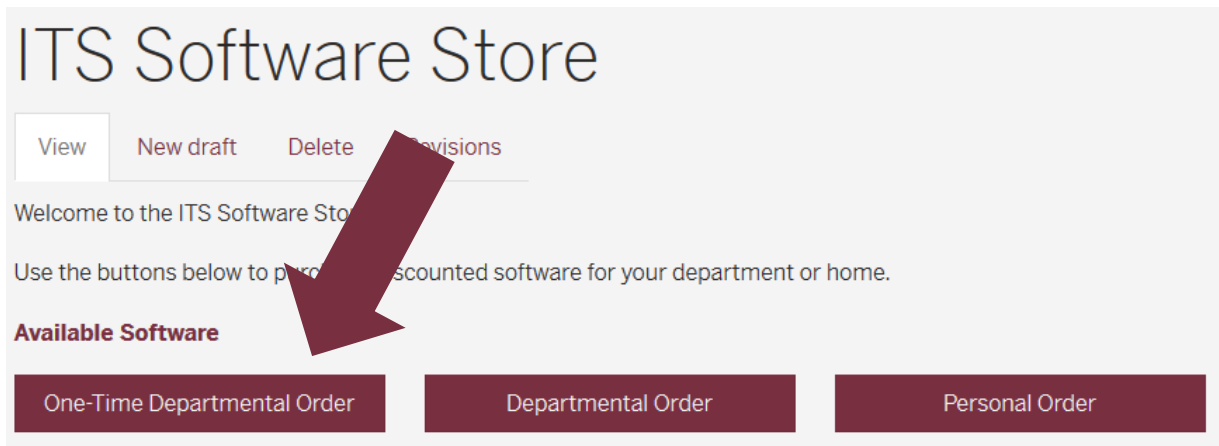


# ITS SOFTWARE STORE

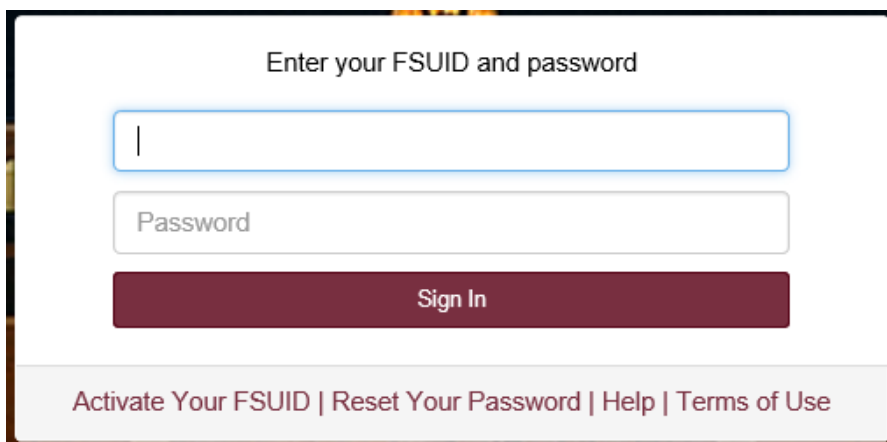
## How to Order Online

### One-Time Departmental Order

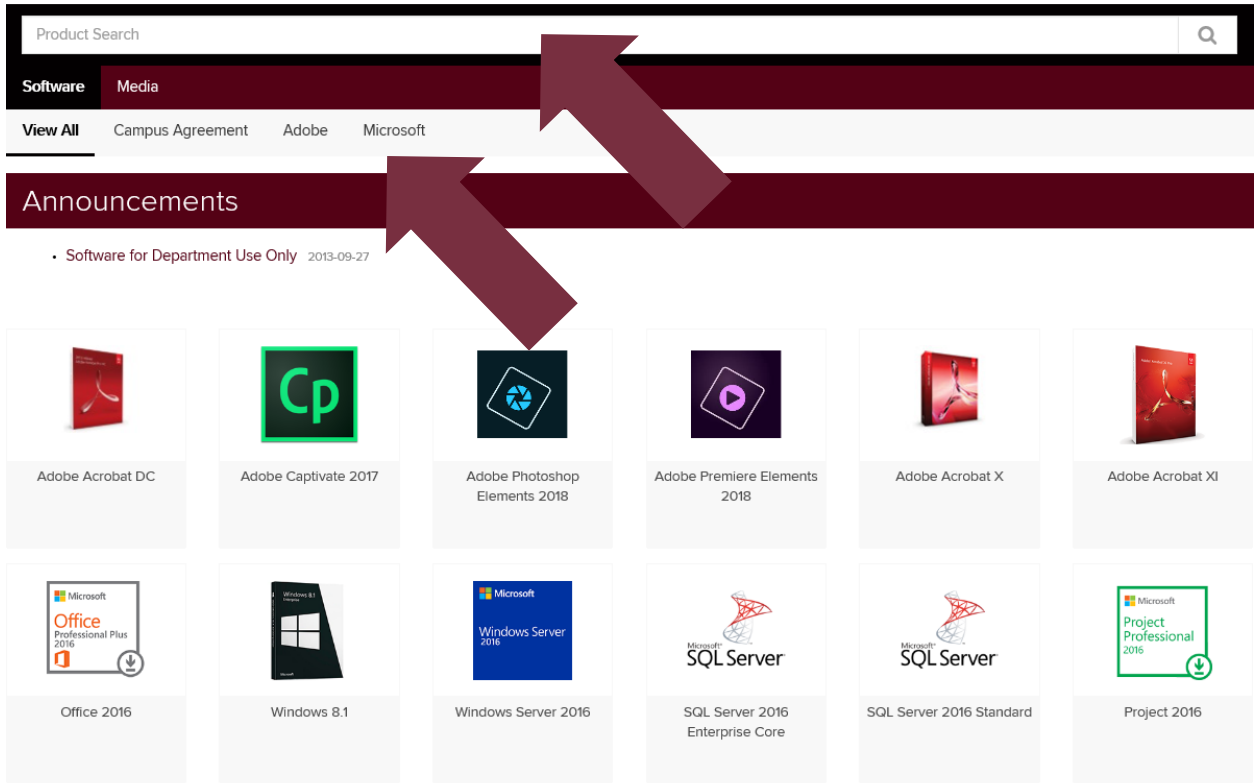
1. Go to <http://its.fsu.edu/software-store>
2. Select **One-Time Departmental Order**
  - NOTE: If you are placing a **Departmental Order**, follow the [ITS Order Form How-To-Guide](#)



