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

1. Account Creation
   a. Click “Sign In” in the upper right corner
   b. You will be prompted to Sign In, or to Register for a new account (see right)
   c. New Users should click ‘Register’
   d. Complete the Account Registration form (see right)
   e. Students MUST Use their FCPS Google Apps for Education (GAE) account to register: Example: ######@fcpsschools.net
   f. For information about FCPS GAE go to: https://www.fcps.edu/resources/technology/google-apps-education
   g. To reset a, FCPS GAE account go to: https://itweb.fcps.edu/accountrecovery/index.cfm
   h. Please contact your school for FCPS GAE support

2. 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.
   a. Log into FCPS GAE: http://www.fcpsschools.net
   b. Click on the confirmation link in the email

3. Go Shopping:
   a. Login into http://fcps.onthehub.com with your new account
   b. Select your product & the platform
   c. “Add To Cart”
   d. “Check Out”
   e. Message at right will appear. Complete & Accept
f. Order Information will appear. Verify and “Proceed With Order”.
g. Receipt Information will appear, see below.

![Receipt Image]

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.fcpsschools.net.
   d. You will then be prompted to create a new password.
   e. Window below will appear. Select the software & follow the directions.