



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.

- [Adobe Creative Learning Hub](#)- Access hand-picked how-to guides, insider tips, best practices, and more at the newly-launched Adobe Creative Learning Hub.
- [Adobe Document Cloud: Learn & Support](#)- Getting started guides and tutorials for Document Cloud users.
- [Migrating Assets](#)- 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.](#)

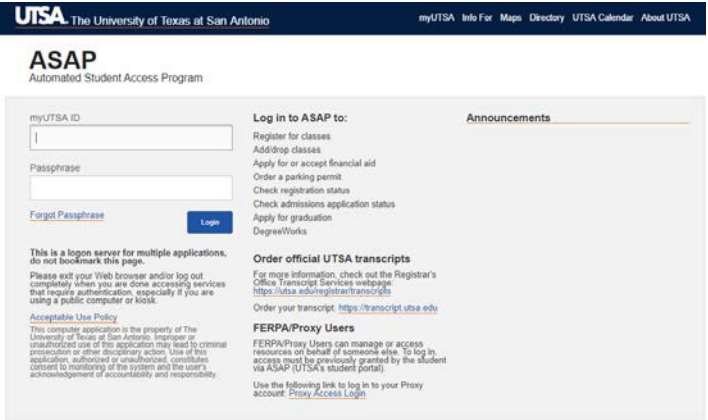
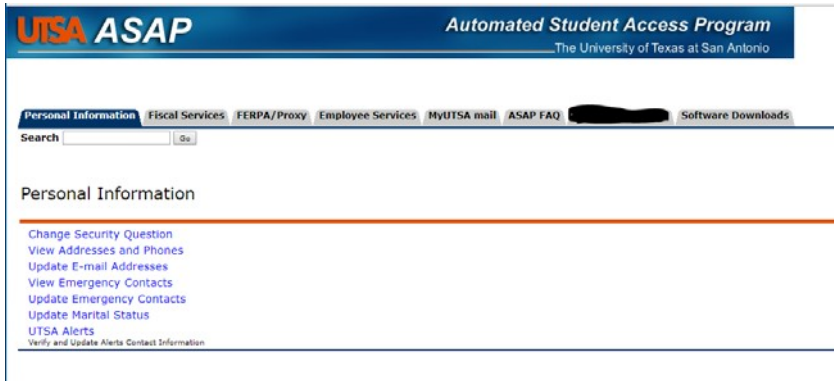
[Login for existing installations.](#)

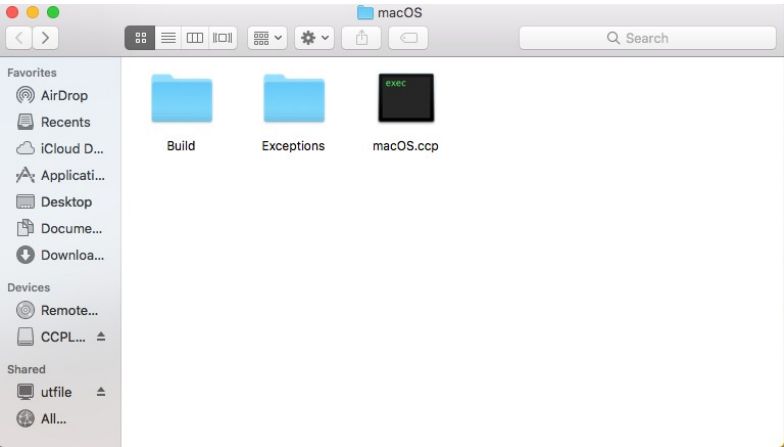
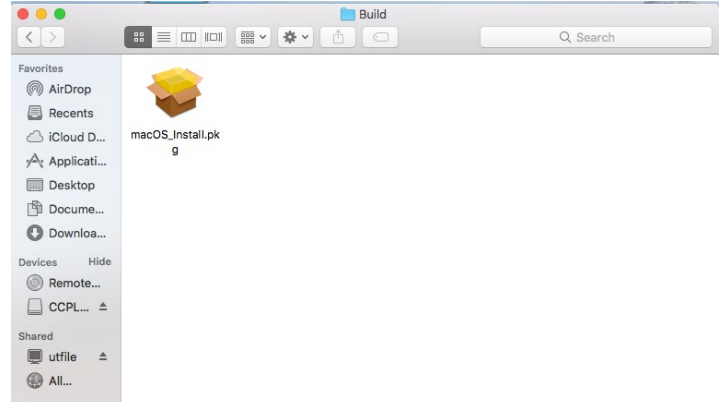
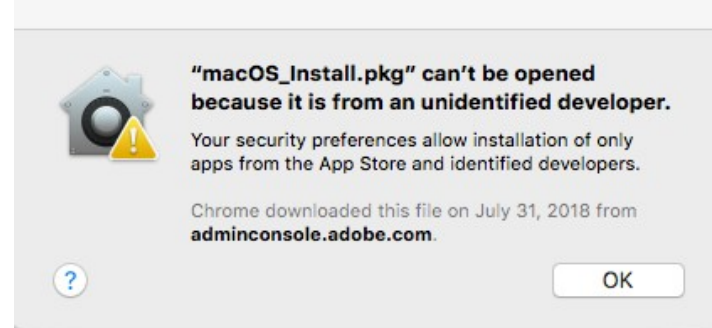

[To install an older version.](#)

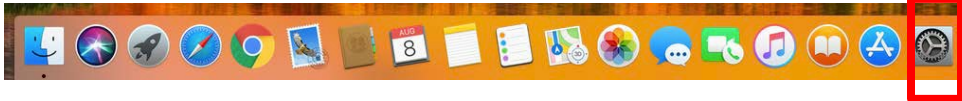
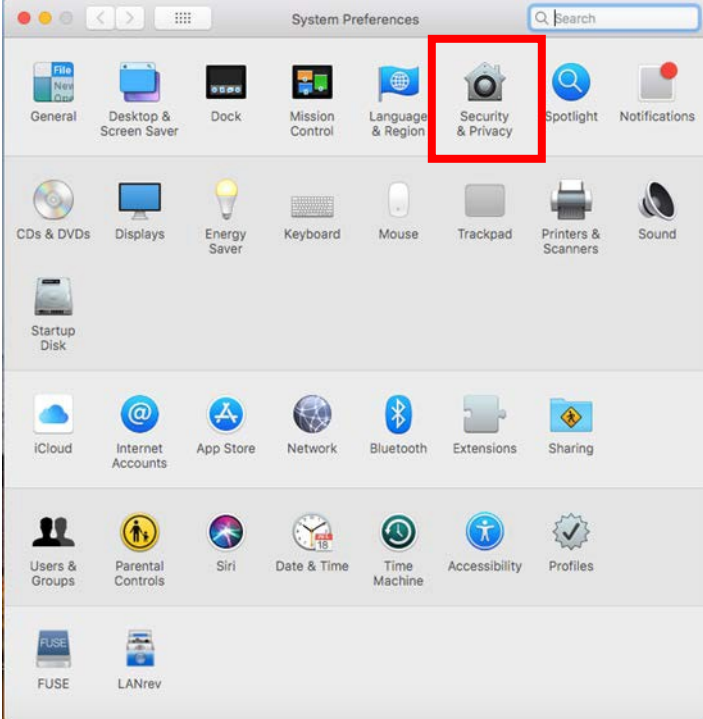
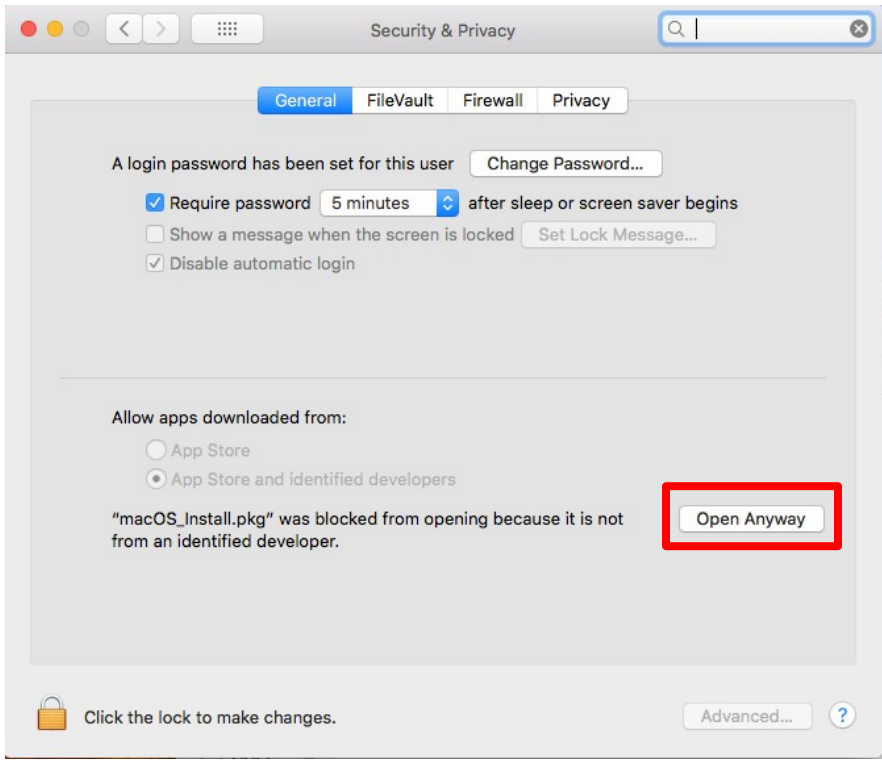
If you need assistance, please contact OITConnect at (210)458-5555, email OITConnect@utsa.edu, or visit the self-service portal, OITConnect.utsa.edu. We appreciate your involvement in moving UTSA to the Adobe Creative Cloud!

