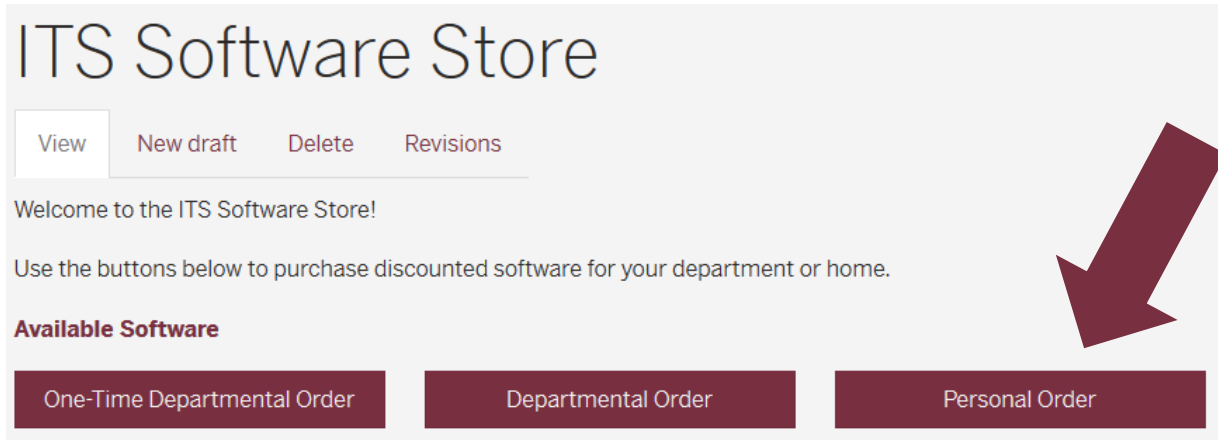


# ITS SOFTWARE STORE

## How to Order Online Personal Order

1. Go to <http://its.fsu.edu/software-store>
2. Select **Personal Order**



ITS Software Store

View New draft Delete Revisions

Welcome to the ITS Software Store!

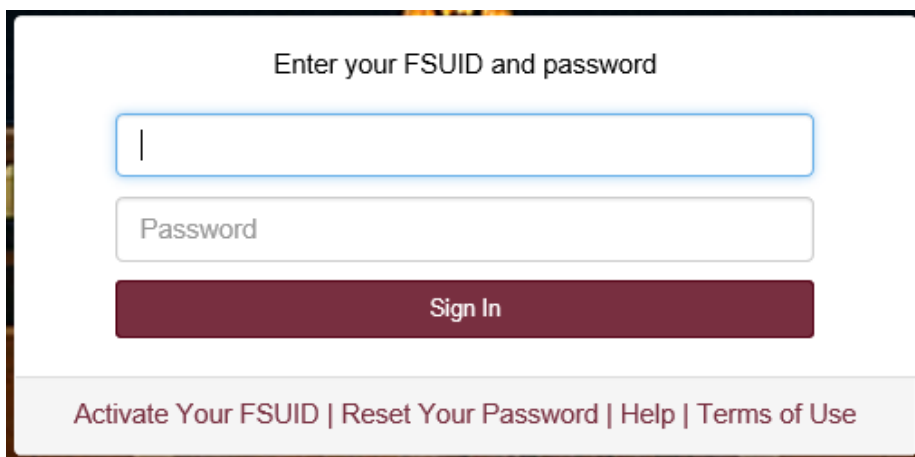
Use the buttons below to purchase discounted software for your department or home.

**Available Software**

One-Time Departmental Order Departmental Order **Personal Order**

A large red arrow points to the 'Personal Order' button.

