

Microsoft Office 365 Pro Plus Download Instructions for HACC Students*

Thanks to the Virtual Learning Student Advisory Council (VLSAC) the college is able to provide this FREE version of Microsoft Office 365 to all HACC students. This version uses the cloud and you must, therefore, have access to the Internet in order to use this program. The installation of Microsoft Office 365 Pro Plus will require that you UN-INSTALL any existing versions of Microsoft Office installed in your computer PRIOR to installing Office 365 Pro Plus. If you decide you need a different version of the product, remember that your campus bookstore has affordable options, which may be less expensive than other options.

Download Instructions:

1. Go to <http://hacc.onthehub.com> login page.
2. Use your "@hawkmail.hacc.edu" email address to register, if you have not already done so.



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Product Search



Sign In

Username (email address)*

Password*

[Sign In](#)

[Forgot username or password?](#)

Register

Need to request an account or complete registration? Click the Register button below to continue.

[Register](#)

3. Once you have successfully registered, sign in, and then click on the "Start Shopping" button.



Shopping Cart 0

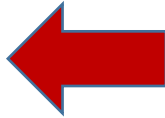
Students

Welcome to your Academic Software Center!

This is your school's software distribution website, which allows students, faculty and staff to purchase software at significant discounts off standard retail prices.


Please note that the pricing provided on this site is made available exclusively through an agreement between your academic institution and select software publishers.

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Get Microsoft Office for \$0.00

Exclusive offer for Harrisburg Area Community College students

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4. Choose the Microsoft Office 365 Pro Plus product and add it to your shopping cart.



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Students

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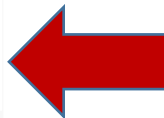
Microsoft



Windows 10



Office 365 ProPlus



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You must be a member of an academic organization to qualify for the software discounts offered on this WebStore. You will be required to provide proof of your academic affiliation to register an account on this site. Consult the [Help](#) page for more information about how to register.



Get Microsoft Office for \$0.00

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Product Search



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Office 365 ProPlus Benefit Students 12 Months



Manufacturer: Microsoft Corporation

Delivery Type: Custom Delivery

Available to: Students

Microsoft Office 365 ProPlus can be installed on Windows 7, Windows 8/8.1, Windows 10 and Mac OS 10.6.8 or later.

Free

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Express Checkout

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Description

System Requirements

Are you eligible?

5. Once finished, click the "Check Out" button and follow the verification prompts.

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Subtotal:

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View Full Cart

Check Out




6. Fill in your contact information and click the “Proceed With Order” button.

HACC Founded in 1964
Home | Help | English
Hello, ixt38341@hawkmail.hacc.edu

1 Messages 2 Order 3 Receipt

Items All prices are in US Dollars

	Office 365 ProPlus Benefit Students 12 Months - Subscription	Amount
	Microsoft Office 365 ProPlus can be installed on Windows 7, Windows 8/8.1, Windows 10 and Mac OS 10.6.8 or later.	Free
		Subtotal: Free
		Taxes: --
		Total: Free

Contact Information Fields marked with an asterisk (*) are required

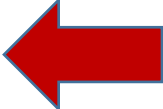
First Name* Last Name*

Joe Doe

Email*

ixt38341@hawkmail.hacc.edu

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Proceed With Order 

7. You will see a button to the Office 365 download which will be valid for a term of one year. Click on the button “Get Office 365”. It will take you to the Microsoft 365 Portal.

1 Messages

2 Order

3 Receipt

📌 Your order has been placed and a confirmation email will be sent to you shortly. You may want to print this page for your records. Detailed information about all of your orders can be found under Your Account.

Order Summary

Order Date: 2016-10-28 9:50 AM
 Pacific Daylight Time
Order Number: 100507845763

Order Information

Name: Joe Doe
Email: ixt38341@hawkmail.hacc.edu

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Items All prices are in US Dollars



Office 365 ProPlus Benefit Students 12 Months - Subscription

Amount
Free

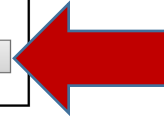
Notes:

To install Office, click **Get Office 365** and sign in with the User ID and password below. [Click here to view a video demonstration](#) (available in English only).

