

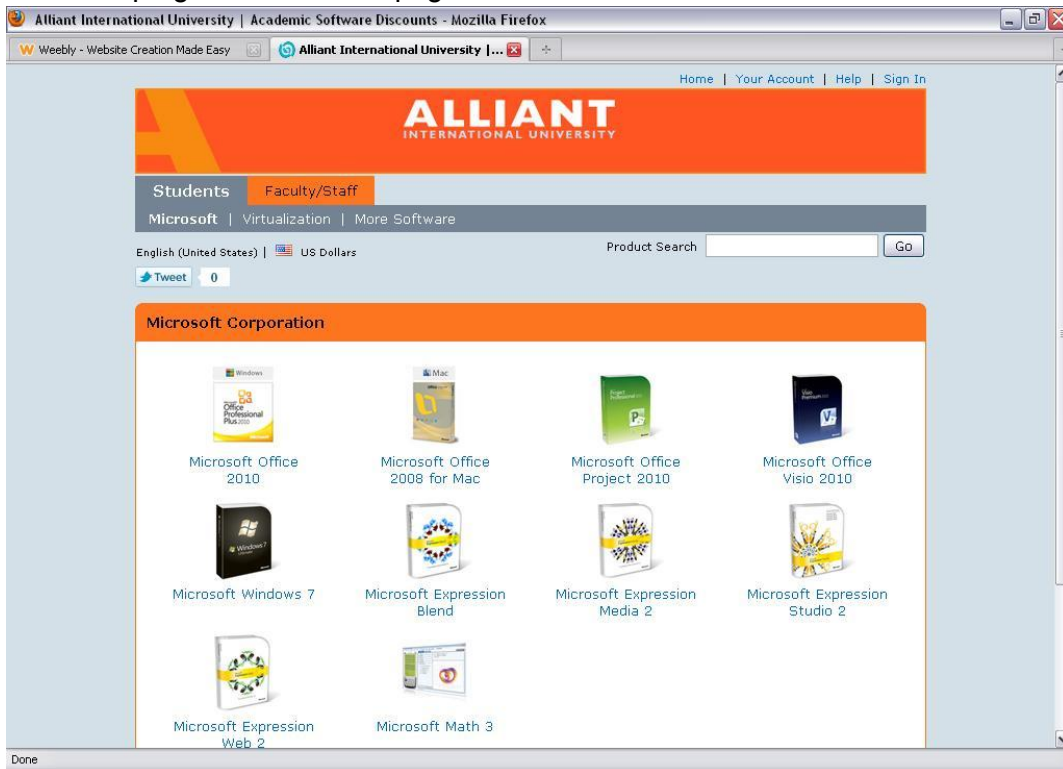
Faculty/Staff Guide

How to Register for & Purchase Academically Priced Software

Step 1:

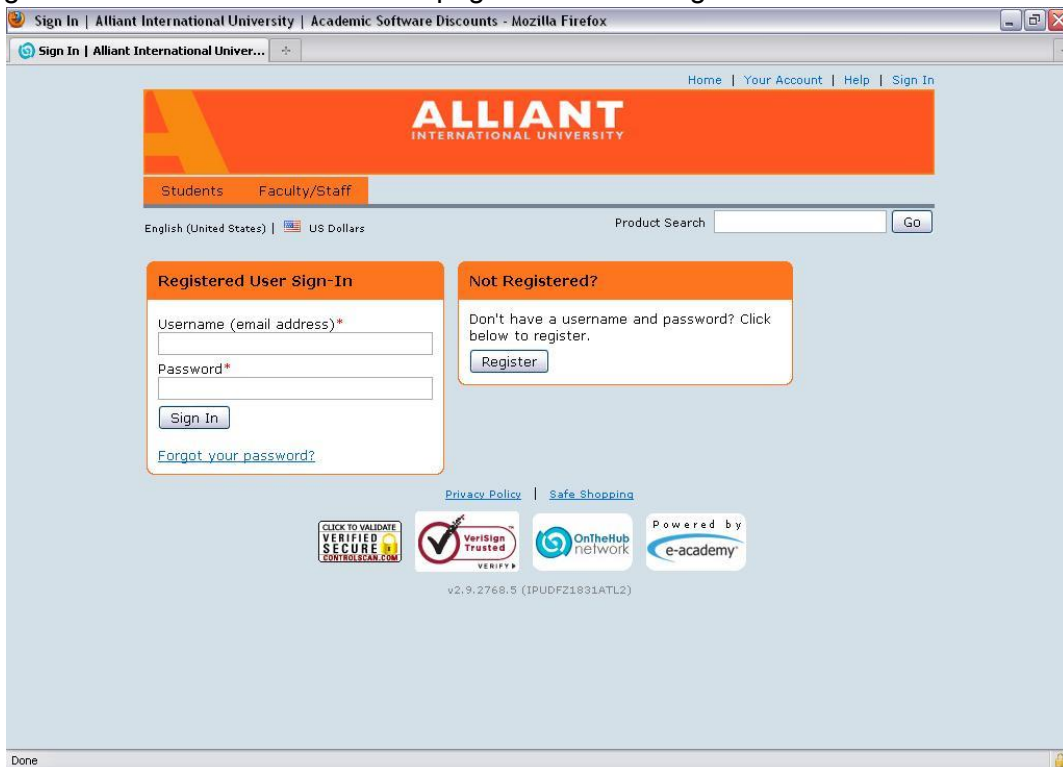
Go to <http://alliant.onthehub.com>

Select "Sign In" at the top right corner of the page.



Step 2:

Select the "Register" button at the center of the page in the "Not Registered?" section.



Step 3:

Enter your Alliant e-mail address.

Select the "Continue" button.

The screenshot shows a web browser window with the title "Account Verification > Verify Email Address | Alliant International University | Academic Software Discounts - Mozilla Firefox". The page features the Alliant International University logo at the top, with navigation links for "Home", "Your Account", "Help", and "Sign In". Below the logo are tabs for "Students" and "Faculty/Staff". The main content area is titled "Account Verification > Verify Email Address" and contains a form with a text input field for "Your institution issued email address*". Below the input field is a note: "To be able to confirm this email address, you will need to be able to receive email from 'e-academy.com'. If possible, please configure your email program to allow messages from this domain." A "Continue" button is located at the bottom of the form. At the bottom of the page, there are links for "Privacy Policy" and "Safe Shopping", and logos for "Verified Secure", "VeriSign Trusted", "OnTheHub network", and "Powered by e-academy". The footer includes the version number "v2.9.2768.5 (IPUDFZ1831ATL2)".

Step 4:

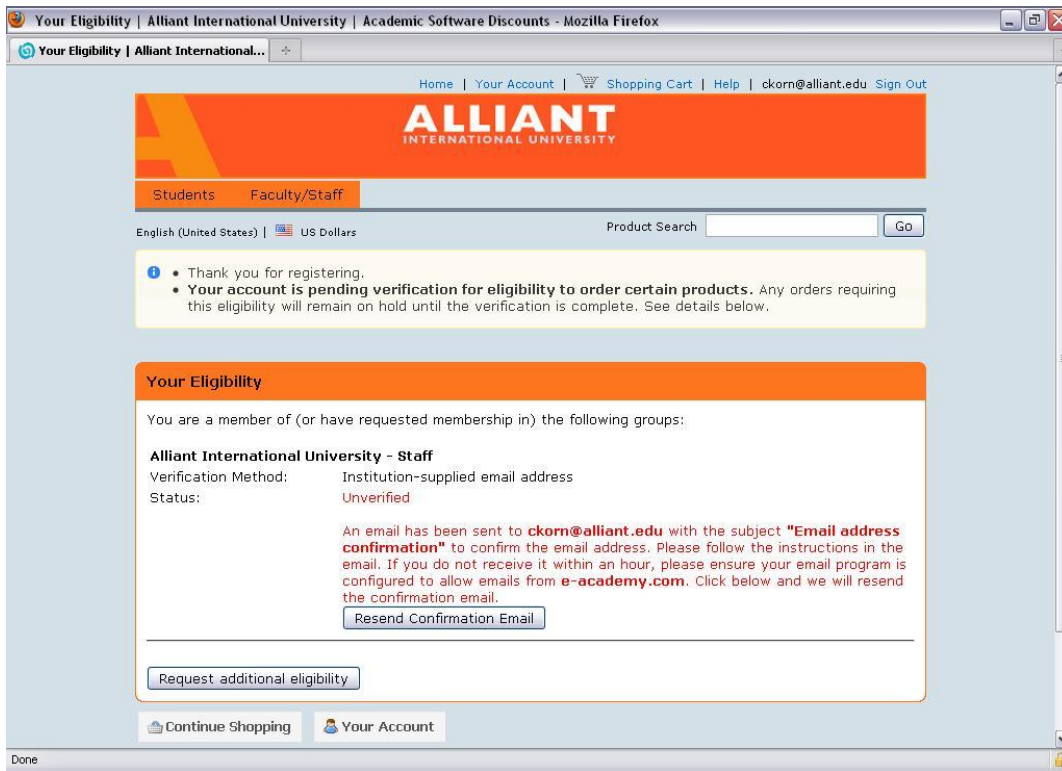
Enter your registration information.

Select the "Register" button at the bottom of the page.

The screenshot shows a web browser window with the title "Account Registration | Alliant International University | Academic Software Discounts - Mozilla Firefox". The page features the Alliant International University logo at the top, with navigation links for "Home", "Your Account", "Help", and "Sign In". Below the logo are tabs for "Students" and "Faculty/Staff". The main content area is titled "Account Registration" and contains a form with several fields: "Last Name*", "First Name*", "Username (email address)*" (with "ateacher@alliant.edu" entered), "Email Address*" (with "ateacher@alliant.edu" entered), a checkbox for "I would like to receive special offers and promotions from e-academy Inc. and its partners", "Choose a Password*", "Confirm Password*", and a "Proof of Eligibility" section with "Your Institution*" (dropdown menu showing "Alliant International University"), "Your institution issued email address*" (with "ateacher@alliant.edu" entered), and "Group of which you are a member*" (dropdown menu showing "Please Select..."). A red note at the bottom of the form states: "If you are audited, and you are unable to supply proof of your selection upon request, you will be liable for the entire retail price of any products you order." "Back" and "Register" buttons are located at the bottom of the form. The footer includes the version number "v2.9.2768.5 (IPUDFZ1831ATL2)".

Step 5:

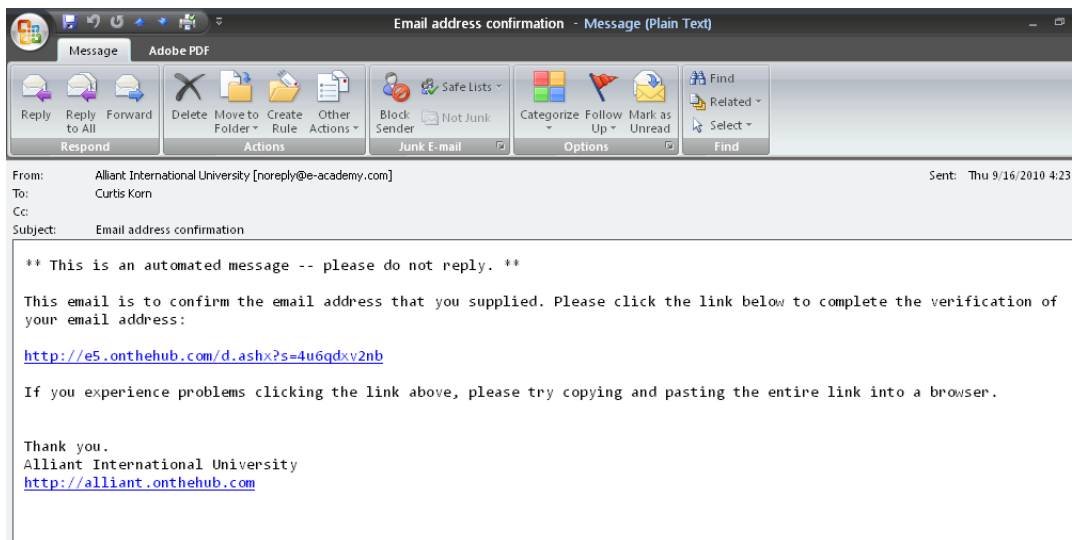
Your registration is complete and pending verification.