3. Sign in with your FSUID and password



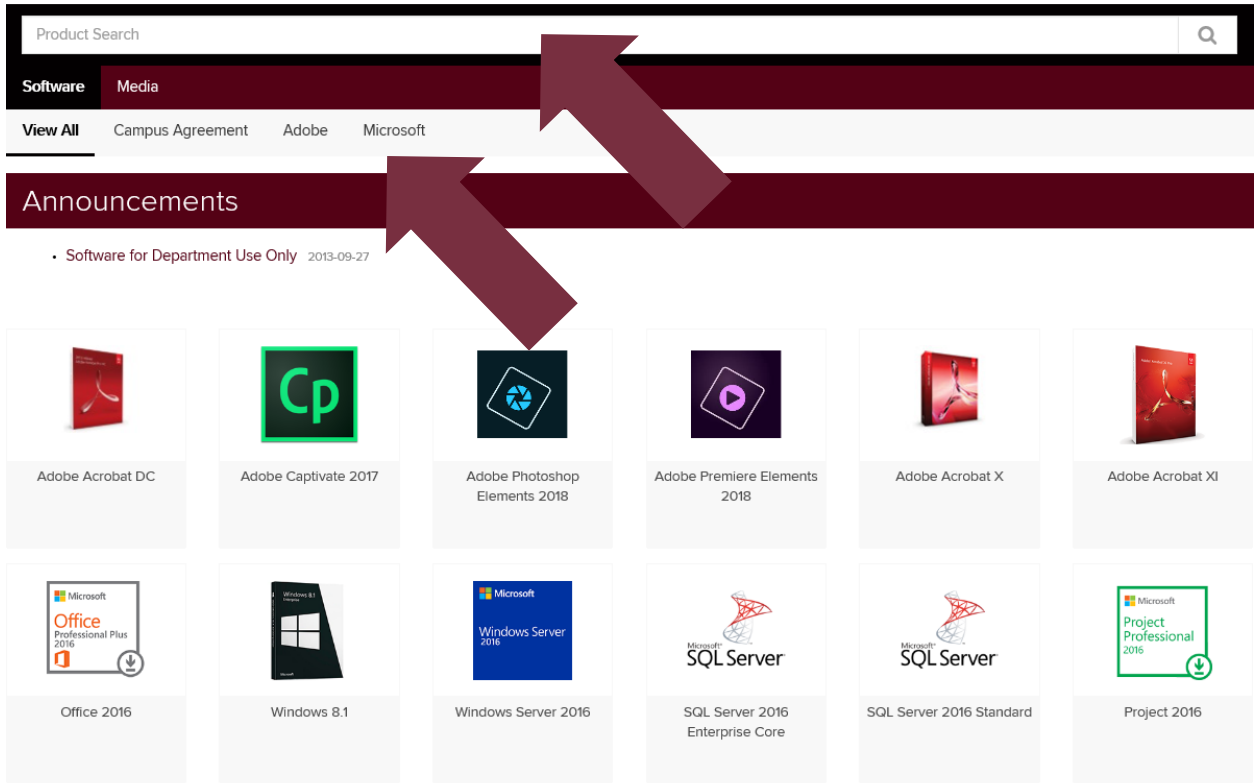
Enter your FSUID and password

**Sign In**

[Activate Your FSUID](#) | [Reset Your Password](#) | [Help](#) | [Terms of Use](#)

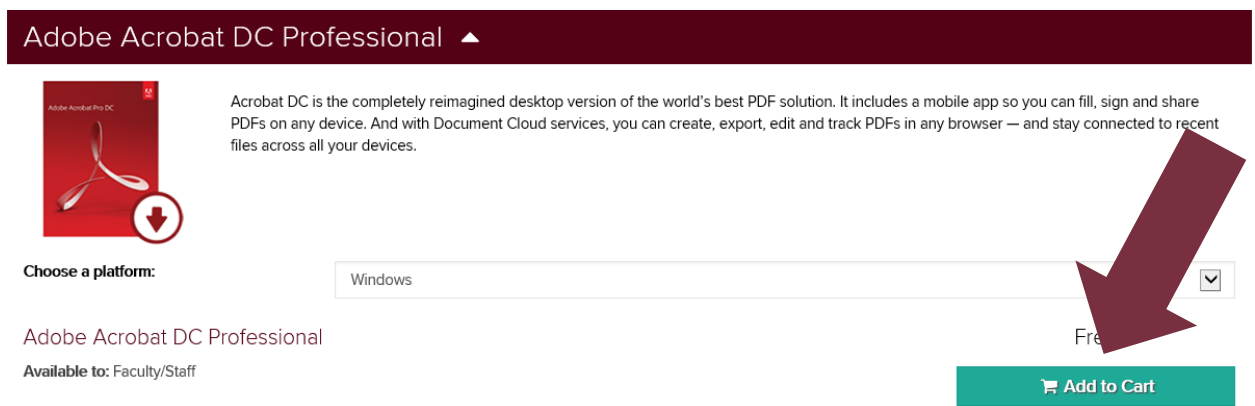


4. Use the online store categories or the product search to help locate software



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

The screenshot shows a dark red header with the text "Your Cart". Below the header, there is a table with one item. The item has a red icon with a white arrow pointing down, a title "Academic Select DC Professional - Download", and a price of "Free". To the right of the item, there is a "Price" column with "Free" and a red circle with a white 'x' icon. Below the table, there is a "Subtotal:" label with "Free" next to it. At the bottom, there are two buttons: a dark red button with a shopping cart icon and the text "Back to Shopping", and a teal button with a checkmark icon and the text "Check Out". A large dark red arrow points from the "Back to Shopping" button towards the top right of the cart area.

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

The screenshot shows a dark red notification banner with the text "Added to Your Shopping Cart" and a close icon (x) on the right. Below the banner, there is a "View Full Cart" link. Below that, there is a table with one item. The item has a Microsoft Project 2016 icon, a title "Project Standard 2016 (English) (Academic Select) - Download", a quantity of "1", and a price of "\$64.75". At the bottom, there are two buttons: a white button with a dark red border and the text "Back to Shopping", and a teal button with a checkmark icon and the text "Check Out".

9. If there is an end-user license agreement, enter your username and signature, then select **Accept**

The screenshot shows a dark red header with the text "Date: Friday, February 9, 2018". Below the header, there is a form with two input fields: "Username\*" and "Signature (type name)\*". Below the form, there are two buttons: a red button with the text "Decline" and a teal button with the text "Accept". A large dark red arrow points from the "Accept" button towards the top right of the form area.

1. **Grant of license.**

Licensors 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 section(s) 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.

10. If you do not already have an address stored in the system, enter your personal billing address and click **Bill to this Address**



1 Messages

2 **Billing**

3 Confirmation

4 Details

### Billing Address Fields marked with an asterisk (\*) are required

**Full Name\***

**Address Line 1\***

Street address, company name, c/o

**Address Line 2**

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

**City\***

**Country**

**State/Province\***


**Postal Code\***

**Phone Number\***

**Bill to this Address**


11. Verify the information and order is correct, then scroll down to enter your billing information and click **Continue**

### Secure Payment 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

This transaction may appear as "fsu.onthehub.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](#)

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



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:  
Email:  
Account Number: Budget,000000,000,000000000000,0000000000,0000

### 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 Change

Tallahassee FL 32306  
United States

**Proceed With Order**

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.