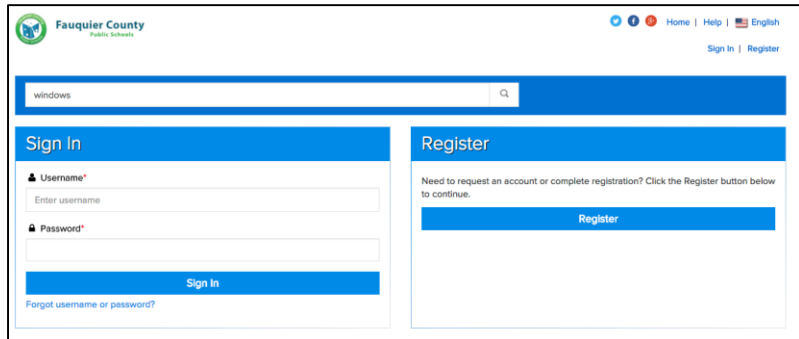


# FCPS OnTheHub eStore

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.

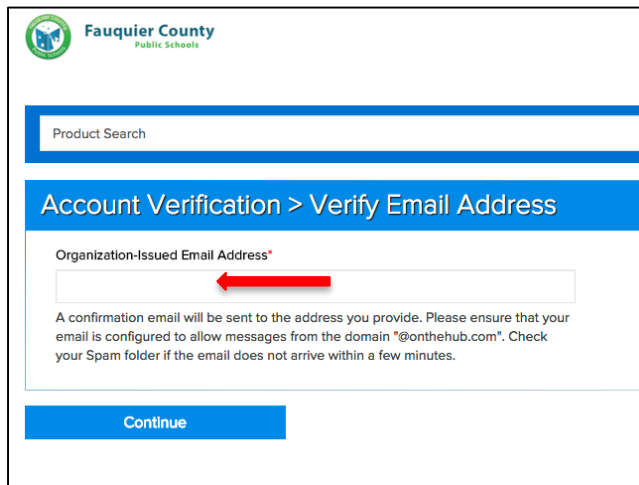
1. Connect to the FCPS Kivuto eStore with the URL <http://fcps1.onthehub.com>  
If you have not created an account, you will need to register (proceed to [Step 2](#))

Otherwise you can sign in to access the eStore catalog (proceed to [Step 7](#))



The screenshot shows the top navigation bar with the Fauquier County Public Schools logo and links for Home, Help, and English. Below the navigation bar is a search bar with the text "windows". The main content area is divided into two columns: "Sign In" and "Register". The "Sign In" column has fields for "Username\*" and "Password\*" with a "Sign In" button and a "Forgot username or password?" link. The "Register" column has a "Register" button and a note: "Need to request an account or complete registration? Click the Register button below to continue."

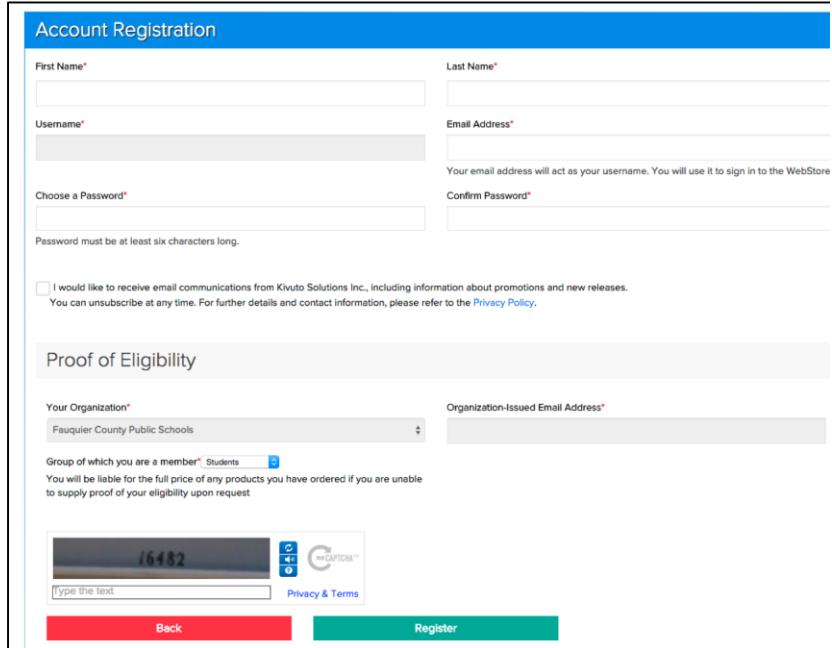
2. Enter your FCPS email address as the first step in registration. Students will use their FCPS **fcps1schools.net** email address.



