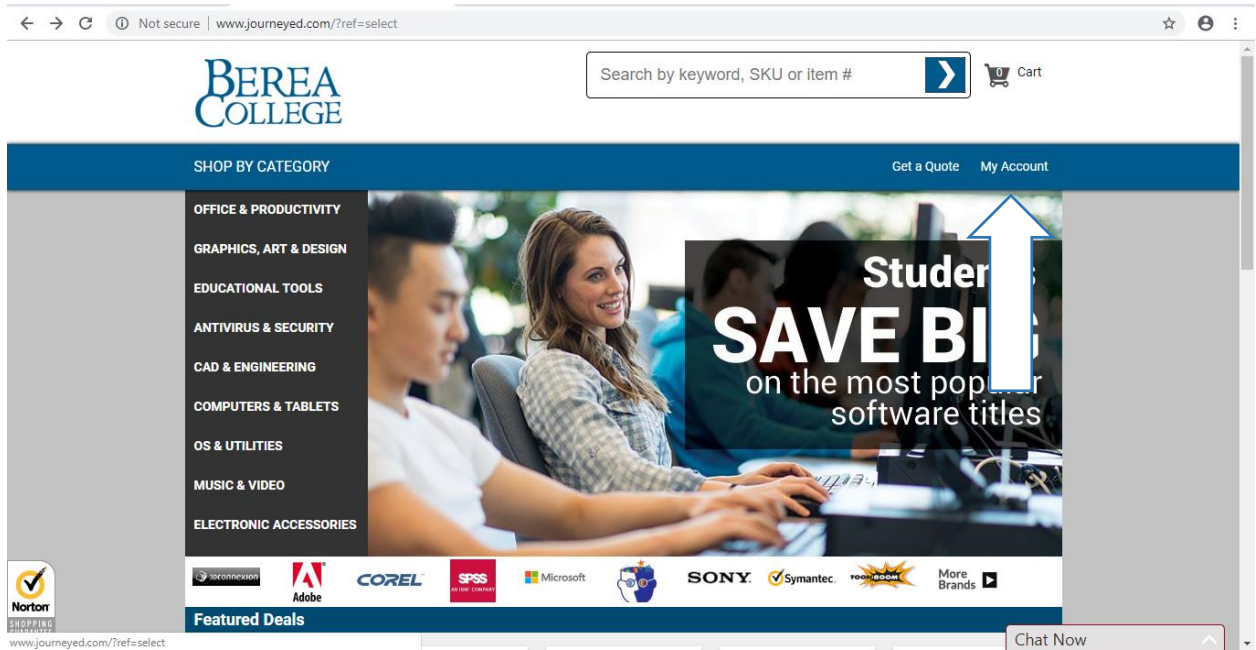
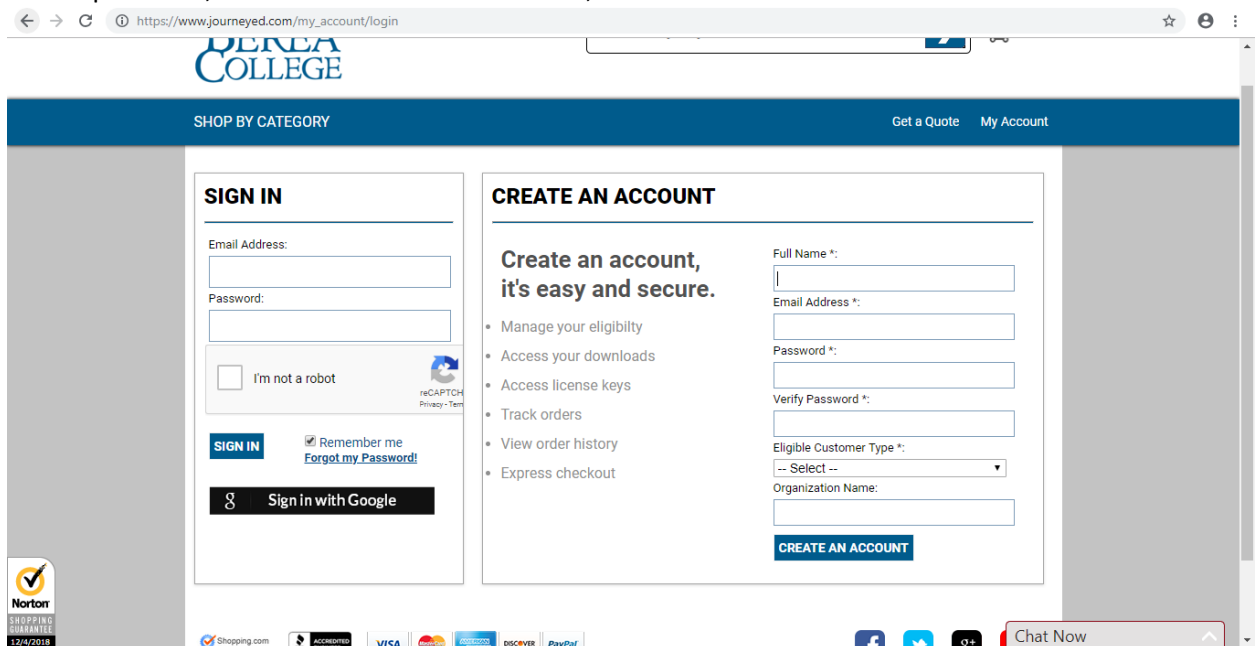


