

Adobe Creative Cloud for Enterprise The University of Texas at San Antonio End User Guide

The University of Texas at San Antonio is offering access to Adobe products via the Adobe Creative Cloud for Enterprise. This will require you to login with your organization credentials, including UTSA email address and passphrase, to access and download the Adobe applications. Key benefits of accessing Adobe products via the cloud include:

- Latest and greatest- Get the latest versions of Adobe's desktop apps including Acrobat, Photoshop CC, Illustrator CC, InDesign CC, and all-new Experience Design CC (Beta).
- **Stay connected** Adobe Sync automatically connects your desktop and mobile apps and cloud services, keeping all your assets up to date and at your fingertips so you can deliver faster.
- Search efficiency- Jump-start any creative project with access to millions of curated, royalty-free photos, graphics, templates, 3D assets, videos, and our Premium collection—right inside your Creative Cloud apps via Adobe Stock for enterprise. You'll get up to 10x efficiency gains, over working with common stock services.
- **Iterate faster** Spend more time being creative and less time on mundane tasks thanks to productivity features across the entire Creative Cloud for enterprise platform.
- **Personalization for you** View in-app learning content, which over time will provide personalized learning content based on how the application is used.
- Smart PDFs- Create smart PDFs that store all data of the original file.

Getting Started

Familiarize yourself with the Adobe Creative Cloud for Enterprise at the links below to get the most use out of your access.

- <u>Adobe Creative Learning Hub</u>- Access hand-picked how-to guides, insider tips, best practices, and more at the newly-launched Adobe Creative Learning Hub.
- <u>Adobe Document Cloud: Learn & Support</u>- Getting started guides and tutorials for Document Cloud users.
- <u>Migrating Assets</u>- Migrate content from your existing Adobe ID account to your Federated ID account with a few easy steps.

You can find step-by-step instructions on how to login with your UTSA credentials below.

<u>Login for new installations.</u> <u>Login for existing installations</u>. To install an older version.

If you need assistance, please contact OITConnect at (210)458-5555, email <u>OITConnect@utsa.edu</u>, or visit the self-service portal, OITConnect.utsa.edu. We appreciate your involvement in moving UTSA to the Adobe Creative Cloud!

Adobe Creative Cloud for Enterprise: Desktop Installation Guide

Instructions for new installations

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1	If you don't already have the Adobe Creative Cloud for Desktop application already installed, follow these steps.	
	Option 1:	
2	Log into ASAP, asap.utsa.edu	myutta ki de zer Mez Deckory UtBACkender AbudUtBA ACADEP Automated Student Access Program myutta ki de zer Mez Deckory UtBACkender AbudUtBA myutta ki de zer Mez Deckory Deckory UtBACkender AbudUtBA myutta ki de zer Mez Deckory De
3	Click on Software Downloads	Personal Information Fiscal Services FERPA/Proxy Employee Services MyUTSA mail ASAP FAQ Software Downloads Search 0x Personal Information Change Security Question Software Downloads Change Security Question View Addresses and Phones Update Emergency Contacts Update Emergency Contacts Update Marital Status UTSA ARTS Urby Addresses View Addresses View Addresses Update Marital Status UTSA ARTS Werk and Update Area Contacts Enformation
4	Select the appropriate software link. If you are on a UTSA-owned asset and are located on campus, click on Adobe for on campus UTSA assets. If you are at home or on a personal device, click on Adobe for off campus UTSA assets and home (or personal) use computer.	
5	Save the file to your desktop.	
	, ,	
6	Double click to unzip the file.	

