

Kivuto OnTheHub Webstore – Software Ordering Instructions

HSU uses Kivuto OnTheHub as a 3rd-party software distribution WebStore to provide free and discounted academic home/personal use software to the HSU campus community. Product availability and pricing depend on your role at HSU (student, faculty, staff, STEM).

Software distributed through the Kivuto OnTheHub WebStore is licensed for use on **personally-owned devices**, and should never be installed on an HSU-owned device. It is your responsibility to read and comply with all applicable license agreements for any software that you purchase, download, and/or install.

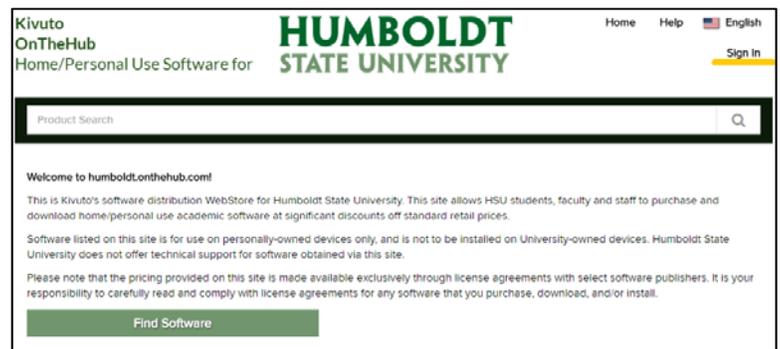
ITS does not provide technical support for home/personal use software. For assistance with software provided by the Kivuto WebStore, please contact Kivuto or the software manufacturer directly.

Please note that some software products may require you to register or log in with your personal Microsoft account or Adobe ID in order to activate your license. As a 'best practice,' please use a personal email account, rather than your @humboldt.edu email account, when activating product licenses downloaded from Kivuto OnTheHub.

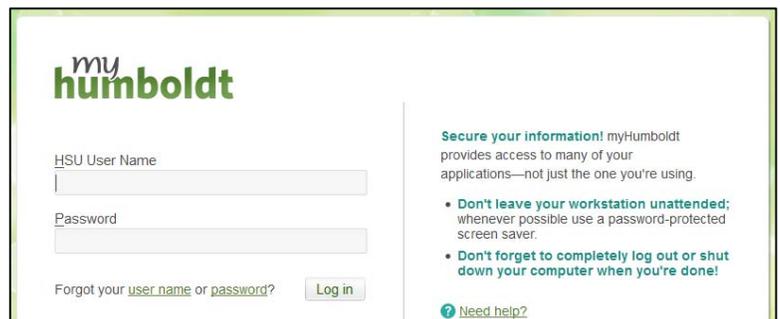
1. Visit: <https://humboldt.onthehub.com>

The Kivuto OnTheHub Welcome Page will appear.

2. Click **Sign In** to access the myHumboldt login screen.



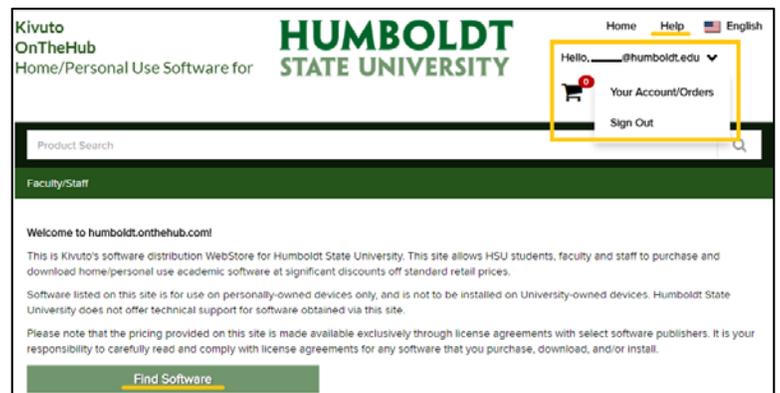
3. When prompted, enter your HSU User Name and Password to log in.



4. After you log in, Kivuto's Welcome Page will reappear—this time with your User Name displayed in the upper right hand corner.