The screenshot shows the "Account Verification > Verify Email Address" page. It features a "Product Search" bar at the top. Below it is a blue header with the text "Account Verification > Verify Email Address". The main content area has a field labeled "Organization-Issued Email Address\*" with a red arrow pointing to it. Below the field is a note: "A confirmation email will be sent to the address you provide. Please ensure that your email is configured to allow messages from the domain '@onthehub.com'. Check your Spam folder if the email does not arrive within a few minutes." At the bottom is a blue "Continue" button.

- 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**



**Account Registration**

First Name\*  Last Name\*

Username\*  Email Address\*

Your email address will act as your username. You will use it to sign in to the WebStore

Choose a Password\*  Confirm 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](#).

**Proof of Eligibility**

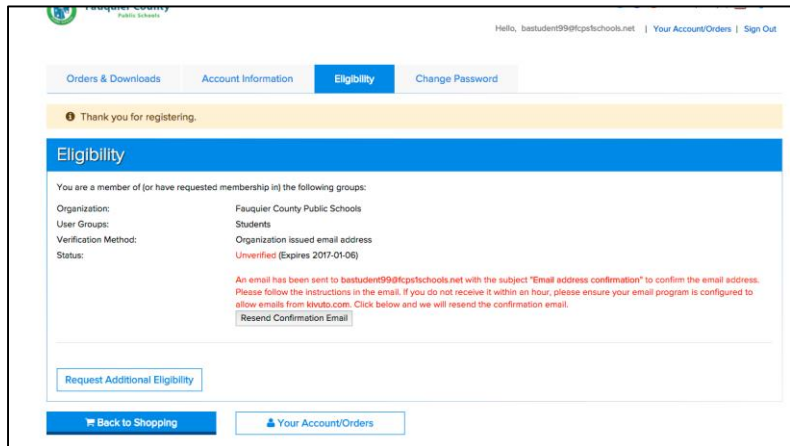
Your Organization\*  Organization-Issued Email Address\*

Group of which you are a member\*  Students

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

[Privacy & Terms](#)

- 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.



Orders & Downloads | Account Information | **Eligibility** | Change Password

Thank you for registering.

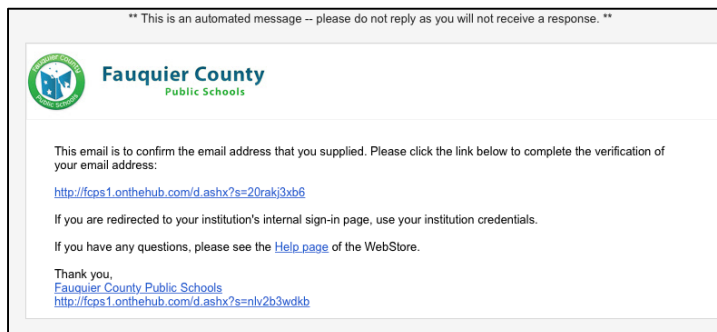
**Eligibility**

You are a member of (or have requested membership in) the following groups:

Organization:	Fauquier County Public Schools
User Groups:	Students
Verification Method:	Organization issued email address
Status:	Unverified (Expires 2017-01-06)

An email has been sent to [bastudent99@fcpspschools.net](mailto:bastudent99@fcpspschools.net) with the subject "Email address confirmation" to confirm the email address. Please follow the instructions in the email. If you do not receive it within an hour, please ensure your email program is configured to allow emails from [kivuto.com](http://kivuto.com). Click below and we will resend the confirmation email.

- 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.



\*\* This is an automated message -- please do not reply as you will not receive a response. \*\*

**Fauquier County Public Schools**

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

<http://fcps1.onthehub.com/d.ashx?s=20rak3xb6>

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 page](#) of the WebStore.

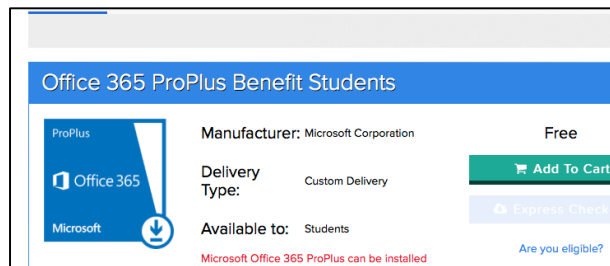
Thank you,  
Fauquier County Public Schools  
<http://fcps1.onthehub.com/d.ashx?s=nlv2b3wdkb>

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](#).

