

# HK PolyU Academic Software Center

## Access Guide

Version 2.1

Last Update: 26 September 2016

[www.polyu.edu.hk/dreamspark](http://www.polyu.edu.hk/dreamspark)

ITS HelpCenter Support: [www.polyu.edu.hk/HOTS](http://www.polyu.edu.hk/HOTS)

ITS Help Center Support Hotline: [2766 5900](tel:27665900)

This guide will guide you how to access to the **HK PolyU Academic Software Center** with your email account.

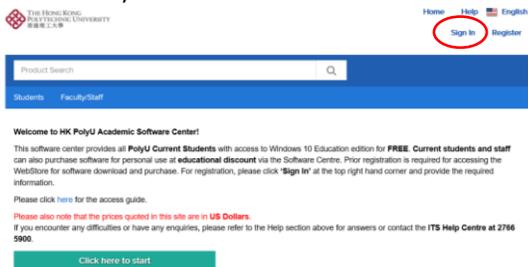
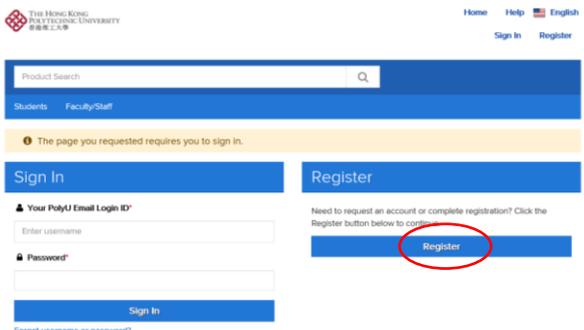
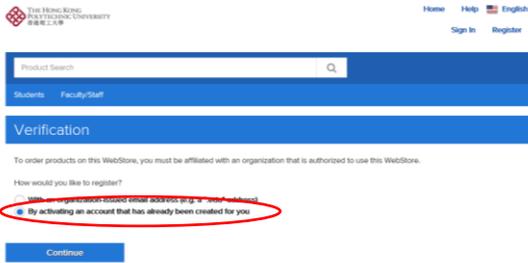
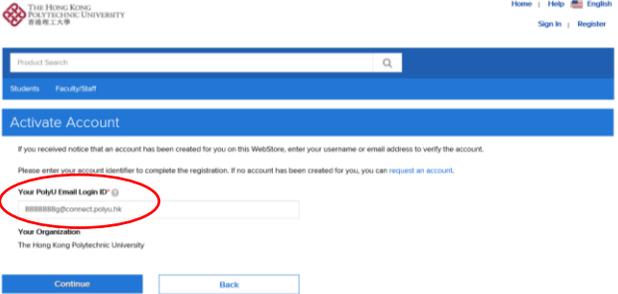
To access the software center, please visit <http://hkpolyu.onthehub.com>

This software center is only eligible to all **PolyU Current Students** and **PolyU Current Staff**.

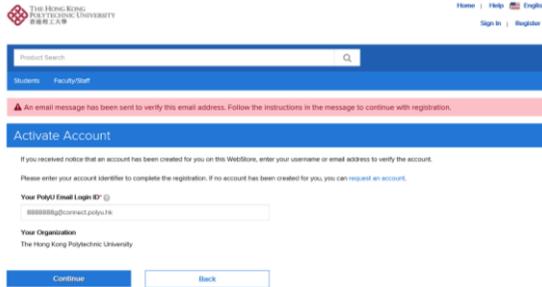
If you have any problem to access the software center, please feel free to contact our Help Center at 2766 5900.

\*\*\*\*\*  
If you are a **"PolyU Current Student"**, please follow the steps below.  
If you are a **"PolyU Current Staff"**, please jump to **page 4** of the guide.  
\*\*\*\*\*

### **For PolyU Current Student**

<p>1. Visit the website <a href="http://hkpolyu.onthehub.com">http://hkpolyu.onthehub.com</a> and click the <b>"Sign In"</b> link in the top-right corner;</p> 	<p>2. In <b>"Sign In"</b> page, click the <b>"Register"</b> button;</p> 
<p>3. Select <b>"By activating an account that has already been created for you"</b> and click <b>"Continue"</b>.</p> 	<p>4. Enter your PolyU provided email address in the format of <b>"&lt;student ID&gt;@connect.polyu.hk"</b> and click <b>"Continue"</b>.</p> 

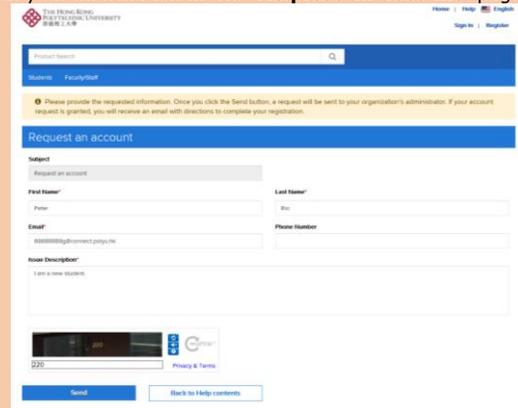
5. A verification email will be sent to your mailbox within few seconds. You have to check your mailbox to see whether you received it or not.