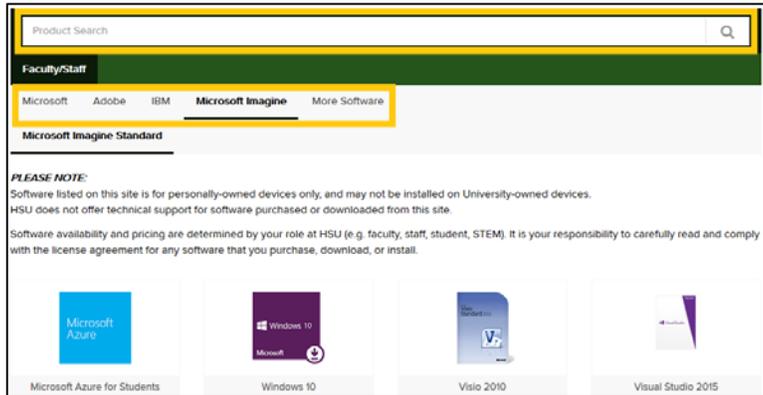
You can find links to **Help**, **Your Account/Orders**, and **Sign Out** in the upper right-hand corner of the screen.

To browse software products, click the **Find Software** button.



5. The software titles displayed are dependent on the active menu tab (e.g. **Microsoft Imagine**). To browse available titles, click any menu tab. To search for a specific title, enter it in the **Product Search** bar.

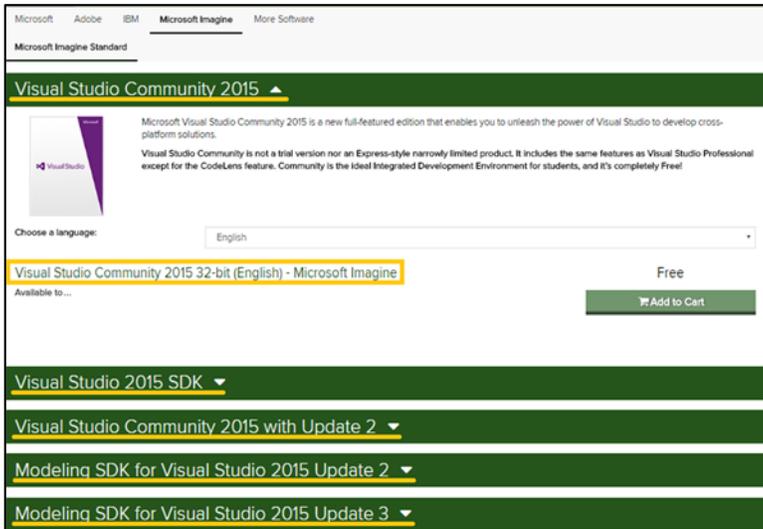
Some software titles may have multiple versions available for download. Click on any software title to view all available versions of that title.



6. When you click on a software title, available versions will be displayed as green headers. Click on any header to expand the view.

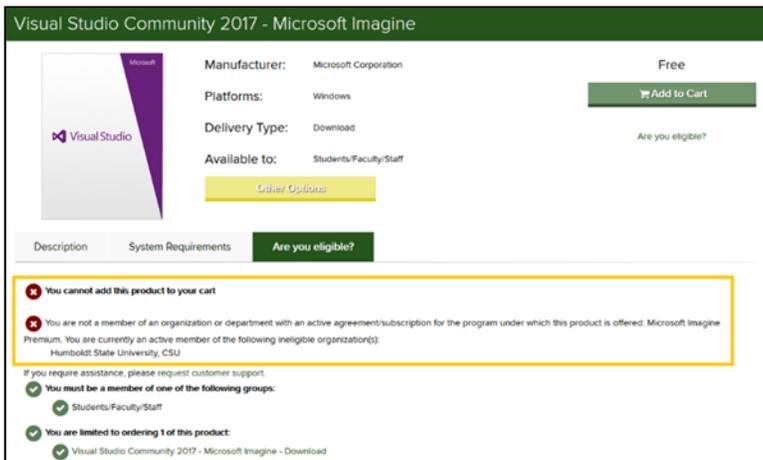
To view detailed information about any version (e.g. product description, system requirements, and eligibility), click on the software title displayed in the area beneath the green header.

Note that title availability and pricing are dependent on your current role at HSU (e.g. student, faculty, staff, STEM).



7. Software availability and pricing depend on your current role at HSU (e.g. student, faculty, staff, STEM). If you find that you are unable to add a software title to your cart, it is likely that you are ineligible for that software.

