

SDCCD Microsoft 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)



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Home Help  English

Sign In **Register**

A screenshot of the Microsoft software distribution website. At the top, there is a search bar labeled 'Product Search' with a magnifying glass icon. Below the search bar is a teal banner with the Microsoft logo on the left and the word 'Microsoft' on the right. The main content area displays a grid of software products, each with a product image, a download icon, and a title. The products shown are: Windows 10 (Education), Office for Mac 2016 (Home & Business), Project 2016 (Professional), Visio 2016 (Professional), Office 2016 (Professional Plus), Office 2013 (Professional Plus), Windows 8.1, and Windows 7.

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



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Microsoft

Microsoft

 Windows 10	 Office for Mac 2016	 Project 2016	 Visio 2016
 Office 2016	 Office 2013	 Windows 8.1	 Windows 7

Ordering Instructions (continued)



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Hello,

Product Search

Microsoft

Microsoft

Office Professional Plus 2016 ▲



Microsoft Office 2016 helps you to do your best work – anytime, anywhere and with anyone. New, modern versions of the desktop applications, Word, Excel, PowerPoint, Outlook, and OneNote, are built for maximum productivity. You'll quickly produce professional documents with powerful authoring features, design controls for pixel-perfect layouts and new built-in Excel tools help you get more out of your data, faster and easier. You'll have access to your docs in the cloud whenever you need them. And with your documents stored online, it's easy to get your team on the same page. Just share, present and work together on projects with built-in team collaboration tools across the suite.

Choose a language:

English

Office Professional Plus 2016 (English) (Work At Home)

Available to: Faculty/Staff

\$19.00

Backup media: Available in most countries

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:

Office Professional Plus 2016 (English) (Work At Home)



\$19.00 USD

Are you eligible?

Backup media available in most countries

This product is valid for one activation

Ordering Instructions (continued)

Added to your shopping cart ✕

[View Full Cart](#)



Project Professional 2016 (English) (Work At Home) - Download

Quantity
1

Price
\$19.00



Basic Access Guarantee (1 month) - Included
31 days of access to your download and/or key
[Learn more](#)

Recommended for You



Extended Access Guarantee (24 months)

Upgrade all items in your order from Basic Access to Extended Access. The Extended Access Guarantee provides you with 24 months of access to your download(s) and/or key(s) for just a small fee. The Access Guarantee option **does not extend** the duration of time-limited licenses (if applicable).
[Learn more](#)

\$4.95



Backup disc - Microsoft Project Professional 2016 (English)
[Details](#)

\$13.95



[Back to Shopping](#)

[✓ Check Out](#)

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

Date: Wednesday, March 01, 2017

Username*:

Signature (type name)*:

Decline

Accept

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