

Purchasing Microsoft Academic Software Licenses

DRAFT DOCUMENT

MSAD No 75 Microsoft Student License agreement allows staff and parents/students to purchase software at educational pricing. Purchases are made using an online store: <http://cdwg.onthehub.com>

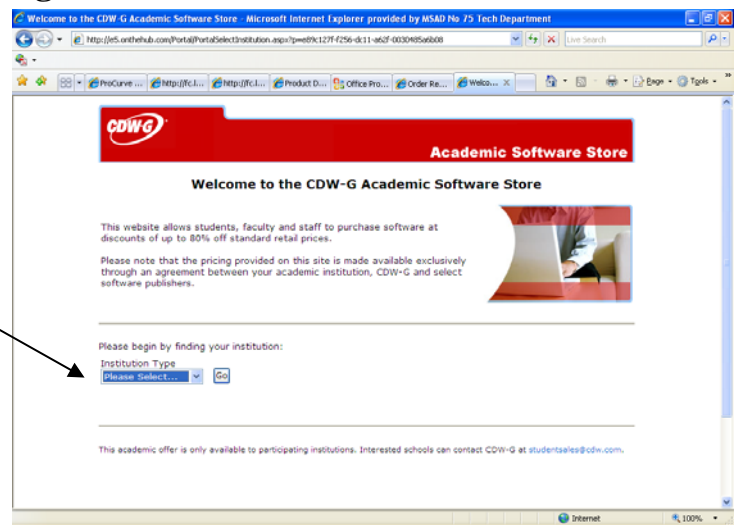
The process has the following steps:

- Using an Internet Browser access the online store at <http://cdwg.onthehub.com> – See Section 1 below
- Identify a Microsoft Office product to purchase
- Register/Login for an account – See Section 2 below
- Review, agree, and electronically sign the Microsoft license – See Section 3 below
- Provide shipping and credit card information
- Accept order and review confirmation email
- Receive delivery, verify and install product – Where required installation codes are provided with media

Section 1: Locating the online store

Browse to the <http://cdwg.onthehub.com> site

For Institution Type select **K-12** and click Go



On the next screen select **Maine** and click Go

Please begin by finding your institution:

Institution Type	Country	State/Province	Go
K-12	United States	Maine	Go

On the next screen select **Maine School Administrative District No 75** from the list.

Please begin by finding your institution:

Institution Type	Country	State/Province	Go
K-12	United States	Maine	Go

Please select your institution from the list below:

Maine School Administrative District No 75

Available products are presented. Locate the products you wish purchase and add to the cart.

Note there are quantity limitations.

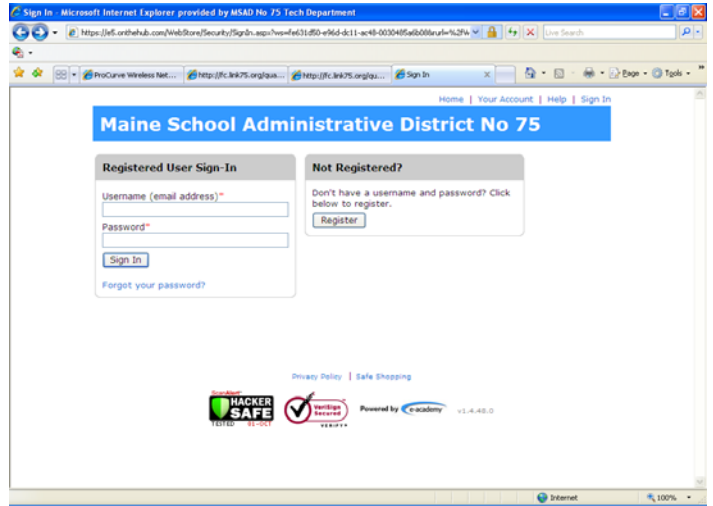


to

Section 2: Register/Login to account

When adding a product to the cart you will be required to sign-in.

For returning users enter your username and password.
For new users click the Register button.



Authorized purchasers are grouped into two groups. Select the group you belong to. Verification of identity and affiliation with MSAD No 75 is required. Purchasers can use one of the following forms of identification:

Faculty/Staff: District email account, copy of ID Badge or pay stub

NOTE: Utilize your district email account for the fastest verification process.

Students/Parents: District email account, copy of student ID, report card, class list, etc.

Once the registration process is complete you will receive an email confirmation and request to verify your email address. Within the "Email address confirmation" message click the link to complete the verification of your email address. Once complete you can log in to begin shopping for Microsoft products.

Section 3: Review, agree, electronically sign Microsoft license

Once you have completed the product selection process and proceed to check out the Microsoft Student Select License Agreement will be displayed. Carefully read the terms of the agreement. To proceed with the purchase you must electronically the agreement declaring your acceptance of the license terms by entering the following information:

Username (*district* email address):

Signature (type name):