How to request a license and access Adobe CC software for Bartlett students

PLEASE <u>READ</u> AND FOLLOW THE INSTRUCTION <u>STEP BY STEP!!</u>

The process is long but straightforward if you follow each step. Once you make a mistake and install the wrong version/without a proper licence it will be very time consuming – and frustrating! – to set things right.

Before you start...

Before installing any Adobe software, ensure that you have <u>obtained the FREE Bartlett student license</u> and have <u>removed any Adobe trial software</u>.

Let's begin: requesting a FREE Adobe CC license

1. Visit https://softwarehub.ucl.ac.uk/ and log in with your **UCL userid email address and password**

> **PLEASE NOTE:** Access to this website is <u>restricted to UCL network only</u>. This means you will need to be logged in the UCL network before you will be able to access the site.
>
> You can use any following two methods:
>
> - **On your laptop:**
>
>   Log in to **Desktop@UCL Anywhere**
>
>   See instructions here: https://www.ucl.ac.uk/isd/services/computers/remote-access/desktopucl-anywhere
>
>   Please make sure you select the option highlighted in green below:
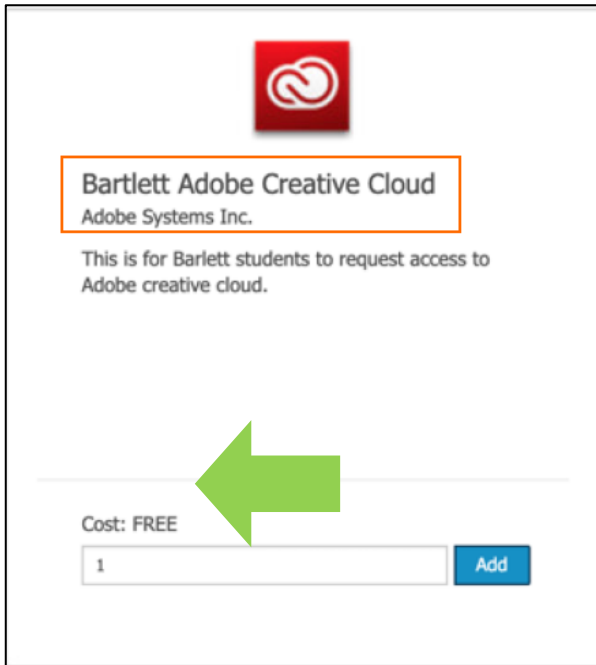>
>
>
> - **On your UCL Desktop**
>
>   Log in on any UCL computers in one of the clusters that are on campus (Central House, Student Centre, Library, etc.)

After you have obtained a free licence and set up your Adobe Creative Cloud account you will be able to access it even when you are not connected to the UCL network.
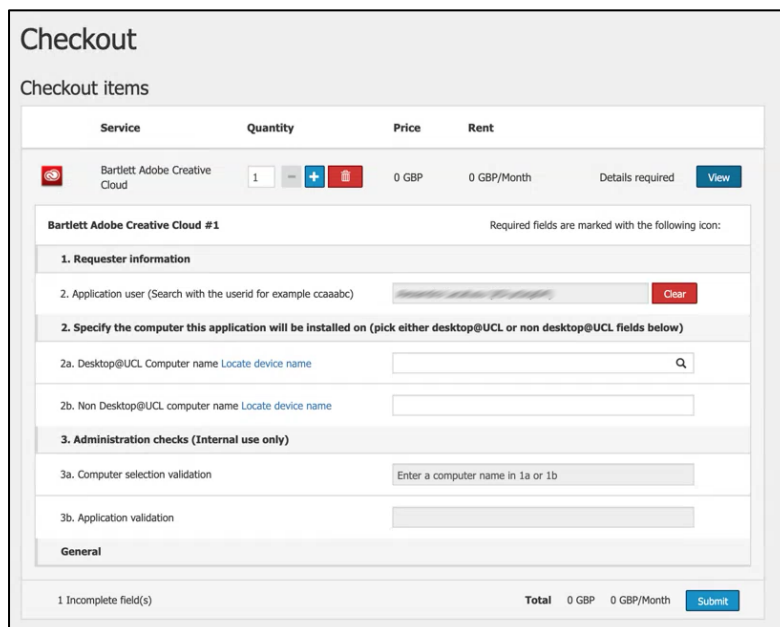
2. Once logged in the UCL Software Hub https://softwarehub.ucl.ac.uk/ look for **Bartlett Adobe Creative Cloud** and click on Add.

PLEASE NOTE: Make sure to search for "Bartlett Adobe Creative Cloud" and **not** simply for Adobe Creative Cloud.

