



Adobe

Adobe® Creative Cloud™ Administrator's Quickstart

Creative Cloud for teams offers an easy to use web portal where you can quickly add, assign or transfer seats. This guide is intended to help you and your teams get up and running quickly. Once you receive the invitation from your reseller to join Adobe's Value Incentive Plan:

1 ACCEPT ADOBE'S TERMS AND CONDITIONS

Open the Invitation email from your reseller, navigate to the link within the email and sign in with your Adobe ID to accept the terms and conditions. If you do not have an Adobe ID you will be prompted to create one. As a result:

- You will be assigned a VIP number, which will also be sent to your reseller.
- You will establish your anniversary date. This is the date by which all of your Creative Cloud subscriptions will be renewed each year. Seats added during your term are pro-rated and co-terminate according to this date.

2 LOGIN TO THE VIP CONSOLE

Now that you have joined VIP program, you are ready to purchase seats and manage your team's Creative Cloud subscription. To start, log into the Admin Console from the VIP welcome page with your Adobe ID.

Adding Another Admin: You can add additional administrators by selecting Edit under Plan Administrators and entering the name and email address of the additional Administrators you'd like to add.

3 ADD SEATS

Click on the "+" sign within the Admin console and click again on "Request Seats" to add an (empty) seat. These will be allocated to users in the next step, so add the total number needed across your organization. By adding seats you also need to express your intent to place an order for those seats.

- A pop up window will appear to Authorize additional seats. Enter your Purchase number, if applicable.

Note: you can also have your reseller complete this step on your behalf.

4 ASSIGN USERS

Enter users email addresses next to the seats you authorized in the last step, click "Invite User" and enter their name. This will send an invitation email to the user(s)

Reassigning Seats: reassigning seats in the Admin Console is as simple as clicking the X next to a user's name and confirming you wish to revoke that user's seat. Reassign the seat by entering the new user's name and email address.

5 NOTIFY USERS

Notify users to look for for the invite that comes from the Creative Cloud for teams administrator. Inform them to follow the instructions included in the email to login, download and install thier products.



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