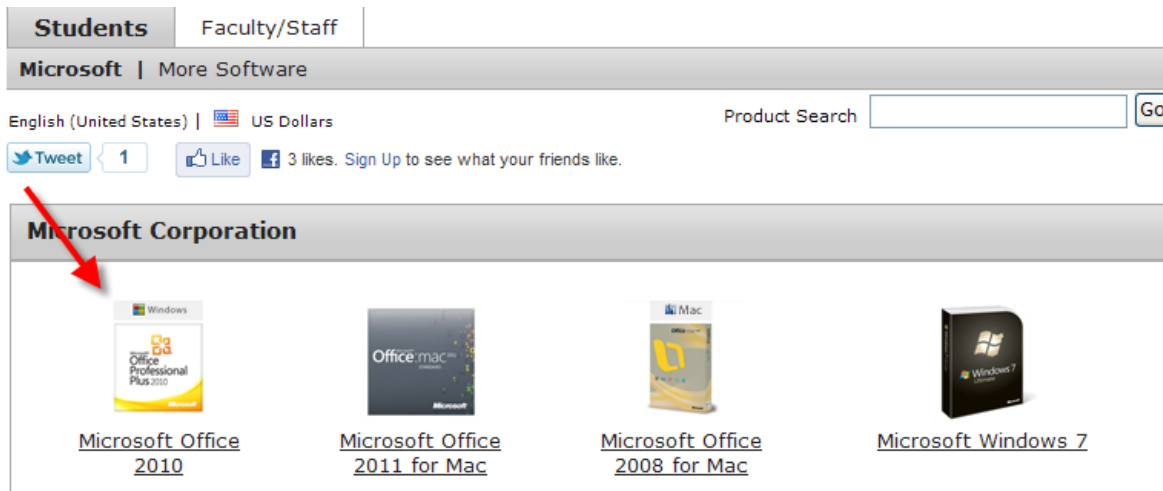



Technology and Information Systems Services

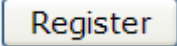

Parent Guide - How to Order Via the Microsoft Student Select Program


1. Log in to <http://ccsd.onthehub.com>
2. If you agree to the purchasing terms, click on the [Start Shopping](#) link.
3. From the **Student** tab, select the desired product you would like to purchase.

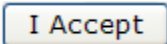


4. Select **Download** to order an immediate downloaded copy and product key. *Note: This version will not come with an installation disk.*
Select **Mail Order** to order an installation disk via U.S. postal mail.

Click  to select a product and proceed with your order.

5. If you do not have an account with e-academy, you will be required to create one. Click  to create an account.
6. Select **I will submit proof of my academic affiliation**. You will be required to send in proof of enrollment in the Clark County School District.
7. Fill out the Account Registration form.
 - Enter your **student's full name** in the **Member ID** field.
 - Upload an image of your student's class schedule or student ID card, or fax a copy of the form and the image to **1-866-469-7512**.
 - **Be sure to block out any confidential information such as a student number.**
8. Once your account has been verified, click the  [Shopping Cart](#) to review your order.

Click  once you are ready to complete your order. You will be required to accept the **Microsoft Student Select License Agreement** before your order will be placed.

Click  to agree to the terms and complete your order.