Step 6:

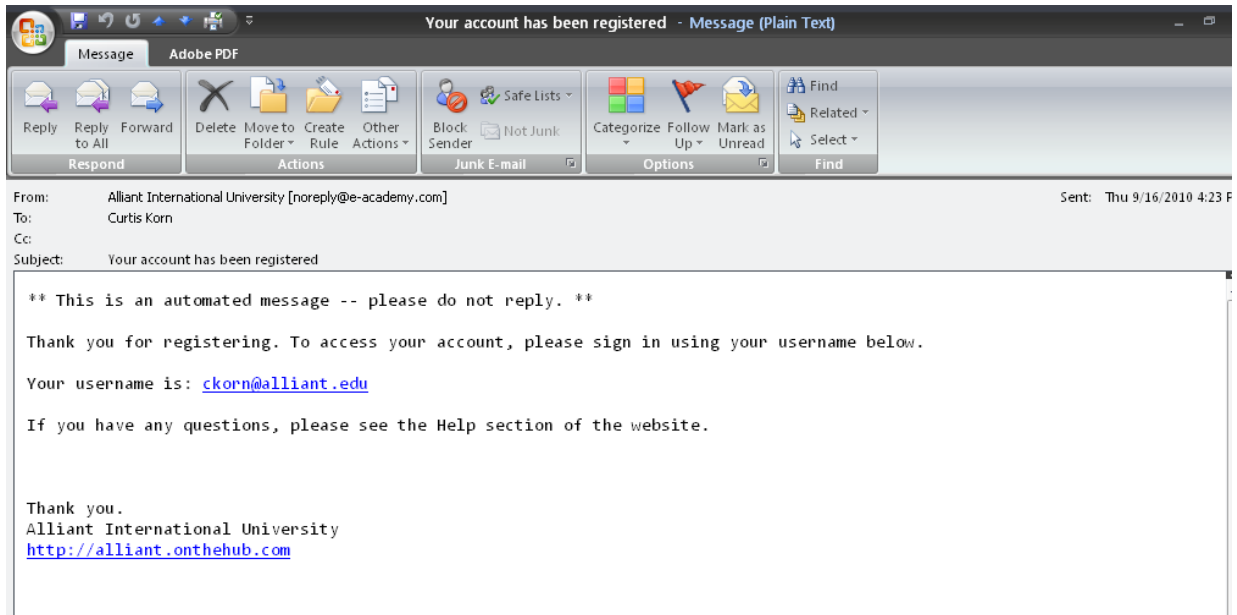
Check your Alliant Email and open the "Email address confirmation" message sent from Alliant International University [noreply@e-academy.com]

Select the link "<http://e5.onthehub.com/d.ashx?s=4u6qdxv2nc>" (Your link address will be slightly different).



Step 7:

