

OnTheHub WebStore

(humber.onthehub.com)

Quick Reference Guide

General Information

Select software is available at educational pricing through OnTheHub, a WebStore powered by Kivuto for students and employees.

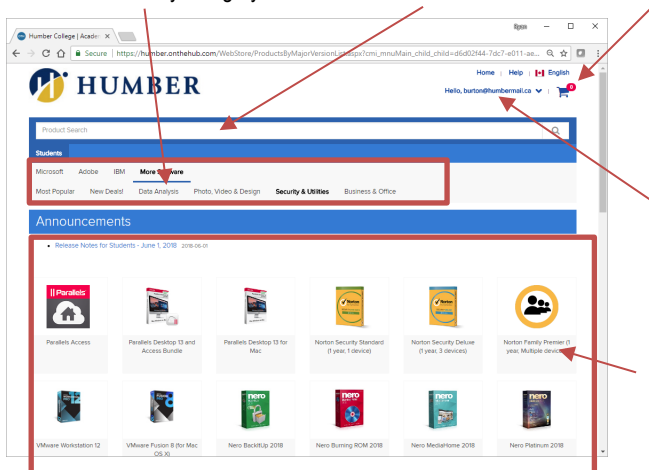
Tabs
Used to view available software titles by category.

Search
Used to find (filter) software available for download.

Shopping Cart
Used to hold items (software titles) selected for purchase.

Account
Used to view past orders, change your password, edit your account information, request additional eligibility, and log out.

Software
Titles available for purchase and immediate download.



IMPORTANT: Selection and prices are subject to change without notice. Humber does not endorse the use of any available titles. Please contact the appropriate software developer for support with downloaded software.

Signing In

To access OnTheHub...

1. Launch a Web browser.
2. Navigate to...
humber.onthehub.com
3. Click the **Sign In** link.
4. Key in your Humber username.
5. Enter your Humber password.
6. Click the **Sign In** button.

IMPORTANT: You must be a student or employee in good standing to access OnTheHub.

Help & Support

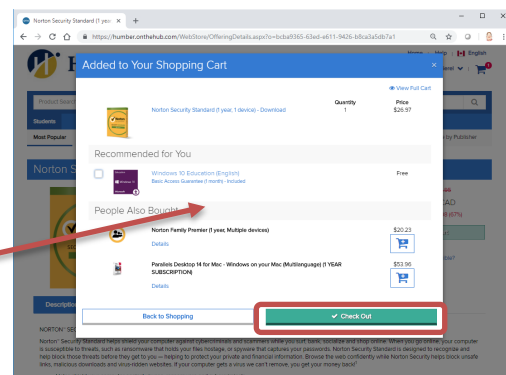
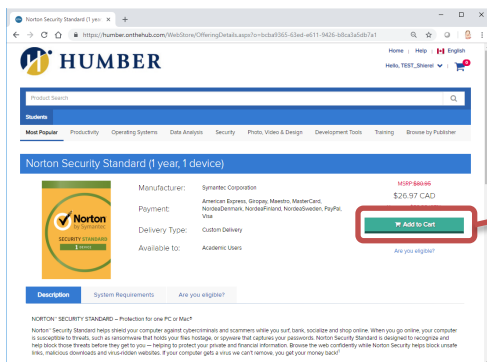
Please contact the I.T. Support Centre for OnTheHub help.

☎ 416.675.6622 X8888
✉ SupportCentre@humber.ca
🗨 humber.ca/techtalk

Free support is available 24/7.

Step 1: Shopping

Click the **Start Shopping** button. Select a product to view details about it. Click on **Add to Cart** to buy it.



To continue shopping, click the **Back to Shopping** button. If you are finished shopping, click the **Check Out** button.

Step 2: Checking Out

Carefully read the applicable licensing agreement(s). Sign the agreements by clicking the **Accept** button.

The screenshot shows the Humber OnTheHub website's checkout page. At the top, there are navigation tabs for Messages, Billing, Confirmation, and Details. Below these is a 'Product' section with a sub-header 'Norton Security License Agreement'. The main content area is titled 'NORTON LICENSE AGREEMENT' and contains a detailed legal disclaimer. At the bottom of the agreement, there are two buttons: 'Decline' (in red) and 'Accept' (in green). The 'Accept' button is highlighted with a red box.

NOTE: Depending on the software you are looking to purchase, you may be asked to provide additional information (name of your Faculty, program of study, etc.) to satisfy the terms of the licensing agreement.

Continue the checkout process by entering your billing (name, address, phone number, etc.) and payment (credit card number, security code, expiry date, etc.) information.

The screenshot shows the 'Billing Information' page on the Humber OnTheHub website. It features a 'Secure Payment' header and a 'Payment Options' section. Under 'Payment Options', there are two main choices: 'Credit Card' and 'PayPal'. The 'Credit Card' option is selected, and it shows fields for 'Card Number', 'Security Code', and 'Expiry Date'. A 'Continue' button is located at the bottom of the page.

Finally, carefully review your order for accuracy and completeness. Click the **Proceed with Order** button to check out of OnTheHub and complete your purchase.

NOTE: Upon successfully completing the purchase, OnTheHub will automatically send a detailed receipt to your Humber or Guelph-Humber e-mail address. You will find the download links and product keys in said receipt.

Step 3: Downloading and Installing

Log into your Humber or Guelph-Humber e-mail mailbox and locate your Kivuto receipt. Open the e-mail receipt and click the supplied download link.

The screenshot shows an email receipt from Ryan Burton at Humber College. The email is titled 'Fwd: Order Invoice: 100628145950'. It contains a table of items for purchase, including 'Norton Security Standard (1 year, 1 device) - Download'. The total amount is \$30.49. At the bottom, there is a 'Download' button highlighted with a red box.

If prompted, log into OnTheHub using your Humber credentials (username and password). Note the **Product Key** for the software you are about to install. Then, click the **Download** button. Carefully follow the setup wizard's installation instructions.

The screenshot shows the 'Order Details' page on the Humber OnTheHub website. It displays the order number '100628145950' and lists the items purchased, including 'Norton Security Standard (1 year, 1 device) - Download'. A 'Product Key' is provided for the software. A 'Get started' button is highlighted with a red box.

IMPORTANT: For some downloads, you may need to sign in to activate the software. Use your Humber or Guelph-Humber e-mail address to activate the software.

Product Keys

Be sure to keep your product keys safe! Click on your account name (e-mail address in the upper-right corner of the OnTheHub screen), select **Your Account/Orders**, and then select the **Orders & Downloads** tab to view your order history. Should you lose a key, please contact Kivuto at 1.866.435.4722 or 1.888.396.1447 for help. Support is available Monday to Friday from 6:00 a.m. until 6:00 p.m. EST in English, French, German, and Spanish.

IMPORTANT: Please contact the I.T. Support Centre at Humber for help using OnTheHub and/or accessing your Humber e-mail. Support is free and available 24/7.