



Buy Educationally-Priced Software

ITG, working with OETC, Organization for Educational Technology and Curriculum, has set up a method for OHSU students to purchase software at educationally discounted prices. Follow the instructions below to purchase software through TechHead (sponsored by OETC):

1. Go to the [TechHead](#) website.
2. From the Higher Ed drop-down, select **Oregon Health & Science University (students only)** and click on **Select College**.
3. Select item(s) to purchase by using the **add to cart** buttons.
4. When ready, click on **Check Out**.
5. Enter your personal information *and* check, **I agree to allow OETC to use the entered information above to verify my enrollment and continue with the transaction**. located at the bottom of the screen.
6. Click on the **Step 2** button. **You will see an error message stating that the system cannot verify you electronically, and you will need to do the manual authentication. NOTE: OHSU students are not in the National Clearinghouse database TechHead uses to authenticate automatically.**
7. Click on **Step 2** again and select your preferred **Shipping Method**.
8. Complete remaining steps and click on **Place Order**.
9. Print page labeled **Fax Cover Sheet**.
10. Log into [ISIS](#) and print out your **Student Detail Schedule**. *This document validates your current student status at OHSU.*
11. Fax your **Student Detail Schedule** and the **Fax Cover Sheet** to:

Judy Van Fossan, OETC
503.694.4495

IMPORTANT: If you do not fax these documents within two business days, your order will be cancelled.

Problem with the website? Techhead is sponsored by OETC – the Organization for Educational Technology and Curriculum. Contact OETC: 503.694.4499 / info@oetc.org.