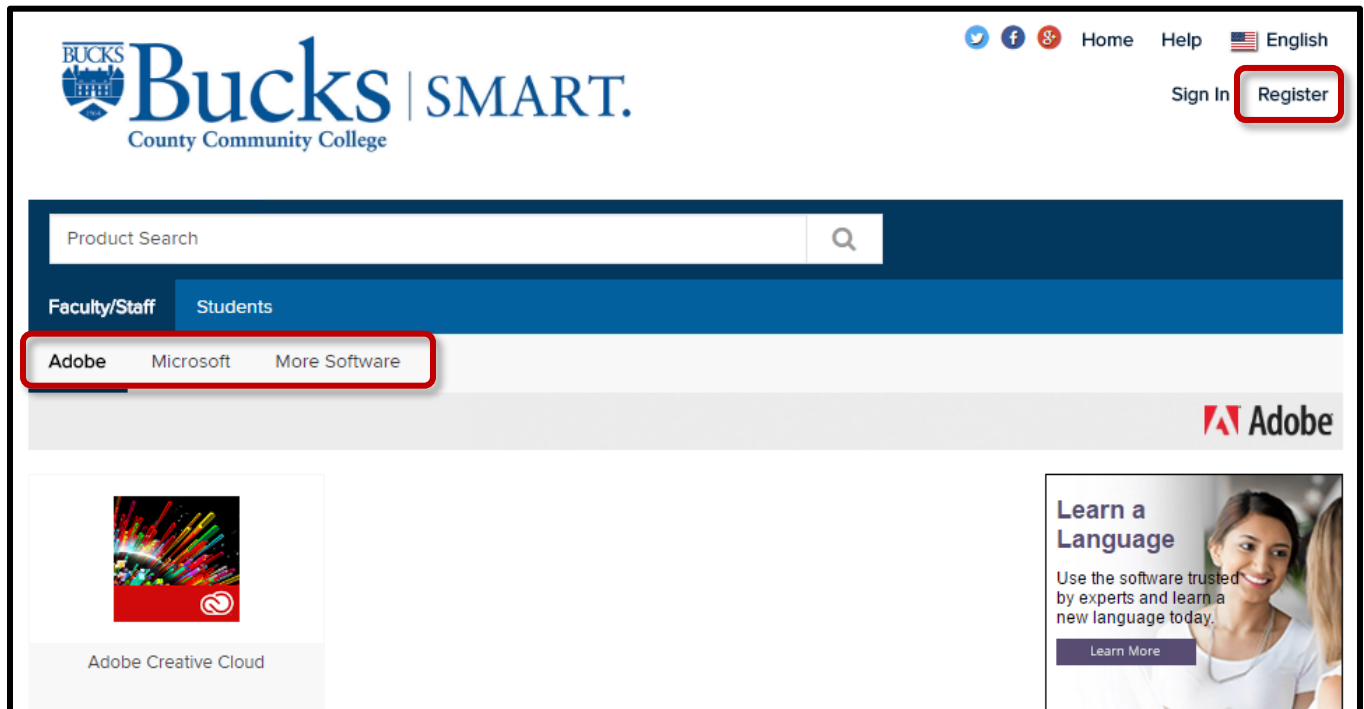


Bucks On The Hub -- Purchasing Discount Software for Faculty and Staff

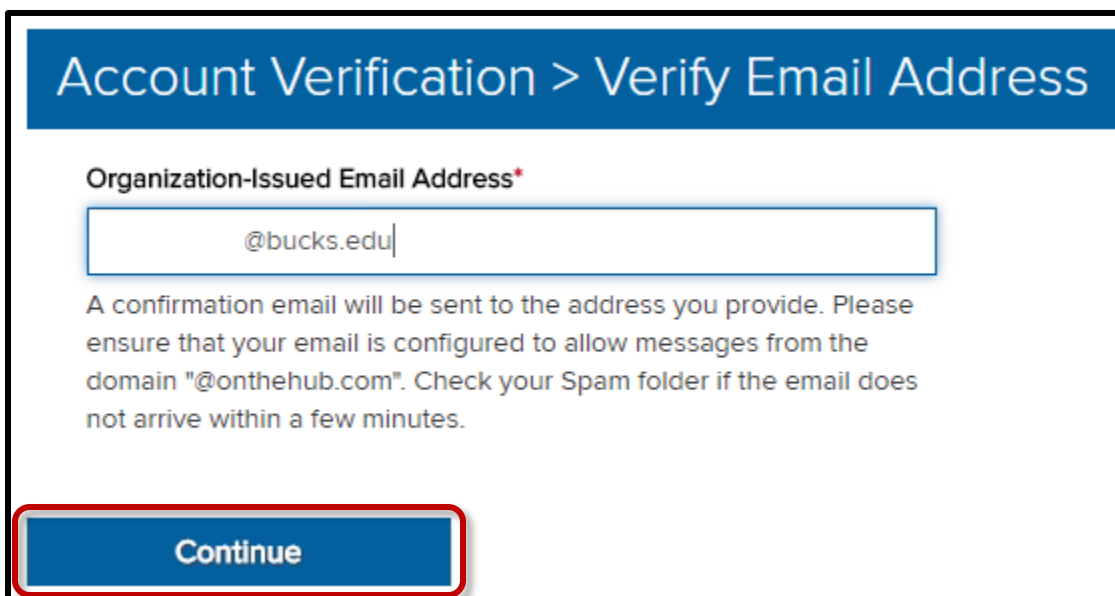
The bucks.onthehub.com website is offering heavily discounted software for use by faculty and staff on their personal computers. Applications such as Adobe Creative Cloud, Windows 10, SPSS, and others are available for purchase.

