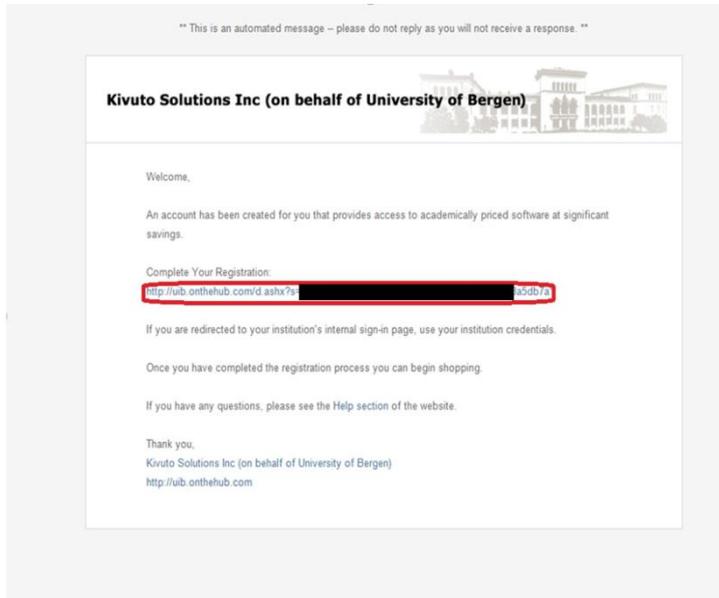


Download of MS Office and Windows upgrade for employees at UiB.

Shortly after you have confirmed request for download from the IT department, you will get an email that looks like this:

(Sender will be "Kivuto Solutions Inc (on behalf of University of Bergen) <noreply@kivuto.com>")



NOTE: You will need administrative rights on the computer to download the software. You must therefore download the software on your private laptop. You can check email at home via <https://kalender.uib.no/> (Outlook users) or <https://webmail.uib.no/> (Firefox users).

Click on the link as shown above with a red ring around it.

The link will open a page where you have to register:

You enter your details (**remember to use @uib.no after the username**).

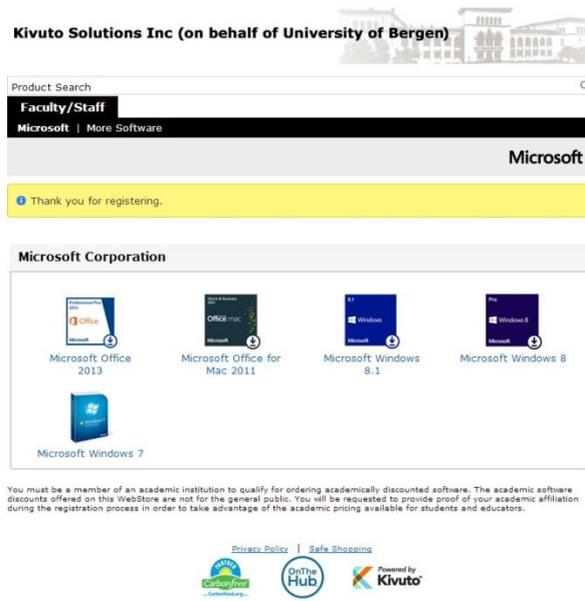
Note! Do NOT use UoB password when you register here. The service is on a server abroad where UiB has no control. If the service is being "hacked" this may affect both you and UoB.

The screenshot shows the "Account Registration" page from Kivuto Solutions Inc (on behalf of University of Bergen). The page includes a "Product Search" bar and a registration form with the following fields:

- Last Name*
- First Name*
- Username* (highlighted with a red circle, containing brukernavn@uib.no)
- Email Address* (with a sub-field for "Din UiB epost (Eks: per.ole@adm.uib.no)")
- Choose a Password* (with a note: "Password must be at least six characters long.")
- Confirm Password* (with a note: "Must match the password above.")

There are "Back" and "Register" buttons at the bottom of the form.

