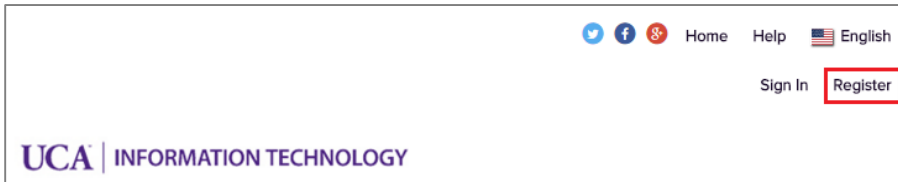# Installing Office 365 from UCA IT (students)

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 *@cub.uca.edu* after your username). Then click **Continue**.

    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 *@cub.uca.edu* after your username). Then enter your password. Then click **Sign In**.

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

Fall and Spring Hours

Monday–Friday:	7:30am–9pm
Saturday:	noon–7pm
Sunday:	10am–9pm

Summer Hours

|	
Monday–Friday:	7:30am–9pm
Saturday:	closed
Sunday:	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.

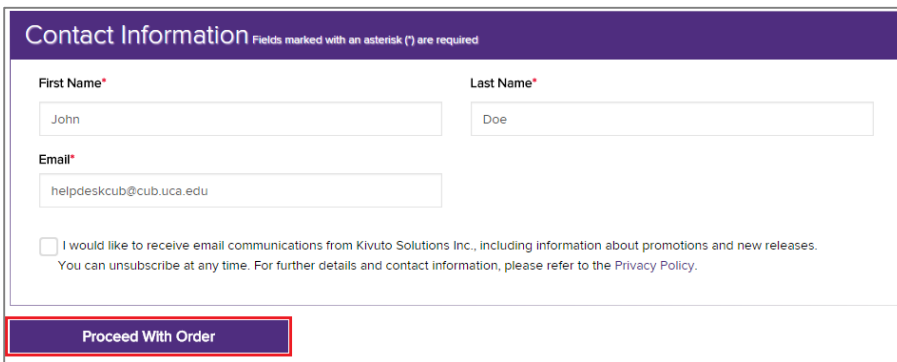3.   Click **Office 365 ProPlus**.
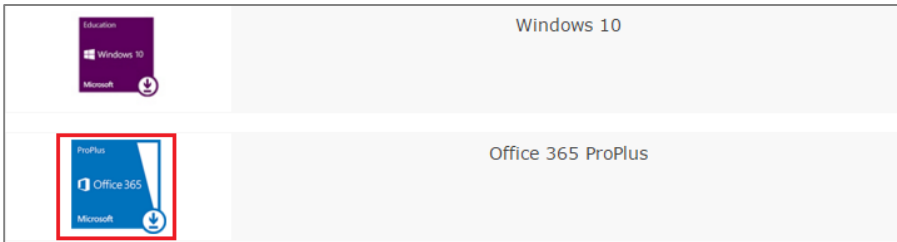
4.   Click **Add To Cart**.

5.   Click **Shopping Cart**, and then click **Check Out**.
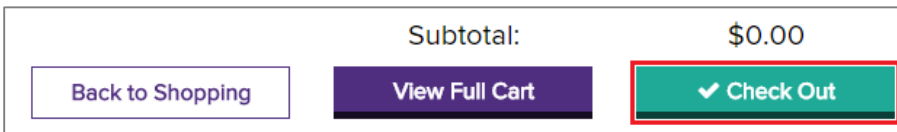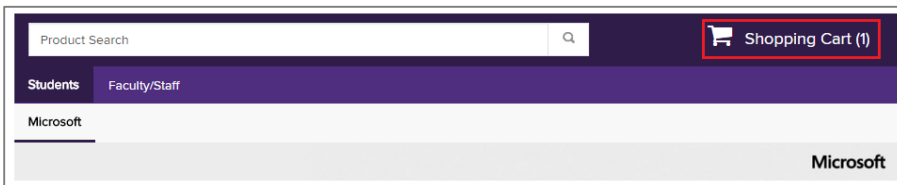
6.   Enter your **Username** and **Signature**. Then click **I Accept**.

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**.

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

11. Enter your temporary password, and then enter a new password (twice to confirm). Then click **Update password and sign in**.
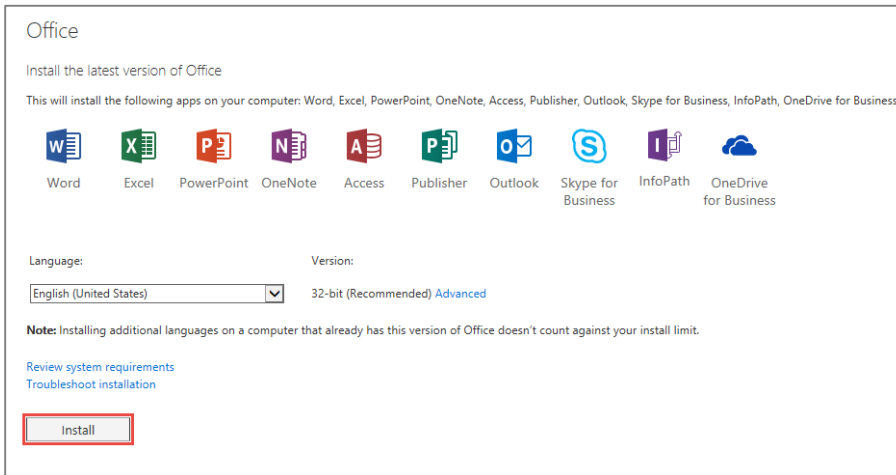
12. Click **Install**. If prompted, click **Run** to run the installer. Otherwise, click **Save**; when the download finishes, find the file where you saved the installer (often in the Downloads folder, unless you specified otherwise), and then double-click the installer to run it.

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