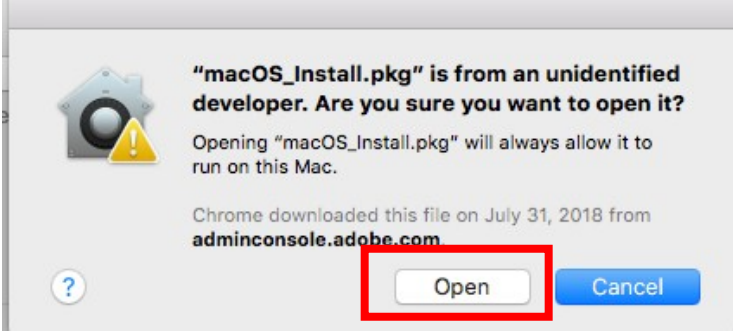
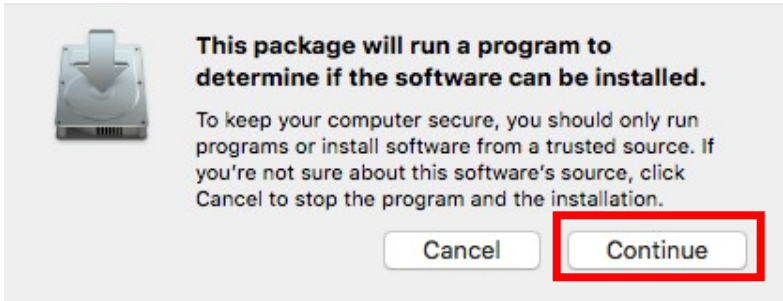
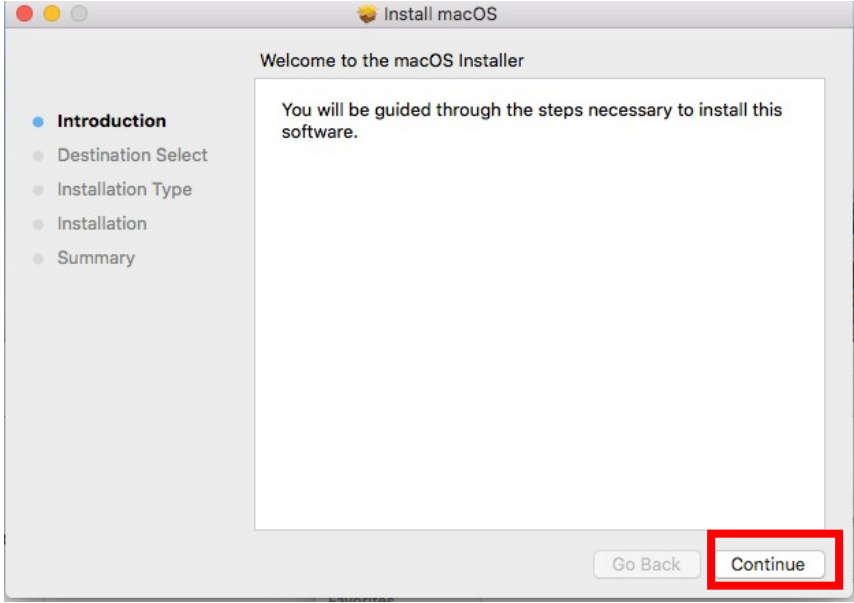
Adobe Creative Cloud for Enterprise: Desktop Installation Guide

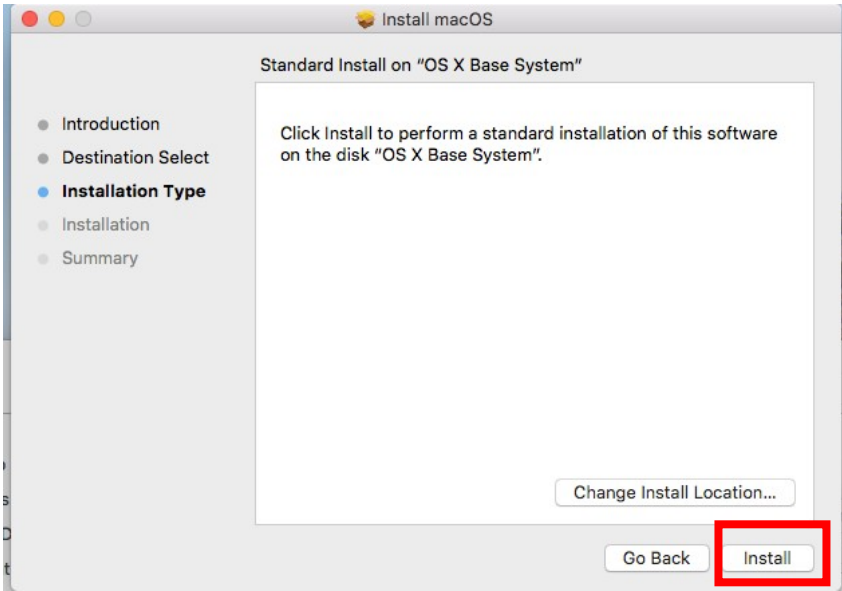
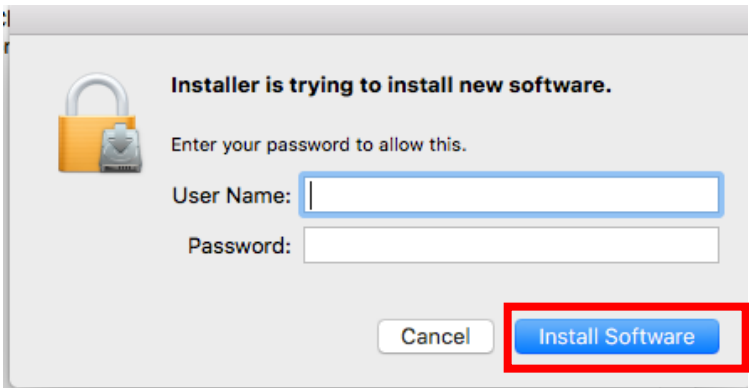
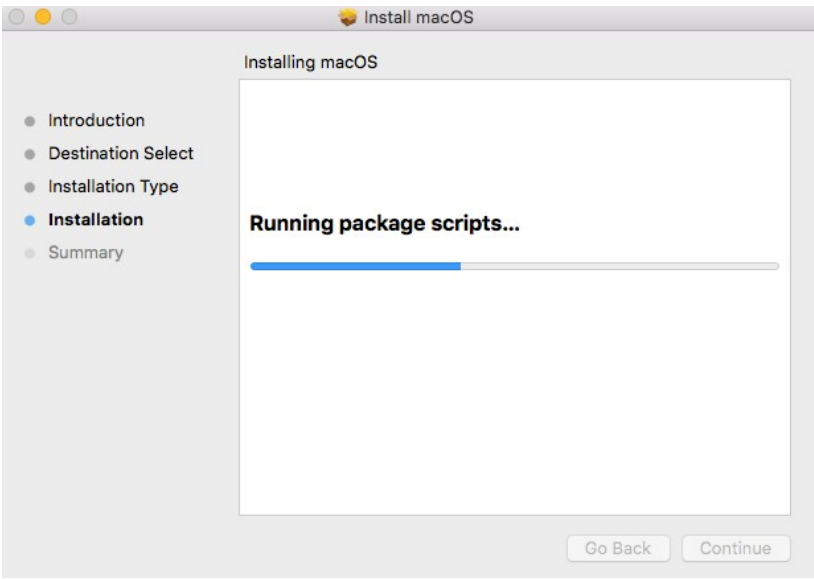
Instructions for new installations

