

## Registration Instructions (Microsoft Software for Home Use)

1. From the URL <http://esc20.onthehub.com> -> Click **Sign In**.

Home | Your Account | Help | Product Search | **Sign In** | English |

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**Microsoft Corporation**

Microsoft Office 2010 Microsoft Office 2011 for Mac Microsoft Project 2010 Microsoft Visio 2010

Microsoft Windows 7 Microsoft Expression Studio 4

You must be a member of an academic institution to qualify for ordering academically discounted software. The academic software discounts offered on this WebStore are not for the general public. You will be requested to provide proof of your academic affiliation during the registration process in order to take advantage of the academic pricing available for students and educators.

[Privacy Policy](#) | [Safe Shopping](#)

VeriSign Trusted OnTheHub Network Powered by e-academy

2. Click **Register**.

Home | Your Account |

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**Registered User Sign-In**

Username (email address)\*  
Password\*

Sign In

[Forgot your password?](#)

**Not Registered?**

Don't have a username and password? Click below to register.

Register

3. Click **I have an institution issued e-mail address** -> **Continue**.

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**Verification**

To purchase products from this Webstore, you must be affiliated with an academic institution. Please select one of the following options below to verify your affiliation.

I have an institution issued email address.

I will submit proof of my academic affiliation (e.g. student ID or report card) via upload or fax.

Continue

4. Enter **your e-mail address** -> **Continue**.



**Account Verification > Verify Email Address**

Your institution issued email address\*

To be able to confirm this email address, you will need to be able to receive email from "e-academy.com". If possible, please configure your email program to allow messages from this domain.

5. Enter **your information** on the Account Registration form -> click **Register**.



**Account Registration**

Last Name\*  First Name\*

Username (email address)\*

Email Address\*

I would like to receive special offers and promotions from e-academy 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 Institution\*

Your institution issued email address\*

Group of which you are a member\*

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.

6. You will be presented with a screen confirming registration.

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**• Thank you for registering.**  
**• Your account is pending verification for eligibility to order certain products.** Any orders requiring this eligibility will remain on hold until the verification is complete. See details below.

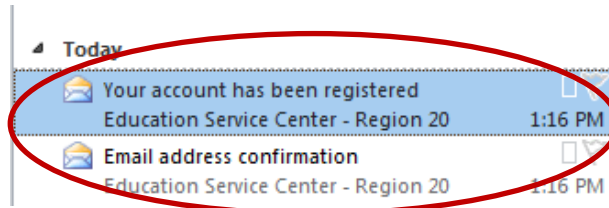
**Your Eligibility**

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

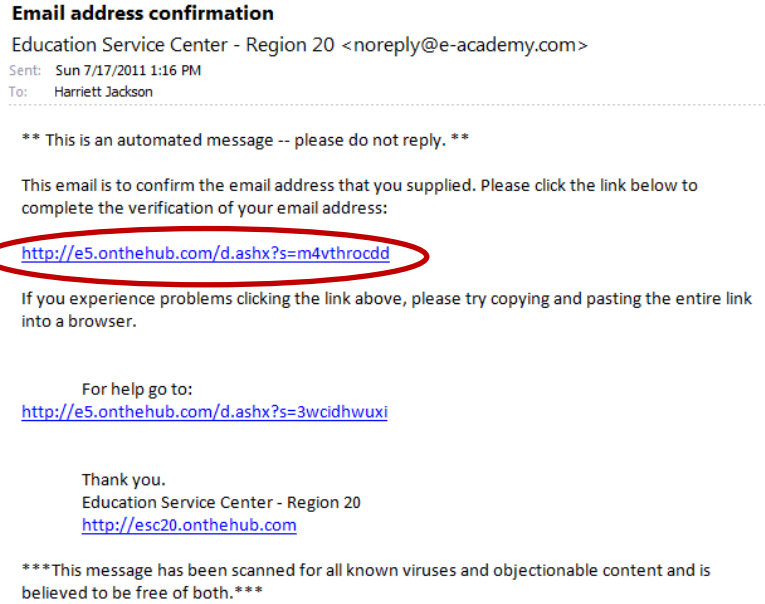
**Staff - Education Service Center - Region 20**  
Verification Method: Institution-supplied email address  
Status: **Unverified**

An email has been sent to **harriett.jackson@esc20.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 **e-academy.com**. Click below and we will resend the confirmation email.

7. You will receive two (2) e-mail messages that verify your eligibility.



8. Click on the link in the **e-mail address confirmation** message.



9. A message will appear to show that your e-mail address has been verified.



**Enjoy your discounted purchases.  
Another netVision20 Member Perk!!!**