How to Register for & Purchase Software from the Spartan Store

The SJSU Spartan Store has a wide selection of software available to staff and faculty at significantly reduced prices.

Register

1. Go to https://spartanshops.onthehub.com/
2. Click **Register** in the upper right corner of the page.
3. Enter your @sjsu.edu email address.
   NOTE: If you don't have access to/don't know your SJSU email address, please check the SJSU Services Introduction post.
4. Enter your first name, your last name, and choose a password. Your SJSU email address should already be filled in. This will be your username when using the Spartan Store.
5. Under **Proof of Eligibility**, there is a **Group of which you are a member** dropdown list. Select the option that reflects you.
6. Complete the captcha and click **Register**.
7. Find the most accurate options for the **Which department/field of study do you work in**, **Which operating system do you use more often**, and **Where did you hear about us** dropdowns, then click **Save**.
8. A verification email will be sent to your SJSU email address. Follow the instructions in that email and you'll be able to start using the store.

Purchase

NOTE: Once you complete your purchase, save a copy of any product keys you receive in a safe place. The Spartan Store will not hold onto them for you forever. If you lose your product key you

may have to buy the software again.

1. Go to https://spartanshops.onthehub.com/ and login with your SJSU email address.
2. Find the software you want by navigating the site or by using the Product Search bar.
   - **Navigation**
     1. Make sure you are on the **Faculty/Staff** tab if that matches your description. This will display the full list of software available to you.
     2. Use the tabs to find the product you need. For instance, if you're looking for Microsoft Office or Microsoft Windows, click the **Microsoft** tab.
        *NOTE: The **Show recent versions only** checkbox sometimes hides software that it shouldn't, such as the Windows versions of Microsoft Office. Leave this unchecked or you risk the website hiding the software you're looking for.*
     3. Click the icon for the software you want, then click **Add to cart**.
   - **Search**
     1. Simply type the software you want into the **Product Search** bar and hit Enter. Be non-specific - the base product name (such as "office") without any version numbers is best.
     2. Scroll to the software version you want, select it, and click **Add to cart**.
3. Open your **Shopping Cart** located on the upper right side of the page. If everything looks correct to you, click **Check Out**.
4. Follow the prompts and enter your billing information to complete your order.

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