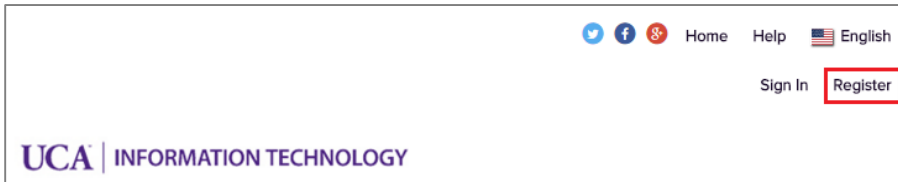


# Installing Office 365 from UCA IT (students)

To get Office 365 from UCA, follow the instructions below.

1. In your browser, go to the UCA Software Portal (<https://ucabears.onthehub.com>).
2. Register your UCA email with Kivuto (the software provider). If you have already completed this step, proceed to step 3.
  - a. To begin, click **Register** in the upper-right corner.



- b. For the **Username**, enter your full UCA email (i.e. include @*cup.uca.edu* after your username). Then click **Continue**.

A screenshot of the 'Activate Account' form. The form includes instructions for account activation and a field for 'Username' which contains 'helpdesk@cup.uca.edu'. Below the form, the 'Continue' button is highlighted with a red rectangular box.

- c. A verification message will appear stating to check your email for further instructions.
- d. Open the email and click the link provided.
- e. Click **Sign In** in the upper-right corner.



- f. For the **Username**, enter your full UCA email (include @*cup.uca.edu* after your username). Then enter your password. Then click **Sign In**.

A screenshot of the 'Sign In' form. It has fields for 'Username' (containing 'helpdesk@cup.uca.edu') and 'Password' (masked with dots). A 'Sign In' button is at the bottom, highlighted with a red rectangular box.

## Need help?

If you are having trouble renewing your subscription of Office 365...  
Call the software provider Kivuto at 1.888.396.1447 (Monday through Friday, 7am–5pm CT).

For any other assistance...  
Contact UCA's IT Help Desk (*see below*).

### IT Help Desk

Burdick Hall 101 | 501.450.3107  
[helpdesk@uca.edu](mailto:helpdesk@uca.edu)

#### Fall and Spring Hours

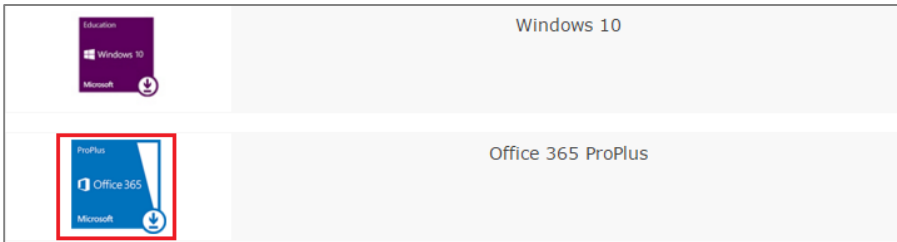
<b>Monday–Friday:</b>	7:30am–9pm
<b>Saturday:</b>	noon–7pm
<b>Sunday:</b>	10am–9pm

#### Summer Hours

<b>Monday–Friday:</b>	7:30am–9pm
<b>Saturday:</b>	closed
<b>Sunday:</b>	closed

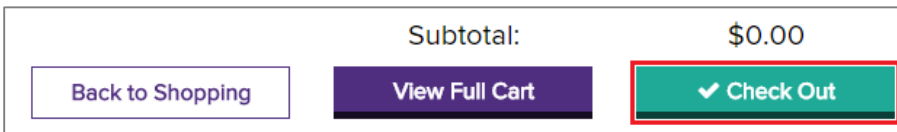
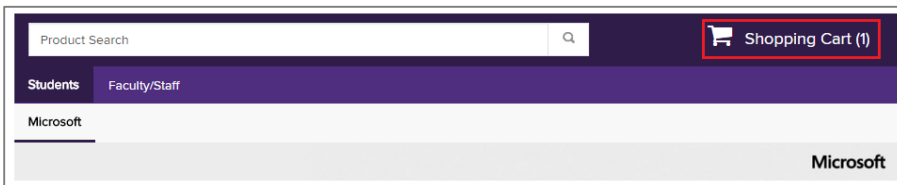
- g. Enter the necessary account information (first name, last name, and password). Then click **Register**.
- h. Answer the questions to complete your account profile. Then click **Save**. You will then be redirected to the homepage of the Software Portal.