8	Double click on the Build folder.	
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		Favorites
		(iii) AirDrop
		Children Build Exceptions macOS.ccp
		☐ iCloud D Build Exceptions macOS.ccp
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9	Double click on macOS_Install.pkg	
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		y ^A t Applicati
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		Devices Hide
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		Galler Galler
10	If you get a message that you are	
10	unable to open the package because	
	it is from an unidentified developer,	"macOS_Install.pkg" can't be opened
	follow the next steps. Otherwise,	because it is from an unidentified developer.
	skip to step 16.	Your security preferences allow installation of only
		apps from the App Store and identified developers.
		Chrome downloaded this file on July 31, 2018 from
		adminconsole.adobe.com
		? ОК
11	Click on OK in the warning dialog	
	box.	
		"macOS_Install.pkg" can't be opened
		because it is from an unidentified developer.
		Your security preferences allow installation of only
		apps from the App Store and identified developers.
		Chrome downloaded this file on July 31, 2018 from
		adminconsole.adobe.com.
		? ОК

12	Open System Preferences.	
13	Click on Security & Privacy.	System Preferences
		General Desktop & Dock Mission Language Socurity & Privacy Spotlight Notifications
		Image: CDs & DVDs Image: Displays Image: Certain Constraints Image: Certaints Image: Certaints
		iCloud Internet Accounts App Store Network Bluetooth Extensions Sharing
		Users & Parental Controls Siri Date & Time Machine Cossibility Profiles
		FUSE LANrey
14	Click on Open Anyway.	● ● ○ < > IIII Security & Privacy Q Security & Privacy
		General FileVault Firewall Privacy
		A login password has been set for this user Change Password
		Require password 5 minutes after sleep or screen saver begins Show a message when the screen is locked Set Lock Message
		✓ Disable automatic login
		Allow apps downloaded from: App Store • App Store and identified developers "macOS_Install.pkg" was blocked from opening because it is not Open Anyway
		from an identified developer.
		Click the lock to make changes.

15	Click on Open in the confirmation		
	box.		
			"macOS_Install.pkg" is from an unidentified developer. Are you sure you want to open it?
			Opening "macOS_Install.pkg" will always allow it to run on this Mac.
			Chrome downloaded this file on July 31, 2018 from
			adminconsole.adobe.com.
		?	Open Cancel
16	Click on Continue.		
			This package will run a program to
			determine if the software can be installed.
			To keep your computer secure, you should only run
			programs or install software from a trusted source. If
			you're not sure about this software's source, click
			Cancel to stop the program and the installation.
			Cancel Continue
17	Click on Continue.		
			🥪 Install macOS
			Welcome to the macOS Installer
			You will be guided through the steps necessary to install this
		Introduction	software.
		Destination Select	
		Installation Type	
		Installation	
		Summary	
			Go Back Continue
			Go Back Continue

18 Click	k on Install.	
		Install macOS
		Standard Install on "OS X Base System"
		 Introduction Destination Select Installation Type Installation Summary Click Install to perform a standard installation of this software on the disk "OS X Base System". Change Install Location
		t Go Back Install
nam Softv	vide local Apple admin user ne and password. Click on Install sware.	Installer is trying to install new software. Enter your password to allow this. User Name: Password: Cancel Install Software
20 Insta	allation will start.	Install macOS
		Installing macOS
		 Introduction Destination Select Installation Type Installation Summary
		Go Back Continue