The free licence is only available to Bartlett Student: see image below. As you can see the cost should say "free". If it doesn't it means you are on the wrong version of the Adobe Cloud (not the Bartlett one).

---

3. Go to Checkout, click on View and **fill all the mandatory fields only**.

4. Once submitted successfully, **access to Creative Cloud applications can take up to three hours to start working** after the confirmation email is received from IT support. You should also receive an email invite from Adobe as well.
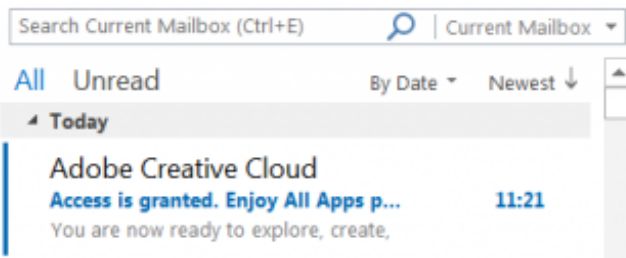
Next Step: Accessing the Adobe Creative Cloud Suite for the first time

You can do this even if you are not connected to the UCL network.
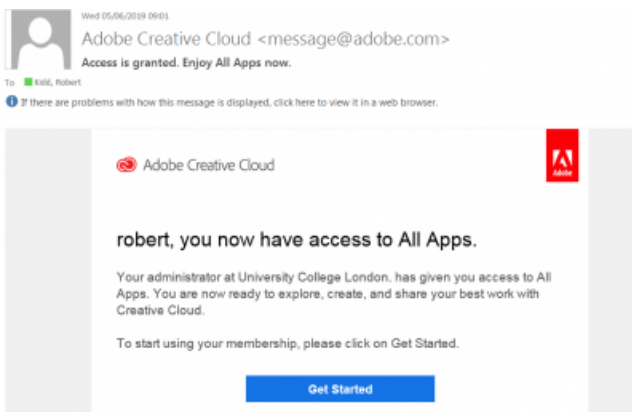
You can decide if to install the Creative Cloud App for quicker access to your account and all the software downloads but this is not necessary in order to download the software.

5. An Adobe CC suite invitation **email will be sent** to you direct **from Adobe Creative Cloud** (message@adobe.com) with the subject "Access is granted. Enjoy All Apps plan now." inviting you to join Adobe Creative Cloud. See image below.
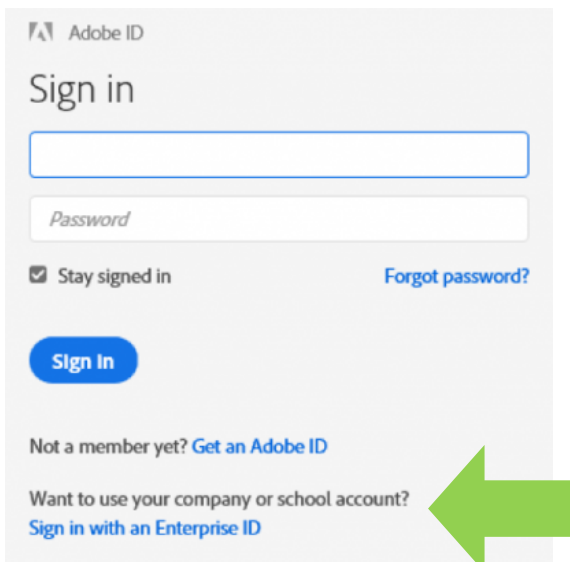
   NOTE: if you have not received this email, please check your junk/spam folders before emailing Bartlett IT.

6. The email will state UCL has given you to access to All Apps plan. **Click "Get started"** to proceed.

7. A webpage will open, click **Sign in with an Enterprise ID.** See image and green arrow below.

PLEASE NOTE: Make sure to sign in with an Enterprise ID (in your case your UCL credential) and NOT your personal email/private account or you will not be able to access the free version of the Adobe Creative Suite.

8. Sign in with your **UCL userid email address** (eg. ccaaxxx@ucl.ac.uk)

Sign in

New user? Create an account

Email address

[Continue]

Or

G Continue with Google

f Continue with Facebook

9. Select **Company or School Account.** See image and green arrow below.

Select an account

Email address
ccaarjs@ucl.ac.uk

Personal Account >

Company or School Account >

PLEASE NOTE: Make sure to click on Company or School Account and NOT your personal email/private account or you will not be able to access the free version of the Adobe Creative Suite.

10. You will be redirected to UCL and asked to **sign in with your UCL credentials**

Home / Single Sign-on

Single Sign-on

UCL members: in order to access this resource, please enter your UCL computer account details in the boxes below and click "Login".

