

# Imagine Program Overview

**Download Website Address - <http://e5.onthehub.com/WebStore/Welcome.aspx?ws=8e14c9c0-ec9b-e011-969d-0030487d8897&vsro=8>**

In order to download software, eligible students and faculty must have an account in the Software Center system. The following steps outline how the process works.

## STEP 1

Faculty must provide a list of students in their class authorized to use the software; list must include full name, Suffolk ID and Suffolk email address. This list must be provided in advance before the semester begins. If submitting a list during the semester, please allow additional time for the request to be fulfilled.

## STEP 2

OTM will sort the students and faculty into manageable groups and create accounts for each user in the system.

## STEP 3

Accounts will then be configured to download the requested Microsoft software

## STEP 4

An email message is automatically generated in a few hours by the system to each email address on the list. This email message contains information necessary to login and download the software

## STEP 5

Once users receive this email, they can login to the ELMS website and download the software.

The Software Center system will automatically deactivate all accounts at the end of every semester.