21	Installation complete. Click on Close.		
		Install macOS	
		The installation was completed successfully.	
		 Introduction Destination Select Installation Type Installation Summary The installation was successful. The software was installed. 	
		Go Back Close	e
22	To open software, click on the Go menu in the Finder bar. Click on Applications.	S X Base System S X Base System S X Base System Q Search Favorites AirDrop Recents Applications Library System Users	
		 Bocume Downloa Devices 	
23	Double click on Adobe Creative	 Docume Downloa Devices 	_
23	Double click on Adobe Creative Cloud folder.	Docume Oownloa Devices	
23		Bocume O Downloa Devices Image: CCPL ≜ Shared Image: Utile Lambda Image: All CUERCURS.IDAM & ESSAN	d
23		Docume Opwnloa Devices @ Remote CCPL ≜ Shared utfile ≜ @ All ZUID-039.IDAM A E22 AU	der
23		B Docume O Downloa Devices © Remote □ CCPL ≜ Shared □ utfile ≜ @ All 2010-005.10AM 0 E02.41 Favorites Name ▲ Adobe Creative Cloud Today at 9:41 AM ← Favorites ▲ Adobe Creative Cloud Apr 18, 2018 at 11:03 AM	der blication
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24	Double click on Adobe Creative	-				
24	Cloud to open the application. Click	•••	A	pplications		
		< >			Q Search	
	and drag to desktop or dock to	Favorites	Name	 Date Modified 	Size	Kind
	create an alias.	AirDrop	Adobe Creative Cloud	Today at 9:41 AM		Folder
		Recents	Adobe Creative Cloud	Today at 9:41 AM	67 bytes	Alias
		iCloud D	Alertus Desktop	Today at 9:41 AM	82 bytes 1.9 MB	Alias
		Applicati	App Store	Apr 18, 2018 at 11:03 AM Jul 24, 2018 at 8:00 AM	1.5 MB	Application Application
			Automator	Jul 24, 2018 at 8:00 AM	8.5 MB	Application
		Desktop	Calculator	Jul 24, 2018 at 8:00 AM	5.7 MB	Application
		Docume	Calendar	Jul 24, 2018 at 8:00 AM	20.8 MB	Application
		O Downloa	Chess Contacts	Jul 24, 2018 at 8:00 AM Jul 24, 2018 at 8:00 AM	7.9 MB 19.9 MB	Application Application
		Devices	CrashPlan	Jul 27, 2018 at 8:57 AM	434.4 MB	Application
		Remote	Dashboard	Jul 24, 2018 at 8:00 AM	568 KB	Application
		CCPL =	Besktop Activator	Apr 18, 2018 at 11:06 AM	183.8 MB	Application
		_	Dictionary Disk Drill	Jul 24, 2018 at 8:00 AM Feb 13, 2018 at 1:59 PM	3 MB 54.3 MB	Application Application
		Shared	DVD Player	Jul 24, 2018 at 8:00 AM	23.9 MB	Application
		🛄 utfile ≜	R FaceTime	Jul 24, 2018 at 8:00 AM	8.3 MB	Application
		All	📓 Font Book	Jul 24, 2018 at 8:00 AM	12.9 MB	Application
			Coogle Chrome	Jul 30, 2018 at 3:31 PM	373.8 MB	Application
25	On the Adobe ID Sign In window,					
	click Sign In with an Enterprise ID		F.A. Adobe I	D		
			Sign in	1		
			Email add			
				an Enterprise ID		
			Password			
			🖾 Stay sign	ned in Forgot password?		
			Sign in	N		
			Not a memb	ber yet? Get an Adoby ID		
			Want to use	your company or school account?		
			Sign in with	an Enterprise ID		
26	Type in @utsa.edu if you are a					
20	faculty/staff member or					
	@my.utsa.edu if you are a student		7.3 Enterp			
	and press the tab or enter key.		Sign ir	n astrogyour organization com		
			bsmith@	yourorganization.com [
			and the second se			
			Password	d		
			🖾 Stay sig	gned in Forgot password?		
			Sign in	with an Enterprise ID		
			Sign in with	h an Adobe ID		
27	You will be prompted to choose					
	between Adobe ID and Enterprise ID					
	if you have an Adobe ID account		Fol Linter	prive ID		
	associated with your UTSA email			ose an account for		
				ayourorganization.com		
	account. Choose to sign in with your		Consula	Banna Bannanni ronn		
	Enterprise ID.		- Constant			
			Adob	>		
			Person	nal account		
			Enter	prise ID		
				sany or school account		
			Need held	p? Learn more.		
			Cancel			
			1			