Subscription:

Office 365 User Name: ixt38341@myhawks.onmicrosoft.com
Temporary password: Huju7126

Get Office 365



You will be prompted to change your password when first signing in, after which the temporary password above will no longer work.
 Your subscription expires: **2017-10-28**

Messages:

- [Kivuto ELMS for Student Advantage Terms of Use](#)

Agreement Number: 01C36005 **Enrollment Number:** 5090727

Subtotal: Free
Taxes: --
Total: Free

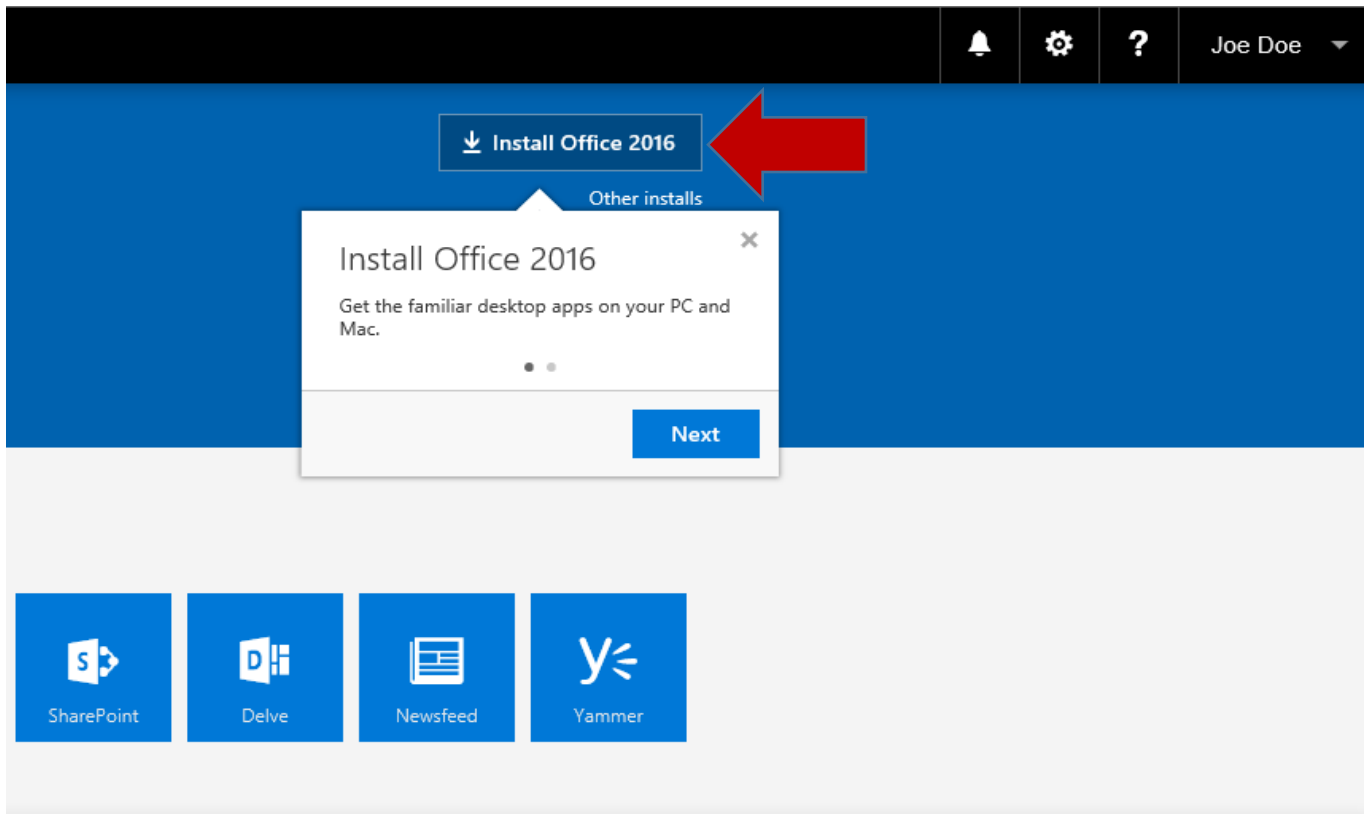
- You MUST login using the Office 365 User Name (i.e.: ixt32341@myhawks.onmicrosoft.com) and temporary password provided in the subscription screen and on the verification email sent to your HAWKmail account. DO NOT use your HAWKmail account to log in the Microsoft 365 Portal. Also, DO NOT copy and paste the temporary password in the password field. You MUST manually type the password in the password field.



