

Introduction

The following Fact Sheet outlines to use the TAFE SA Web Store.

Intended Audience

All TAFE SA

FAQ Steps

Step 1

Open the link to the TAFE SA Web Store page by navigating to

<http://www.tafesa.edu.au/webstore>

The page below will appear




Software WebStore

Aboriginal support
Access and equity
Accommodation
Child care
Counselling
Disability support
Find a Career? Find a Course?
Hire facilities
International students
Language support
Learning support
Libraries
Result notification
Software WebStore
Student ID card
Student records
Student Wireless Network
Video Conferencing


Services > Software WebStore

Software Webstore - Educational discount

TAFE SA along with Microsoft and Adobe are providing all TAFE SA staff and students the opportunity to take advantage of the offerings in Microsoft and Adobe software agreements. With this comes **significant discounts for TAFE SA students and staff on these products** for installation on their home devices.



Microsoft



Adobe®

You must be a TAFE SA student or staff member to qualify for ordering academically discounted software. The academic software discounts offered on the TAFE SA WebStore are not for the general public. You will be requested to provide your TAFE SA email during the registration process in order to take advantage of the academic pricing available for students and staff.

I agree that TAFE SA accepts no responsibility for software installed on any home device and acknowledge that TAFE SA will not offer any support if these software products are installed on your home devices.

[Access TAFE SA Software WebStore](#)

Step 2

To continue you must read the terms and conditions and check the box to agree

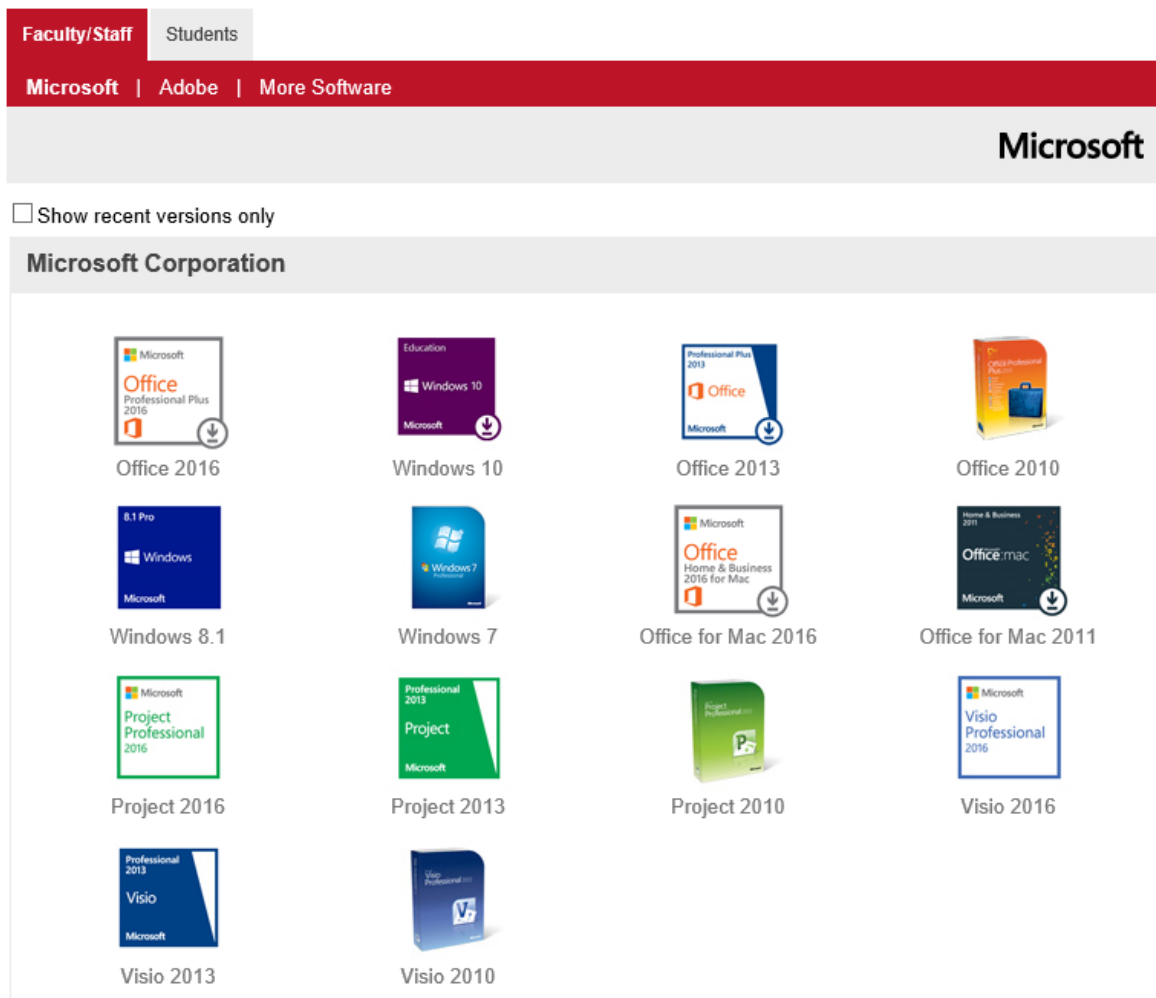
I agree that TAFE SA accepts no responsibility for software installed on any home device and acknowledge that TAFE SA will not offer any support if these software products are installed on your home devices.