28	Login with your myUTSA ID (abc123) and passphrase, thenpress LOG IN.	Login to Adobe Creative Cloud
		For security reasons, please exit your Web browser and/or log out completely when you are done accessing services that require authentication, especially if you are using a public computer or kicsk. This is a logon server for multiple web services, please do not bookmark this page. This computer application is the property of The University of Texas at San Antonio. Improper or unauthorized use of this application may lead to criminal prosecution or other disciplinary action. Use of this application, authorized or unauthorized, constitutes consent to monitoring of the system and the user's acknowledgement of accountability and responsibility.
29	Click on the Apps tab to preview the list of products available to you. Choose which products you would like to install, and click on Install for each. If you choose more than one, the apps will install in the order that you selected them. Note that you should wait for the apps to install completely. If you are prompted to update your apps, select Yes to ensure you have the latest version of the product license.	Construct Cloud Construct Cloud Ages Assets Stock Community Adobe Stock Cert 10 free images D Face to free images D Face to free images Provide yes not imstalled any applications yes more ad Adob yes have Face to free images Provide yes not imstalled any applications yes more ad Adob yes have Face to free images Face to free imag
30	Once complete, each installed app will provide an Open button; click on the Open button to launch the apps from the Creative Cloud desktop app.	Creative Cloud 0 Factore Apps: Assets Stock Community Adobbe Stocks Market Cloud Order of point the apps Market Cloud Adobbe Stocks Market Cloud Order of point the apps Market Cloud Market Cloud 0

	Option 2:	
1	Visit Adobe.com	creativecloud.adobe.com
2	Click Sign In in the upper right corner.	🔎 Sign In
3	Click Sign In with an EnterpriseID.	Image: Sign in Dearl Address Parsend Transmit Parsend Sign in address Parsend Composition Sign in eaddress Or sign in eaddress Composition Composition<
4	Type in @utsa.edu (if faculty/staff) OR @my.utsa.edu (if student)	Enterprise ID Sign in Need help with Enterprise ID? Learn more. Email address or domain name Password
		 Stay signed in Forgot password? Sign in with an Enterprise ID Sign in with an Adobe ID

5	Click on Sign In with Enterprise ID				
	button.				
		Sign in with a	n Enterprise ID		
6	Login using your myUTSA ID and password (passphrase).	UTS	Δ		
			12		
		The Unive	ersity of Texas at Sa	n Antonio™	
			-		
		_	obe Creative		
		Cloud			
		myUTSA ID		> Forgot your password?	
				> Need Help?	
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			1 and a		
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		For coourity re	acone plance svit your Web	newcow and (as les out completely u	hon you
		-		browser and/or log out completely w thentication, especially if you are using	
		public comput	-		
		This is a logon s	server for multiple web services,	please do not bookmark this page.	
		This computer a	application is the property of The	University of Texas at San Antonio. Impre	oper or
				criminal prosecution or other disciplinary	
				ed, constitutes consent to monitoring of the	
		//index.htmle user's a	acknowledgement of accountabilit	y and responsibility.	
7	Select application to download.	Creative Cloud Home App	os Learn Your Work	Q 🛛 🌲 🔴 🏭	1 741
		APPS	All Apps 📮 D	zsktop 🗍 Mobile 🗖 Web	
		All Apps	Included in your subscription		
		CATEGORIES			
		Photography	Creative Cloud Easily manage your Creative Cloud apps and services	Ps Photoshop CC Create beautiful graphics, photos and art	
		Design and layout		nload) 😰 (Download)	
		Video and motion			,
		Illustration UI and UX	Ai Illustrator	InDesign	
			Create stunning illustrations and graphics	Design and publish elegant layouts	
		RESOURCES	Per Dow	nload 🖻 Download)
		Fonts			
		Behance	Xd XD		(c
		Terms of Use Privacy Policy Cookies	Design, prototype and share user experiences AdChoices Language: English	The cloud-based photo service (2019 Adobe. All Rights Re	served.
8	Save installer to computer.	Save As: Photoshop_Insta			
		Tags:			
		Where: Desktop			
		Format: Disk Image	0		
			Cancel Save		