UCL username: *

UCL password: *

[Login]

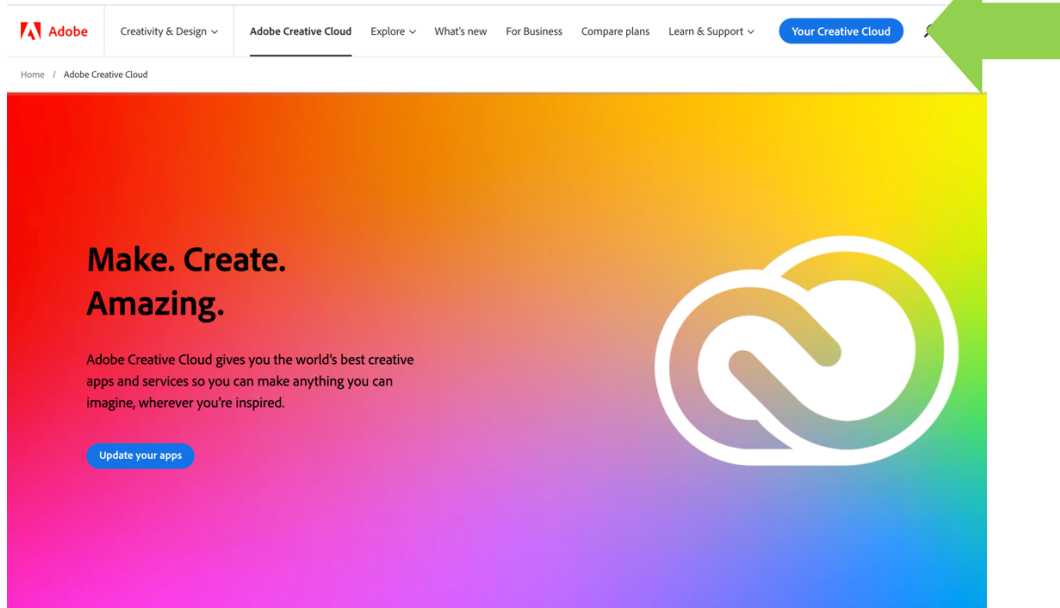**You are now logged in your Adobe Creative Cloud Account.**

Final Step: How to install Adobe CC software (Photoshop, InDesign, Illustrator, etc.)

You do not need to download the Creative Cloud App to download the individual software. You can simply access your Creative Cloud Account on your browser by following these steps:
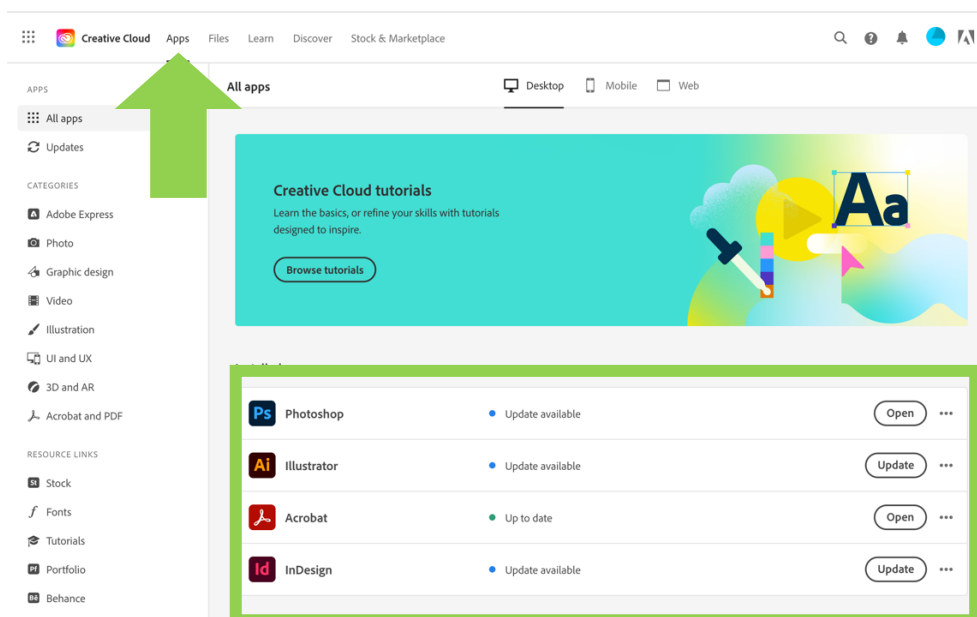
11. Go to https://creativecloud.adobe.com/

12. Sign in with your UCL Credentials

13. Select **Your Creative Cloud tab**. See image and green arrow below.

14. Select the **Apps tab.** Here you can find all the apps you can download/have downloaded. See green arrow and green box below.

For more help see: https://helpx.adobe.com/uk/download-install/using/download-creative-cloud-apps.html