

## Adobe Licensing

Vann Wheeler - 2023-11-15 - Client Advancement Services

### About

This page describes how Adobe products (including Adobe Acrobat Pro) are delivered to members of the School of Medicine.

### Named-User License

Adobe licenses are now being purchased through a contract managed by the central Technology Services group. This affects the whole university. More information can be found at <http://adobe.vcu.edu/>. Faculty and Staff within the School of Medicine are granted an Adobe DC license. If the Creative Cloud suite is needed, a request can be submitted at <https://go.vcu.edu/adobe/cloudaccess>.

### User Independent Licenses

The process above describes a license assigned to a specific user that can be installed on multiple computers that that user uses. If the Adobe software needs to be accessible to multiple people on a single PC, then a **Shared Devices License** is required. Please [submit a ticket to SOMTech](#) to help request this.

### Installing the Software

Follow the steps below to install the software. If further assistance is needed, please submit a ticket to SOMTech at <http://go.vcu.edu/SOMTicket> to get a technician to help install the software.

### More Documentation

More documentation can be found at <http://adobe.vcu.edu>. If you have any questions, please submit a ticket to SOMTech at <http://go.vcu.edu/SOMTicket>.

**Adobe Acrobat DC/Creative Cloud License Process and Installation Instructions**

**NOTE:** This process is only for installations VCI or need or items. VCI has their own Adobe products for hospital PC's.

**Requesting an Adobe License:**  
Users need to submit a Change of State (<http://support.cco.edu>) requesting an Adobe License. Include the following information:

VCI # of licenses  
VCI budget code or invoice number purchase  
Please identify product being requested: Adobe Acrobat DC or Adobe Creative Cloud suite. Requesting Adobe Creative Cloud license submit an additional justification as to why Creative Cloud is needed.  
The Change of State should be performed by the SORA Adobe Tech Liaison to Client Services request the license on the user's behalf. The SORA Adobe Tech Liaison is Client Services team management.

**Download and install Adobe Acrobat DC or Creative Cloud apps:**

Click on this link to download the Adobe Creative Cloud Desktop application  
<https://www.adobe.com/creativecloud/desktop-app.html>

If you are directed to the sign-in screen, enter your VCI [my.cco.edu](http://my.cco.edu) email and click on Continue. You should be redirected to the VCI DC3 login screen. Enter your VCI email and password. Click Continue to proceed. You should be automatically downloaded prompts to be installed to the Downloads folder. NOTE: The download may not begin until you enter your VCI email and password. Do NOT use my@ccohs.edu email.

## Attachments

- [AdobeCreativeCloudAcrobatDC.pdf \(506.47 KB\)](#)