3. Sign in with your FSUID and password

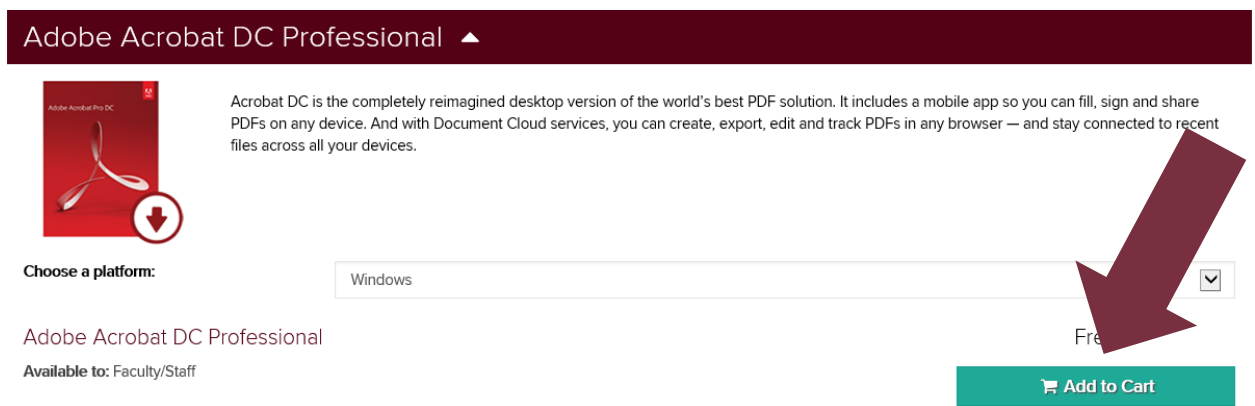
A screenshot of the login form. The title is "Enter your FSUID and password". There are two input fields: the first is for the FSUID and the second is for the Password. Below the input fields is a "Sign In" button. At the bottom of the form, there are links: "Activate Your FSUID | Reset Your Password | Help | Terms of Use".

