Educational Discounted Software for Personal Use

Obtaining Software

Introduction

The Maryland Education Enterprise Consortium (MEEC) provides certain software at reduced pricing for eligible faculty, staff and students at participating institutions. This software is for personal devices only. This self-help document will walk you through the steps necessary to setup an account and purchase software.

Obtaining Software

To obtain software, you must create an account and verify eligibility through the Towson University Software Center, powered by Kivuto Solutions, Inc.

Note: This software is meant for personal use only and should be downloaded and installed on your personal machine, not a school owned machine.

1. From your preferred web browser, visit the Towson University Software Center at https://towson.onthehub.com/.

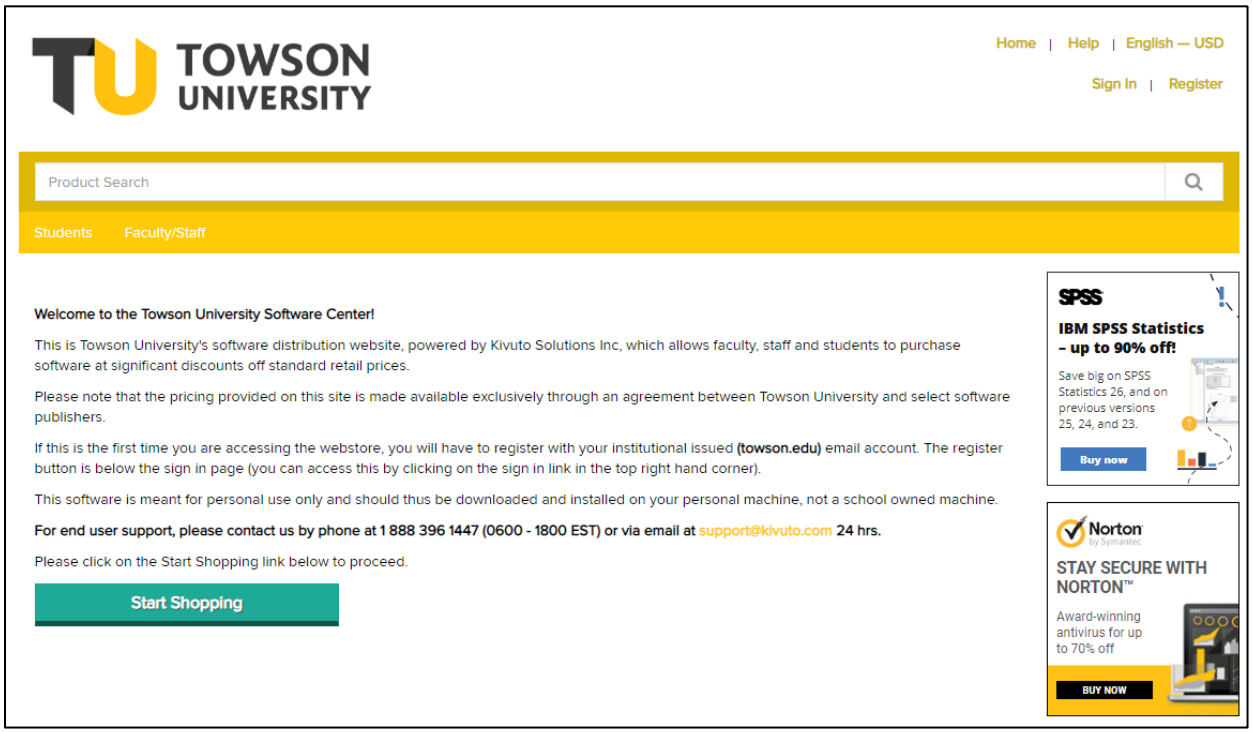

Figure 1

2. The **Towson University** branded site will appear.

© 2019 Towson University. This work is licensed under the Creative Commons Attribution-NonCommercial-NoDerivs License. Details available at http://www.towson.edu/OTStraining
Date made accessible 5/7/2019

3. In the upper right hand corner of the screen, click the **Register** button to register for an account. Follow the prompts to create an account.

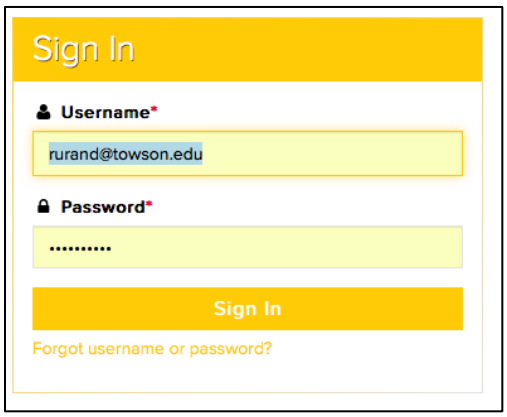

Figure 2

Note: It may take some time for the confirmation email to be sent to you.