[Access TAFE SA Software WebStore](#)

Step 3

Once the box has been checked click the button **Access TAFE SA Software WebStore**

The following page will appear



The screenshot shows the TAFE SA Software WebStore interface. At the top, there are tabs for 'Faculty/Staff' and 'Students'. Below the tabs is a navigation bar with 'Microsoft | Adobe | More Software'. The main content area is titled 'Microsoft' and features a checkbox for 'Show recent versions only'. Underneath, there is a section for 'Microsoft Corporation' displaying a grid of software products with their respective icons and download buttons:

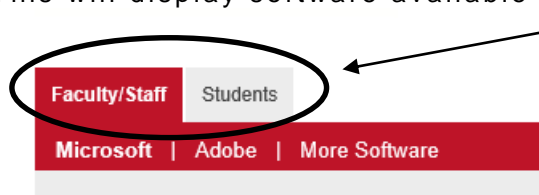
Product Name	Version
Office	Office 2016
Windows	Windows 10
Office	Office 2013
Office	Office 2010
Windows	Windows 8.1
Windows	Windows 7
Office for Mac	Office for Mac 2016
Office for Mac	Office for Mac 2011
Project	Project 2016
Project	Project 2013
Project	Project 2010
Visio	Visio 2016
Visio	Visio 2013
Visio	Visio 2010

You must be a member of an academic institution to qualify for ordering academically discounted software. The academic software discounts offered on this WebStore are not for the general public. You will be requested to provide proof of your academic affiliation during the registration process in order to take advantage of the academic pricing available for students and

Step 4

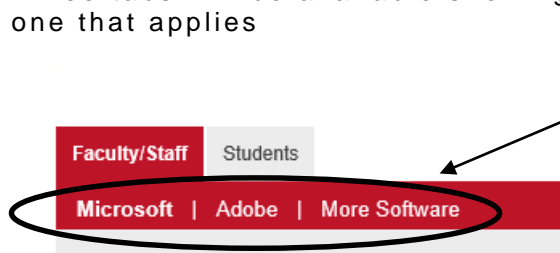
Click on the tab which applies depending on whether you are staff or a student

This will display software available for download and purchase



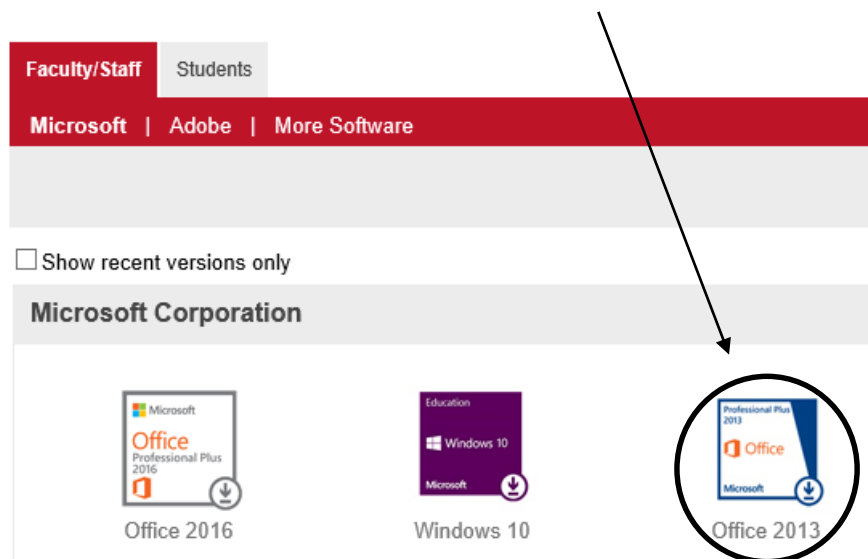
Step 5

Three tabs will be available showing categories of software available, select the one that applies