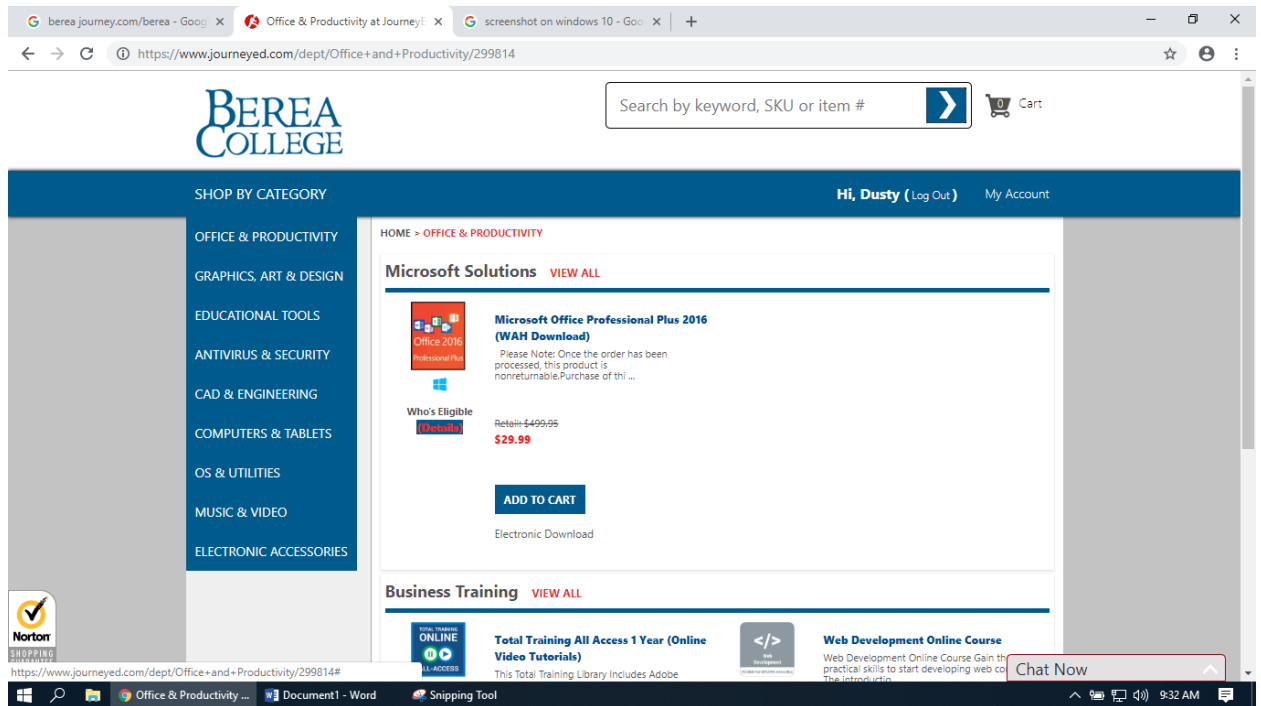
- 1) From a browser, go to [http:// www.journeyed.com/Berea](http://www.journeyed.com/Berea)
- 2) Click on “My Account”.