4. Use the online store categories or the product search to help locate software

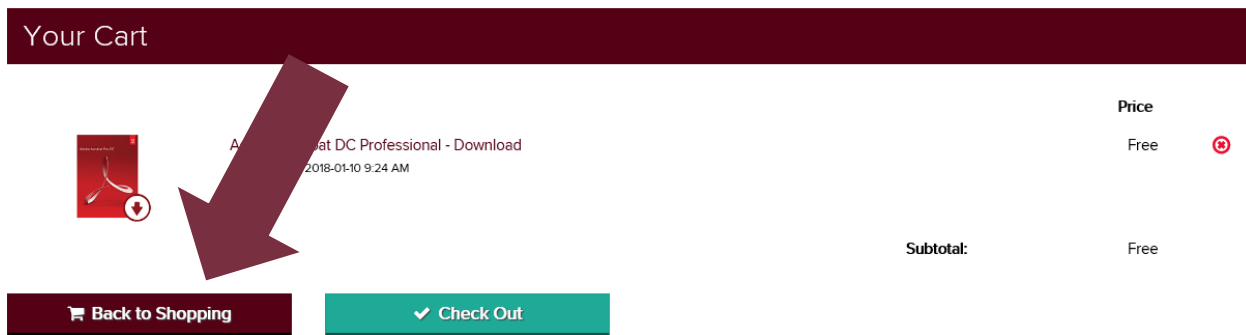


5. When you find the software you are looking for, click on the item

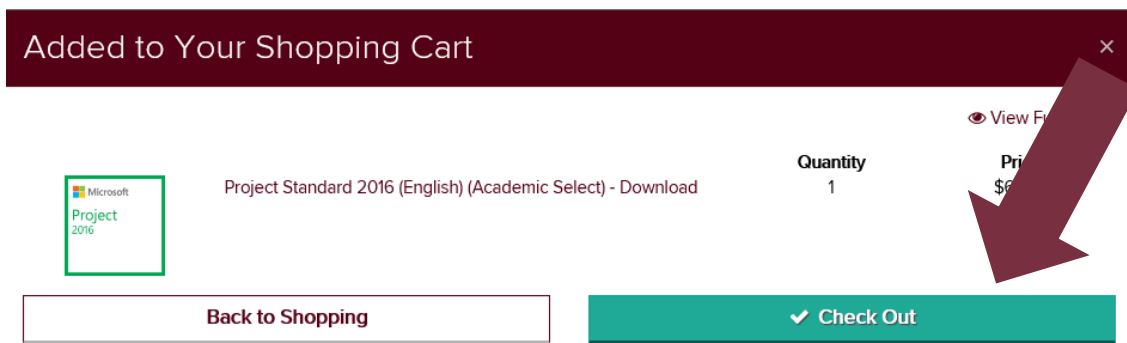
6. Once the software you want is displayed, click **Add to Cart**



