Procedure to purchase MS Office via the E-store.

1. Launch Internet Explorer and go to the E-store website at: http://nyp.onthehub.com. Select Faculty/Staff and then the MS Office version to purchase.

2. Click on Add To Cart.
3. Click on **Register** to register for a new sign-in account.

4. Select **I have an institution issued email address**. Click **Continue**.
5. Input your NYP-issued email address. Click Continue.

6. Enter the required fields and set password. Click Register.
7. Upon completion of the registration, you will receive a confirmation email from the e-academy.com.

8. This is the email confirmation you will receive. Click on the link in the email to complete the verification of your email address.
9. After registration, go to the E-store website at http://nyp.onthehub.com. Select Faculty/Staff and then the MS Office version to purchase.

10. Click on Add To Cart.
11. You will see the following pop-up message. Click **OK**.

![Pop-up message](image)

12. Click on **Check Out** to proceed with the payment.
13. Read the License Agreement, and input your **Username and Signature**. Click **I Accept** after reading the terms and conditions.

**MICROSOFT’S LIABILITY WILL BE LIMITED TO DIRECT DAMAGES UP TO THE AMOUNT FACULTY AND STAFF HAS PAID UNDER THIS LICENSE AGREEMENT WITH RESPECT TO THE PRODUCT GIVING RISE TO A FACULTY AND STAFF CLAIM. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL MICROSOFT OR ANY OF ITS SUPPLIERS BE LIABLE FOR ANY INDIRECT DAMAGES (INCLUDING, WITHOUT LIMITATION, CONSEQUENTIAL DAMAGES, DAMAGES FOR LOSS OF PROFITS OR REVENUES, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR OTHER LOSS) ARISING IN CONNECTION WITH THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

5. **Miscellaneous.**

a. Choice of law. This License Agreement is governed by the laws of the state of Washington.
b. Questions. Should you have any questions concerning this License Agreement, or if you desire to contact Microsoft for any reason, please write: Microsoft Sales Information Center, One Microsoft Way, Redmond, Washington 98052-6399.

By signing this License Agreement, you agree to be bound by the terms of this Faculty and Staff License Agreement.

Date: Friday, June 08, 2012

Username: **helena_chua@nyp.gov.sg**

Username (Name): **Helena Chua**

Signature: **helena_chua@nyp.gov.sg**

Helena Chua

14. Input your Billing Address

**Nanyang Polytechnic**

**Students** | **Faculty/Staff**

**Billing**

**Billing Address**

Fields marked with an asterisk (*) are required

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name*</td>
<td>Helena Chua</td>
</tr>
<tr>
<td>Address Line 1*</td>
<td>180 Ang Mo Kio Ave B</td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Address Line 3</td>
<td></td>
</tr>
<tr>
<td>City*</td>
<td>Singapore</td>
</tr>
<tr>
<td>Country*</td>
<td>Singapore</td>
</tr>
<tr>
<td>State/Province*</td>
<td>Singapore</td>
</tr>
</tbody>
</table>
15. Payment can be made by **PayPal or Credit Cards**. Input all required fields and click **Next** to complete the purchase.

**Procedure for download and installation:**

1. Sign in to the Web Store using your Username and Password.
2. Place the order for your software. When the order is completed and payment made, the Receipt page is displayed.
3. On the Receipt page, click the **Start Download** button. The Get your Software in 4 Easy Steps window is displayed.

   **Step 1:** Click the **Download SDM** button (Step 1). The SDM starts downloading.

   **Step 2:** Follow the steps for your browser to download the SDM on your computer. Depending on your browser, the steps may be slightly different.

   **Step 3:** Locate the downloaded file and launch the SDM. Click the **Download SDX** button for your order.

   **Step 4:** Depending on your browser, the SDM window may open when the .SDX has completed downloading or you may have to locate the .SDX file before you can download your software.

4. Click the **Start Download** button for each item to download your software.