9	Double click installer to start.	Photoshop_Installe r.dmg
10	Follow prompts.	Photoshop Installer
		Photoshop
		Double click icon to install
		Ps
		Photoshop Installer
11	Click Open to continue.	**Photoshop Installer" is an application downloaded from the Internet. Are you sure you want to open it? **Photoshop Installer" is on the disk image "Photoshop_Installer.dmg". Chrome downloaded this disk image today at 8:37 AM from creativecloud.adobe.com. Don't warn me when opening applications on this disk image ? Cancel Show Web Page Open
12	Provide macOS admin to continue.	Photoshop Installer wants to make changes. Enter your password to allow this. User Name: Password: Cancel OK

13	Click Continue.	O Photoshop installer
		Ps Install Photoshop
		Let's Get Started
		We'll open a browser window to authenticate your account
		Continue
14	Browser window opens to verify account.	11 m
		You're all set
		Contraction of the second state of the second
		- Marine
		(B minut

15	Installation progress window opens.	🙁 😑 💿 Photoshop Installer
		Installing (3.1%)
		CALCULATING TIME REMAINING
		Photoshop
		Photoshop is part of Creative Cloud
		Photoshop is part of Creative Cloud
		Keep Photoshop up-to-date and install additional apps
		via the Creative Cloud desktop app. Discover all the
		benefits of your Creative Cloud membership.
		Learn more
		$\circ \bullet \bullet$
16	To install other applications, click on	() ()
-	the Creative Cloud icon in the menu	
	bar.	



18	Find application to install. Click on Install.	🔊 Ad	obe Creativ	e Cloud			. 🍊	
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			A	dobe	e Sto	ck	5	ik.
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		MY APPS &	SERVICES					
		ALL APPS	INSTALLED API	PS			NO UPDATES	
		Ps	Photoshop Create beautiful	CC graphics, p	hotos and ar		pen 🗸	e
		AL	Illustrator Create stunning graphics What's		s and	In	stall	
			InDesign Design and pub What's New?	ish elegant	layouts	In	stall	
			XD Design, prototyp	e and share	e user	In	stall	
19	Install will start.	Ai	Illustrator Create stunning			13% 🗖	⊗	
20	Once installation is finished, then you		graphics					
20	can open the application.		I llustrator Create stunning i graphics	llustrations	and	Op	en 🗸	
21	Install the applications as you wish.							

Instructions for existing installations.

Step	Directions	Screenshot Example
1	If you have Adobe Creative Cloud desktop app installed on your computer today, open the application.	•
2	In the Adobe Creative Cloud desktop application, go to the Profile menu by clicking on the person icon (or your personal image), and choose Sign Out .	Creative Cloud Creative Cloud
	Alert asking if you are sure you want to sign out will appear; choose Sign Out .	Are you sure you want to sign out? Signing out will deschate Creative Cloud spolications you've install drive a schore if is synching, and remove fonts synceed from Typekit. Cancel
3	On the Adobe ID Sign In window, click Sign In with an Enterprise ID	FAT Adobe ID Sign in Imail address Click on Sign in with an Enterprise ID Password Forgot password? Stay signed in Forgot password? Stagn in Forgot password? Stagn in Ward to use your company or school account? Sign in with an Enterprise ID Sign in with an Enterprise ID
4	Type in @utsa.edu if you are a faculty/staff member or @my.utsa.edu if you are a student and press the tab or enter key.	M Enterprise ID settler your Enterprise ID: Sign in userID@yourorganization.com burnth@yourorganization mail Password mail Stags in with an Enterprise ID Forget password? Sign in with an Enterprise ID sign in with an Adobe ID

5	You will be prompted to choose between Adobe ID and Enterprise ID If you have a personal Adobe ID account associated with your UTSA email account. Choose to sign in with your Enterprise ID .	FAT Enterprise ID Choose an account for bernsthigtyourorganization com Adobe ID Personal account Enterprise ID Company or school account Need help? Lean more. Cancel
6	Login with your myUTSA ID (abc123) and passphrase, then press LOG IN .	<form></form>
7	Click on Apps in the ribbon.	Creative Cloud