Step 6

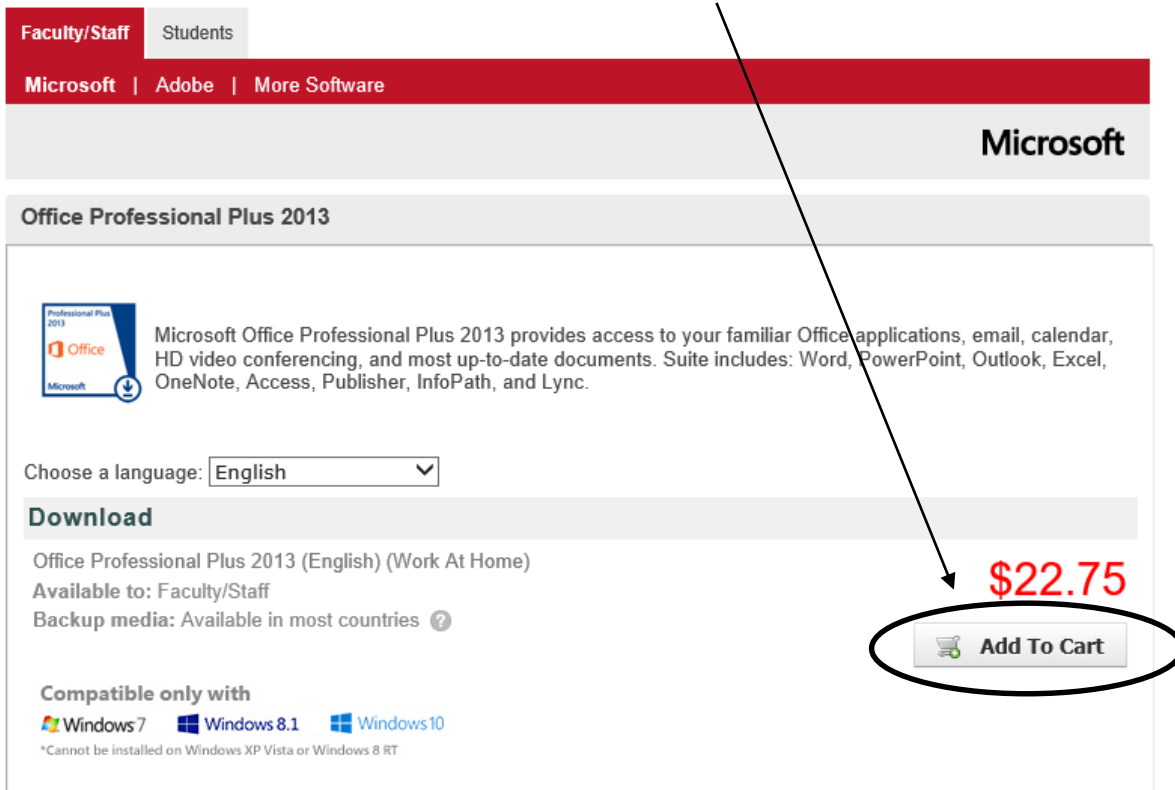
Click on the software to install eg Office 2013



Step 7

The page below will display showing the item you selected

To proceed with this download click **Add To Cart**




Faculty/Staff | Students

Microsoft | Adobe | More Software

Microsoft




Office Professional Plus 2013

 Microsoft Office Professional Plus 2013 provides access to your familiar Office applications, email, calendar, HD video conferencing, and most up-to-date documents. Suite includes: Word, PowerPoint, Outlook, Excel, OneNote, Access, Publisher, InfoPath, and Lync.


Choose a language:

Download

Office Professional Plus 2013 (English) (Work At Home)
Available to: Faculty/Staff
Backup media: Available in most countries ?

