**The web store online for Faculty and Staff purchases of Microsoft products**

  There are actually two sites for you to purchase from.

The one here is for just Office and Windows which are highly discounted and a benefit to your EES agreement. Here is this info for you:

The WebStore for Lansing Christian School is LIVE now!!!

Here is the URL.  [http://lansingchristianschool.onthehub.com](http://lcsmail.lansingchristianschool.org/exchweb/bin/redir.asp?URL=http://lansingchristianschool.onthehub.com)

Email domain is applied and here is quick how-to-register:

1. Go to [http://lansingchristianschool.onthehub.com](http://lcsmail.lansingchristianschool.org/exchweb/bin/redir.asp?URL=http://lansingchristianschool.onthehub.com)
2. Click on ‘Sign In’ at the top right of the page
3. Click on ‘Register’ button.
4. Check ‘I have an institution issued email address.’
5. Enter your institution email address and your account information, and click on ‘Register.’
6. You will receive an email from us with the link to click on in order to be verified as an Academic User of your institution.
7. Click on the link to be verified. (This is very important. Please do not skip this!!)
8. Once you are verified you are prompted to the webstore. Then you can start shopping!

There are several other software titles faculty, staff and students can purchase at a discount (Not as much as the one for Office and Windows) at this site.
<http://www.journeyed.com/select>

You just have to filter down to your school (through the steps on the right hand side) and you can buy other Microsoft programs (Office is also on there but not at the same discount, that’s why we need 2 sites)