After you have registered, you will get a page with the choice of software available:

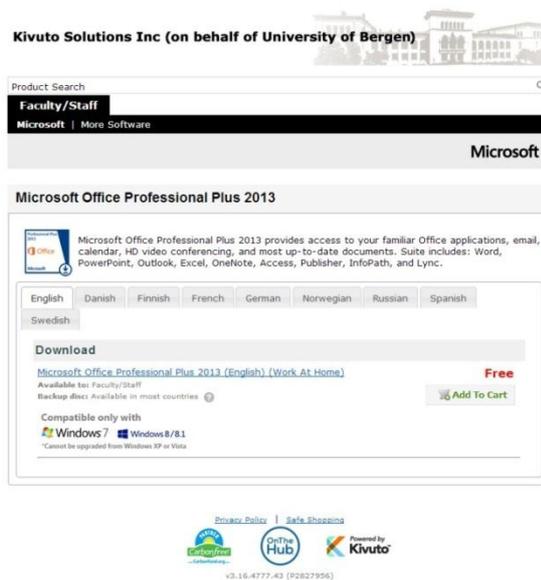


Please select the type of software you want.

Note that if you choose MS Office this gives you access to three activations (either on the same machine (reinstallation) or on three different machines. Windows 7 and 8 can be activated three times on the same machine (reinstallation). You can only choose one Office version and one Windows version. You are not able to download both Office for Mac and Windows.

NOTE: We only offer Windows upgrade. It means that you MUST have a Windows operating system on your computer already. Upgrading Windows is extensive and is not recommended unless you have specific reasons for it. A good reason to upgrade may be that you are running Windows XP that Microsoft stop supporting the 8th April 2014.

After selecting the software you want, you get the choice to choose which language you want. Choose the language you want to use and click "Add to Cart".



After clicking "Add to Cart" you will get an overview of what is in your shopping cart. (Cost-based selection will not be covered by UoB)

Note the following:

- You only have one month to download the software from the day you ordered it.
- From the day you've got created an account, you have approx. a year to download what you need of software (MS Office and / or Windows upgrade)

Kivuto Solutions Inc (on behalf of University of Bergen)

Product Search

Faculty/Staff

Your Cart

| | Price | |
|---|-------|---------------------------------------|
| Microsoft Office Professional Plus 2013 (English) (Work At Home) - Download Date Added: 2014-02-24 06:25 Basic Access Guarantee (1 month) - Included <small>31 days of access to your download and/or key learn more</small> | Free | <input type="button" value="Remove"/> |
| Subtotal: €0.00 | | |

Recommended For You (Optional)

| | | |
|--|--------|--------------------------|
| Extended Access Guarantee (24 months) <small>Upgrade all items in your order from Basic Access to Extended Access. The Extended Access Guarantee provides you with 24 months of access to your download(s) and/or key(s) for just a small fee. The Access Guarantee option does not extend the duration of time-limited licenses (if applicable). learn more</small> | €3.81 | <input type="checkbox"/> |
| Backup Disc - Microsoft Office Professional Plus 2013 (English) <small>Receive genuine DVD(s) of your software for backup purposes to accompany your download and/or key. No additional delivery fees!</small> Note: Backup discs do not come with product keys. To install/activate software from a backup disc, you will need the product key or activation code issued with your order. | €10.95 | <input type="checkbox"/> |

[Privacy Policy](#) | [Safe Shopping](#)

v3.16.4777.43 (92827956)

You will now get the license terms, here you must navigate your way down to the bottom and accept the terms. Enter your username and full name, then press "I Accept".

