

# OnTheHub Account Creation Userguide

1. Visit the [OnTheHub](#) webpage and press on the **Sign In** Button at the top right corner of your screen



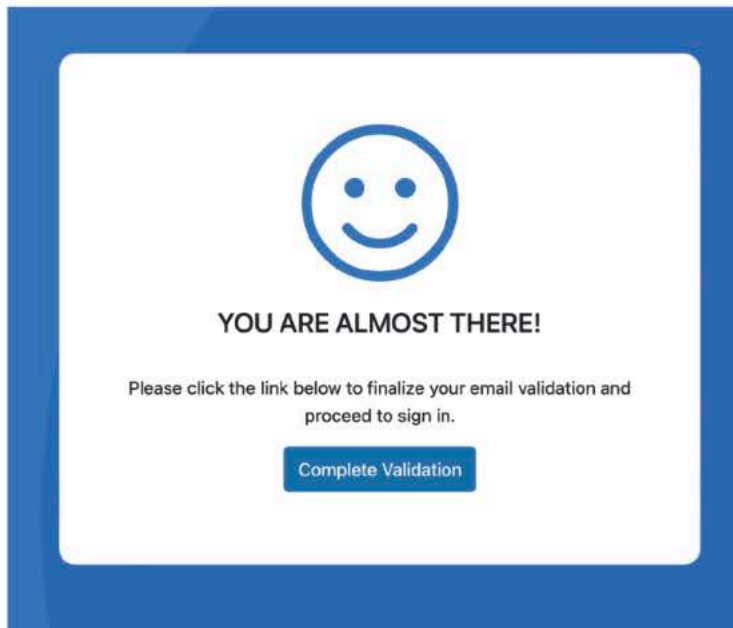
2. Enter your AUC email to verify your eligibility and press Verify

The screenshot shows a verification form titled 'OnTheHub eStore by Kivuto' and 'VERIFY YOUR ELIGIBILITY'. It instructs users to enter their school details. There is a text input field for 'School-Issued Email Address\*' containing 'm\_radwan@aucegypt.edu', followed by a blue 'Verify' button. Below the input field is a link: 'I don't have a school-issued email address.' At the bottom of the form is a link: 'I already have an account.'

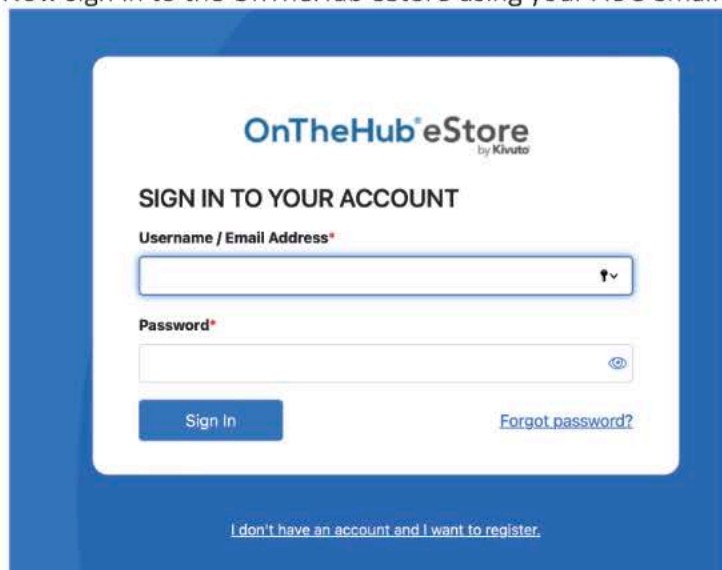
3. Enter your name, create a new password and choose your user group to register

The screenshot shows an account registration form titled 'OnTheHub eStore by Kivuto' and 'ACCOUNT REGISTRATION'. It includes fields for 'First Name\*', 'Last Name\*', 'Email Address\*' (with a note that the email acts as the username), 'Password\*', and 'Confirm Password\*'. To the right of the password fields are 'Password Requirements' listed as bullet points. Below these is a 'Group of which you are a member\*' dropdown menu. At the bottom, there are checkboxes for 'I have read and agree to the Terms of Use' and 'I have read and agree to the Privacy Policy', a reCAPTCHA 'I'm not a robot' checkbox, and a blue 'Register' button.

4. An email will be sent to verify your email address. Click on the link inside the email, and you'll be directed to a new screen to finalize your email validation. Press on the **Complete Validation** to continue.



5. Now sign in to the OnTheHub eStore using your AUC email and newly created password

A screenshot of the OnTheHub eStore sign-in page. The page has a blue header with the logo "OnTheHub eStore by Kivuto". Below the logo, the text "SIGN IN TO YOUR ACCOUNT" is displayed. There are two input fields: "Username / Email Address\*" and "Password\*". The "Username / Email Address\*" field has a dropdown arrow on the right. The "Password\*" field has an eye icon on the right. Below the "Password\*" field is a blue button labeled "Sign In". To the right of the "Sign In" button is a link labeled "Forgot password?". At the bottom of the page is a link labeled "I don't have an account and I want to register."

6. Once logged in, you can start browsing available products by using any of the below options located on the main bar at the top of your screen:
- Pressing on the **Shop** button
  - Typing the name of the software you are looking for using the **Search** button



7. When you find the software of interest, add it to your cart and then press the **Cart** button on the top right corner to view cart and checkout to proceed with your purchase

