

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*

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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) 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