This article will walk you through installing and accessing Adobe Creative Cloud products on UWEC office computers. Please note that this process is specific to Adobe CC products (Photoshop, Illustrator, InDesign, etc.). Unlike most UWEC software, you cannot install Adobe CC applications directly from Software Center (Windows) or Self Service (macOS). Instead, you'll use Software Center or Self Service to install the Adobe Creative Cloud desktop application and use that tool to install other Adobe CC products.

**Computer Labs:** Most computer labs will have Adobe Creative Cloud products pre-installed. You will be asked to log in with your University credentials in once you've launched one of the Adobe products. Please refer to the Signing into Adobe Create Cloud section for details. Please note that some applications and features are not available in computer labs.

**For Student Employees:** Students who need access to the Adobe Creative Cloud related to employment at UW-Eau Claire, have your supervisor submit a request to the LTS Help Desk by emailing your username to helpdesk@uwec.edu and include the justification for this request of use.

## Contents:

- Installing Adobe Creative Cloud desktop app for a UWEC Windows Computer
- Installing Adobe Creative Could desktop app for a UWEC macOS Computer
- Signing into Adobe Creative Cloud
- Install Adobe Creative Cloud Products
- Update Adobe Creative Cloud Products
- Using Adobe Products on a ly Owned Computer

### Installing Adobe Creative Cloud desktop app for UWEC Windows Computer

1. Click the **Start menu** icon and search for "Software Center". Click on **Software Center** under "Best Match"
2. In the upper right hand corner, search for **Creative Cloud**

3. Click on **Creative Cloud Base** and click **Install**

![Software Center](image)
Installing Adobe Creative Cloud desktop app for a UWEC macOS Computer

1. From the desktop, navigate to the Go menu at the top of the screen and select Applications

2. Locate and open the application **Self Service**

3. Log in with your **University Credentials**

4. Locate **Adobe CC 2020 Base Install** on the Featured page or under the Adobe category listed on the left and click the **Install** button

5. Read the **installation info** and then click the **Install** button

Logging into Adobe Creative Cloud (Offices & Labs)

1. Open the **Adobe Creative Cloud desktop application**
   - Windows: Open the Start menu and search for "Adobe Creative Cloud"
   - macOS: From your desktop, navigate to the Go menu, select Applications, double click on the Adobe Creative Cloud folder, and then double click on Adobe Creative Cloud

2. Enter your **full email address (including @uwec.edu)** into the email address field, click **Continue**
3. If prompted to select an account, click on **Company or School Account**

4. Type your **University credentials** and click **Log In**

For security reasons, **completely close your web browser when you are done** accessing services that require you to log in.

**Note:** Be wary of any program or web page that asks you for your username and password. Secure UW-Eau Claire web pages that ask you for your username and password will generally have URLs that begin with "https://....uwec.edu". In addition, your browser should visually indicate that you are accessing a secure page.

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**Install Adobe Creative Cloud Products (Offices)**

1. Open the Creative Cloud Desktop application
   - **Windows:** Open the Start menu and search for **Adobe Creative Cloud**
   - **macOS:** From your desktop, navigate to the Go menu, select Applications, double click on the Adobe Creative Cloud folder, and double click on Adobe Creative Cloud

2. Click on the **All apps** category in left side toolbar
3. In the main window scroll down to Available in your plan. Find the app you would like and click Install.

1. Open the Creative Cloud Desktop application, click on Updates category in the left side toolbar.
   Alternatively, all pending updates are also listed at the top of the All Apps category.

2. Click the Update button begin the update process. Please note, Creative Cloud requires periodic login to ensure they are still a valid user for the products.

Using Adobe Products on a ly Owned Computer

For faculty and staff, Adobe products can be loaded on a personally owned computer. License requirements of Adobe products are restricted to University business only and cannot be used for
personal use. To use the products on a personally owned computer, download and install the Adobe Desktop client, log in with your University credentials, and install Adobe software packages.

Students are not able to install UWEC licensed Adobe products on personally owned computers unless they are also employed by the University and access has been requested by their supervisor for work related to their UWEC employment. License requirements of Adobe products are restricted to University business only and cannot be used for personal use. Employers may submit a request to the LTS Help Desk (helpdesk@uwec.edu)

Adobe does provide education discounted subscriptions via the Adobe Creative Cloud for Students program for use on personally owned computers.