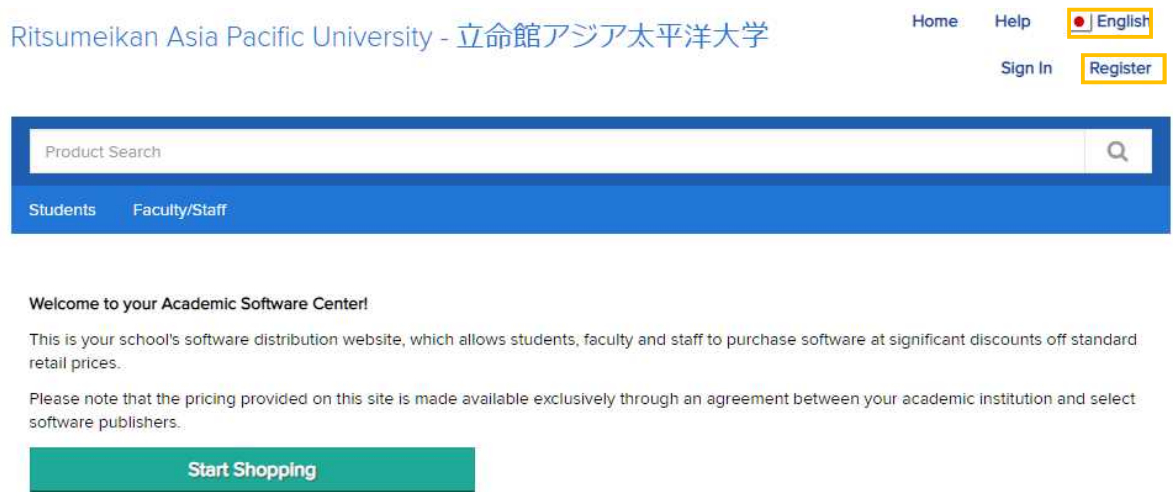


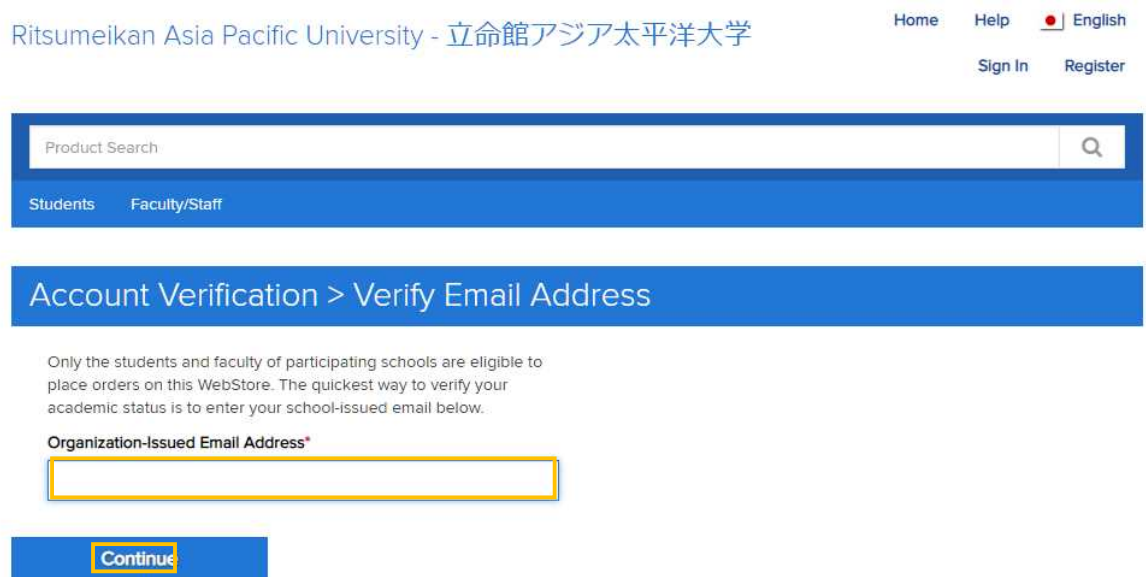
## ELMS WebStore Quick Guide for Student Users

### Create your account – Email domain verification

1. Go to your WebStore at <https://ritsumeikan.onthehub.com/>.  
You can change the WebStore language by clicking the flag icon at the top right corner of the page.
2. Click the **Register** button near the top-right corner of the page (or click the **Sign In** link and then click **Register** on the page to which you're directed).



3. Enter your APU email address in the **Organization-Issued Email Address** field, and then click Continue.



4. Fill out the form to which you are directed. You will need to provide some personal information and create a password. Select **Students** from the list of **Group of which you are a member**.

**Account Registration**

**First Name\***

**Last Name\***

**Username\***

@apu.ac.jp

**Email Address\***

@apu.ac.jp

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

**Choose a Password\***

**Confirm Password\***

**Proof of Eligibility**

**Your Organization\***

Ritsumeikan Asia Pacific University

**Organization-Issued Email Address\***

@apu.ac.jp

**Group of which you are a member\***

Please Select...

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.

Receive email communications from OnTheHub, powered by Kivuto Solutions Inc., including information about promotions and new releases.  
You can unsubscribe at any time. For further details and contact information, please refer to the [Privacy Policy](#).

I'm not a robot

**Back** **Register**

5. Check a box of **I'm not a robot**, and then click Register to set up your account.
6. Check the email address you used to register. A confirmation email will be sent to that address shortly after your registration is complete. Click the link in the email to verify your account and it will open the WebStore automatically.

### Sign in to your account

1. Go to your WebStore at <https://ritsumeikan.onthehub.com/>.  
You can change the WebStore language by clicking the flag icon at the top right corner of the page.

2. Click **Sign In** at the top right corner of the page.

Ritsumeikan Asia Pacific University - 立命館アジア太平洋大学

Home Help English

Sign In Register

Product Search

Students Faculty/Staff

#### Welcome to your Academic Software Center!

This is your school's software distribution website, which allows students, faculty and staff to purchase software at significant discounts off standard retail prices.

Please note that the pricing provided on this site is made available exclusively through an agreement between your academic institution and select software publishers.

Start Shopping

3. Enter your user name (your APU email address) and password and click **Sign In**.

## Place an Order

1. Click **Start Shopping** on the Top page of your WebStore.
2. Click the product name or icon and then click **Add to Cart**.

Ritsumeikan Asia Pacific University - 立命館アジア太平洋大学

Home Help English

Hello, ksys01@apu.ac.jp  

Product Search

Students Faculty/Staff

Most Popular Productivity Operating Systems Data Analysis Security Photo, Video & Design More Options

### Microsoft Windows 10 Education (Multilanguage) - Download



Free

Add to Cart

Are you eligible?

3. Check the contents in your Shopping Cart and Click **Check Out**.
4. Read the User Acceptance Form to which you are directed. You will need to provide digital signature and then click **Accept**.
5. Confirm the order items and your contact information and click **Proceed with Order**.
6. Order receipt will be sent to your email address.

## Download software

1. Click the arrow beside your username (top-right corner).
2. Click Your Account/Orders.
3. Click the “View Details” button next to the appropriate order.
4. You are directed to your Order Details page. All product keys issued with your order are displayed there next to the products they apply to.  
Click **Download** to show the instruction of Upgrading to Windows 10 Education. Select your current OS in the list and follow the steps to complete the upgrade.

Note: Product key and download will be displayed in your account for 31 days after you order the software. We recommend to save your product key within this period.