

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.

Login for new installations. Login for existing installations. 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 selfservice 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

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	Instantia and the set of texas at San Antonio myUTSA Infe For Maps Dividory UTSA Calendar About UTSA About UTSA Automated Student Access Program
		myuTsA D
3	Click on Software Downloads	Change Security Question View Addresses and Phones View Addresses and Phones View Emergency Contacts Update Emergency Contacts Update Starts View addresses View Addresses View Addresses View Emergency Contacts Update Emergency Contacts Update Emergency Contacts UPdate Starts View addresses View addresses View addresses View addresses View addresses View addresses View Emergency Contacts Update Emergency Contacts View addresses View addresses View addresses View addresses View Emergency Contacts View Emergency Contacts
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	Right click on the downloaded file and extract All.	
7	Double click on the extracted folder.	
8	Double click on the Build folder.	
9	Right click on the setup.exe	
10	Select Run as administrator.	
11	When installation is complete, the Creative Cloud desktop app should open automatically. If it does not, manually open the Creative Cloud desktop app from your desktop.	

12	On the Adobe ID Sign In Window, click on Sign in with an Enterprise ID	Kit Addee ID Sign in Imail address Click on Sign in with an Enterprise ID Imail address Click on Sign in with an Enterprise ID Imail address Stay signed in
		Sign In Not a member yet? Get an Adob ID Want to use your company or school account? Sign in with an Enterprise ID
13	Type in @utsa.edu (if faculty/staff) OR @my.utsa.edu (if student). Click on Sign In with an Enterprise ID.	 Creative Cloud Adobe Creative Cloud Adobe Creative Cloud
		Sign In
		Need help with Enterprise ID? Learn more.
		Email address or domain name
		Password
		Forgot password?
		Sign in with an Enterprise ID
		Sign in with an Adobe ID

14	If you have a personal Adobe ID associated with your UTSA email address, you will be prompted to choose between Adobe ID or Enterprise ID.	M Enterprise ID Choose an account for bemith@yourorganization.com Adobe ID > Personal account > Enterprise ID > Company or school account > Need help? Learn more. Cancel
15	Login with your myUTSAID (abc123) and passphrase, then press LOG IN .	Image: Contract of the property of the University of Texas at San Antonio" Image: Contract of the property of the University of the san stand or long out completely when you are using a public computer or kinds. Image: Contract on the property of the University of the san stand the space. The is a long on server for multiple web services, please do not bookmark this page. The is a long on server for multiple web services, please do not bookmark this page. The is a long on server for multiple web services, please do not bookmark this page. The is a long on server for multiple web services, please do not bookmark this page. The is a long on server for multiple web services, please do not bookmark this page. The is a long on server for multiple web services, please do not bookmark this page. The is a long on server for multiple web services, please do not bookmark this page. The is a long on server for multiple web services, please do not bookmark this page. The is a long on server for multiple web services, please do not bookmark this page. The is a long on server for multiple web services, please do not bookmark this page.
16	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.	Constitue Cloud Creative Cloud Co Home Apps Assets Stock Community Adobe Stock Get Io free integes Constitue Cloud Co
17	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 OR from the Start menu on the application folder.	Creative Cool Herman Apps Assets Stock Community Adobe Stock Common of appleint the supps Instead of appleint the supps

	Option 2	
1	Visit Adobe.com	https://creativecloud.adobe.com/
2	Click Sign In with Enterprise ID	Image: Sign in Email address Password Image: Stay signed in Sign in Image: Sign in Not a member yet? Get an Adobe ID Want to use your company or school account? Sign in with an Enterprise ID Or sign in with Image: Sign in with
3	Type in @utsa.edu (if faculty/staff) OR @my.utsa.edu (if student)	Interprise ID Sign in Enter the email address of the company or school account you would like to use. Learn more. <i>Email address or domain name</i> Next Sign in with an Adobe ID
4	Click Next.	

5	Login using your myUTSA ID and	♥ UTSA Login × +
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		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 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.
		© The University of Texas at San Antonio One UTSA Circle, San Antonio TX 78249 Information: 210-458-4011 UTSA Police: 210-458-4242
6	Click on the Apps tab if not already on	All Apps Adobe Creative Cloud x + X
	that page.	← → C 🔒 creativecioud.adobe.com/apps/all/desktop 🗢 🕁 🍮 :
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8	Click OK.	
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		×
		Follow the instructions below to install Photoshop CC.
		Click the installer then follow the prompts. (FYI: The Creative Cloud desktop app comes with your download.)
		Download not working? Restart download Get Help
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		Tip: Find recent downloads down here.
10		Becodep_Set-Up.exe A Show all X
10	Find downloaded installer. Double click to start installation.	



