

# Retrieving Your Windows 10 Product Key

**NOTE: You must go through the initial Windows 10 setup on your computer and be connected to the internet before proceeding.**

## Step 1: Register for an Account to Obtain your Activation Key

1. Open *Microsoft Edge* on your computer and navigate to: <https://mcud.onthehub.com>
2. Click *Register* in the top right of the page.
3. Enter your Unit 5 e-mail address in the *Organization-Issued Email Address* box (ex: 000000000@myunit5.org)
4. Fill in your information on the Account Registration page (which is depicted below) and click *Register*

First Name\*

Last Name\*

Username\*

Email Address\*

Choose a Password\*

Confirm Password\*

Proof of Eligibility

Your Organization\*

Organization-Issued Email Address\*

Group of which you are a member\*

Receive email communications from OnTheHub, powered by Kivuto Solutions Inc., including information about promotions and new releases. You can unsubscribe at any time. For further details and contact information, please refer to the Privacy Policy.

Please keep me informed of products, services, and information specifically related to this offer. (Required for program consideration)

Type the text

Back Register

5. Next, log into your e-mail and click the link in the e-mail you were sent (from [noreply@kivuto.com](mailto:noreply@kivuto.com)) after registering to verify your account. This e-mail may take a few minutes to show up. Check your spam folder if you do not see it.

## Step 2: Use the account you registered to obtain your Windows 10 Product Key

1. Sign into your account using the e-mail address and password you created at: <https://mcud.onthehub.com>
2. Click on *Windows 10*, add it to your cart, and click *Check Out*.
3. Read through the *User Acceptance Form*. Then, fill in your *Username* and *Signature*. Now, click *Accept*.
4. A screen confirming your order will show up. Click *Proceed With Order* (you will not be charged for the single key to which you are entitled).

## Step 3: WRITE DOWN OR PRINT YOUR WINDOWS 10 PRODUCT KEY

Your *Windows 10 Product Key* will be presented in **RED TEXT** (ex: **12345-abcde-67890-fghij-12345**). **You need to write down the product key or print off the page with your product key. Do not share it with anyone; you should treat it like you would treat a password. Your product key may only be used ONCE. You will not be able to obtain another product key.**

**Turn page over for instructions on how to activate Windows 10 with your product key**



# Activate Windows 10

Click the Window on the bottom left –



Type “activate”

Click “See if Windows is activated”

Click Change Product Key – Click Yes if asked to allow this app to make changes

Type in Product Key – After typing in key Windows will automatically start to activate

Click Next to agree to Microsoft Software License Terms

Windows is now activated