**Note:** if you got an error message after clicking the "Continue" button, please click "**request an account**" link to send your request to ITS. We will process your request as soon as possible.

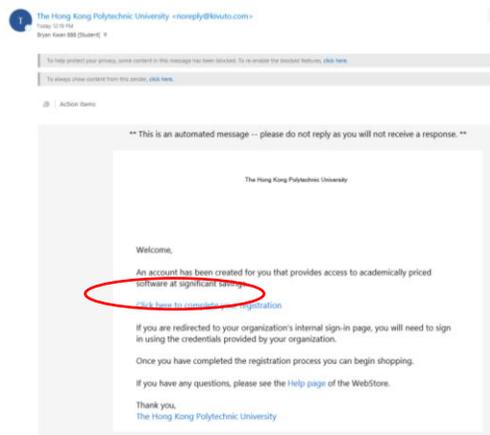
⚠️ No matching account was found for the identifier entered. Please ensure that you have typed your username for this WebStore correctly. For further assistance, please [request an account](#).

Please fill in your information in the "**Request an account**" page.

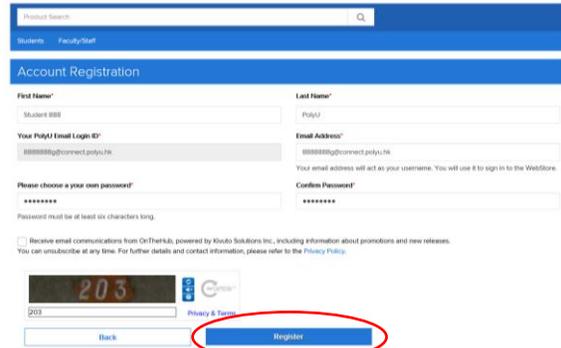


6. The verification email will look like as below. Click the URL provided to complete the registration.

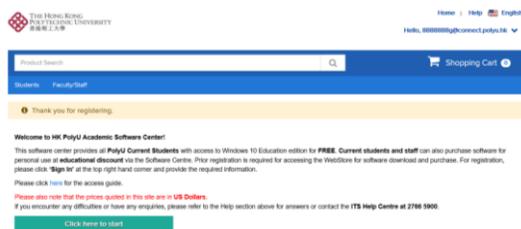
An account has been created for you



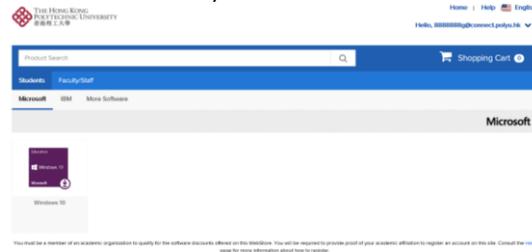
7. Fill in all required information, choose your password and click "**Register**" button to finish.



8. You should then login to the software center successfully.

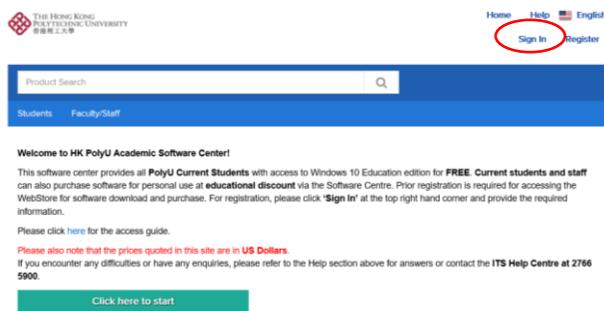


9. You can then click on the "**Students**" tab to browse and select your required software. As PolyU Current Student, you can download and use ONE copy of Windows 10 for free. You can use install it in any computer as long as you are still Current Student of PolyU.

