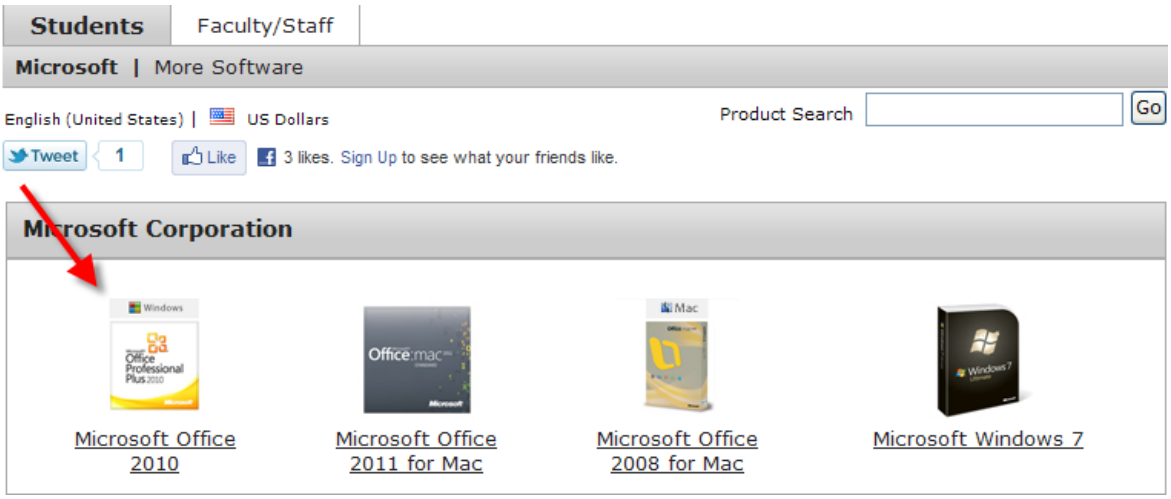
Technology and Information Systems Services

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 Add To Cart 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 Register 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 Check Out 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 I Accept to agree to the terms and complete your order.

CCSD CLARK COUNTY SCHOOL DISTRICT