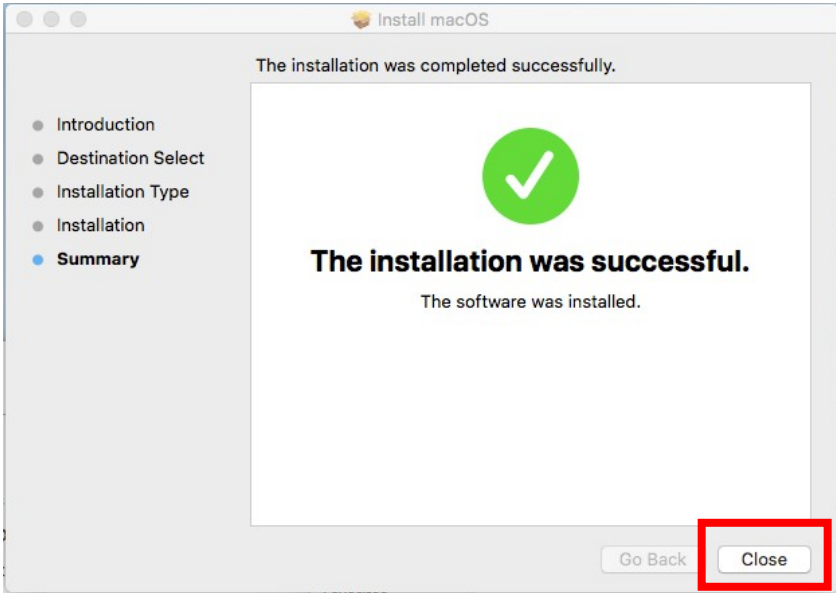
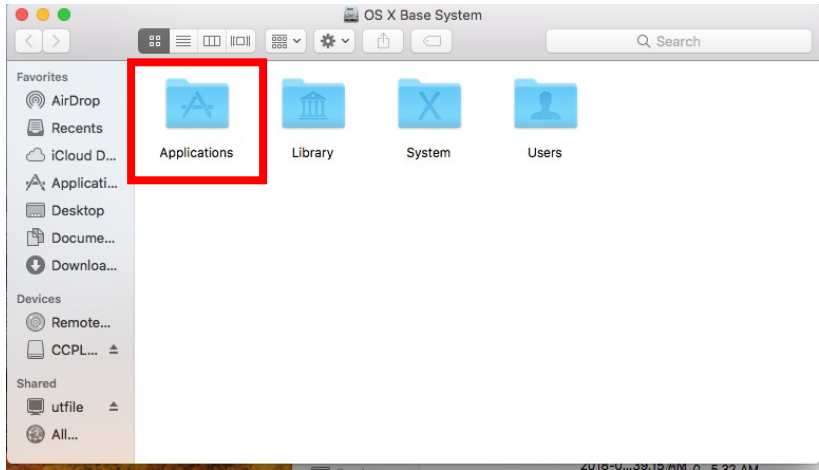
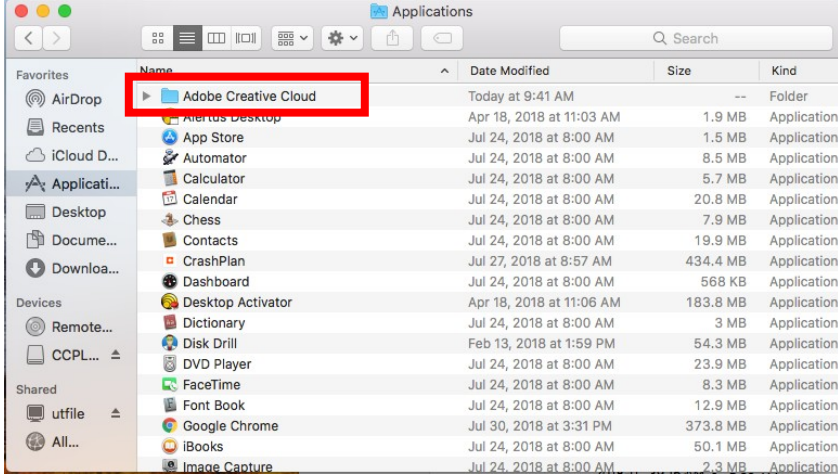
1	If you don't already have the Adobe Creative Cloud for Desktop application already installed, follow these steps.	
	Option 1:	
2	Log into ASAP, asap.utsa.edu	
3	Click on Software Downloads	
4	Select the appropriate software link. If you are on a UTSA-owned asset and are located on campus, click on 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.	
7	Double click on the extracted folder.	

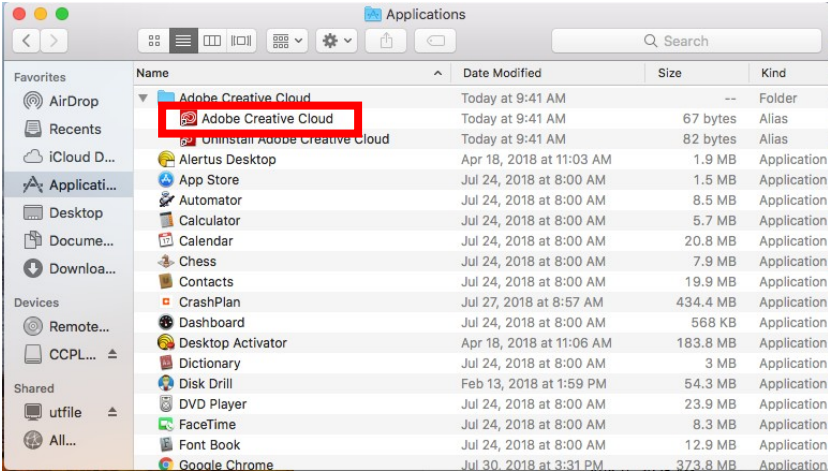

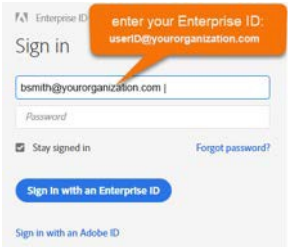
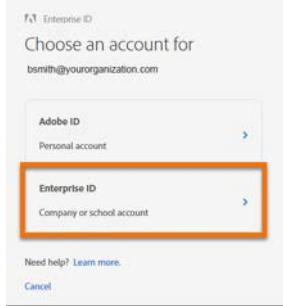
8	Double click on the Build folder.	
9	Double click on macOS_Install.pkg	
10	If you get a message that you are unable to open the package because it is from an unidentified developer, follow the next steps. Otherwise, skip to step 16.	
11	Click on OK in the warning dialog box.	

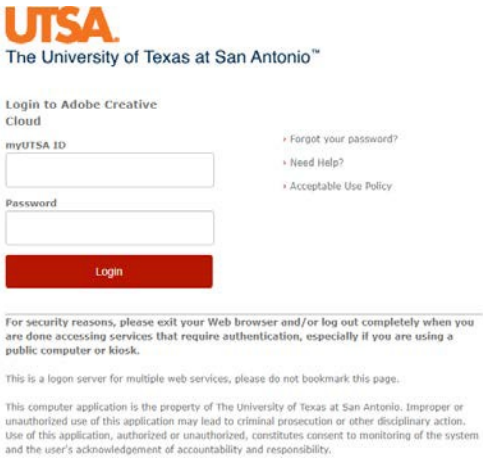
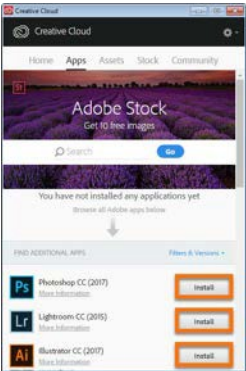

