How To Order Online

1. Select the “Order Online” option.

2. Use your FSUID and Password in order to log-in.
3. Use the online store categories or the product search to help you locate the software. When you find the software you are looking for, click on the item.

4. Once the software you want is displayed click “Add To Cart.” If you are done shopping, click “Check Out.” Use the “Continue Shopping” button to add more items and repeat this process for as many items as you need.
5. Once you have added all software you want to your cart, click “Check Out.”

6. Select your payment method and click “Next.”
7. Input and verify your department’s billing information and then click “Next.”
7. You will be directed to a page to confirm your order. Once you click the “Proceed With Order” button you will not be able to change anything and the order will be placed. Please verify you have all the correct items and click “Proceed With Order.”

8. Once the order is placed you will be directed to a page with your receipt and order info. You and your budget manager will receive an email that the order has been placed. It is your budget manager’s responsibility to approve the order. Software Licensing does not have the authority to approve orders for you.