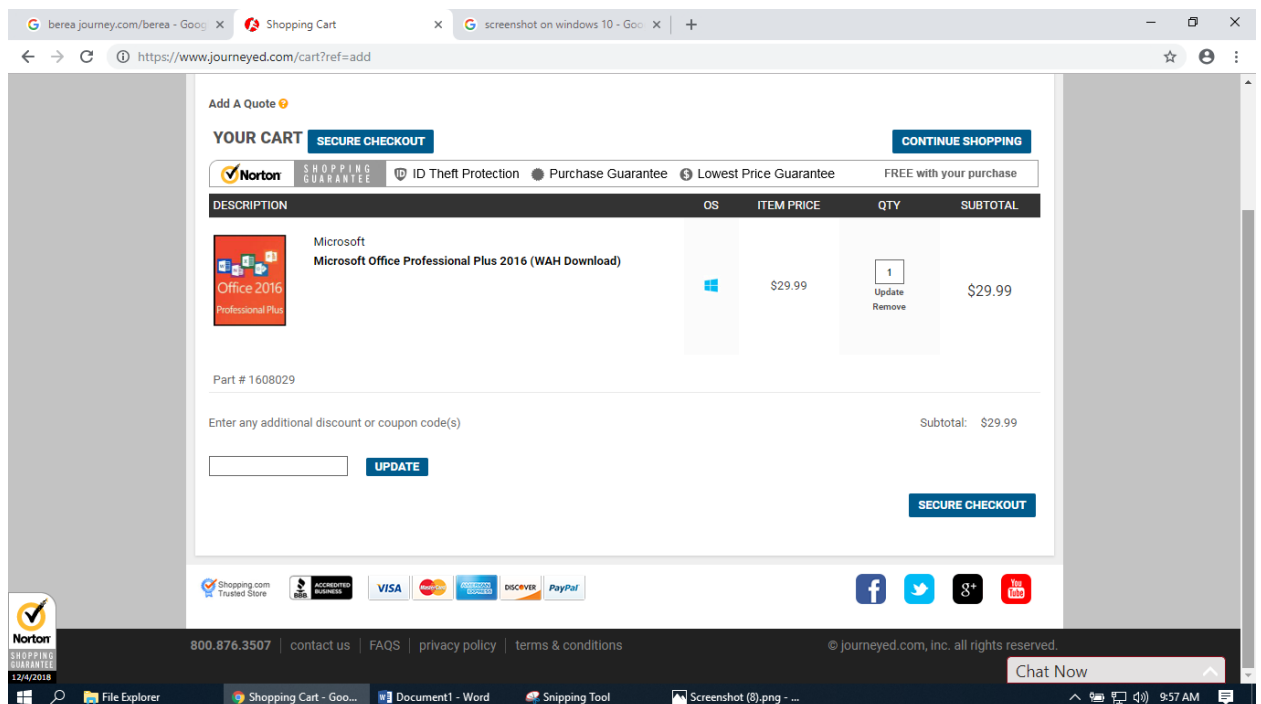
- 3) Fill out all of the information in the Create An Account.
*Make sure to use your college email.
**As a professor, use Hi-Ed Teacher and for staff, use Hi-Ed Institution.



- 4) After you have either logged in or registered, click on Office Productivity (word, excel, etc.) for the Office Suite, (which is under the Shop by Category) or OS and utilities for Windows 10.



- 5) Scroll to Microsoft office and click add to cart. There will be a fee.



- 6) Go through secure checkout to receive your product key. Keep your product key safe for installation.