12	Open System Preferences.	
13	Click on Security & Privacy.	
14	Click on Open Anyway.	

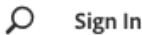
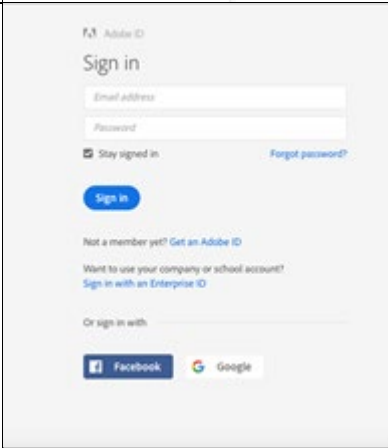
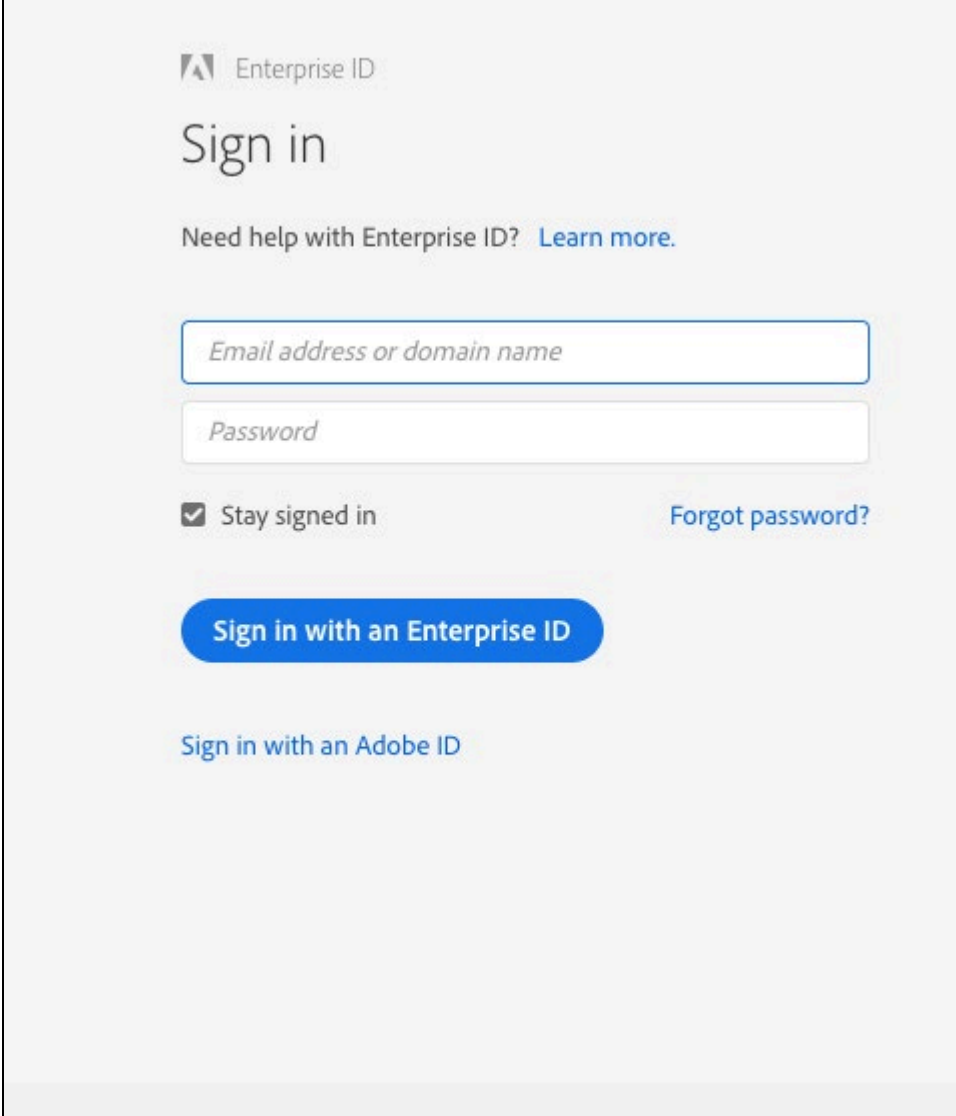
15	Click on Open in the confirmation box.	 <p>A macOS security warning dialog box titled "macOS Install.pkg" is from an unidentified developer. Are you sure you want to open it? The text explains that opening the package will allow it to run on this Mac. It mentions the file was downloaded from adminconsole.adobe.com. The "Open" button is highlighted with a red rectangle.</p>
16	Click on Continue.	 <p>A macOS security warning dialog box titled "This package will run a program to determine if the software can be installed." The text advises running programs from trusted sources. The "Continue" button is highlighted with a red rectangle.</p>
17	Click on Continue.	 <p>The macOS Installer window titled "Install macOS" shows the "Introduction" step. The text says "Welcome to the macOS Installer" and "You will be guided through the steps necessary to install this software." The "Continue" button at the bottom right is highlighted with a red rectangle.</p>


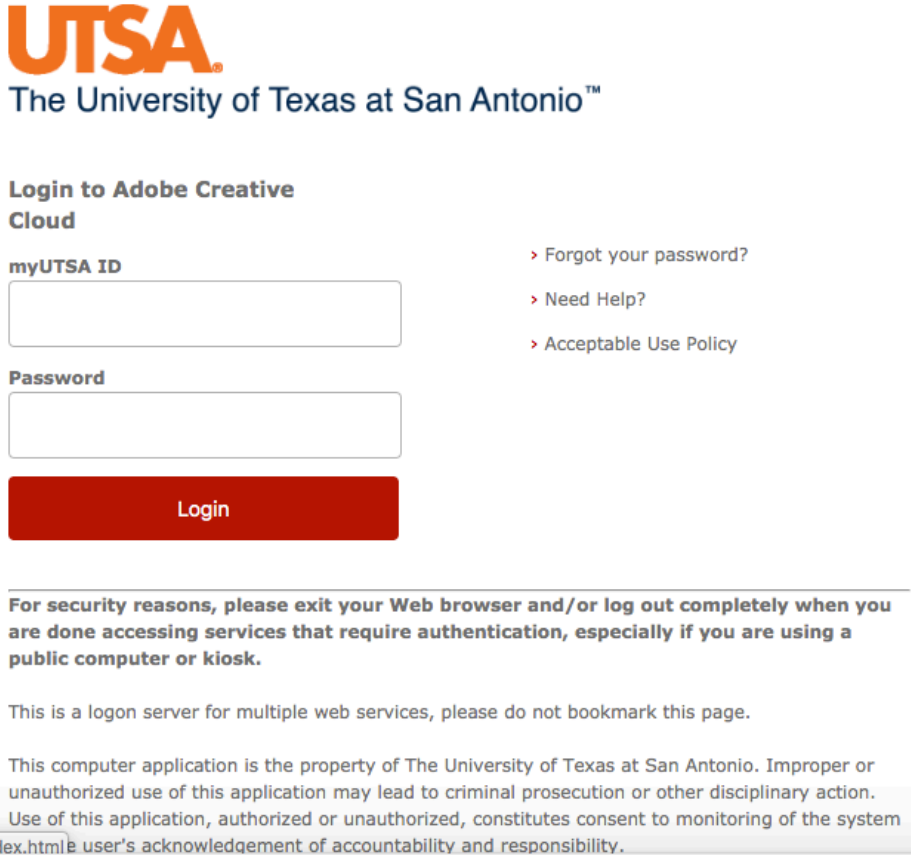
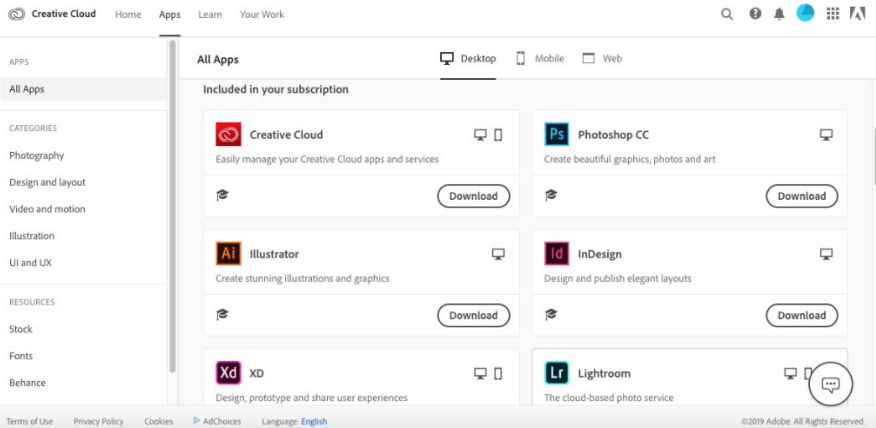
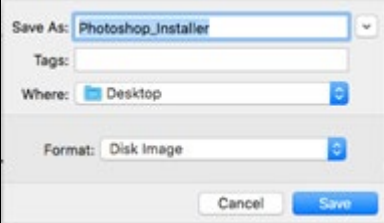
18	Click on Install.	 <p>The screenshot shows the 'Install macOS' window with the 'Installation Type' step selected in the sidebar. The main area displays 'Standard Install on "OS X Base System"' and a message: 'Click Install to perform a standard installation of this software on the disk "OS X Base System"'. At the bottom right, the 'Install' button is highlighted with a red box.</p>
19	Provide local Apple admin user name and password. Click on Install Software.	 <p>The screenshot shows a system security dialog box titled 'Installer is trying to install new software.' It prompts the user to 'Enter your password to allow this.' with fields for 'User Name:' and 'Password:'. At the bottom right, the 'Install Software' button is highlighted with a red box.</p>
20	Installation will start.	 <p>The screenshot shows the 'Install macOS' window with the 'Installation' step selected in the sidebar. The main area displays 'Installing macOS' and 'Running package scripts...'. A progress bar is shown below the text. At the bottom right, the 'Continue' button is visible.</p>



