FCPS OnTheHub eStore

The following are instructions for how a student can subscribe to Office 365 using the Fauquier County Public School (FCPS) OnTheHub eStore offered by Kivuto. The Kivuto eStore will contain other software products (free or for a nominal cost) as they become available for FCPS to offer students.

1. Connect to the FCPS Kivuto eStore with the URL http://fcps1.onthehub.com
   If you have not created an account, you will need to register (proceed to Step 2)
   Otherwise you can sign in to access the eStore catalog (proceed to Step 7)

2. Enter your FCPS email address as the first step in registration. Students will use their FCPS fcps1schools.net email address.
3. At the registration screen fill out the required information. You can decide to sign up (or not) for email from Kivuto Solutions.

Under **Proof of Eligibility**, make sure **Students** is selected as group member. Enter the text displayed in the image and click **Register**.

4. If the registration is successful, eligibility information will be displayed. You will receive a confirmation email to your registered FCPS email address. This confirmation message must be validated in order to fully access the Kivuto eStore.

5. The confirmation email should be received in your FCPS inbox. The email contains a link that must be clicked in order to complete the Kivuto eStore registration validation.

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**Proof of Eligibility**

Your Organization: Fauquier County Public Schools

Group of which you are a member: Students

You will be liable for the full price of any product you have ordered if you are unable to supply proof of your eligibility upon request.

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**Account Registration**

First Name: 

Last Name: 

Username: 

Password: 

Password must be at least six characters long.

I would like to receive email communications from Kivuto Solutions Inc., including information about promotions and new releases. You can unsubscribe at any time. For further details and contact information, please refer to the Privacy Policy.

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**Confirmation Email**

This email is to confirm the email address that you supplied. Please click the link below to complete the verification of your email address:


If you are redirected to your institution’s internal sign-in page, use your institution credentials.

If you have any questions, please see the [Help pages](http://kivootshub.com) of the WebStore.

Thank you,

Fauquier County Public Schools

6. If the validation completes, the login page for the FCPS Kivuto eStore will be displayed. Sign in with your fcps1schools.net email address and password you provided in Step 3.

7. A successful login will display the current products available in the eStore.

To activate your Office 365 subscription, select **Office 365 ProPlus** and add it to your shopping cart.

8. When you are ready to check out, view your Shopping Cart and select the **Check Out** button. This will begin the process of activating your Office 365 subscription.

9. As part of the check-out process for Office 365, **Terms of Use** will be displayed. To proceed with the subscription order, you are required to accept the Terms of Use by typing your email address, name, and click **Accept**.
10. Upon completion of accepting the Terms of Use, you will be presented with a final screen to proceed with the order. Fill in the required fields, and click on Proceed With Order.

11. After checking out, you will be presented with a page that displays the login information for your access to the FCPS Office 365 site. An email with the information will also be sent.

The password is temporary, and will require you to enter a new password after successfully logging into Office 365. It is HIGHLY Recommended that you use your FCPS1schools.net password so that it can be provided to you if you forget it. Click on Get Office 365 to access the Office 365 environment.
12. The Get Office 365 button will take you to http://portal.office.com, which is the link used to access the FCPS Office 365 environment. Sign in with your FCPS fcps1schools.net email address, and the temporary password provided.

![Office 365 Sign In](image)

13. After logging in the first time, you will be required to change your password. It is HIGHLY Recommended that you use your FCPS1schools.net password so that it can be provided to you if you forget it. Provide the new password, then click Update password and sign in.

![Office 365 Update Password](image)

14. The Office 365 dashboard will be displayed. At the top is the option to install the Office products on up to five personal computers.

In addition, you will have access to the Office Online suite of tools shown under Collaborate with Office Online. OneDrive is online storage with 1 TB (terabyte) of space available.

![Office 365 Dashboard](image)
You can always access Office Online at http://portal.office.com, logging in with your FCPS email address and password you set in Step 13.