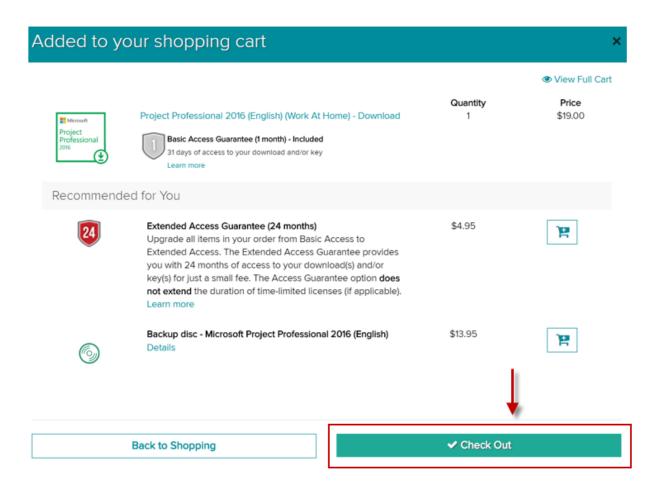


Please note that per Microsoft's licensing rights under this program, most titles only allow for purchase/download onto **ONE** computer. See individual software title for more information.

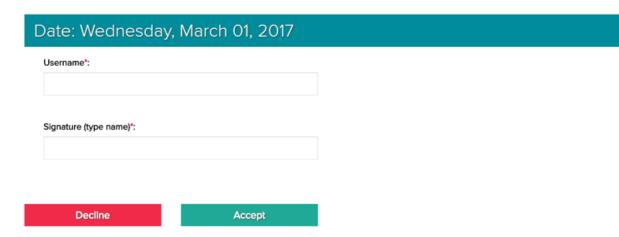
Example:



Ordering Instructions (continued)



By signing this License Agreement, you agree to be bound by the terms of this Faculty and Staff License Agreement.



Support

There are several ways to get the support you need.

1. Check the FAQs

Click the Help link at the top of the page to find answers to the most frequently asked questions.

2. Submit an online help request

If you did not find a solution to your questions on the FAQs, and request support, follow the instructions below. All emails will be responded to within 1 to 2 business days.

Online Support: https://sdccd.onthehub.com/WebStore/Support/RequestCustomerSupport.aspx

3. Call - Support Contact:

Kivuto

Phone: (866) 435-4722 or (888) 396-1447

Hours: 6am to 6pm (Eastern Time), Monday – Friday