To check your eligibility, click **Are you eligible?** If you see this symbol:  it means that you are not eligible to download the selected software. The reason for ineligibility will be displayed next to the 



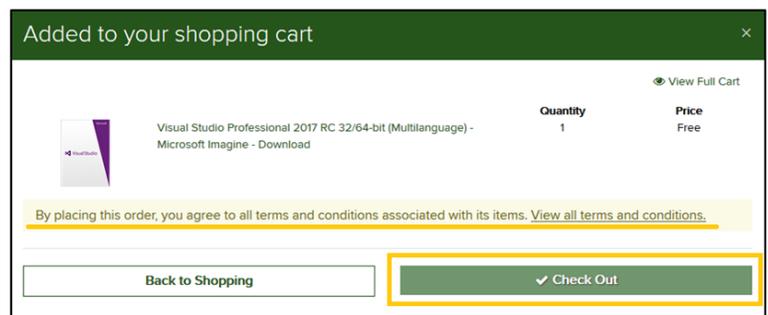
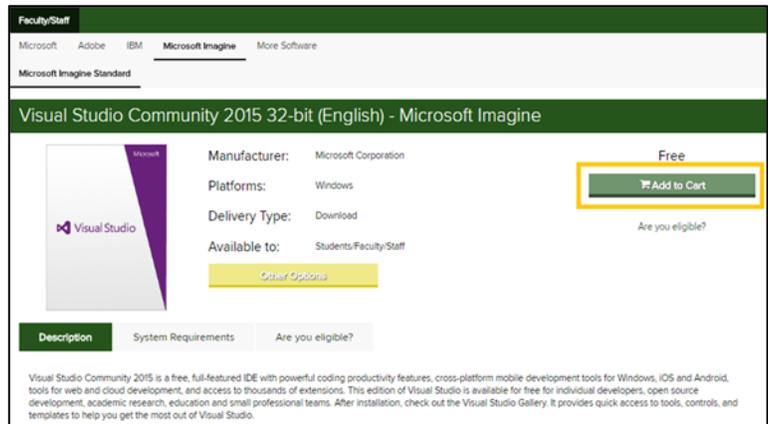
8. Click **Add to Cart** to add a software title to your shopping cart.

9. After adding the software titles that you want, proceed to **Check Out**.

During Check Out, you will be presented with licensing terms and conditions. **It is your responsibility to read and comply with all terms and conditions.**

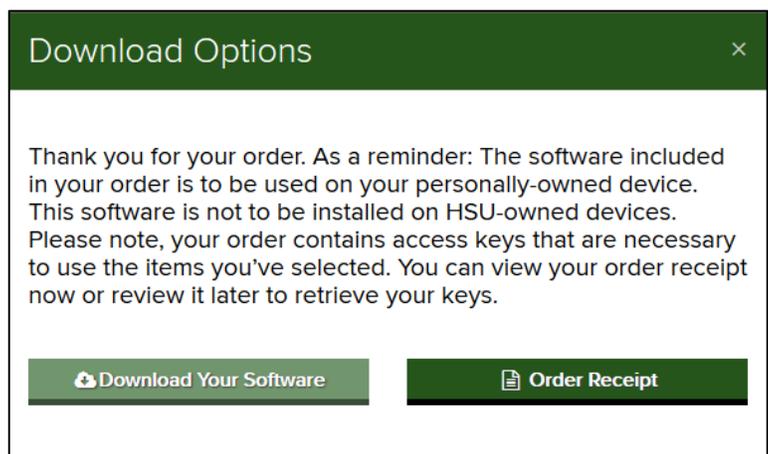
If you have selected free software, the next screen will display your Download Options. *(Jump to Step 9)*

If you have selected paid software, you will be required to provide a billing address and payment information. *(Jump to Step 10)*



10. The **Download Options** screen lets you download your software immediately or view your Order Receipt. Kivuto will also send a copy of your Order Receipt to your HSU email address.

To download the software at some other time, just return to humboldt.onthehub.com. You'll be able to access your order information from Your Account/Orders, beneath your User Name, at the top right of the screen.



11. If you have selected paid software, you will be required to provide your billing address and payment information.

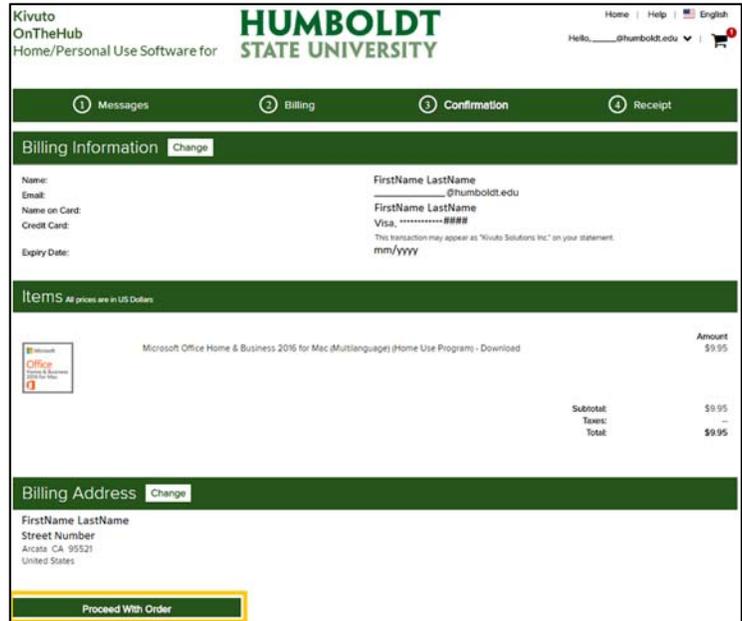
Enter the information requested in a form that matches your personal credit card or PayPal account. Note that you may not use a University ProCard nor Humboldt State University's business mailing address for Kivuto OnTheHub transactions.