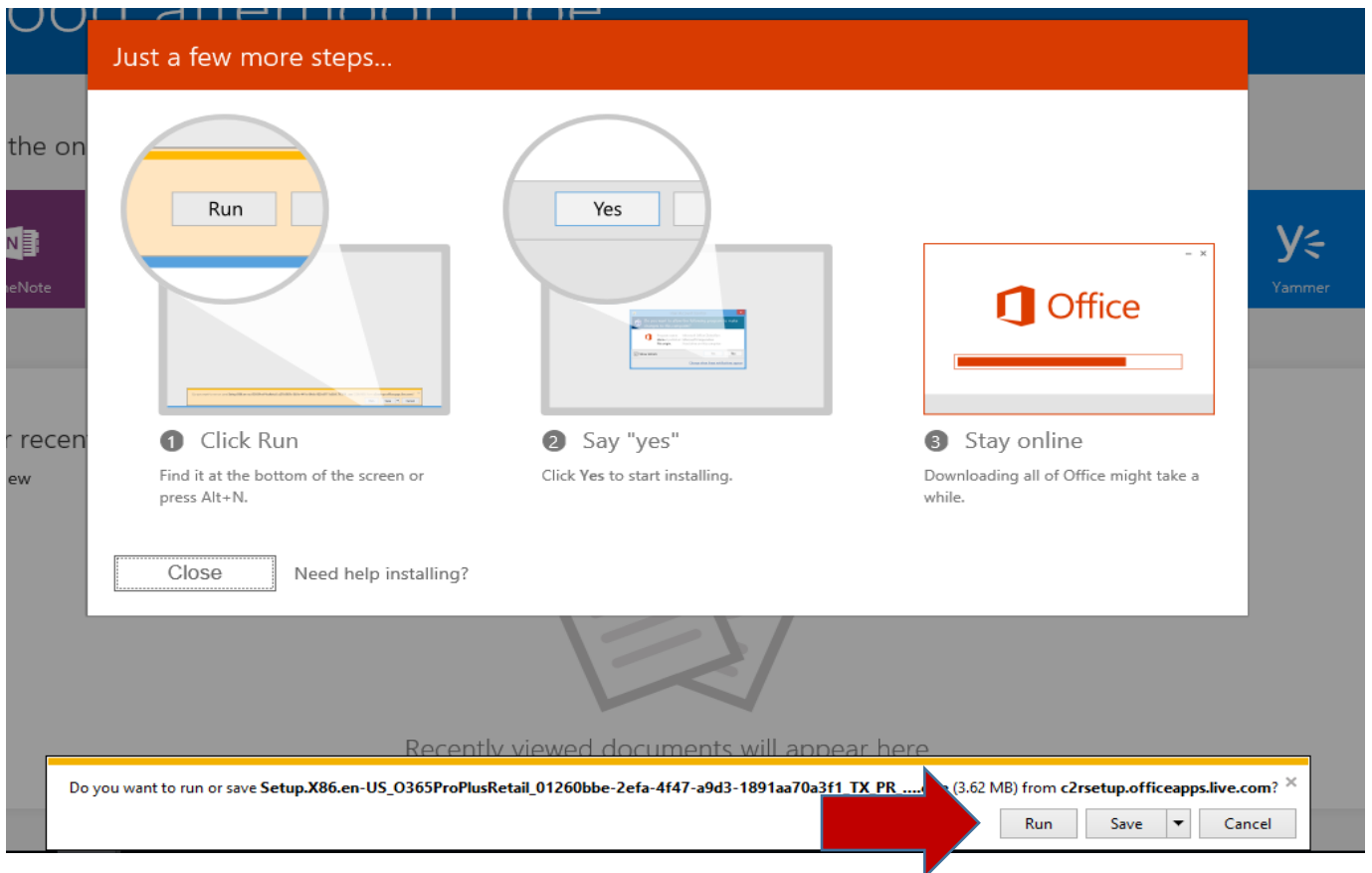
Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

