How to Order Online
One-Time Departmental Order

1. Go to http://its.fsu.edu/software-store

2. Select One-Time Departmental Order
   - NOTE: If you are placing a Departmental Order, follow the ITS Order Form How-To-Guide

3. Sign in with your FSUID and password
4. Use the online store categories or the product search to help locate software

5. When you find the software you are looking for, click on the item

6. Once the software you want is displayed, click **Add to Cart**
7. To continue shopping, click the **Back to Shopping** button to search for and add more items.

8. When you are done shopping, click **Check Out**.

9. If there is an end-user license agreement, select **Accept**.
10. Select your payment method and click **Next**

11. If you do not already have an address stored in the system, enter your departmental billing address and click **Bill to this Address**
12. Verify the information and order is correct, then scroll down to enter your departmental billing information or p-card number and click **Continue**

**Organization Account Information Screen:**

<table>
<thead>
<tr>
<th>Budget Type</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Digit Number</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
</tbody>
</table>

| 3 Digit Number |  |
| Project       |  |

| 12 Digit Number |  |
| Purchase Order Number |  |
| Purchase Order Number |  |

| Purchase Order Line Number |  |

| Budget Authority E-mail |  |
| Phone Number |  |

| FSU Phone Number of the purchaser |  |
| Notes |  |

Reference Information from the end user. (No commas (,))

[Continue]
P-Card Payment Screen:

Secure Payment

Payment Options

Credit Card

Card Number*

Security Code*

Expiry Date*

Month / Year

Name on Card*

You will have the chance to review your order in the next step before your credit card is charged.

PayPal

Continue
13. On the confirmation page, verify all information is correct and click **Proceed With Order**

- NOTE: Once you click the **Proceed With Order** button, the order will be placed and you will not be able to change anything.

   ![Order Confirmation](image1)

   **Billing Information**

   Name: [Name]
   Email: plowe
   Account Number: [Account Number]
   Depart: [Depart]
   Budget: [Budget]
   [For screen shots only]

   ![Billing Information](image2)

   **Items**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Acrobat DC Professional - Download</td>
<td>1</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Project Standard 2016 (English)(Academic Select) - Download</td>
<td>1</td>
<td>$64.75</td>
<td>$64.75</td>
</tr>
</tbody>
</table>

   ![Items](image3)

   **Subtotal**: $64.75
   **Taxes**: --
   **Total**: $64.75

   ![Subtotal](image4)

   **Billing Address**

   Tallahassee FL 32306
   United States

   ![Billing Address](image5)

14. 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; ITS Software Licensing does not have the authority to approve orders.

**View Order Details**

To view details about your orders, sign in to the ITS Software Store, click the dropdown arrow next to your username in the upper right hand corner and click **Your Account/Orders**. Your items ordered will be listed under **Orders & Downloads** and will include details such as download links and software keys.