A screenshot of the "Billing Information" form. It includes fields for "Available Addresses" (a dropdown menu), "Full Name*", "Address Line 1*", "Address Line 2", "City*", "Country*" (with "United States" selected), "State/Province*" (with "California" selected), "Postal Code/Zip*" (with "95521" entered), and "Phone Number*". A "Bill to this Address" button is at the bottom.A screenshot of the "Secure Payment" form. It shows "Payment Options" with a "Credit Card" option selected. Fields include "Card Number*", "Security Code*", "Expiry Date*" (with "Month" and "Year" dropdowns), and "Name on Card*". A "PayPal" option is visible at the bottom.

12. Confirm that your order details are correct, and click **Proceed With Order** to finalize your transaction.

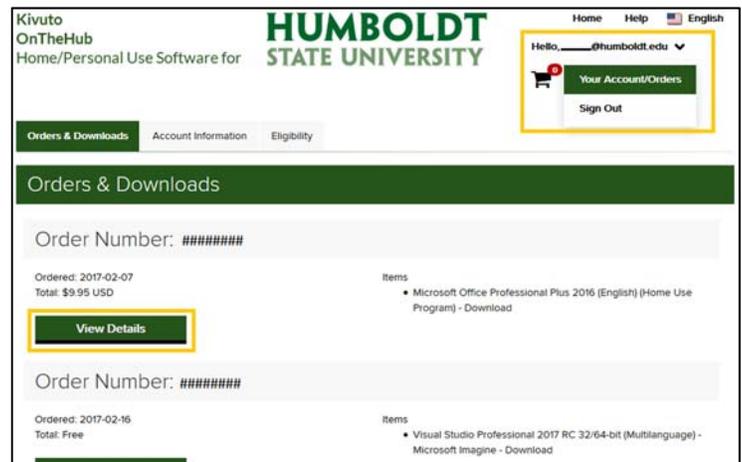
You will be presented with an Order Receipt. Kivuto will also send a copy of your Order Receipt to your HSU email address.

You can always find full details about your order, including download links, required product keys and/or activation codes (if applicable) by returning to humboldt.onthehub.com and viewing your order history.



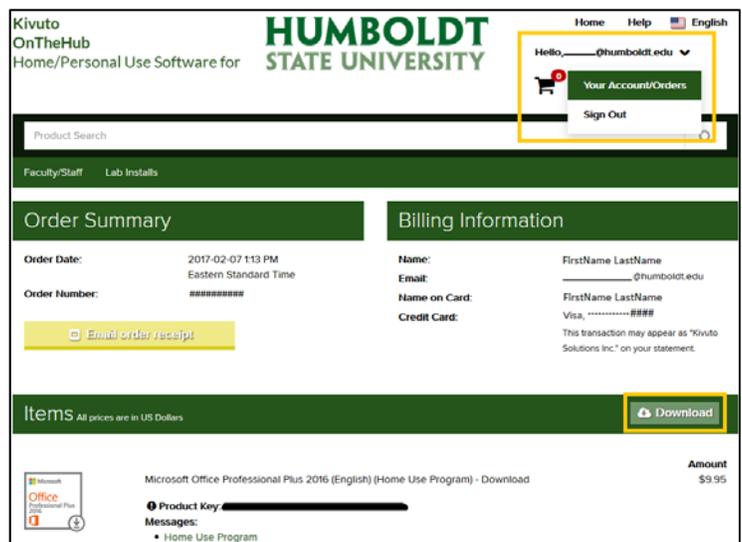
13. You can access your order history under **Your Account/Orders**, beneath your User Name, in the top right of the screen. Your orders will be listed under the Orders & Downloads header.

Click **View Details** to see a detailed Order Summary screen.



14. The **Order Summary** screen contains full details about your order, including download links, required product keys and activation codes. Click the **Download** button to view instructions for downloading and installing.

Note that some products may require you to register or log in with your Microsoft account or Adobe ID in order to activate your software. As a 'best practice,' please use your personal email account, rather than your humboldt.edu account, to activate product licenses.



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