

Directions: Start at <http://fcps.onthehub.com>

### 1. Account Creation

- Click "Sign In" in the upper right corner
- You will be prompted to Sign In, or to Register for a new account (see right)
- New Users should click 'Register'
- Complete the Account Registration form (see right)
- Students MUST Use their FCPS Google Apps for Education (GAE) account to register: Example: #####@fcpschools.net
- For information about FCPS GAE go to: <https://www.fcps.edu/resources/technology/google-apps-education>
- To reset a, FCPS GAE account go to: <https://itweb.fcps.edu/accountrecovery/index.cfm>
- Please contact your school for FCPS GAE support

Sign In

Username\*

Password\*

Sign In

[Forgot username or password?](#)

Register

Need to request an account or complete registration? Click the Register button below to continue.

Register

Account Registration

First Name\* \_\_\_\_\_ Last Name\* \_\_\_\_\_

Title \_\_\_\_\_ FCPSStudent

Username\* \_\_\_\_\_

#####@fcpschools.net

Email Address\* \_\_\_\_\_

#####@fcpschools.net

I would like to receive special offers and promotions from Kivuto Solutions Inc. and its partners

Choose a Password\* \_\_\_\_\_

\*\*\*\*\*

Password must be at least six characters long.

Confirm Password\* \_\_\_\_\_

\*\*\*\*\*

Must match the password above.

Proof of Eligibility

Your Organization\* \_\_\_\_\_

[Fairfax County Public Schools](#)

Your organization issued email address\* \_\_\_\_\_

#####@fcpschools.net

Group of which you are a member\* \_\_\_\_\_

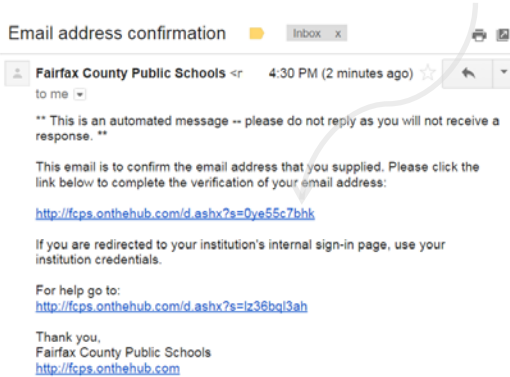
[Students](#)

If you are audited, and you are unable to supply proof of your selection upon request, you will be liable for the entire retail price of any products you order.

Back Register

- Confirm Eligibility:** Following account creation, you will receive the message on the right and an email (below) will be sent to your FCPS Google Apps for Education (GAE) account.

- Log into FCPS GAE: <http://www.fcpschools.net>
- Click on the confirmation link in the email



Thank you for submitting profile information.

Your Eligibility

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

Organization: Fairfax County Public Schools

User Groups: **Students**

Verification Method: Organization issued email address

Status: Unverified (Expires 2015-09-16)

An email has been sent to #####@fcpschools.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.

[Resend Confirmation Email](#)

[Request additional eligibility](#)

[Continue Shopping](#) [Your Account/Orders](#)

### 3. Go Shopping:

- Login into <http://fcps.onthehub.com> with your new account
- Select your product & the platform
- "Add To Cart"
- "Check Out"

Office 365 ProPlus

Get the latest Office applications you know, across all of your devices, so you can work your best wherever you happen to be.

Choose a platform: [Windows](#)

Subscription

Office 365 ProPlus

Available to: Students

[Add To Cart](#) **Free**

Microsoft Office 365 ProPlus can be installed on both PC and Macs. For more information, please see the System Requirements.