Compatible only with
 Windows 7  Windows 8.1  Windows 10
*Cannot be installed on Windows XP Vista or Windows 8 RT

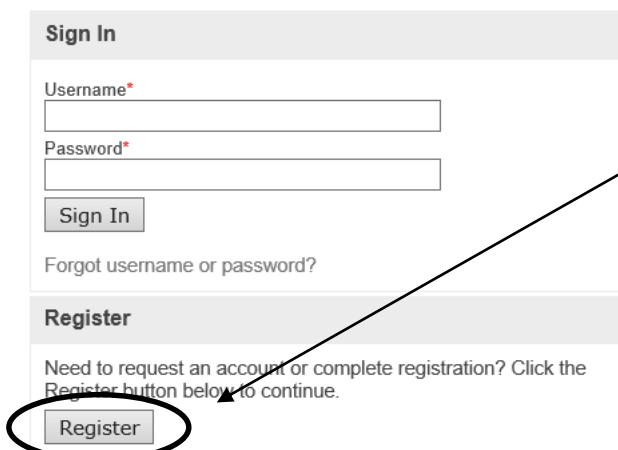
\$22.75

 **Add To Cart**

Step 8

The page below will appear asking for login details

You will need to Register the first time you use this site, click **Register**



Sign In

Username*

Password*

[Forgot username or password?](#)

Register

Need to request an account or complete registration? Click the Register button below to continue.

Step 9

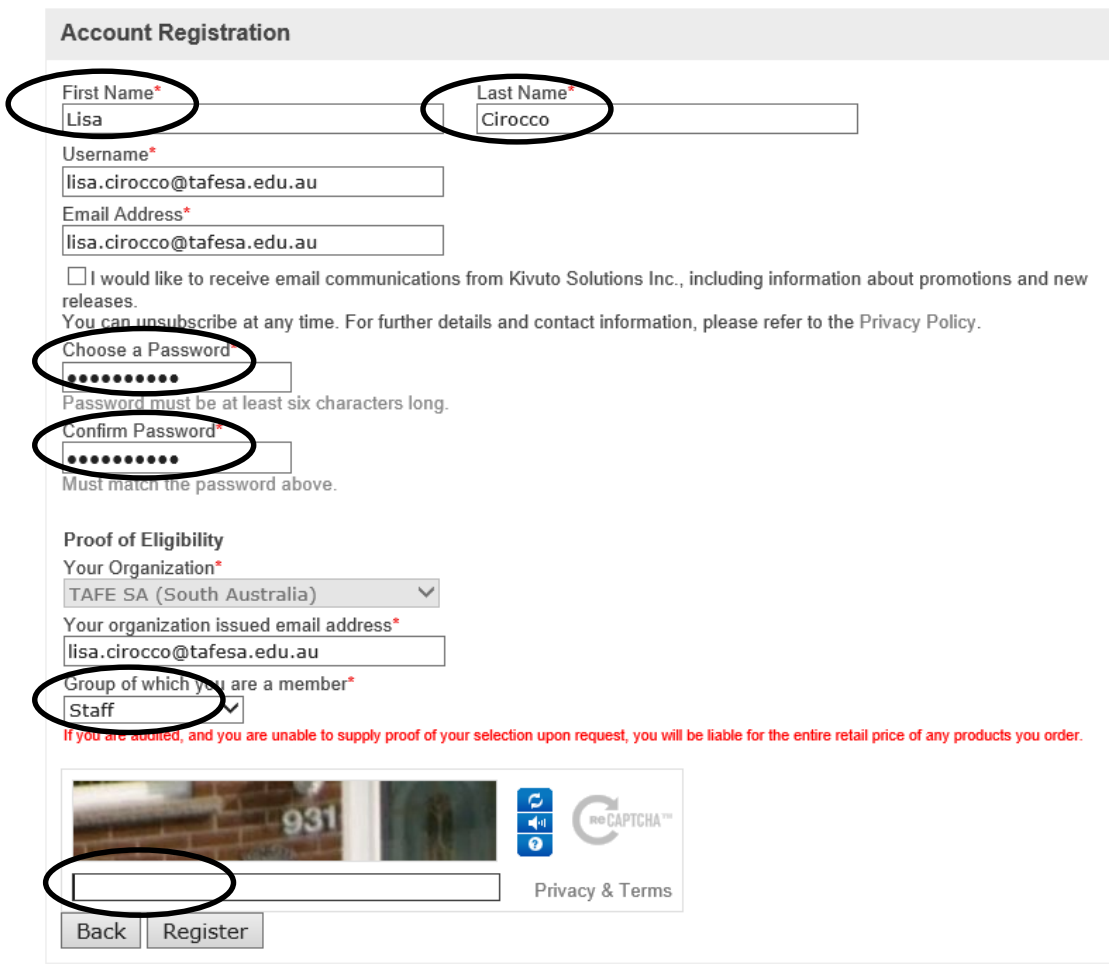
The page below will appear

Enter your TAFE SA email address and click **Continue**



Step 10

The page below will be displayed, enter in the following details, click **Register**



Step 11

The following page will appear to inform you the account must be verified before a download of the software can commence

An automated email has been sent to your TAFE SA email address to confirm the email supplied is correct

Faculty/Staff Students

i Thank you for registering.

