COMPLETE THE PROCESS OUTLINED BELOW BEFORE ORDERING ADOBE CREATIVE CLOUD LICENSES.

A UCSB agreement has been established to enable UCSB departments to purchase Adobe Creative Cloud products. As with all Adobe products, purchase is via UCSB’s designated reseller, SHI (Software House International) via the UCSB Gateway Procurement. To ensure that use of Adobe Creative Cloud products for UCSB business is covered under the UCSB agreement, and is in compliance with UC policy and the law, please follow the instructions below. If you have additional questions regarding this process, please contact help@lsit.ucsb.edu.

1. Understand Appropriate Use
   • Review the following documents to understand the applicable terms, conditions, and allowable data use for Adobe Creative Cloud:
     o UCSB Adobe Creative Cloud Agreement –, see specifically section 18.1 and 19.1 regarding sensitive data and security.
     o SB 1386 Guideline

2. Understand “Device-Based” and “Named-User” Licenses
   Adobe’s Creative Cloud offering includes a range of products available as either “Device-Based” or “Named-User” licenses. Therefore, you must understand the differences between the two license types before ordering.

   a. Device-Based Licenses: Standard, traditional software licenses.
      • One computer per license.
      • Offers a choice of a complete set of Creative Cloud applications (Adobe Creative Cloud Complete) or single application.
      • Licenses are deployed via Creative Cloud Packager tool: (http://helpx.adobe.com/creative-cloud/packager.html).
      • Online tools & services are NOT included.
        o Available for download via the department's Admin Console after order is processed and licenses are posted to your administrative console.
        o Device-Based Licenses are posted within 24-48 hours after submitting PO to SHI.

   b. Named-User Licenses: Standard, traditional software licenses, PLUS integrated cloud-based storage functionality similar to that offered by Box, Drive, OneDrive or Dropbox.
      • Use of the cloud-based storage functionality is limited to appropriate use. Privacy laws apply and sensitive data should not be uploaded to the cloud storage.
      • Two computers, one for work and one for home use, per license.
      • Offers a choice of a complete set of Creative Cloud applications (Adobe Creative Cloud Complete) or single application.
      • Includes cloud-based storage.
        o NOTE: Use of the Creative Cloud cloud-based storage functionality at your own risk. Adobe is not required or able to return destroyed or corrupted files that were copied only on their Creative Cloud.
      • Available immediately for deployment via ‘Add a Seat’ function in the department's Adobe Admin Console. An order to SHI for any Named-User Licenses deployed prior to purchasing the licenses must be received within 30 days of deploying the Named User License.
3. Understand the Adobe Creative Cloud License Deployment Methods
   a. Admin Console
      The Admin Console is the centralized management tool that allows you to manage and deploy your institution’s licenses. Log-in with your Adobe ID and password.

   b. Device-Based licenses
      The Admin Console for Device-Based licenses allows the institution to download Creative Cloud Packager, the tool used to package and deploy applications to institutionally owned computers. This is currently the only included function of the Admin Console for Device-Based licenses, but institutions can still view all features available to Named-User licenses.

   c. Deploy with Creative Cloud Packager
      Creative Cloud Packager is the only way to deploy Creative Cloud applications to devices. Creative Cloud Packager makes it easy to create deployment packages that contain specific Creative Cloud application and relevant updates. It allows the IT admin to choose automatic or manual updates, package, and deploy to the institution’s desired computers. Each Device-Based license is allowed one activation.

4. Decide which Adobe Creative Cloud product(s) you wish to purchase (see table below and attached Adobe listing). Determine whether you wish to purchase licenses as Device-Based or Named-User.
   • NOTE: The “Creative Cloud Complete” bundle includes all the other products.
   • The cost to purchase any two or more of the other products is higher than the cost to purchase the “Creative Cloud Complete”.
   • NOTE: Adobe Acrobat is available as part of the Creative Cloud products, but is also available to be purchased separately, as a perpetual license and not part of the cloud packages.