Your Cart

Office 365 ProPlus - Subscription

Date Added: 2014-09-16 4:44 PM

Price Free Remove

Subtotal: \$0.00

[Continue Shopping](#) [Check Out](#)

- Message at right will appear. Complete & Accept

Messages Order Receipt

Kivuto ELMS for Student Advantage Terms of Use

This message applies to:

Product

Office 365 ProPlus - Subscription

In order to be eligible for Office 365 ProPlus via the Microsoft Student Advantage program, I confirm that:

- I am a current student
- I will be given access to Office 365 ProPlus for a defined time period, after which I will receive a notification and I will have to re-verify my status on this website
- If I am no longer a student or cannot successfully re-verify my student status on this website I will no longer have access to Office 365 ProPlus
- I will discontinue all use of Office 365 ProPlus when I graduate or when I am no longer an active student
- I must connect to the internet with the device on which Office 365 ProPlus is installed at least once every 30 days otherwise the software will enter reduced functionality mode

Date: Thursday, September 18, 2014

Username\*: \_\_\_\_\_

Signature (type name)\*: \_\_\_\_\_

[Decline](#) [Accept](#)

- f. **Order Information will appear.** Verify and “Proceed With Order”.
- g. Receipt Information will appear, see below.

Messages Order Receipt

**Items** All prices are in US Dollars

| Item                              | Amount        |
|-----------------------------------|---------------|
| Office 365 ProPlus - Subscription | \$0.00        |
| <b>Subtotal:</b>                  | <b>\$0.00</b> |
| <b>Taxes:</b>                     | <b>\$0.00</b> |
| <b>Total:</b>                     | <b>\$0.00</b> |

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

First Name\* [Redacted] Last Name\* [Redacted]  
 Email\* [Redacted]

I would like to receive special offers and promotions from Kivuto Solutions Inc. and its partners

[Proceed With Order](#)

Messages Order Receipt

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

**Order Summary**

Order Date: 2014-09-18 3:10 PM Eastern Daylight Time  
 Order Number: [Redacted]

**Order Information**

Name: [Redacted]  
 Email: [Redacted]

**Items** All prices are in US Dollars

| Item                              | Amount        |
|-----------------------------------|---------------|
| Office 365 ProPlus - Subscription | \$0.00        |
| <b>Subtotal:</b>                  | <b>\$0.00</b> |
| <b>Taxes:</b>                     | <b>\$0.00</b> |
| <b>Total:</b>                     | <b>\$0.00</b> |

[Continue Shopping](#)

**FCPS** FAIRFAX COUNTY PUBLIC SCHOOLS

Dear [Redacted],

Thank you for your order.

Full [Redacted] any required product keys and activation codes and/or download links are available online in [Your Account](#).

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

**Order Summary**

Order Number: 100322562026  
 Date Ordered: 2014-09-18 3:10 PM Eastern Daylight Time

**Order Information**

Name: [Redacted]  
 Email: [Redacted]

**Items** (All prices are in US Dollars)

| Item                              | Amount        |
|-----------------------------------|---------------|
| Office 365 ProPlus - Subscription | \$0.00        |
| <b>Subtotal:</b>                  | <b>\$0.00</b> |
| <b>Taxes:</b>                     | <b>\$0.00</b> |
| <b>Total:</b>                     | <b>\$0.00</b> |

**Notes:** To install Office, you will need to sign in to the Office 365 website using the credentials below.

**Subscription**  
 Office 365 User ID: [Redacted]  
 Temporary password: [Redacted]  
 You will be prompted to change your password when first signing in, after which the temporary password above will no longer work.  
 Expires: 2015-09-18  
[Get Office 365](#)

- h. An email will be sent to your FCPS Gmail with Your Office 365 User ID and a Temporary Password.

4. **Get the Software**

- a. In that email, or in the message in step 'g.' Click on “Get Office 365”.
- b. The window at right will appear.
- c. Sign in with the information from step 'h'. **NOTE: THIS IS a new and unique email address: [ImaFCPSStudent@office365.fcpschools.net](mailto:ImaFCPSStudent@office365.fcpschools.net).**
- d. You will then be prompted to create a new password.
- e. Window below will appear. Select the software & follow the directions.

**Office 365**

Sign in with your organizational account

Keep me signed in

[Sign in](#)

[Can't access your account?](#)

**Software**

Office

Phone & tablet

Office

Install the latest version of Office

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

Word Excel PowerPoint OneNote Access Publisher

Outlook Lync InfoPath

Language: English (United States)

Version: 32-bit (Recommended) Advanced

**Note:** Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)  
[Learn how to troubleshoot your Office installation](#)

[Install](#)