1. Visit the <https://bucks.onthehub.com> website in your browser to get started. There are several options at the top of the page that will allow you to switch between **Adobe**, **Microsoft**, and **More Software**.
2. You must **Register** an account with bucks.onthehub.com in order to purchase software.



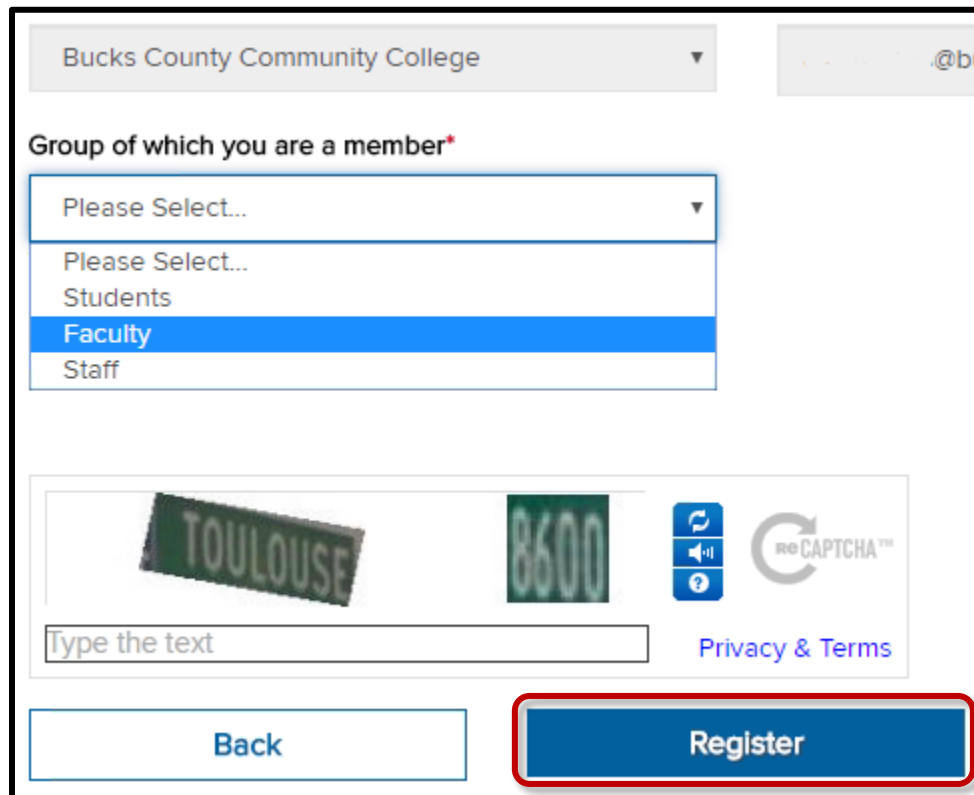
The screenshot shows the Bucks On The Hub website homepage. At the top left is the Bucks County Community College logo with the text "Bucks | SMART." and "County Community College". To the right are social media icons for Twitter, Facebook, and Google+, along with links for "Home", "Help", and "English". A "Sign In" link and a "Register" button (highlighted with a red box) are also present. Below the navigation is a "Product Search" bar. Underneath are tabs for "Faculty/Staff" and "Students". A secondary navigation bar contains "Adobe", "Microsoft", and "More Software" (all highlighted with red boxes). The main content area features an Adobe Creative Cloud advertisement on the left and a "Learn a Language" advertisement on the right.