Your Eligibility

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

Organization:	TAFE SA (South Australia)
User Groups:	Staff
Verification Method:	Organization issued email address
Status:	Unverified (Expires 2016-10-29)

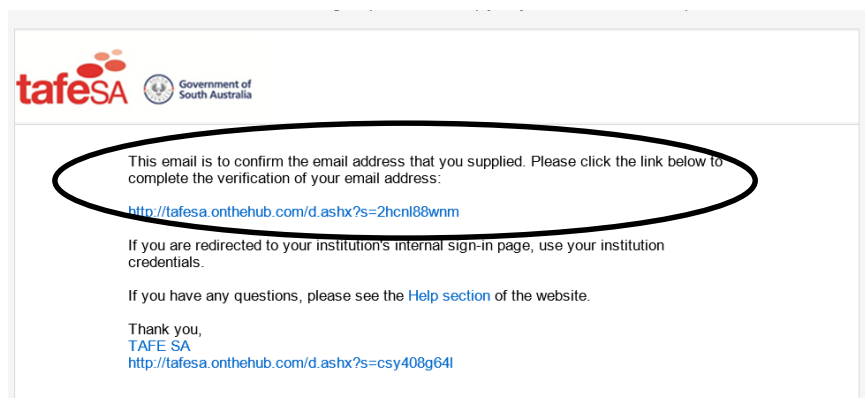
An email has been sent to lisa.cirocco@tafesa.edu.au with the subject "Email address confirmation" to confirm the email address. Please follow the instructions in the email. If you do not receive it within an hour, please ensure your email program is configured to allow emails from **kivuto.com**. Click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

[Resend Confirmation Email](#)

[Request additional eligibility](#)

Step 12

Open your TAFE SA email and locate and verify the email address



tafeSA Government of South Australia

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://tafesa.onthehub.com/d.aspx?s=2hcnl80wnm>

If you are redirected to your institution's internal sign-in page, use your institution credentials.

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

Thank you,
TAFE SA
<http://tafesa.onthehub.com/d.aspx?s=csy408g64l>



Step 13

Once the email has been verified you will be navigated to the TAFE SA Web Store where you can continue with your purchases

Step 14

To remove an item from the shopping cart click **Remove** otherwise **Continue Shopping** (to purchase additional software) or **Check Out** to finalise the purchase

Your Cart

	Office Professional Plus 2013 (English) (Work At Home) - Download Date Added: 2015-10-29 12:41 PM	Price \$22.75	<input type="button" value="Remove"/>
	Basic Access Guarantee (1 month) - Included 31 days of access to your download and/or key Learn more		
Subtotal: \$22.75			
<input type="button" value="Continue Shopping"/>		<input type="button" value="Check Out"/>	

Step 15

The page below will appear, showing the terms and conditions

Finalise purchase by entering your username and name (this is confirming the purchase) and click **I Accept** (to proceed) or **I Decline** (to cancel)

Faculty and Staff License Agreement

This message applies to:

Product	Agreement Number	Enrollment Number
Office Professional Plus 2013 (English) (Work At Home) - Download	74227156	75009906

IMPORTANT - READ CAREFULLY: This Faculty and Staff License Agreement (License Agreement) is issued to you and documents the transfer of the product license(s) listed below pursuant to your Institutions volume licensing agreement with Microsoft. This License Agreement is a legal agreement between you and Microsoft Licensing, GP ("Licensor"). For purposes of this License Agreement, the term "Software Product" shall mean the product(s) identified in Section 1 below, and the term "License" shall mean the right to make, use, or access a particular copy of the Software Product. The Software Product is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The Software Product is licensed, not sold. By signing below you agree to be bound by the terms of this License Agreement.

1. Grant of license.

Licensor hereby grants you the right to use one copy of the version number of Software Product(s) identified below on a home PC for work related purposes only. Use of Software Product(s) is conditioned upon your full time employment status as a faculty or staff member and your Institution's Licensed Term. If your employment at Institutions ends or the Licensed Term expires, you must promptly delete and remove Software Products acquired under this License Agreement. Your right to use each Software Product shall be governed by and subject to the relevant section(s) of the most current product use rights set out in your Institution's Volume Licensing agreement with Microsoft and posted at <http://microsoft.com/licensing/contracts>.

Date: Wednesday, 28 October 2015

Username*:
lisa.cirocco@tafesa.edu.au

Signature (type name)*:
Lisa Cirocco