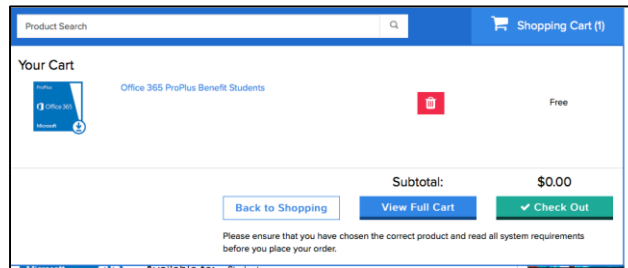


7. A successful login will display the current products available in the eStore.

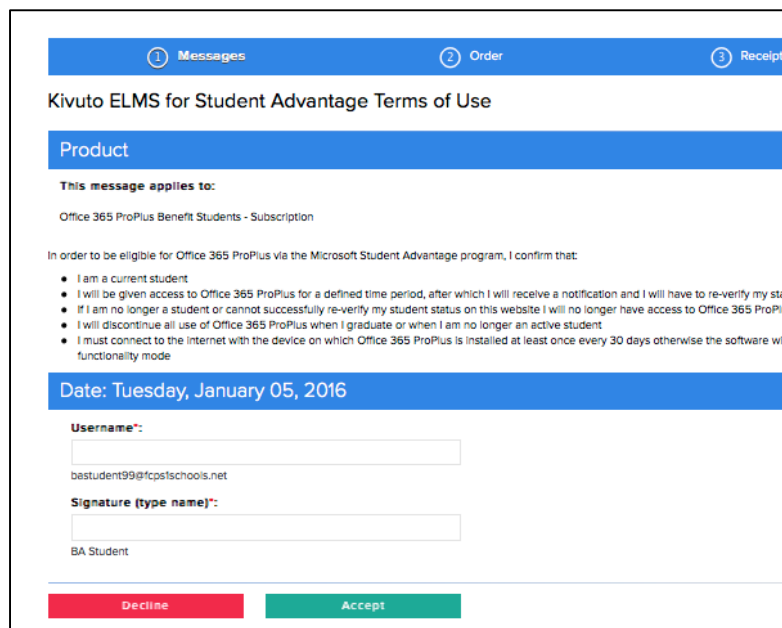
To activate your Office 365 subscription, select **Office 365 ProPlus** and add it to your shopping cart.



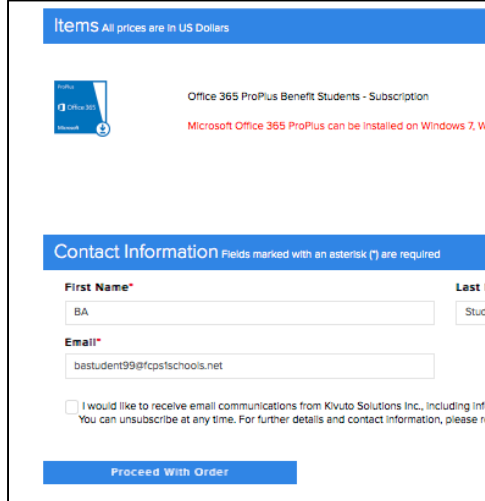
8. When you are ready to check out, view your **Shopping Cart** and select the **Check Out** button. This will begin the process of activating your Office 365 subscription.



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**.



**Items** All prices are in US Dollars

Office 365 ProPlus Benefit Students - Subscription  
Microsoft Office 365 ProPlus can be installed on Windows 7, Win

