

VUMC Software Store Order History Guide

Follow the steps below to view your Software Store order history, and access the installation instructions, download, and receipt for a specific order.

1. Copy the text between the asterisks into your browser:
<https://www.vumc.org/it/softwarestore>
2. Click **VUMC Software Store - Login now**
3. Login with your VUMC ID and password
4. In the top-right corner, click the arrow beside your VUMC ID.
5. Click **Your Account/Orders** to view your order history.
6. On the **Orders & Downloads** tab, click the **View Details** button next to your order to access the **Installation Instructions** and the **Download** (if applicable) for your order.
7. Alternatively, on the **Orders & Downloads** tab in step 6, click the **View Invoice** button next to your order to view your order receipt.

If you have questions, please contact software.store@vumc.org, or call 615-875-7990.