3. Type in your Bucks email address and click **Continue**.



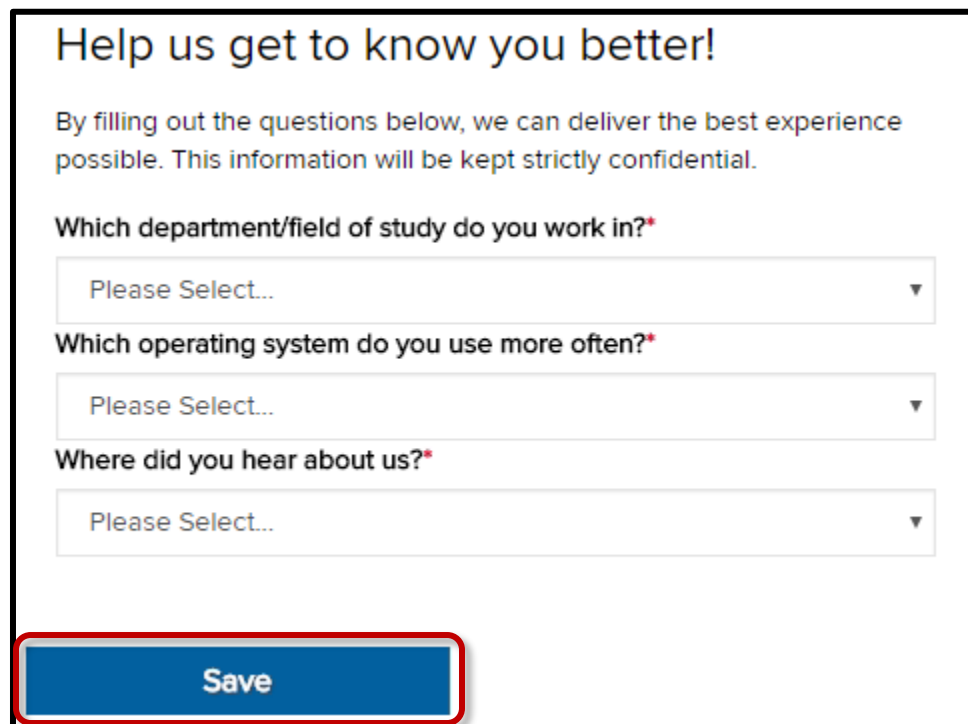
The screenshot shows the "Account Verification > Verify Email Address" page. It features a blue header with the page title. Below the header is a section titled "Organization-Issued Email Address*" with a text input field containing "@bucks.edu". A message below the field states: "A confirmation email will be sent to the address you provide. Please ensure that your email is configured to allow messages from the domain '@onthehub.com'. Check your Spam folder if the email does not arrive within a few minutes." At the bottom of the page is a blue "Continue" button (highlighted with a red box).

4. You will need to fill in your name, create a password, choose your group (faculty or staff), and type in a verification code. Click **Register** to continue.



The image shows a registration form for Bucks County Community College. At the top, there is a dropdown menu for the institution, currently set to "Bucks County Community College". Below this is a section titled "Group of which you are a member*" with a dropdown menu. The menu is open, showing options: "Please Select...", "Students", "Faculty" (highlighted in blue), and "Staff". Below the group selection is a reCAPTCHA verification area. It features two images: a tilted sign that says "TOULOUSE" and a digital display showing "8600". To the right of the images are icons for refresh, volume, and help, along with the reCAPTCHA logo. Below the images is a text input field with the placeholder "Type the text" and a "Privacy & Terms" link. At the bottom of the form are two buttons: a white "Back" button and a blue "Register" button, which is highlighted with a red border.

5. You will be prompted to answer three questions to complete the creation of your account. Click **Save** when finished.

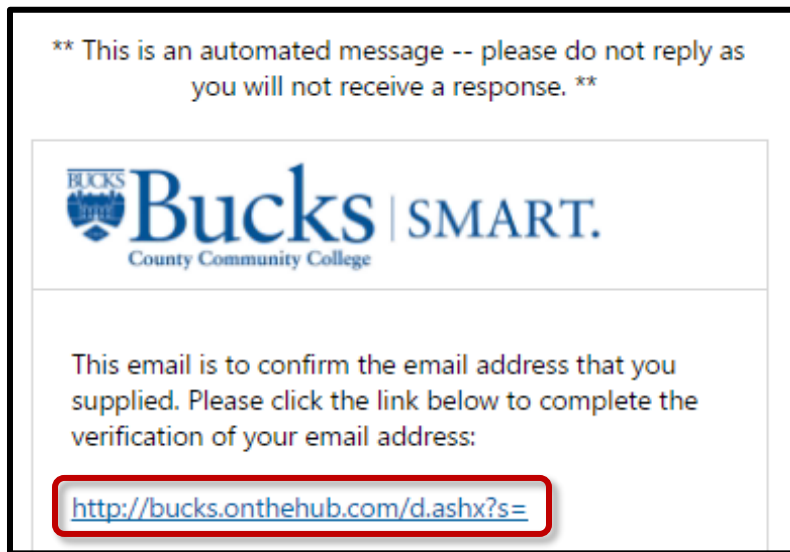


The image shows a survey form titled "Help us get to know you better!". The text below the title reads: "By filling out the questions below, we can deliver the best experience possible. This information will be kept strictly confidential." There are three questions, each with a dropdown menu:

- Question 1: "Which department/field of study do you work in?*" with a dropdown menu showing "Please Select..." and a downward arrow.
- Question 2: "Which operating system do you use more often?*" with a dropdown menu showing "Please Select..." and a downward arrow.
- Question 3: "Where did you hear about us?*" with a dropdown menu showing "Please Select..." and a downward arrow.

At the bottom of the form is a blue "Save" button, which is highlighted with a red border.

6. An email will be sent to your Bucks account that is needed to verify your registration. Click the link in your email to finish the verification.



7. You will be directed back to the bucks.onthehub.com site and you should see a “successfully verified” message. Now you will be able to peruse the software selection and make purchases online with your credit card.