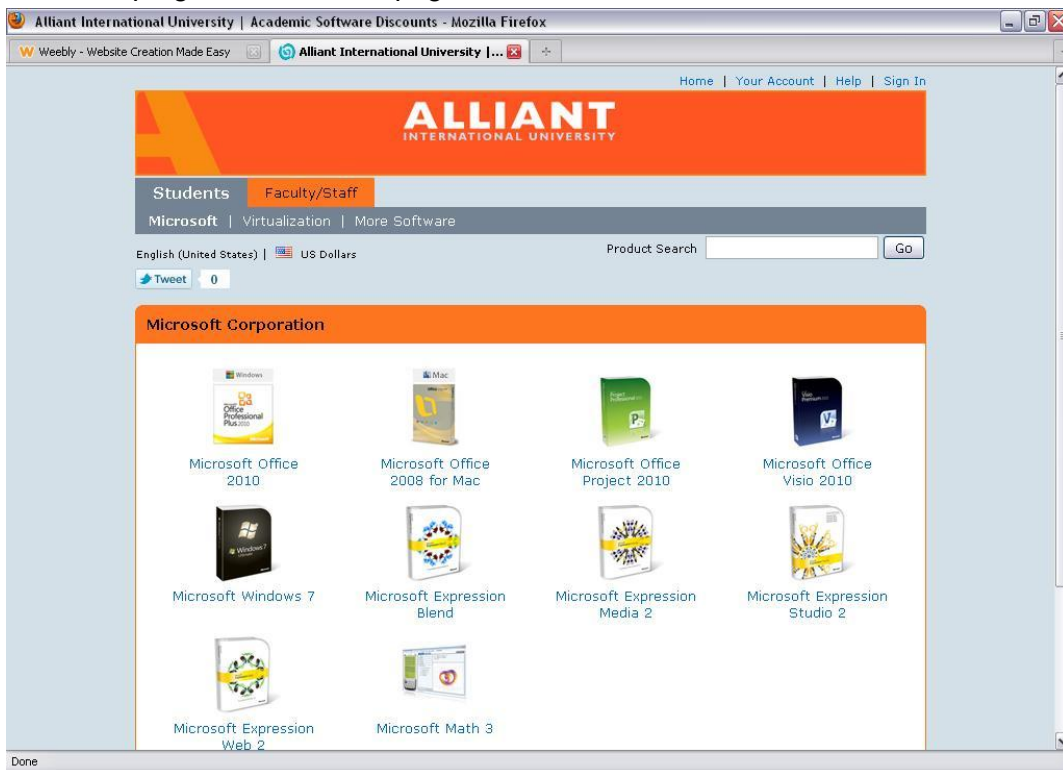
Check your Alliant Email and open the “Your account has been registered” message sent from Alliant International University [noreply@e-academy.com]



Step 8:

Go to <http://alliant.onthehub.com>

Select “Sign In” at the top right corner of the page.

