

# Work-at-home Software For Students



## Quick Reference Guide

### General Information

Humber's license with Microsoft includes work-at-home privileges for students. Students (full-time and part-time) at Humber and Guelph-Humber may download a single copy of the following titles for a personal computing device:



Windows 10



Office for Mac 2016



Office 2016



Office 2013



Windows 8.1



Office for Mac 2011

Software is available for download at no additional cost. Students may continue to use downloaded work-at-home software after graduation.

### Renewing Your Eligibility

Eligibility to participate in the work-at-home program expires with each academic year. To renew your eligibility and continue to receive updates...

1. Log into Kivuto using your HMail or Guelph-Humber e-mail address and Kivuto password. Click on **Forgot Username or Password** for help.
2. Click on your account name and select the **Your Account/Orders** link. Then, select the **Eligibility** tab and click the **Renew Eligibility** button.
3. Log into HMail (humbermail.ca) or your Guelph-Humber e-mail. Open the Kivuto e-mail. Click the embedded link to renew your eligibility.

**NOTE:** Select the **Orders & Downloads** tab (Step 2) for your order history.

### Step 1: Registering

If you have not already done so, you will first need to register with Kivuto, a distributor of software, to download eligible Microsoft titles under Humber's software license.

#### Step-by-step Procedure

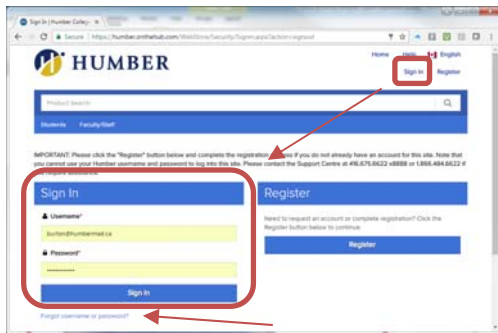
1. Launch a browser instance and navigate to the address:  
**humber.onthehub.com**
2. Click the **Register** link, key in your HMail or Guelph-Humber e-mail address, and then click the **Continue** button.  
**NOTE:** HMail is an e-mail solution for Humber students.
3. Complete the registration form and click the **Register** button.
4. Complete the profile and then click the **Save** button.
5. Log into your HMail (humbermail.ca) or Guelph-Humber e-mail mailbox.
6. Open the e-mail from Kivuto. Continue by clicking the link embedded in the e-mail to validate your registration.

**IMPORTANT:** Please note your Kivuto password; you will need it again in the future for software updates. If you forget your Kivuto password, you will need to engage Kivuto, not Humber, for a password reset.

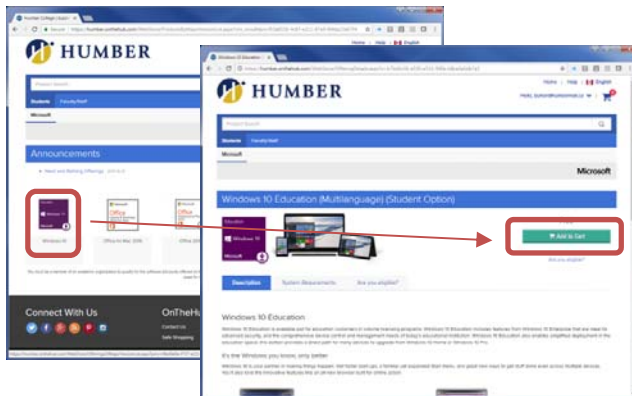
## Part 2: Shopping

Students registered with Kivuto may shop Humber's catalogue of free Microsoft software downloads:

1. Launch a browser and go to **humber.onthehub.com**. Click the **Sign In** link and log in using your HMail or Guelph-Humber e-mail address and **Kivuto** password.

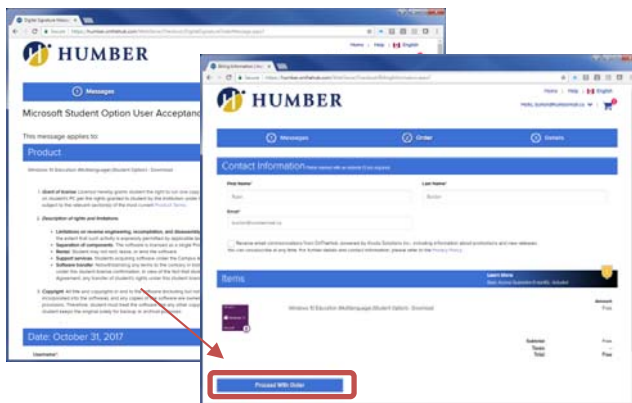


2. Click the **Start Shopping** button for a catalogue of Microsoft products available for immediate download.



Select a product and click **Add to Cart** to add the download to your cart. Click the **Check Out** button.

3. Carefully read Microsoft's license agreement. Digitally sign said agreement and click the **Accept** button.

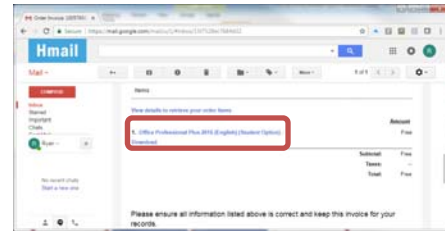


Click the **Proceed with Order** button to check out of the WebStore and complete your purchase. A receipt and download link will be sent to your e-mail address.

## Part 3: Downloading/Installing

Installing software distributed by Kivuto is easy:

1. Launch a browser and log into your HMail (humbermail.ca) or Guelph-Humber e-mail mailbox.

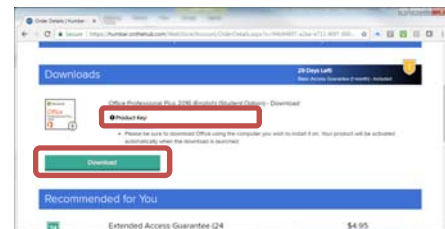


Open the e-mail receipt from Kivuto for your software purchase. Click the download link in the e-mail

2. Log into Kivuto (if prompted) using your HMail or Guelph-Humber e-mail address and Kivuto password.



3. Note the **Product Key** for the software you are about to download and install. Keep the key in a safe place!



Click the **Download** button and then carefully follow the setup wizard's installation instructions.

## Help & Support

Please contact the I.T. Support Centre at **Humber** for help registering/re-registering with Kivuto, for help using the WebStore, or for help logging into HMail. Support is available 24/7 at no cost at 416.675.6622 X8888, SupportCentre@humber.ca, and humber.ca/techtalk.

For assistance with your WebStore password or if you have lost/forgotten a product key, please contact **Kivuto** at 1.866.435.4722 or 1.888.396.1447. Support is available Monday to Friday from 6:00 a.m. to 6:00 p.m. Eastern Standard Time in English, French, German, and Spanish.

Please contact **Microsoft** at 1.877.568.2495 to reactivate a Microsoft product key on a different computing device.