Steps for purchasing/downloading software from: Fitchburgstate.Onthehub.com

- Open a browser and log onto the webstore: Fitchburgstate.onthehub.com using your Fitchburg State email address and password.
- From the tabs at the top of the page, select either Student or Faculty/Staff.
- From the menu options, select the software you would like to download. Be sure you are selecting the appropriate platform – Windows or Mac.
- Click Add to Cart.
  NOTE: If you choose the wrong platform, you should see a pop-up window asking if you are sure you would like to add the product to your cart.
- Go to the Shopping Cart and check out.
  NOTE: If you have purchased the product from this site already, a warning will pop up stating “You cannot add this product to your cart”.
  You are limited to ordering 1 copy of any Microsoft Software titles.
- **Please be sure to record your license key (which will be highlighted in RED) as it will only be available to you from this site for 30 days.**
- Be sure to sign out of your account when your shopping is complete. To sign out, click on the drop down arrow next to your login name in the top right corner of the page. This is a local logout. You will be prompted to close your browser to complete the logout process.

Should you need additional assistance, please contact Kivuto directly. Kivuto manages the site for us.

- Click the Help tab in the top right corner of the page.
- There are several Help Topics to choose from
- Or you can contact them - Scroll down to the bottom of the page, and click “Contact Us”