ITS SOFTWARE STORE

How to Order Online

Personal Order

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

2. Select Personal Order

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, enter your username and signature, then select **Accept**.

   1. **Grant of license.**

   Licensor hereby grants you the right to use one copy of the version number of Software Product(s) identified below on a home PC for work related purposes only. Use of Software Product(s) is conditioned upon your full time employment status as a faculty or staff member and your institution's Licensed Term. If your employment at Institutions ends or the Licensed Term expires, you must promptly delete and remove Software Products acquired under this License Agreement. Your right to use each Software Product shall be governed by and subject to the relevant sections of the most current product use rights set out in your Institution's Volume Licensing agreement with Microsoft and posted at http://microsoft.com/licensing/contracts.

   2. **Description of rights and limitations.**

   - **Limitations on reverse-engineering, recompilation, and disassembly.** You may not reverse-engineer, decompile, or disassemble the software, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.
   - **Separation of components.** The Software Product is licensed as a single Product. Its component parts, if any, may not be separated for use on more than one computer.

   **Date: Friday, February 9, 2018**

   **Username:**

   **Signature (type name):**
10. If you do not already have an address stored in the system, enter your personal billing address and click **Bill to this Address**
11. Verify the information and order is correct, then scroll down to enter your billing information and click **Continue**
12. 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

![Messages](#)

**Billing Information**

Name: 
Email: 
Account Number: 

![Billing Information](#)

**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>

Subtotal: $64.75  
Taxes:  
Total: $64.75

![Items](#)

**Billing Address**

Tallahassee FL 32306  
United States

![Billing Address](#)

13. Once the order is placed, you will be directed to a page with your receipt and order info, and you will receive an email that the order has been placed

**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.

Information Technology Services | ITS Software Store – How to Order Online