

Procedure to Activate Microsoft Imagine Service

1. Go to <https://lavc.onthehub.com>
2. Once inside the Los Angeles Valley web store, click on **Sign In**



3. It will take to the register page.
If you have your user registered in previous semesters, you can sign in with your email address and the password you entered in the registration process.



If this is the first time, you need to register. Click on **Register**, it will take you to a verification page.

4. Keep the default option and click on **Continue**. MS Imagine will prompt for account verification. Type your email address in the Organization-Issued Email Address box.

Account Verification > Verify Email Address

Organization-Issued Email Address*

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.

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Continue

5. Click on **Continue**, it will take you to Account Registration page. Fill in your personal information to register your account.

Account Registration

First Name*

Last Name*

Username*

Email Address*

Your email address will act as your username. You will use it to sign in to the WebStore.

Choose a Password*

Password must be at least six characters long.

Confirm Password*

Proof of Eligibility

Your Organization*

Organization-Issued Email Address*

Group of which you are a member*

You will be liable for the full price of any products you have ordered if you are unable to supply proof of your eligibility upon request

By signing up for the Microsoft Imagine program, you are agreeing that Microsoft and its family of companies may send you program emails and a monthly student newsletter (if available) with information about Microsoft Imagine including software, services, contests and resources available to students at no cost through the Microsoft Imagine program. If you no longer wish to receive program emails for the Microsoft Imagine program, you must contact the program administrator at your school via the Help/Contact Us link to terminate your membership in the Microsoft Imagine program. Please visit the [Promotional Communications Manager](#) to set your contact preferences for other Microsoft communications. [Microsoft Privacy Statement](#).



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Register

6. Click on Register button. MS Imagine confirms your eligibility.

Orders & Downloads Account Information **Eligibility** Change Password

🔔 Thank you for registering.

Eligibility

You are a member of (or have requested membership in) the following groups:

Organization:	Los Angeles Valley College - Microsoft Imagine
User Groups:	Students
Verification Method:	Organization-issued email address
Status:	Unverified (Expires: 2018-08-18)

An email has been sent to [REDACTED]@student.laccd.edu with the subject "Email address confirmation" to confirm the email address. Please follow the instructions in the email. If you do not receive it within an hour, please ensure your email program is configured to allow emails from kivuto.com. Click below and we will resend the confirmation email.

[Resend Confirmation Email](#)

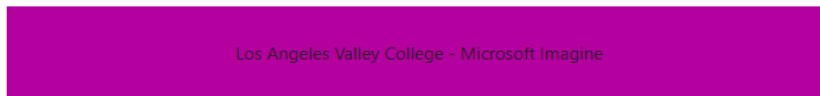
[Request Additional Eligibility](#)

You will receive an email with subject line as below.

Los Angeles Valley College - Microsoft Imagine
Email address confirmation 9:07 PM
** This is an automated message -- please do not reply as you will not receive a response. **

Click on the verification link to complete your academic status verification.

** This is an automated message -- please do not reply as you will not receive a response. **



This email is to confirm the email address that you supplied. Please click the link below to complete the verification of your email address:

<http://lavc.onthehub.com/d.ashx?s=zzkubkdrq0>

If you are redirected school's internal sign in page, please use the credentials provided by your school.

If you have any questions, please see the [Help page](#) of the WebStore.

Thank you,
Los Angeles Valley College - Microsoft Imagine

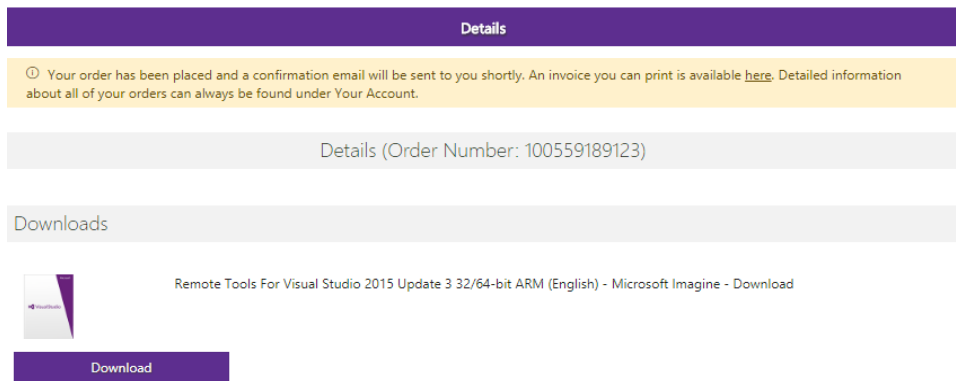
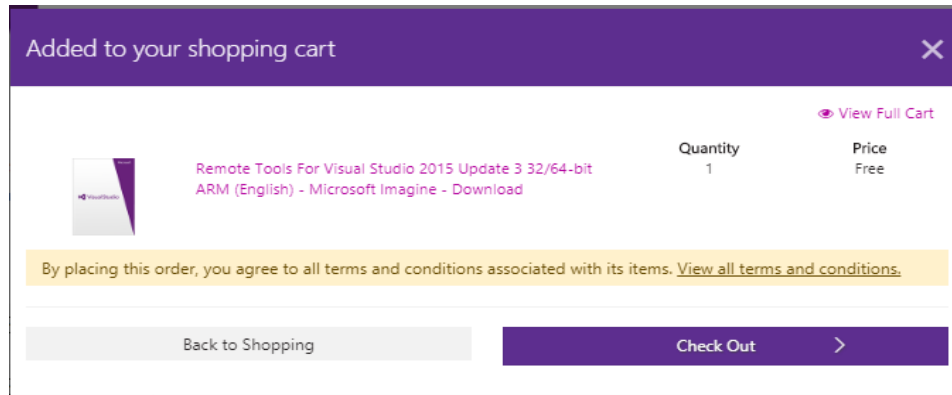
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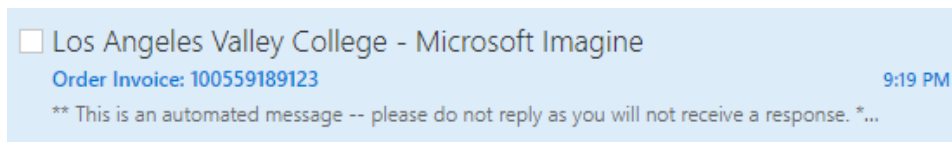
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- After following the instructions in the email, it will take you back to the MS Imagine Web Store. You are now eligible to select the software application that you would like to download.
- Select the desired software, click on **Check Out**. You will receive the **Order Number** and **Download** button to download the software.



- Order Invoice sent to your email as well. Keep this invoice for future references



For technical assistance with this service, please contact [Microsoft Imagine Support](#)