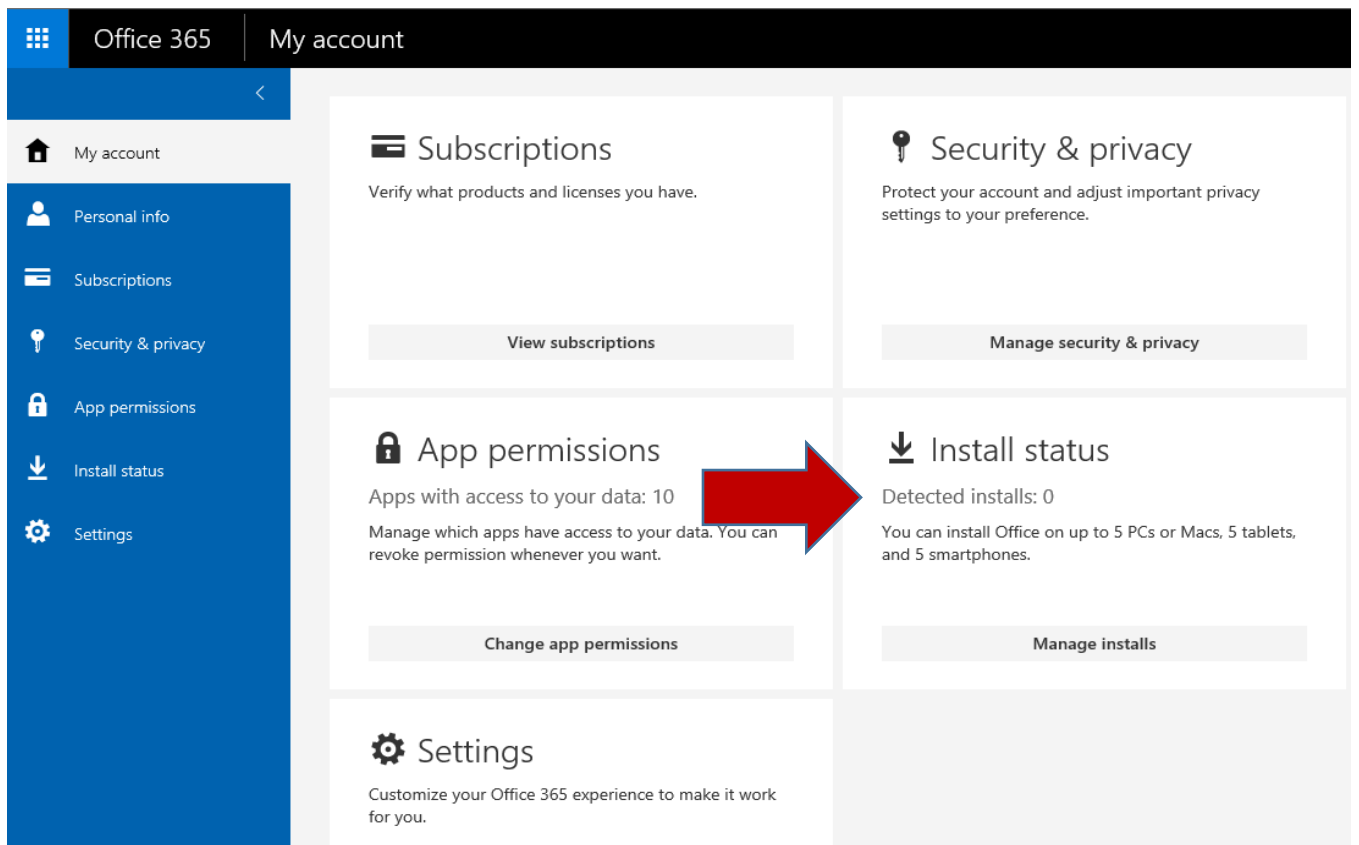
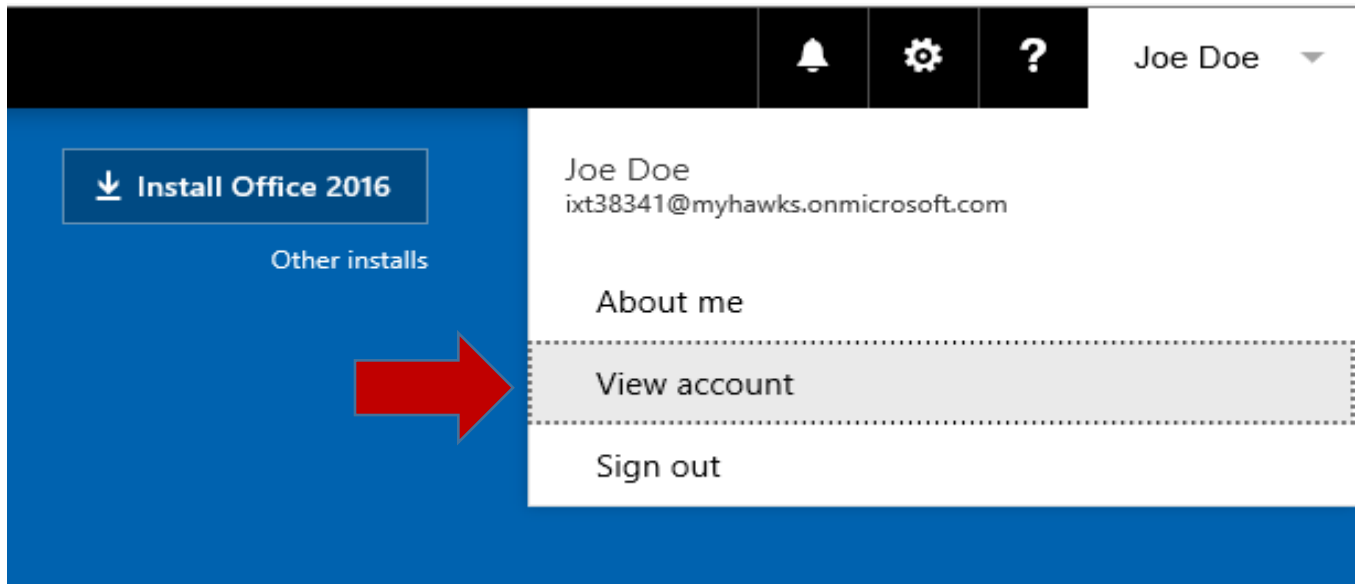
8. After changing the temporary password in the Office 365 portal, login and click on the “Install Office 2016” button located in the top right corner of the screen.



9. Then click the "Run" button located in the bottom of the screen.



* You can install Office 365 in up to 5 different computers. You can do this by logging into the Office 365 portal using the computer you would like to install the software, and repeat steps 8 and 9. To verify how many installs you have left under your account, click the drop down arrow by your name in the top right corner of the Office 365 portal and click on View account.



*** **Note:** If you have any questions regarding the download and install of Microsoft Office 365 Pro Plus, you may review the Microsoft Office 365 FAQ's section located on the [Technical Support](#) page in the my.Hacc portal. You may also contact the IT Support Center at 717-780-2570 or supportcenter@hacc.edu