Disclaimers EXCEPT FOR THE LIMITED WARRANTY PROVIDED IN THE PRECEDING PARAGRAPH, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, MICROSOFT DISCLAIMS ON ITS OWN BEHALF AND ON BEHALF OF ITS SUPPLIERS ALL WARRANTIES, INCLUDING BUT NOT LIMITED TO WARRANTIES OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE PRODUCTS AND RELATED MATERIALS. THERE MAY BE SITUATIONS IN WHICH FACULTY AND STAFF HAS A RIGHT TO CLAIM DAMAGES FROM MICROSOFT. WHATEVER THE BASIS FOR FACULTY AND STAFF CLAIM (SUCH AS BREACH OF CONTRACT OR TORT), MICROSOFT'S LIABILITY WILL BE LIMITED TO DIRECT DAMAGES UP TO THE AMOUNT FACULTY AND STAFF HAS PAID UNDER THIS LICENSE AGREEMENT WITH RESPECT TO THE PRODUCT GIVING RISE TO A FACULTY AND STAFF CLAIM. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL MICROSOFT OR ANY OF ITS SUPPLIERS BE LIABLE FOR ANY INDIRECT DAMAGES (INCLUDING, WITHOUT LIMITATION, CONSEQUENTIAL DAMAGES, DAMAGES FOR LOSS OF PROFITS OR REVENUES, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, OR OTHER LOSSES) ARISING IN CONNECTION WITH THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

5. **Miscellaneous.**

- a. Choice of law. This License Agreement is governed by the laws of the state of Washington.
- b. Questions. Should you have any questions concerning this License Agreement, or if you desire to contact Microsoft for any reason, please write: Microsoft Sales Information Center, One Microsoft Way, Redmond, Washington 98052-6399.

By signing this License Agreement, you agree to be bound by the terms of this Faculty and Staff License Agreement.

Date: 24 February 2014

Username*:

Signature (type name)*:

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v3.16.4777.43 (92827956)

After you have accepted the terms you get the opportunity to look over your order.

You must also enter your name and UiB email. Then click "Proceed With Order"

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Product Search
Faculty/Staff

Messages **Order** Receipt

Items All prices are in Euros

Microsoft Office Professional Plus 2013 (English) (Work At Home) - Download
Amount: €0.00

Basic Access Guarantee (1 month) - Included
31 days of access to your download and/or key [Learn more](#)

Compatible only with
Windows 7 Windows 8/8.1
*Cannot be upgraded from Windows XP or Vista.

Subtotal: €0.00
Taxes: €0.00
Total: €0.00

Order Information Fields marked with an asterisk (*) are required

Last Name* First Name*
Email*

I would like to receive special offers and promotions from Kivuto Solutions Inc. and its partners

Proceed With Order

Privacy Policy | Safe Shopping
Carbonfree OnThe Hub Powered by Kivuto
v3.16.4777.43 (P2827956)

Finally you will get a receipt for your order, from here you can click "Start download" to start the wizard for installation of your software. You will also receive an email with confirmation of your order. This is also where you will find the activation key that you MUST have to activate the software.

Attention! It is very important that you note this activation key. Without it you will not be able to activate Office or Windows upgrade.

Kivuto Solutions Inc (on behalf of University of Bergen)

Product Search
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Messages Order **Receipt**

Your order has been placed and a confirmation email will be sent to you shortly. You may want to print this page for your records. Detailed information about all of your orders can be found under Your Account.

Order Summary **Order Information**

Order Date: 2014-02-24 06:37
Order Number: 100271761647
[Email order receipt](#)

Name
Email

Items All prices are in Euros **Start Download**

Microsoft Office Professional Plus 2013 (English) (Work At Home) - Download
Amount: €0.00

Basic Access Guarantee (1 month) - Included
31 days of access to your download and/or key [Learn more](#)
Expires 2014-03-27 (31 days remaining)

Download
[Start Download](#)

Subtotal: €0.00
Taxes: €0.00
Total: €0.00

Installation:

When you press start download you will be navigated to a new page that shows you how to install the software:

Select Language: English (United Kingdom) ▾

Get Your Software in 4 Easy Steps  

- 1. Download the Secure Download Manager (SDM) installation file** ?
If you have completed this step previously, go to step 3.
[Download SDM](#) 
- 2. Locate the file from step 1 and run it to **install the SDM**** ?
- 3. Download the .SDX file for your order** ?
[Download .SDX](#) 
- 4. When the SDM launches, **start downloading your software.**** ?
If the SDM application does not launch automatically, locate the file from step 3 and open it to download your software.

NB! You need administrative access to the computer to install "the Secure Download Manager (SDM)." One will therefore not be able to download the software on a UoB machine.

Follow the further steps to get the software installed.