12	Browser window opens to verify	Photoshop CC Adobe Creative : x 🕅 Adobe ID x + ×
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10	Click Start Installing	
13	Click Start Installing.	Photoshop Installer
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		Desktop App Usage
		Our desktop apps collect usage data to help Adobe deliver and
		improve our products and personalize your experience. By
		installing this app you agree to share this information with
		Adobe. You can opt-out at any time in your account preferences.
		Learn More
		Start Installing



15	Installation is complete.	
15		Photoshop Installer - X
		Installation is Complete
		instation is complete
		Photoshop will open shortly and the installer will be
		automatically deleted.
16	To install other applications, click on the	
	Creative Cloud icon on the desktop.	
		Adobe
		Creative Cloud
17	Click on Apps if not already selected.	
±/	Check on Apps in not already selected.	Oreative Cloud − □ ×
		🔘 Adobe Creative Cloud 🛛 🔺 👍 🧲 🗄
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18	Select application.	

19	Click on Install.			
		Ai	Illustrator Create stunning illustrations and graphics What's New?	Install ~
20	Install will start.			
		Ai	Illustrator Create stunning illustrations and graphics	13% 🕳 🛛 🔇
21	Once installation is finished, you can open the application.			
		Ai	Illustrator Create stunning illustrations and graphics	Open 🗸
22	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 Court Creative Court
	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 deactive Creative Coud applications you've instance for synoce from Typekit. Cancel Sign Out
3	On the Adobe ID Sign In window, click Sign In with an Enterprise ID	Machen D Sign in Prival address Click on Sign in with an Enterprise ID Password Click on Sign in with an Enterprise ID Stey signed in Forgot password? Sign in Forgot password? Sign in Not a member yet? Get an Addr ID Want to use your company or school account? 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.	Image: Sign in enter your Enterprise ID: userD@yourorgunization.com bumth@yourorgunization.com Asserved Image: Sign in with an Enterprise ID 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 .	PAT Enterprise ID Choose an account for bernith@yourorganization.com Adobe ID Personal account Enterprise ID Company or school account Need help? Learn more. Canicel
6	Login with your myUTSAID (abc123) and passphrase, then press LOG IN .	Construction Construction Construction Construction
7	Click on Apps in the ribbon.	Creative Cloud Adobe Creative Cloud Apps Learn Assets Stock Behance



To install a different version.

1	If you are not already signed into Adobe Creative Cloud desktop application, please sign in. On the Adobe ID Sign In window, click Sign In with an Enterprise ID	At Adobe ID Sign in Imail address Click on Sign in with an Enterprise ID Password Forget password? Stay signed in Forget password? Sign in Not a member yet? Get an Adds inD Want to use your company or school account? Sign in with an Enterprise ID
2	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 D enter your Enterprise ID: userDgyourorganization.com Dsmth@yourorganization.com I
3	You will be prompted to choose between Adobe ID and Enterprise ID If you have an Adobe ID account associated with your UTSA email account. Choose to sign in with your Enterprise ID .	M Enterprise ID Adde ID Personal account Company or school account Company or school account Accol help? Lewn more. Cancel

4	Login with your myUTSAID (abc123) and				
	passphrase, then press LOG IN.				
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		The University of Texas at San Antonio™			
		Login to Adobe Creative			
		Cloud			
		myUTSA 1D * Program 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 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.			
5	Click on the dran down arrow beside the				
5	Click on the drop down arrow beside the install button.	MY APPS & SERVICES			
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		XD CC Design, prototype and share user			
		Design, prototype and share user experiences: Whot's New?			
		Premiere Pro CC Professional video & film editing			
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6	Select other versions.				
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7	Click install for which version you would like to install.		Photoshop DTHER VERSIONS	×	
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		CC (2015.5)	17.0.2	Install	
		CC (2015)	16.0	Install	
		CC (2014)	15.0	Install	
		сс	14.0	Install	
		CS6	13.0	Install	