   Products Available for Purchase
   - Creative Cloud Complete
   - After Effects
   - Audition
   - Dreamweaver
   - Edge Animate
   - Flash Professional
   - Illustrator
   - InCopy
   - InDesign
   - Muse
   - Photoshop
   - Prelude
   - Premiere
   - SpeedGrade
5. **Establish Adobe VIP Enrollment Number**

Adobe offers its Creative Cloud products under the terms of their new VIP Agreement. Each department will need to establish their own unique **VIP Enrollment number**, with their own anniversary dates and will use their Adobe Admin Console to deploy Creative Cloud licenses.

a. To receive an Adobe VIP Enrollment number, the department contacts SHI (ucsystems@shi.com or 1-800-535-5210) and requests access to purchase under the Adobe VIP Program. You must include the information below in order to have an invitation sent to you.
   1. Customer Organization name:
   2. Customer Contact Name:
   3. Customer Contact e-mail:
   4. Customer Contact Phone:
   5. Customer address:
   6. Customer Market segment: Higher Education

b. SHI sends the department an ‘Invitation Email’ to join program with a link to the Adobe Creative Cloud portal.

c. To join the program, the department representative clicks on the link and accepts the terms and conditions.
   i. **NOTE**: These click through terms and conditions are superseded by the terms of the UCSB Adobe Creative Cloud master agreement.

d. Upon acceptance, the department will be brought to its own **Adobe VIP Admin Console**. The “Manage your Team” space of the Admin Console will show the department’s unique VIP agreement number and the anniversary date.

e. Record your department's unique Adobe VIP Enrollment Number. The **VIP Enrollment Number must be referenced on all of your Creative Cloud purchase requests to ensure that licenses are 'credited' to the correct Admin Console and that licenses are co-termed**. The department will use the Admin Console to add/deploy Creative Cloud seats.

f. It is recommended that each department have only one VIP Enrollment Number.

g. If you have additional questions regarding this process, please contact help@lsit.ucsb.edu.

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6. **Purchase Adobe Creative Cloud Licenses from SHI**

*Departments must have a VIP Enrollment Number (see Section 5) before requesting a quote from SHI.*

a. Contact SHI (ucsystems@shi.com or 1-800-535-5210) to request a price quote. Your request must include:
   1. Your VIP Enrollment Number
   2. Instruct SHI to include your VIP Enrollment Number on the quote
   3. Name and quantity of the Creative Cloud products you wish to purchase
   4. For each product, indicate whether you wish to purchase Device-Based or Named-User licenses.
b. SHI will provide a price quote. Licenses ordered on the same VIP Enrollment will automatically be co-termed with the current annual term of the VIP Agreement. Pricing will be prorated on a monthly basis to reflect co-term.
c. The department uses the price quote information to issue a PO to SHI following standard UCSB ordering procedures in Gateway.
d. SHI will then process the order.
e. Device-Based licenses will be delivered to your department’s Admin Console 24-48 hours after submitting PO to SHI. Named-User licenses are available for immediate deployment via Admin Console ‘Add a Seat’ function.
f. If you have additional questions regarding this process, please contact help@lsit.ucsb.edu.

7. Ordering Additional Adobe Creative Cloud Licenses
   Additional Creative Cloud licenses may be ordered at any time. Please follow the steps in section 6. Departments with existing VIP Enrollments don’t need to redo the steps in section 5.
   a. Departments with existing VIP Enrollments may purchase additional licenses at any time throughout the VIP Agreement term by placing an order with SHI.
   b. For Named-User Licenses only: If an order has not been received by SHI within 30 days after Named-User licenses have been deployed, no other products can be added until an order has been placed. If an order is not received by SHI within 60 days after Named-User licenses have been deployed, then Adobe will remove access to the unpaid licenses.

8. Renewal of Adobe Creative Cloud Licenses
   Licenses will renew on the same annual cycle. SHI will contact the Department prior to the annual renewal date. The Department must submit a PO to continue Adobe Creative Cloud subscriptions.

   Failure to complete the steps to renew before the anniversary date may result in the loss of all data for Named-User Licenses. Once data is deleted from an Enrollment it will not be possible to retrieve it.

   Video on Creative Cloud Device Installation

   Creative Cloud Packager Help

   Creative Cloud Help

   VIP Program Guide

If you have additional questions regarding this process, please contact help@lsit.ucsb.edu.