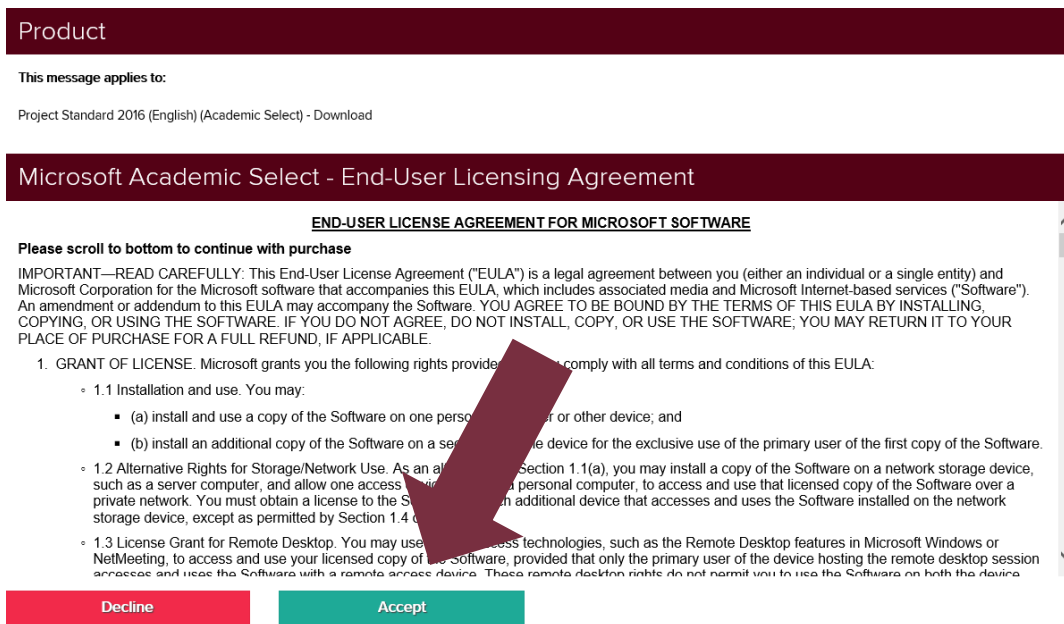
7. To continue shopping, click the **Back to Shopping** button to search for and add more items



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**

① Messages    ② **Billing**    ③ Confirmation    ④ Details

### Payment Methods

Please choose how you will pay for your order:

P-Card

Organization Account

**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**

FLORIDA STATE UNIVERSITY  
1851

FLORIDA STATE UNIVERSITY  
INFORMATION TECHNOLOGY SERVICES

Departmental  
Software

Home | Help | English

Hello, plowe

① Messages    ② **Billing**    ③ Confirmation    ④ Details

### Billing Address

Fields marked with an asterisk (\*) are required

**Full Name\***

Patrina

**Address Line 1\***

Street address, company name, c/o

**Address Line 2**

Apartment, suite, unit, building, floor, etc.

**City\***

**Country**

United States

**State/Province\***

Please Select...

**Phone Number\***

**Zip\***

**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:

**Organization Account** [Change](#) Fields marked with an asterisk (\*) are required

**Budget Type\***  
Please

**Budget**  
  
6 Digit Number

**Fund**  
  
3 Digit Number

**Project**  
  
12 Digit Number

**Purchase Order Number\***  
  
Purchase Order Number


**Purchase Order Line 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** [Change](#) Fields marked with an asterisk (\*) are required

---


 **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**

**SECURED BY**  
**RapidSSL**  
[www.rapidssl.com](http://www.rapidssl.com)

This transaction may appear as "fsu-swlonthehub.com" on your statement.

**Return Policy:** Products purchased on this WebStore are not refundable. See full policy.

**Safe Shopping**  
Your shopping experience is secure. Learn more on how we protect you. [Read More](#)

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



1 Messages      2 Billing      3 Confirmation      4 Details

**i** The method of payment used for this order includes an approval step. When you click "Proceed With Order" your order will remain **on hold** until it is approved by your administrator.

### Billing Information

**Name:** Patrina Lowe  
**Email:** plowe@  
**Account Number:** Departr Budget 0000,0000000000,0000,plowe@fsu.edu,850-644-6634,For screen shots only

### Items All prices are in US Dollars

		Quantity	Unit Price	Amount
	Adobe Acrobat DC Professional - Download	1	Free	Free
	Project Standard 2016 (English) (Academic Select) - Download	1	\$64.75	\$64.75
			<b>Subtotal:</b>	\$64.75
			<b>Taxes:</b>	--
			<b>Total:</b>	<b>\$64.75</b>

### Billing Address

Tallahassee FL 32306  
United States

**Proceed With Order**

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.