

## **All Fanshawe students (full time and part time) are now eligible for a FREE download of Microsoft Windows (Professional or Ultimate) and Microsoft Office (Professional Plus or Office 2011 for Mac).**

**The download is NOT a trial version. During your time at Fanshawe, you will be able to upgrade your software as updates and new versions become available, and when you graduate, you can keep the current version you have installed.**

Step-by-step download instructions:

1. Please visit our eAcademy website (copy and paste the following link):

<http://fanshawe.onthehub.com>

2. In the top right-hand corner of the page, click 'sign in.'

3. Click on the Register button (under Not Registered?) \*If you have signed up previously to purchase software through eAcademy, simply sign in with your username and password.

4. Select the first option (I have an institution issued email address) and click Continue.

5. Enter your **FOL** email address and click Continue. \*For new students, see below for information about FOL.\*

6. Fill out the account registration form and click Register.

7. You will be taken to a final Registration completed page. An email confirmation will be sent to your FOL account.

8. Check your FOL email account to confirm your sign up with eAcademy. You will be asked to click on a link to sign in.

9. When you are signed in, click the Students tab. The download for Microsoft Windows Professional or Ultimate) and Microsoft Office (Professional Plus or Office 2011 for Mac) will be marked as free.

10. If you experience any difficulties, please contact eAcademy by phone (1-888-396-1447) or online (copy and paste the following link):

<http://e5.onthehub.com/WebStore/Support/ContactUs.aspx?ws=3e59db12-2d7e-df11-bc53-0030487d8897&JSEnabled=1>

### \*About FanshaweOnline (FOL)

FanshaweOnline (FOL) is a web-based application that allows students quick and easy access to: course information and resources, enterprise tools, college-wide news and event, and Fanshawe College email. Students are able to use this application to connect with their instructors and peers regarding their course materials, quizzing, and grading.

Each student is provided with a username and password within their acceptance offer which enables access to FOL, WebAdvisor, and myFanshawe. Access to FOL is available to students when they receive their login information. Each student has a FanshaweOnline email address provided to them throughout the course of their studies. This email address is associated with their username and practices the following naming convention; "<username>@fanshaweonline.ca"</username>

To access FanshaweOnline please visit: [www.fanshaweonline.ca](http://www.fanshaweonline.ca)