**Contact Information** Fields marked with an asterisk (\*) are required

**First Name\*** BA **Last Name\*** Student

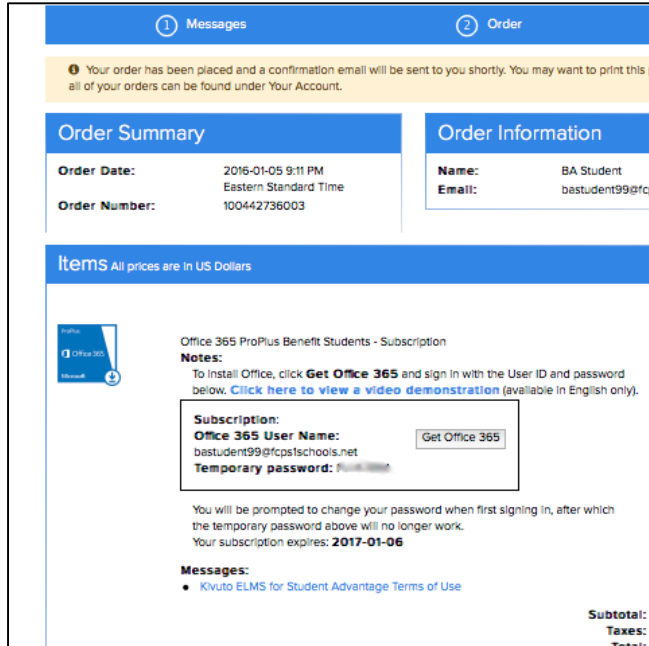
**Email\*** bastudent99@fcps1schools.net

I would like to receive email communications from Kivuto Solutions Inc., including information about our products and services. You can unsubscribe at any time. For further details and contact information, please refer to our privacy policy.

**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



**Messages** **Order**

Your order has been placed and a confirmation email will be sent to you shortly. You may want to print this page as all of your orders can be found under Your Account.

**Order Summary**

**Order Date:** 2016-01-05 9:11 PM Eastern Standard Time  
**Order Number:** 100442736003

**Order Information**

**Name:** BA Student  
**Email:** bastudent99@fcps1schools.net

**Items** All prices are in US Dollars

Office 365 ProPlus Benefit Students - Subscription

**Notes:**  
To install Office, click **Get Office 365** and sign in with the User ID and password below. [Click here to view a video demonstration](#) (available in English only).

**Subscription:**

**Office 365 User Name:** bastudent99@fcps1schools.net **Get Office 365**  
**Temporary password:** [Temporary Password]

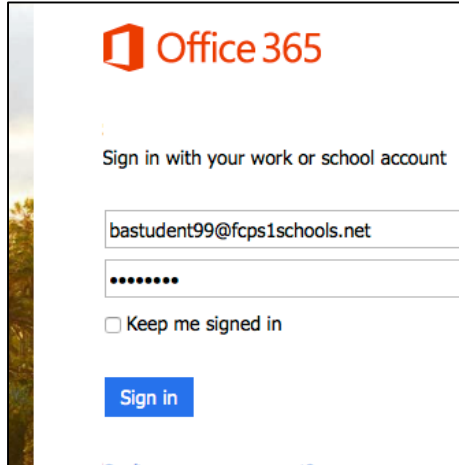
You will be prompted to change your password when first signing in, after which the temporary password above will no longer work.  
Your subscription expires: **2017-01-06**

**Messages:**

- Kivuto ELMS for Student Advantage Terms of Use

**Subtotal:**  
**Taxes:**  
**Total:**

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.

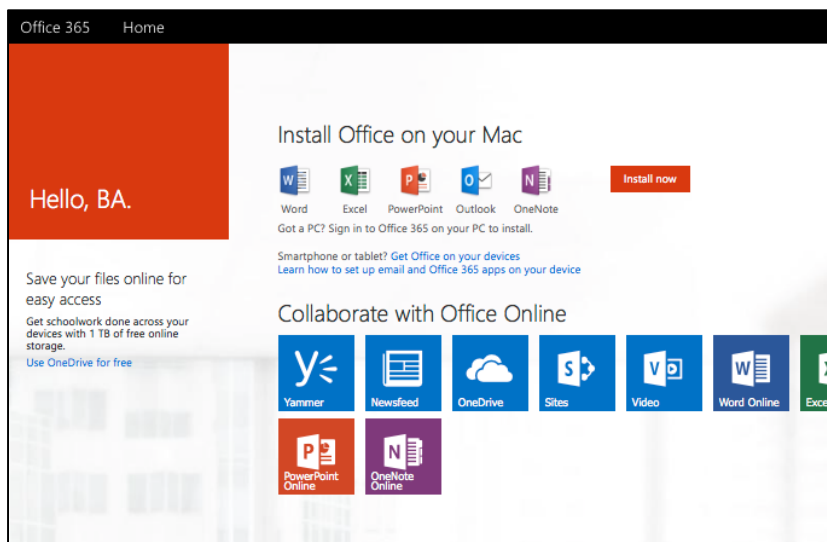


13. After logging in the first time, you will be required to change your password. It is **HIGHLY Recommended that you use your FCPS1schools.net password so that it can be provided to you if you forget it.** Provide the new password, then click **Update password and sign in**



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.





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](#).