



**Note: The instructions show version 22. However, you will be buying VERSION 23 for this semester**

**Note2: If you own a MAC with an IOS older than 10.7, then you either need to update your system or access SPSS through VM ware.**

- 1) Go to [onthehub.com/spss](http://onthehub.com/spss)
- 2) Scroll down to the section where it looks like this:



- 3) Click on the BUY NOW option for students
- 4) Then, scroll down to find the SPSS option: “IBM SPSS Statistics Base GradPack – includes Statistics Base”. This option costs \$38.00 + \$4.99 Download Fee. Click on 
- 5) Since you haven’t sign in yet, you will need to register. Click on the Register Button.
- 6) Click on the option “I have an institution issued email address (i.e., “edu” email address).” Then, click Continue
- 7) Please enter your school email address in the “Please enter a valid institution email address” box. Then, click Continue.
- 8) Then you will go to an Account Registration page. Then, fill the information required, including choosing your password. You will need to remember your username and password for the future (**please find a way to remember these since you WILL NEED IT LATER**). After filling out the information click on the Register Button.
- 9) Then, you will be on a profile page. Answer those questions on that page and then click the Save button.
- 10) At this point, the instructions will tell you that an email has been sent to your student email account. Go to your BYU email and look an email from onthehub and follow the instructions on the email (basically, clicking on the link) so that you can verify that you are a student.
- 11) When you go back to the web browser, it should show the following:

 Your email address has been successfully verified.

- 12) Switch back to the window on your browser that has the following (Note: Your User Group will be **Student** instead plus your status will expire on a different date):

## Your Eligibility

You are a member of (or have requested membership in) the following groups:

Organization: Brigham Young University - Idaho  
User Groups: **Faculty**  
Verification Method: Organization issued email address  
Status: **Verified** (Expires 2015-09-15)

[Request additional eligibility](#)

[Continue Shopping](#)

[Your Account/Orders](#)

Note: If you don't see that it is verified, refresh the page and it should show that it is verified.

13) Click on [Continue Shopping](#)

14) Then, Click again [Add To Cart](#) Note: There have been those that have seen this option and others that have not since onthehub has assumed that you moved it added SPSS to your cart. If you don't see this option, go on to Step 15.

15) On the next page, you can get the Extended Access Guarantee but it is not required (**note: there were a few students that needed it last semester so it could be helpful to you**), click on Check Out.

16) After reading the Terms of Agreement and License Agreement, Click on "I Accept." It appears that you need to click "I Accept" three times.

17) Do the quick survey and click on Next.

18) Fill out the billing information and click on Bill to This Address

19) Enter your payment option then click Next

20) You will then go to Update your profile, then click Next

21) You will go to a CONFIRMATION page and click Proceed with Order.

22) The last page will be a RECEIPT Page. There are two items on this page that you will need. 1)

**You will need the Activation code (in Red) when you install your SPSS or it will NOT WORK AFTER 14 DAYS.** 2) Click on Start Download

23) Click on Start Download and go through the download and installation process.

24) You will then download and install two more software so that you can install SPSS. You will see the following buttons below.

### Step 1

Download &  
Install the  
Secure  
Download  
Manager  
(SDM)

[Download SDM](#)

### Step 2

Download &  
Open Your  
Order  
Package  
(.SDX file)

[Download .SDX](#)

- 25) Click on Step 1 to download the Secure Download Manager (SDM).
- 26) After downloading the file, locate the file and run it to install the SDM.
- 27) Click on Step 2 to download and open your order package (.SDX file).
- 28) Once that is done, you will then be prompted to Download and then Launch SPSS.
- 29) There will be several installation windows that you will work through. When you approach this window (see below), this is where you need **to put in your activation code (from Step 22)** in the **Enter Code** box. **IF YOU DO NOT ENTER YOUR ACTIVATION CODE, YOU WILL LOSE ACCESS TO SPSS AFTER 14 DAYS.**



- 30) You should be complete after this process. You may need to restart your computer to have access to SPSS on your computer.
- 31) If there are any issues, please call the help desk (x9000)