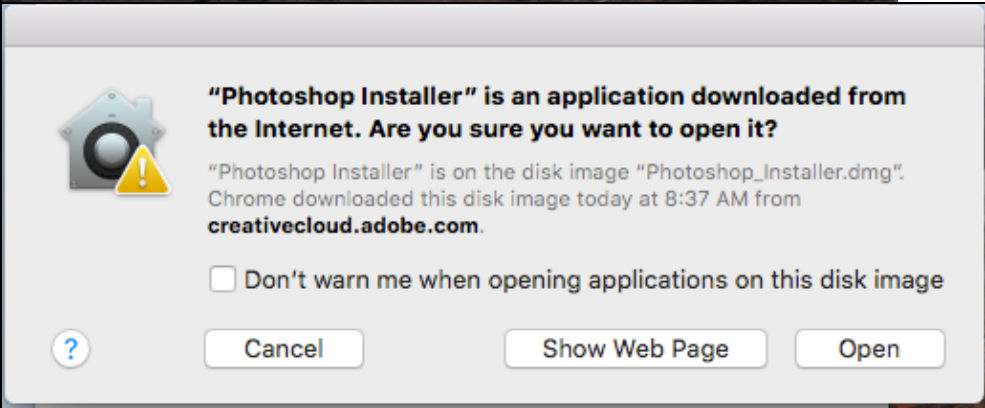
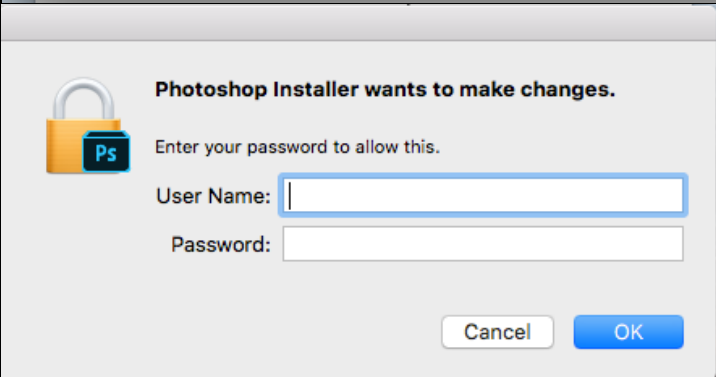
21	Installation complete. Click on Close.	
22	To open software, click on the Go menu in the Finder bar. Click on Applications.	
23	Double click on Adobe Creative Cloud folder.	

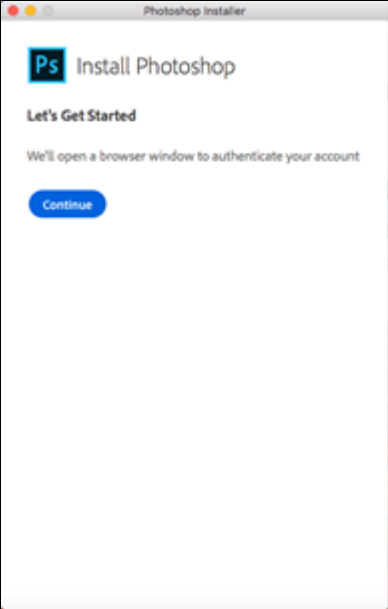
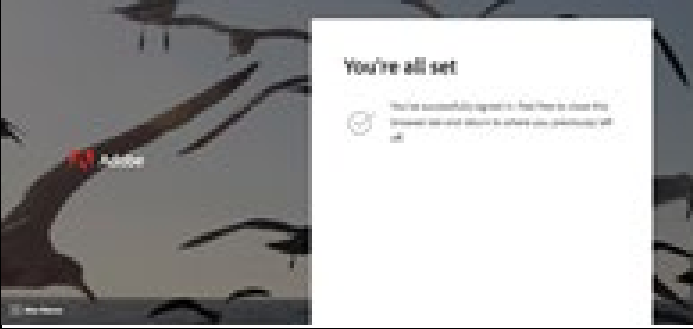
24	Double click on Adobe Creative Cloud to open the application. Click and drag to desktop or dock to create an alias.	 <p>A screenshot of the macOS Applications folder. The 'Adobe Creative Cloud' folder is highlighted with a red rectangular box. The folder is located at the top of the list, below the 'Favorites' section. The list includes various system and third-party applications like Alertus Desktop, App Store, Automator, Calculator, Calendar, Chess, Contacts, CrashPlan, Dashboard, Desktop Activator, Dictionary, Disk Drill, DVD Player, FaceTime, Font Book, and Google Chrome.</p>
25	On the Adobe ID Sign In window, click Sign In with an Enterprise ID	 <p>A screenshot of the Adobe ID Sign In window. An orange callout bubble with the text 'Click on Sign in with an Enterprise ID' points to the 'Sign in with an Enterprise ID' link at the bottom of the window. The window includes fields for Email address and Password, a 'Stay signed in' checkbox, and a 'Forgot password?' link.</p>
26	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.	 <p>A screenshot of the Enterprise ID Sign In window. An orange callout bubble with the text 'enter your Enterprise ID: userID@yourorganization.com' points to the email input field, which contains the text 'bsmith@yourorganization.com'. The window includes a 'Password' field, a 'Stay signed in' checkbox, and a 'Forgot password?' link.</p>
27	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 .	 <p>A screenshot of the 'Choose an account for' dialog box. The 'Enterprise ID' option, labeled 'Company or school account', is highlighted with an orange rectangular box. The dialog also shows the 'Adobe ID' option, labeled 'Personal account'. At the bottom, there are links for 'Need help? Learn more.' and a 'Cancel' button.</p>