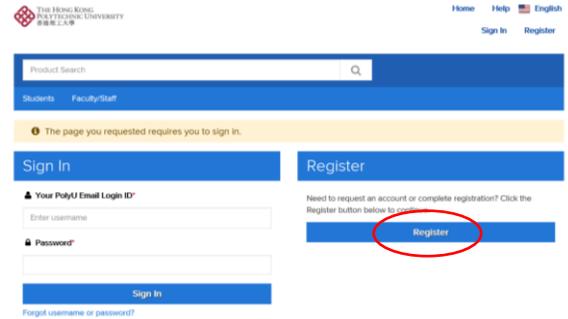


## For PolyU Current Staff

1. Visit the website <http://hkpolyu.onthehub.com> and click the "Sign In" link in the top-right corner;



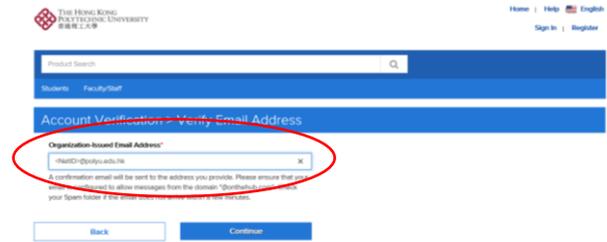
2. In "Sign In" page, click the "Register" button;



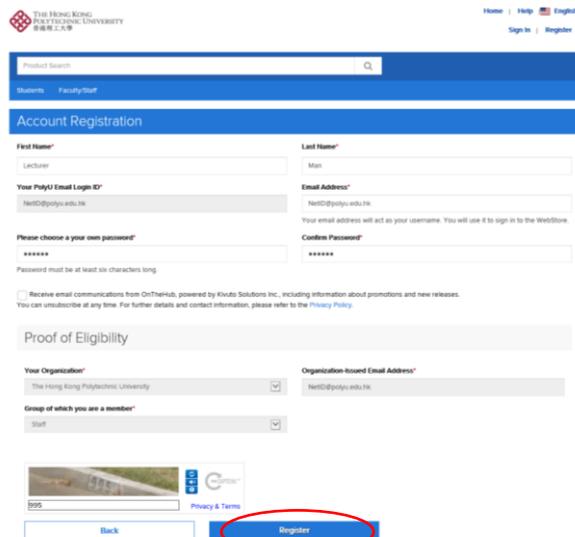
3. In the "Verification" page, select "With an organization-issued email address (e.g. a ".edu" address)" and click "Continue" button.



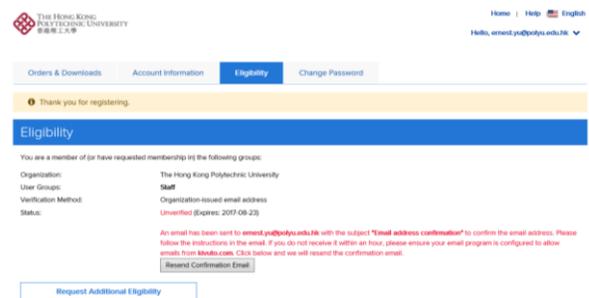
4. Enter your PolyU Staff Email address in the format of "<NetID>@polyu.edu.hk" and click "Continue".



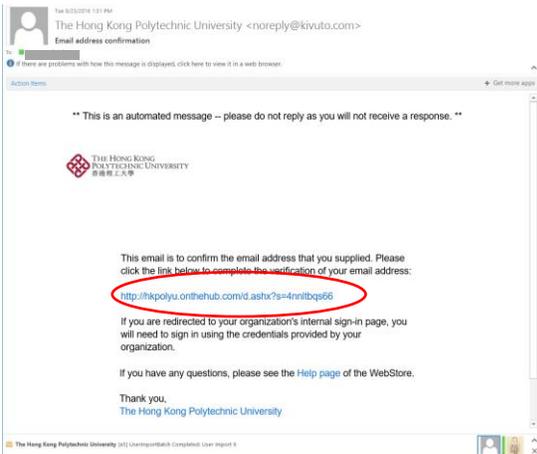
5. Please enter the required information in the "Account Registration" page and click "Register" button.



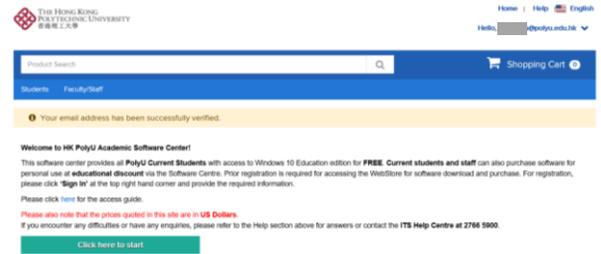
6. A confirmation message will be shown and an email will be sent to your mailbox to confirm the registration.



7. You can close the browser and check your mailbox for the **"Email address confirmation"** message. Please click on the **"verification URL"** in the mail.



8. It will redirect you to the software center again. You can then use your registered email address and your selected password to login to the system.



9. After login, you can click the **"Faculty/Staff"** tab to browse for the software.