4. Once your account has been registered and verified, you will need to log in. Enter your **Username** (typically your Towson email address) and **Password** that you created during the registration process and click the **Sign In** button.
5. The **Faculty/Staff** catalog will appear.
6. Search for a product using the **Product Search** field and press **Enter**. The software available to you will appear below.
7. Select a product and click the **Add to Cart** button.

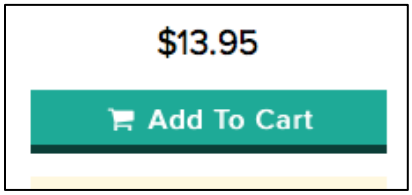

Figure 3

8. Once you have added your items to your cart, you can check out your purchases. You will need to accept the **Terms of Agreement** page and follow the prompts for purchasing, including providing a method of payment.

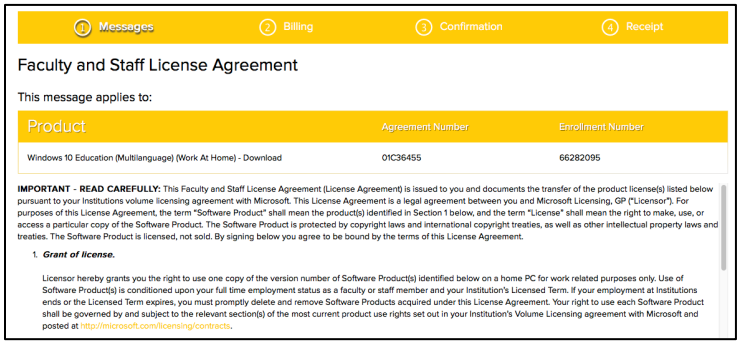

Figure 4

Renewing Your Account (Annually)

You have to renew your account with the Towson University Software Center annually. You won't be notified, however once logged in if no discounted software appears, it means your account has been deactivated.

1. From your preferred web browser, visit the Towson University Software Center at https://towson.onthehub.com/.
2. The **Towson University** branded site will appear. Click the **Sign In** link in the upper right-hand corner.
3. Click the **Your Account/Orders** link in the upper right-hand corner.
4. Click the **Eligibility** tab and then click the **Renew Eligibility** button.

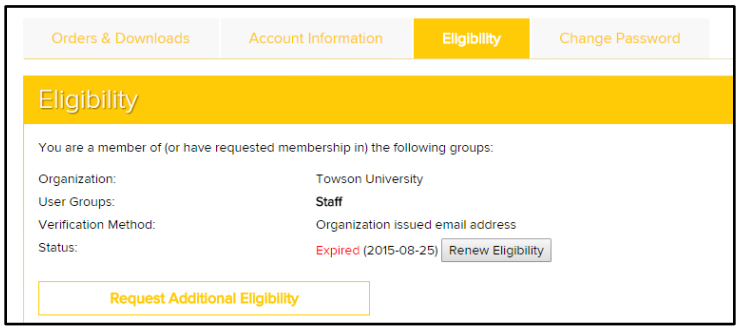

Figure 5

5. Type your TU Email address in the box beneath the **Organization Issued Email Address** box and click **Continue**.

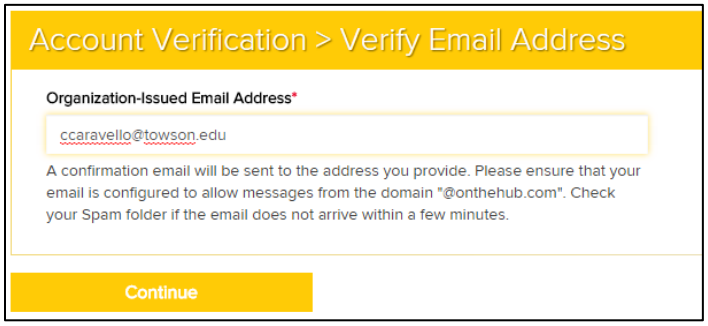

Figure 6

6. Under **Proof of Eligibility**, choose which group you are a member of and then click **Submit**.

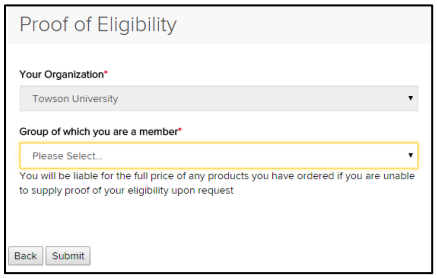

Figure 7

7. An Email will be sent to your Towson Email account with a link that you must click on to complete the process.

   Note: You may have to log out and back in before seeing available software for discounted pricing.