

How to Purchase Microsoft Office 2007 (2007-08 College Year)

- **Be sure you know your PCC e-mail address.** This will be your network ID followed by @mail.paccd.cc.ca.us For example: STU1234@mail.paccd.cc.ca.us Unless something goes wrong with your order, you will not have to access your PCC e-mail; just know what it is.
- **Make an electronic copy of your fee receipt as follows:**
From the PCC home page, click Student Services, in the 2nd column click Student Services Online. Log into the current semester, fill in your Lancer ID Card number (or your Social Security number) and your PIN and your birthdate. Click the Fee Inquiry/Payment button. With your Fee Receipt displayed on the screen, press the Print Screen button on your keyboard. Open Word, hold down the CONTROL key and press the V key to paste a copy of your fee receipt into the Word document. Save this document and name it so that your name and college are in the title. For example: George_Washington_Fee_Receipt_PCC
- Go to www.journeyed.com/fccc as shown below



- Click the Please Select Your Campus arrow, and then click Pasadena City College



- Locate and then click Microsoft Office 2007



- Complete the process; you will need to know your PCC e-mail address, supply a credit card number, and attach the electronic copy of your PCC Fee Receipt, which will verify your legal student status. You no longer need to retrieve a code from your PCC e-mail. If you need to call the company to track your order, **call the customer service number shown below 800-874-9001**