3. Click **Office 365 ProPlus**.



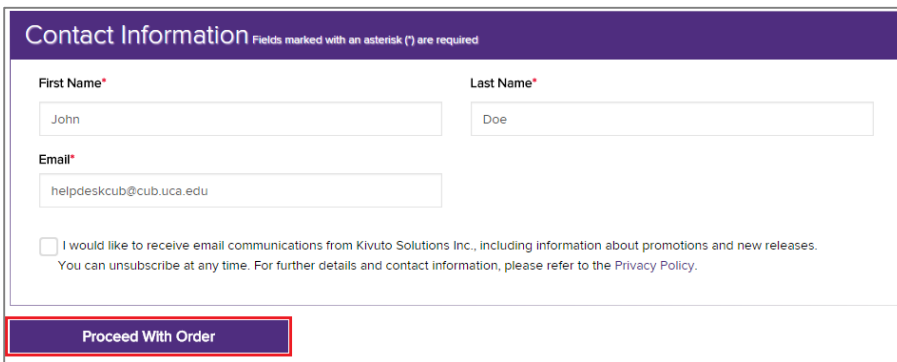
4. Click **Add To Cart**.

5. Click **Shopping Cart**, and then click **Check Out**.



6. Enter your **Username** and **Signature**. Then click **I Accept**.

7. Verify your order information, and then click **Proceed With Order**.



8. If prompted to verify your profile information, click **Next**.

9. Write down your Microsoft account information (Office 365 User Name and Temporary password), and then click **Get Office 365**.

Items All prices are in US Dollars

	Amount
Office 365 ProPlus Benefit Faculty/Staff - Subscription	\$0.00

**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: [Redacted] **Get Office 365**  
Temporary password: Vofu3798

10. On the Microsoft login page, enter the account information you received in the previous step. Then click **Sign in**.

Office 365

Sign in with your work or school account

helpdeskub@ucabears.onmicrosoft.com

••••••••

Keep me signed in

**Sign in**

[Can't access your account?](#)

11. Enter your temporary password, and then enter a new password (twice to confirm). Then click **Update password and sign in**.

Office 365

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.

helpdeskub@ucabears.onmicrosoft.com

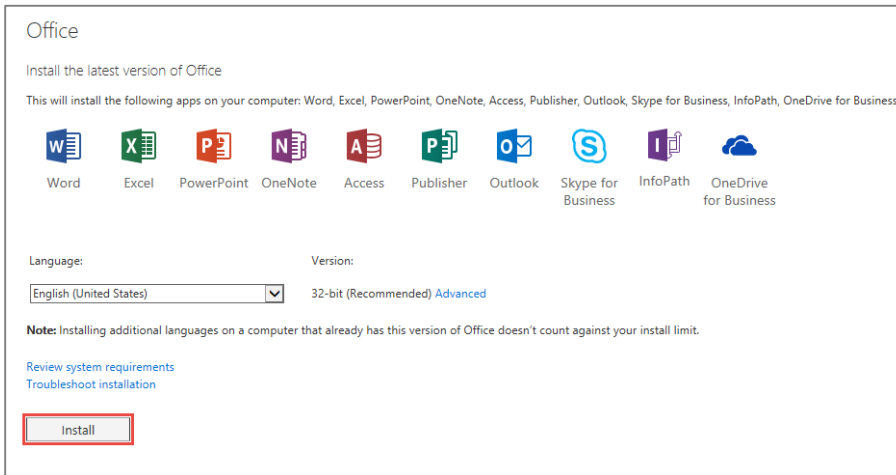
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**Update password and sign in**

12. Click **Install**. If prompted, click **Run** to run the installer. Otherwise, click **Save**; when the download finishes, find the file where you saved the installer (often in the Downloads folder, unless you specified otherwise), and then double-click the installer to run it.



13. Click **Next** to proceed with each screen of the Office 365 Installer.
- When prompted, choose **Use recommended settings** and then click **Accept** to accept the Microsoft Office license agreement.
  - When prompted to sign in, enter the Microsoft account information you previously received.