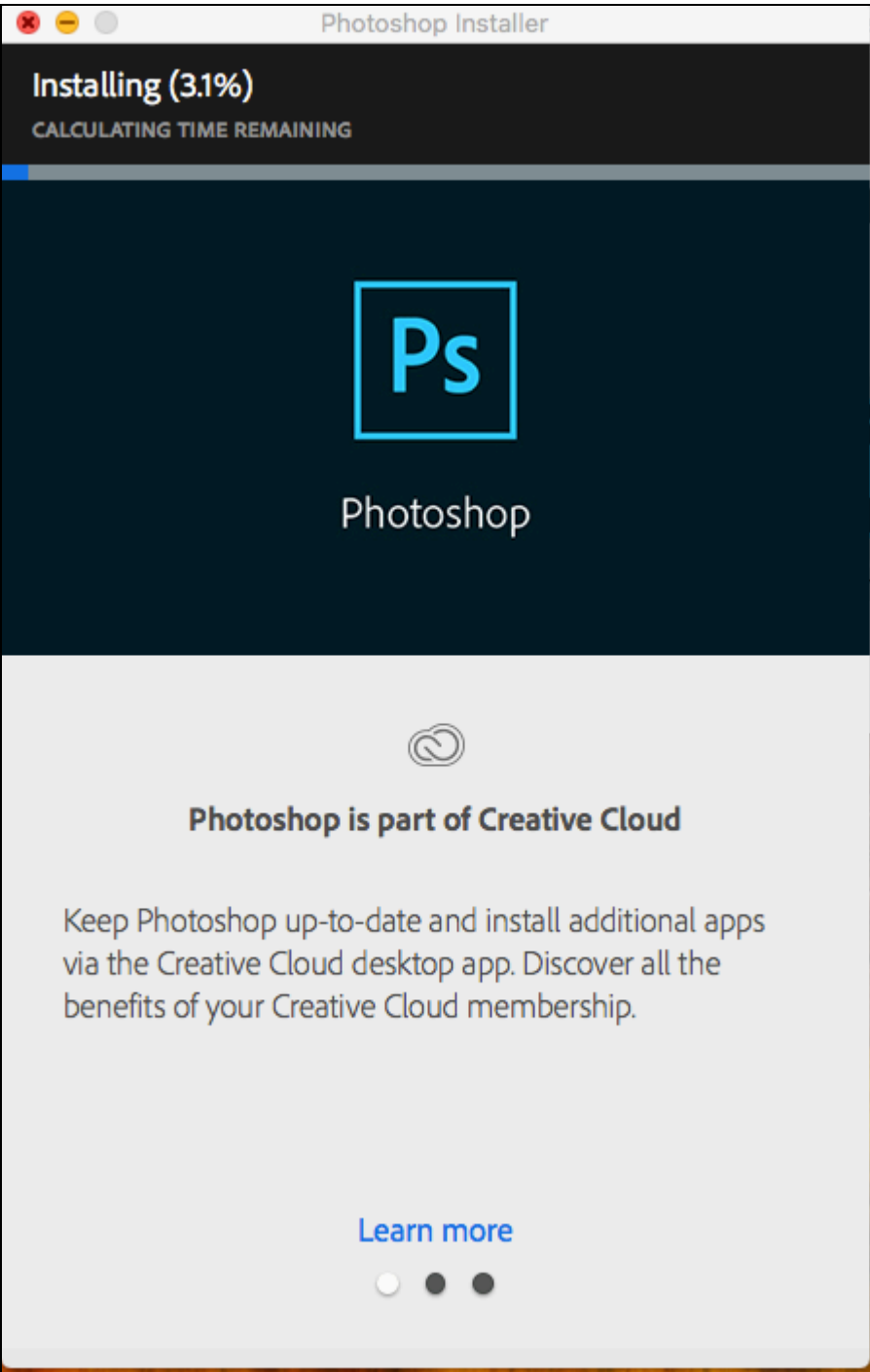

28	Login with your myUTSA ID (abc123) and passphrase, then press LOG IN .	
29	Click on the Apps tab to preview the list of products available to you. Choose which products you would like to install, and click on Install for each. If you choose more than one, the apps will install in the order that you 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.	
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.	

	Option 2:	
1	Visit Adobe.com	creativecloud.adobe.com
2	Click Sign In in the upper right corner.	
3	Click Sign In with an EnterpriseID.	
4	Type in @utsa.edu (if faculty/staff) OR @my.utsa.edu (if student)	

5	Click on Sign In with Enterprise ID button.	
6	Login using your myUTSA ID and password (passphrase).	 <p>The screenshot shows the UTSA login page for Adobe Creative Cloud. It features the UTSA logo and name. Below is the 'Login to Adobe Creative Cloud' section with fields for 'myUTSA ID' and 'Password', and a red 'Login' button. To the right of the password field are links for 'Forgot your password?', 'Need Help?', and 'Acceptable Use Policy'. At the bottom, there is a security warning: '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.' Below this is a disclaimer: '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' followed by a link to a policy page.</p>
7	Select application to download.	
8	Save installer to computer.	

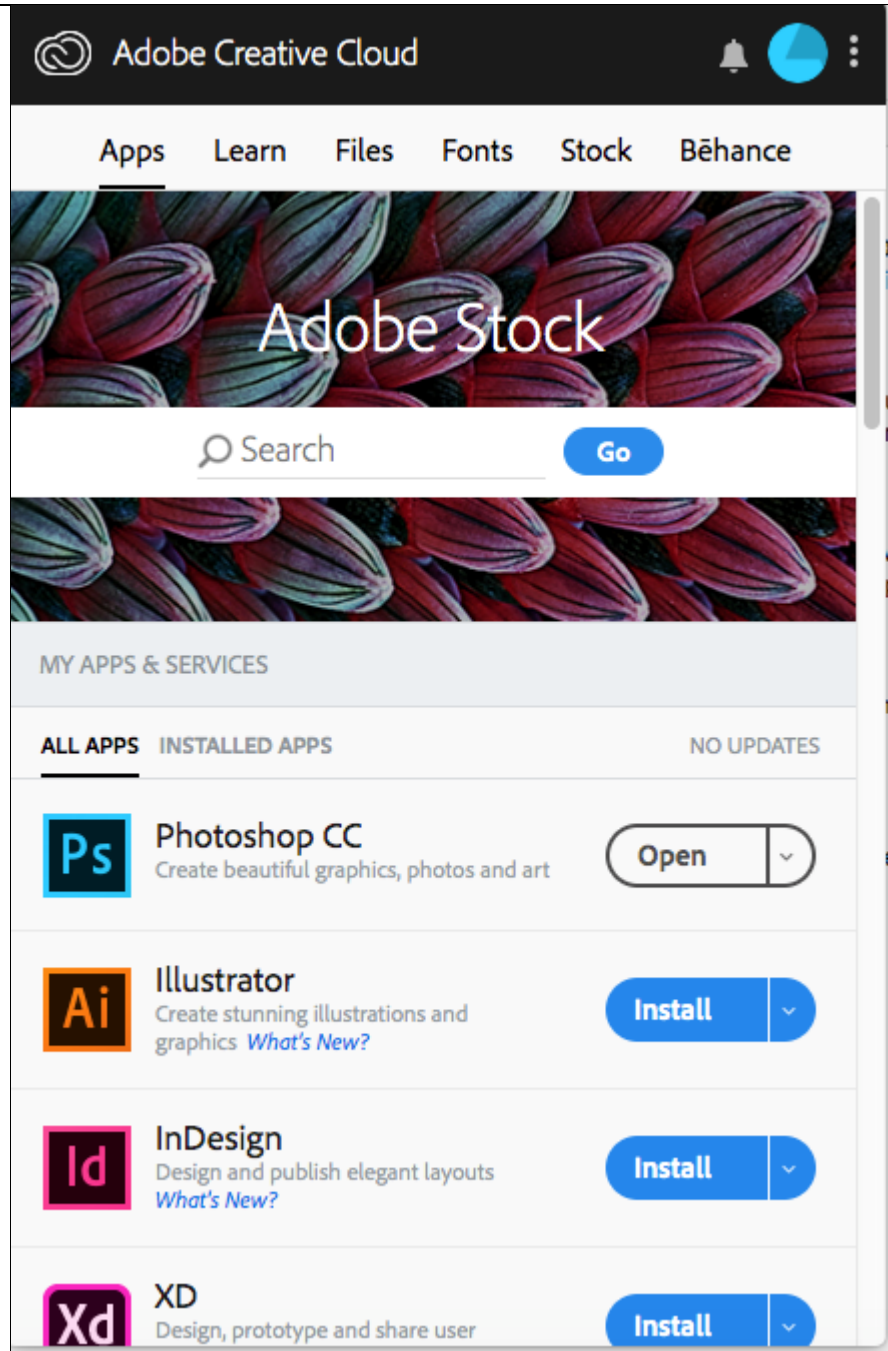
9	Double click installer to start.		
10	Follow prompts.		
11	Click Open to continue.		
12	Provide macOS admin to continue.		