To install an older version of software

1	Log into Adobe Creative Cloud if you	
	have not already logged in.	
2	On the Adobe ID Sign In window, click	
	Sign In with an Enterprise ID	7 AT Adobe ID
		Sign in
		Click on Sign in with An Enterprise ID
		Plassword Stay signed in Forgot password?
		Sign in
		Not a member yet? Get an Adot ID
		Want to use your company or school account? Sign in with an Enterprise ID
2	Turne in Outer a du if was and	
3	Type in @utsa.edu if you are a faculty/staff member or	
	@my.utsa.edu if you are a student	A Enterprise D enter your Enterprise ID:
	and press the tab or enter key.	Sign in useriDgyourorganization.com
		bsmith@yourorganization.com j
		Rosmord
		Stay signed in Forget password?
		Sign in with an Enterprise ID
		Sign in with an Adobe ID
4	You will be prompted to choose between	
4	Adobe ID and Enterprise ID If you have a	
	personal Adobe ID account associated	
	with your UTSA email account. Choose to	
	sign in with your Enterprise ID.	
		rM Interstee D Choose an account for
		bsmith@yourorganization.com
		Adobe ID
		Enterprise ID
		Need help? Learn more.
		Cancel

5	Login with your myUTSA ID (abc123) and	
	passphrase, then press LOG IN.	
		LITSA
		The University of Texas at San Antonio™
		Login to Adobe Creative Cloud
		myUTSA ID > Forgot your password?
		• Need Help?
		Acceptable Use Policy Password
		Login
		For security reasons, please exit your Web browser and/or log out completely when you are done accessing services that require authentication, especially if you are using a
		public computer or kiosk.
		This is a logon server for multiple web services, please do not bookmark this page. This computer application is the property of The University of Texas at San Antonio. Improper or
		unauthorized active discussion may lead to criminal prosecution or other disciplinary action. Use of this application, authorized or unauthorized, constitutes consent to monitoring of the system
		and the user's acknowledgement of accountability and responsibility.
6	Click on Apps in the ribbon.	
0	Click of Apps in the fibbon.	🥺 Creative Cloud — 🗆 🗙
		🔘 Adobe Creative Cloud 🛛 🔺 🛄 🗄
		Apps Learn Assets Stock Behance
		and a standard and a
7	Click on the drop down arrow beside the	
	install button.	MY APPS & SERVICES
		Photoshop CC
		PS Create beautiful graphics, photos and art Unstall VMor's New?
		Illustrator CC
		AI Create stunning illustrations and graphics Install
		InDesign CC
		Design and publish elegant layouts Install
		XD CC
		Design, prototype and share user experiences: Whot's New?
		Premiere Pro CC
		Professional video & film editing Install

8	Select other versions.				
		MY APPS & SERVICES	s		
		Photoshop Create beaut What's New?	tiful graphics, photos and ar		
		Ai Illustrator Create stunn What's New?	ning illustrations and graphic	Learn More Other Versions	
		InDesign C Design and p What's New?	publish elegant layouts	install 👻	
		XD CC Design, prote experiences	otype and share user What's New?	Not Compatible :	
9	Click install for which version you would				
9	Click install for which version you would like to install.		Ps	×	
9			Ps Photoshop other versions	×	
9		сс	Photoshop	× Install	
9		CC CC (2017)	Photoshop other versions 19.0		
9			Photoshop other versions 19.0) 18.1.5	Install	
9		CC (2017)	Photoshop other versions 19.0) 18.1.5 .5) 17.0.2	Install Install	
9		CC (2017) CC (2015.	Photoshop other versions 19.0) 18.1.5 .5) 17.0.2) 16.0	Install Install Install	
9		CC (2017) CC (2015) CC (2015)	Photoshop other versions 19.0) 18.1.5 .5) 17.0.2) 16.0	Install Install Install Install	