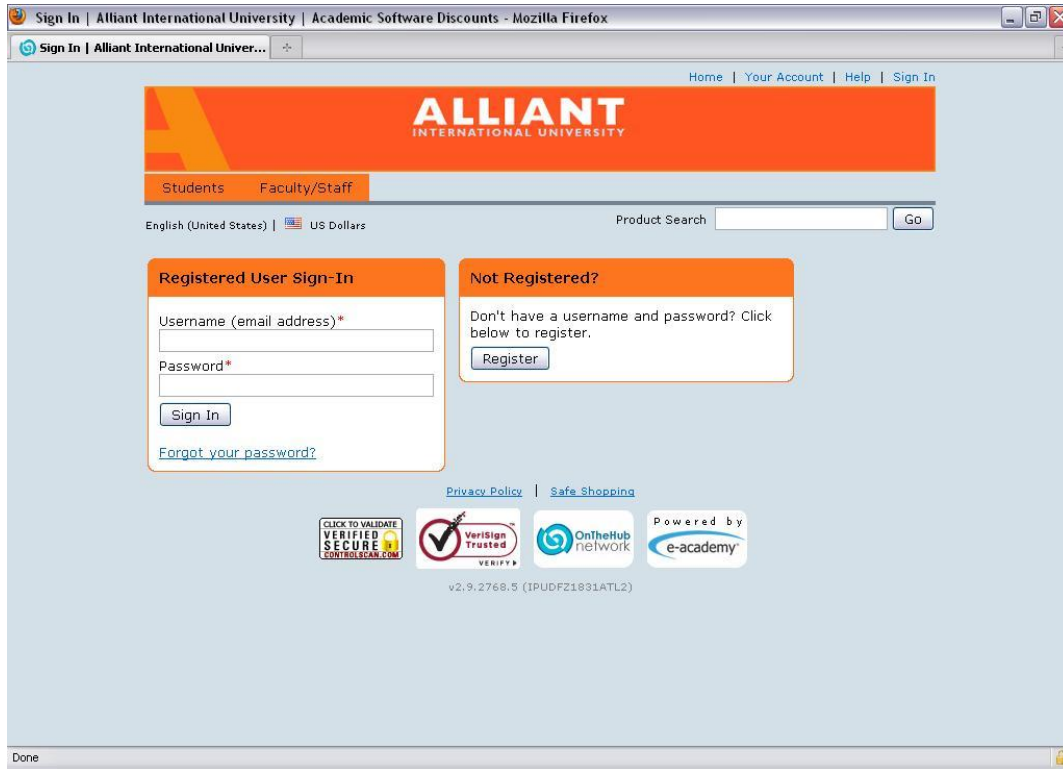


Step 9:

Enter your Username (email address).

Enter the password you created in Step 4.

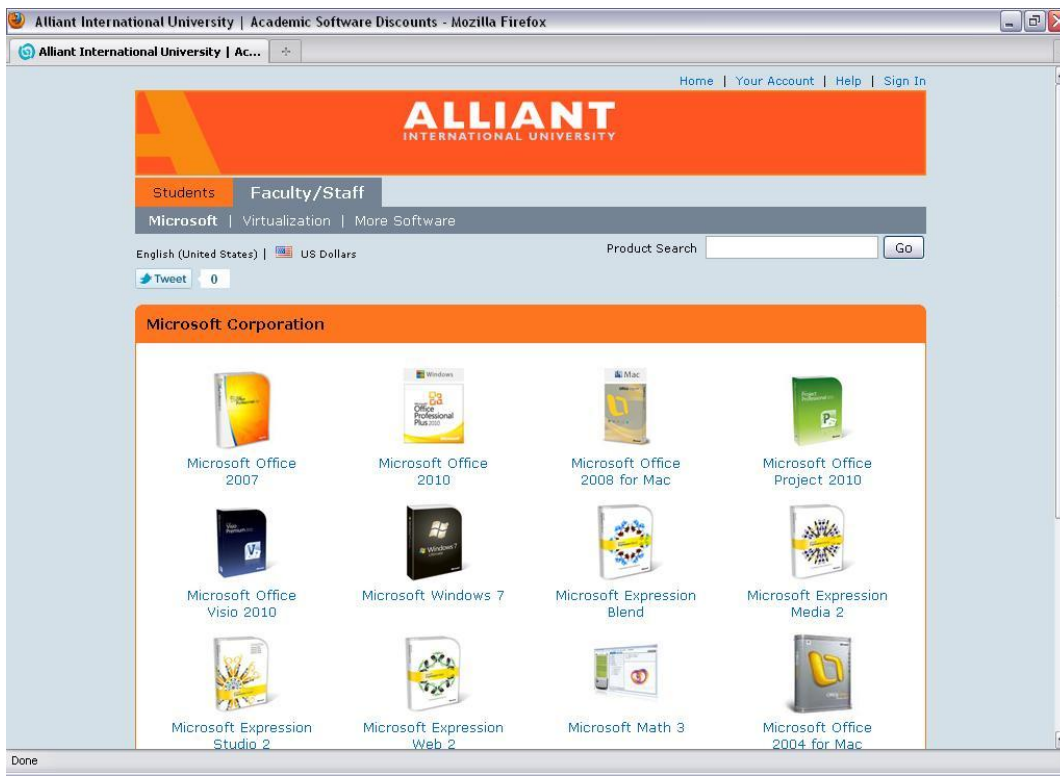
Select the “Sign In” button at the center of the page in the “Registered User Sign-In” section.



Step 10:

Select the “Faculty/Staff” tab.

Select product(s), the rates and new



desired purchase at discounted rates and enjoy your software!