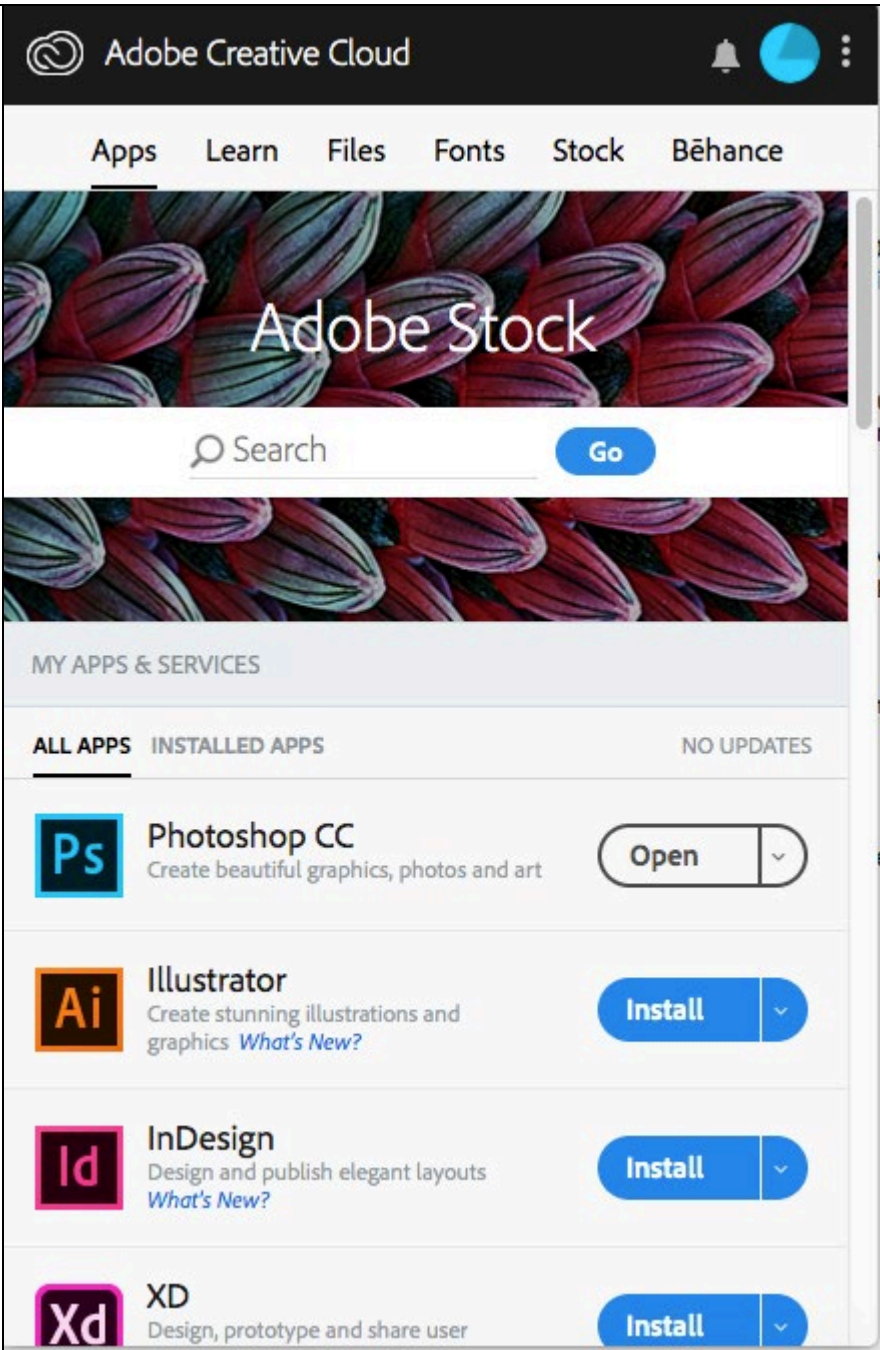
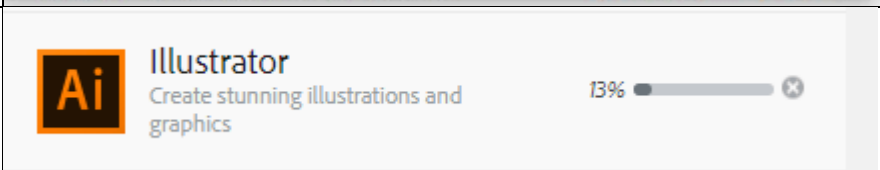
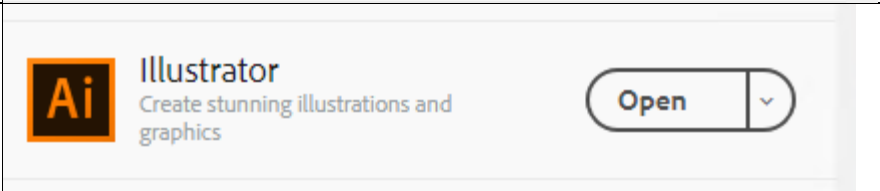
13	Click Continue.		
14	Browser window opens to verify account.		

15	Installation progress window opens.	
16	To install other applications, click on the Creative Cloud icon in the menu bar.	

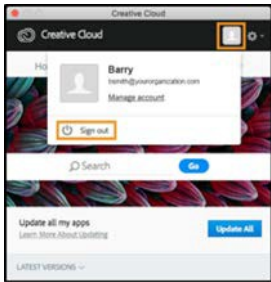
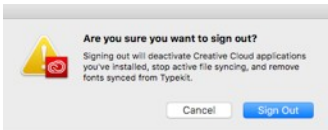


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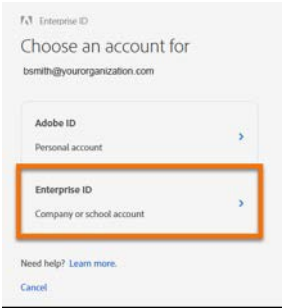
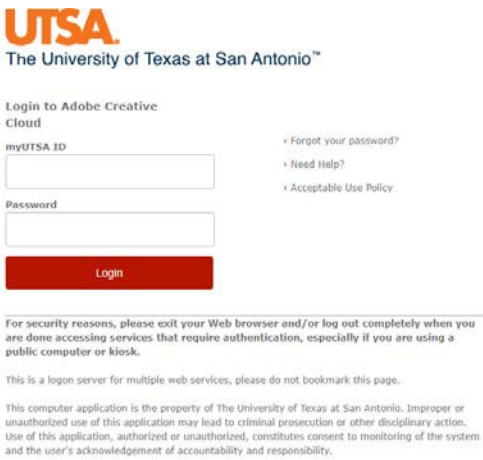
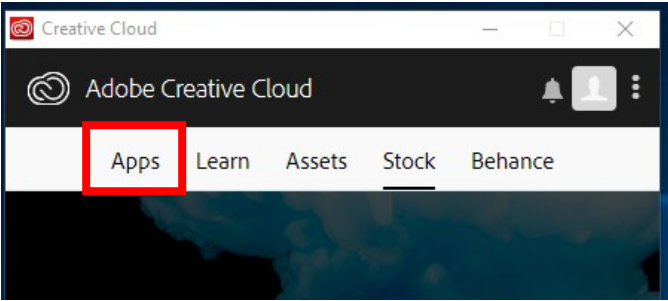
Click on Apps.

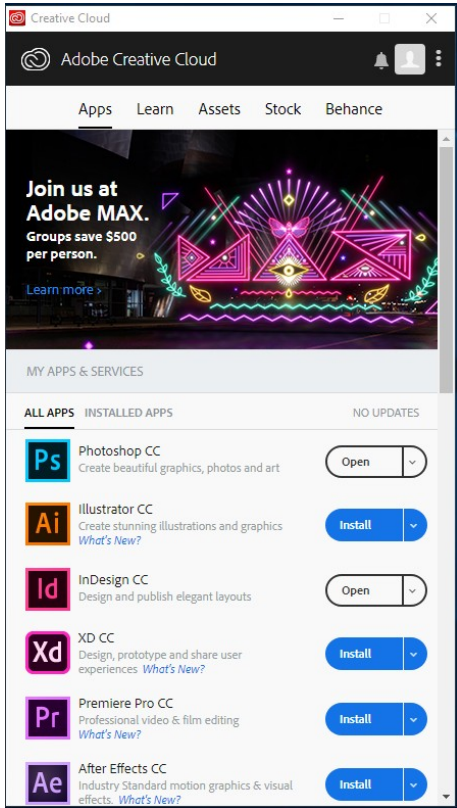


18	Find application to install. Click on Install.	
19	Install will start.	
20	Once installation is finished, then you can open the application.	
21	Install the applications as you wish.	


