

# Adobe License Transition 2018

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Carleton has a new Adobe contract, beginning Summer 2018, and will need to transition to this new system by the end of 2018. [Details about Carleton's Adobe Contract.](#)

## Transition Plan

### August - September 2018 (Early Adopters)

Refreshing labs and classrooms will begin using new licenses for Fall 2018. Those labs and classrooms that have Adobe Creative Cloud installed will be using version Adobe Creative Cloud 2018.

New installations, upgrades, or repairs of Adobe products will be migrated to new licenses.

### October - December 2018

All remaining faculty and staff will be added to Carleton's new Adobe license.

Installations of older versions of Adobe products will need to be uninstalled and replaced with the current version.

Any installations of Adobe products that are not being used will not be replaced.

## Migration Process

### Faculty and Staff

- You will be added to Carleton's Adobe Admin portal
- You'll get an automated message from Adobe inviting you to Carleton's license
- Older Adobe products will need to be uninstalled
- You will need to install the Adobe Creative Cloud Desktop app from the K1000
- Once you sign in to the Adobe Creative Cloud Desktop app with your Adobe ID, you can install any of the programs assigned to you

### Lab, Classroom, and Student Stations

- Older Adobe products will need to be uninstalled
- ITS will install new applications using the K1000

## What do I need to do?

### I don't use Acrobat Pro or Creative Cloud apps (Photoshop, InDesign, Illustrator, etc).

You do not need to do anything now.

In October, you will receive an email message from Adobe welcoming you to Carleton's license. All users will be assigned an Adobe Acrobat Pro license, but you do not need to use it.

If Acrobat Pro or Creative Cloud apps are installed on your computer, please [uninstall](#) them at your convenience.

If at a later date you need access to Acrobat Pro or Creative Cloud apps, you can request it.

### I don't use Acrobat Pro, but I want to.

Acrobat Pro is licensed for every college-owned computer. Contact the ITS helpdesk to join Carleton's early adopters program. Then follow the instructions for [installing Acrobat Pro](#).

### I don't have Creative Cloud applications, but I want them

Because of the cost for Creative Cloud applications, Carleton does not have licenses for everyone on campus. To request a license, contact the ITS helpdesk. Please include a description of how you'll use these applications and whether it is for a short-term project or ongoing basis. If you only need Photoshop, Photoshop Elements may be a more cost-effective way to meet your needs.

**I have Acrobat or Creative Cloud applications and everything is working fine.**

You do not have to do anything right now. In October, all Faculty and Staff will be added to Carleton's Adobe Admin Portal and assigned licenses. All Adobe installations at Carleton will need to transition to this new license structure by the end of 2018. If you would like to transition before October, please contact the ITS helpdesk to join Carleton's early adopters program.

**I'm being prompted to purchase or sign in to use Acrobat Pro or Creative Cloud on my computer.**

Contact the ITS helpdesk to join Carleton's early adopters program. Then you can then use your Adobe ID to sign in to the apps already installed on your computer or [upgrade them to the latest version](#).

**I have Creative Cloud applications, but would like to upgrade to the latest version.**

Contact the ITS helpdesk to join Carleton's early adopters program. Then follow the instructions to [install Adobe Creative Cloud applications](#).

**I want to use my Adobe products at home.**

Contact the ITS helpdesk to join Carleton's early adopters program. This will allow you to install Adobe applications on any two computers, including your personal computer.

**I have more than two computers that I want Adobe products installed on.**

If you have more than two computers where you are the primary user, you can only use your Carleton Adobe ID to install on two. There is no option to increase the number of installs for Faculty/Staff.

If you have research lab computers or student workstations that are used by students, contact the ITS helpdesk to transition those computers to the lab licensing structure.

**I already have an Adobe ID with my Carleton email address.**

All of your Adobe Cloud Assets will stay with your account. If you are paying for Adobe products using your Adobe ID associated with your Carleton email address, please contact the ITS helpdesk. Our Adobe representative can cancel your subscription with no penalty.

**Installation Instructions**

[Adobe IDs](#)

[Install the Creative Cloud Desktop app](#)

[Adobe Acrobat](#)

[Adobe Creative Cloud](#)