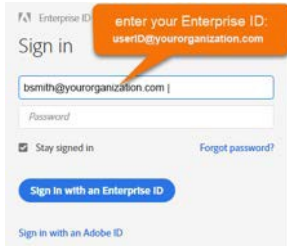
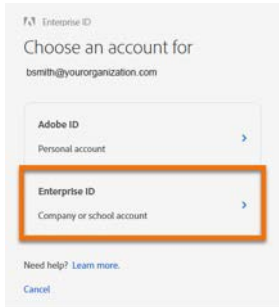
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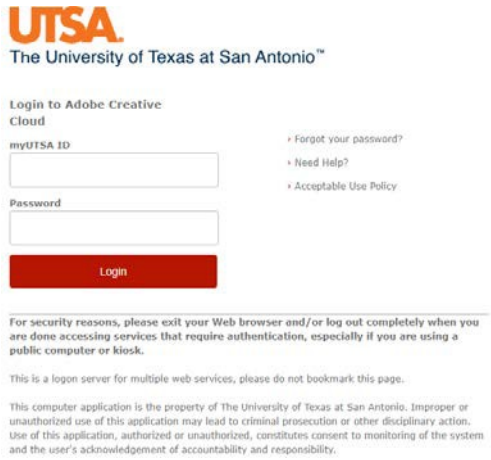
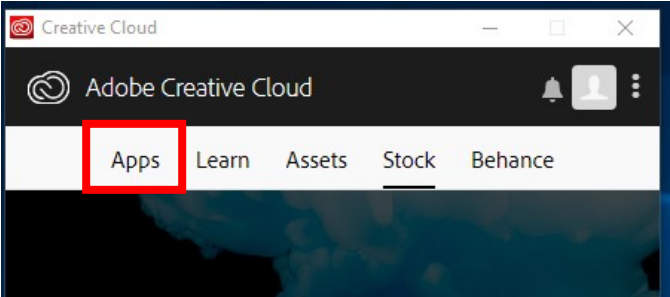
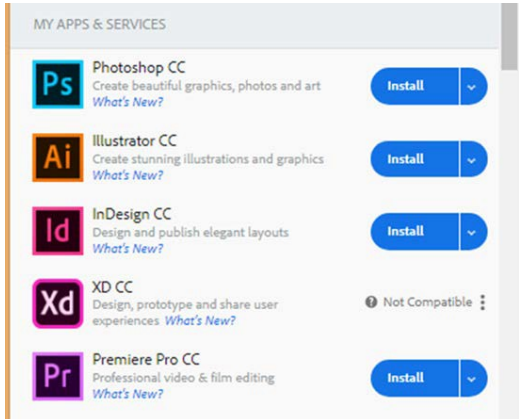
Step	Directions	Screenshot Example
1	If you have Adobe Creative Cloud desktop app installed on your computer today, open the application.	
2	In the Adobe Creative Cloud desktop application, go to the Profile menu by clicking on the person icon (or your personal image), and choose Sign Out .	
	Alert asking if you are sure you want to sign out will appear; choose Sign Out .	
3	On the Adobe ID Sign In window, click 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.	

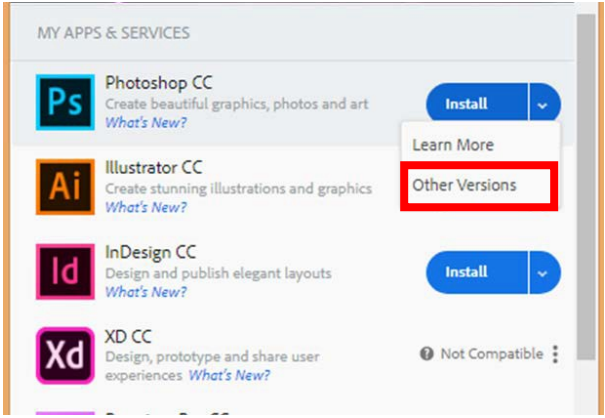
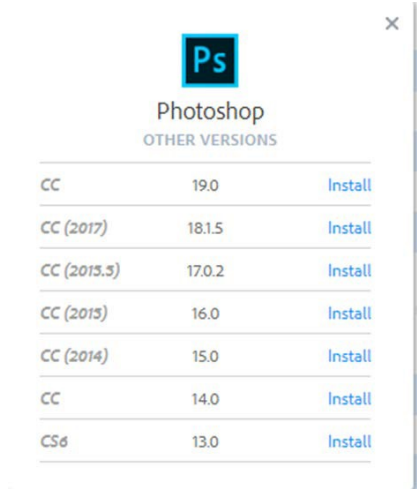
5	<p>You will be prompted to choose between Adobe ID and Enterprise ID If you have a personal Adobe ID account associated with your UTSA email account. Choose to sign in with your Enterprise ID.</p>	 <p>The screenshot shows a 'Choose an account for' dialog box with the email 'bsmith@yourorganization.com'. It offers two options: 'Adobe ID' (Personal account) and 'Enterprise ID' (Company or school account). The 'Enterprise ID' option is highlighted with an orange rectangular box.</p>
6	<p>Login with your myUTSA ID (abc123) and passphrase, then press LOG IN.</p>	 <p>The screenshot shows the UTSA logo and the text 'The University of Texas at San Antonio'. Below it, the login form for Adobe Creative Cloud is displayed, including fields for 'myUTSA ID' and 'Password', and a red 'Login' button. There are also links for 'Forgot your password?', 'Need Help?', and 'Acceptable Use Policy'.</p>
7	<p>Click on Apps in the ribbon.</p>	 <p>The screenshot shows the Adobe Creative Cloud web interface. The 'Apps' tab in the ribbon is highlighted with a red rectangular box. Other tabs visible include 'Learn', 'Assets', 'Stock', and 'Behance'.</p>

8	List of applications either installed or ready for installation will appear. Click to open application or to install application.	 <p>The screenshot displays the Adobe Creative Cloud web application. At the top, there's a navigation bar with 'Apps', 'Learn', 'Assets', 'Stock', and 'Behance'. Below this is a promotional banner for 'Join us at Adobe MAX.' with a 'Learn more >' link. The main section is titled 'MY APPS & SERVICES' and features a tabbed interface with 'ALL APPS' and 'INSTALLED APPS'. The 'INSTALLED APPS' tab is active, showing a list of applications with their icons, names, descriptions, and action buttons. The applications listed are Photoshop CC (Open), Illustrator CC (Install), InDesign CC (Open), XD CC (Install), Premiere Pro CC (Install), and After Effects CC (Install). Each application entry includes a brief description and a 'What's New?' link.</p> <table><tr><th>Application</th><th>Status</th></tr><tr><td>Photoshop CC</td><td>Open</td></tr><tr><td>Illustrator CC</td><td>Install</td></tr><tr><td>InDesign CC</td><td>Open</td></tr><tr><td>XD CC</td><td>Install</td></tr><tr><td>Premiere Pro CC</td><td>Install</td></tr><tr><td>After Effects CC</td><td>Install</td></tr></table>	Application	Status	Photoshop CC	Open	Illustrator CC	Install	InDesign CC	Open	XD CC	Install	Premiere Pro CC	Install	After Effects CC	Install
Application	Status															
Photoshop CC	Open															
Illustrator CC	Install															
InDesign CC	Open															
XD CC	Install															
Premiere Pro CC	Install															
After Effects CC	Install															

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	
3	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.	
4	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 .	

5	Login with your myUTSA ID (abc123) and passphrase, then press LOG IN .	 <p>UTSA The University of Texas at San Antonio™</p> <p>Login to Adobe Creative Cloud</p> <p>myUTSA ID <input type="text"/></p> <p>Password <input type="password"/></p> <p>Login</p> <p> Forgot your password? Need Help? Acceptable Use Policy </p> <p>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.</p> <p>This is a logon server for multiple web services, please do not bookmark this page.</p> <p>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.</p>
6	Click on Apps in the ribbon.	
7	Click on the drop down arrow beside the install button.	

8	Select other versions.	 <p>MY APPS & SERVICES</p> <p>Ps Photoshop CC Create beautiful graphics, photos and art What's New? Install</p> <p>Ai Illustrator CC Create stunning illustrations and graphics What's New? Other Versions</p> <p>Id InDesign CC Design and publish elegant layouts What's New? Install</p> <p>Xd XD CC Design, prototype and share user experiences What's New? Not Compatible</p>																					
9	Click install for which version you would like to install.	 <p>Ps Photoshop OTHER VERSIONS</p> <table><tbody><tr><td>CC</td><td>19.0</td><td>Install</td></tr><tr><td>CC (2017)</td><td>18.1.5</td><td>Install</td></tr><tr><td>CC (2015.5)</td><td>17.0.2</td><td>Install</td></tr><tr><td>CC (2015)</td><td>16.0</td><td>Install</td></tr><tr><td>CC (2014)</td><td>15.0</td><td>Install</td></tr><tr><td>CC</td><td>14.0</td><td>Install</td></tr><tr><td>CS6</td><td>13.0</td><td>Install</td></tr></tbody></table>	CC	19.0	Install	CC (2017)	18.1.5	Install	CC (2015.5)	17.0.2	Install	CC (2015)	16.0	Install	CC (2014)	15.0	Install	CC	14.0	Install	CS6	13.0	Install
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