



Adobe Creative Cloud Set Up Handbook



Creativity makes the difference.
Give your students the power to create bright futures.

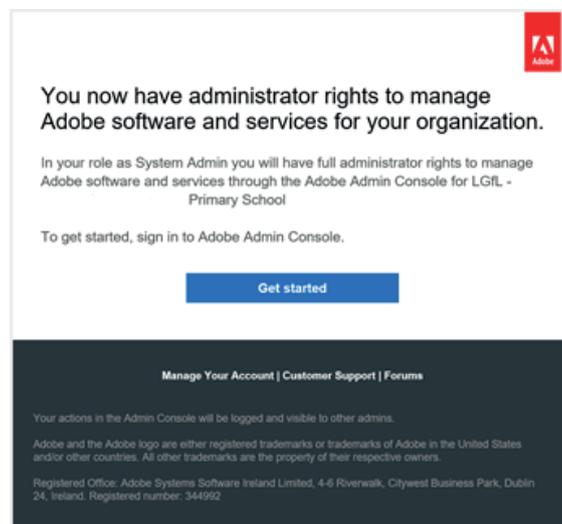
The Checklist

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1) Ensure you have access to the Admin Console

LGfL and Adobe are setting up the Admin Console for you after your license request. Once you have completed the paperwork and validated your domain(s) using the DNS text record provided by LGfL, you will be granted access to Adobe Admin Console.

When the access has been granted you will receive an email with the link to get started and sign in to Adobe Admin Console. You must use the invitation link in the email, before you can log in. All the people listed as system admins in your license request will receive the email.



To access your Admin Console after the initial sign-in go to <https://adminconsole.adobe.com>

Admin Console is the one-stop shop for system administrators to manage their organization's Adobe software and users. It is used to deploy the software, to administer and manage user accounts and request Adobe support.

- Manage users and licenses
- Easier deployment
- Support for self-service
- Delegate responsibility
- Control security
- Protect creative assets
- Access Enterprise Support

2) (optional) Claim Adobe Spark Entitlement

Education Institutions have unlimited access to Adobe Spark for Education. Claiming your Adobe Spark for Education entitlement and adding your users to that product profile is not compulsory, yet we recommend you do it.

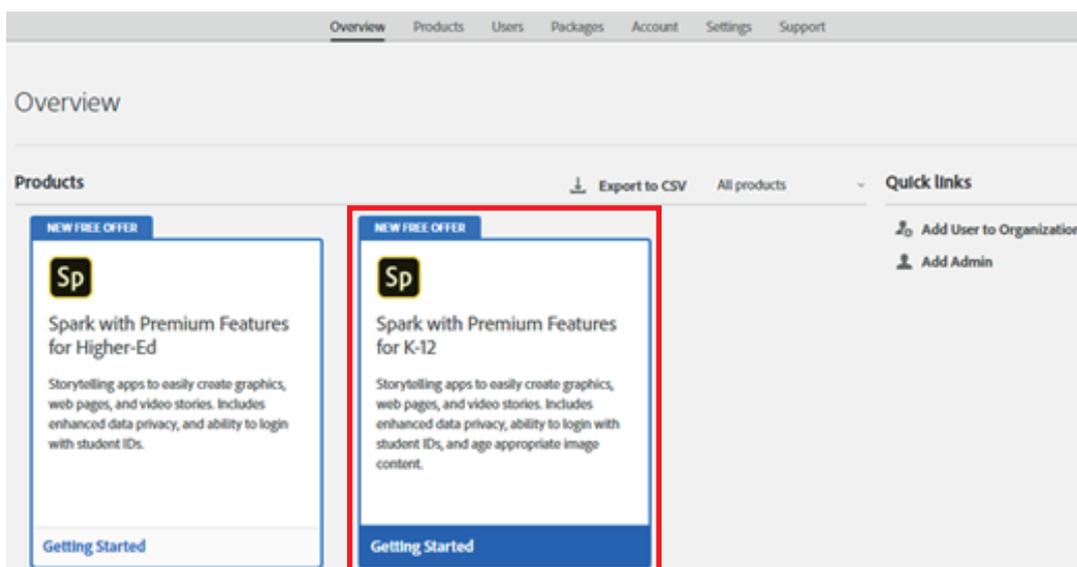
Adobe Spark for Education makes it fast and easy for students (primary and secondary) and teachers to turn ideas into beautiful graphics, web stories, and video presentations with free apps accessible from anywhere and on any device with a web browser.

Students are having fun with Adobe Spark; they're engaging with the material, and that ultimately leads to greater learning for our students. Browse through examples of using Spark in the classroom.

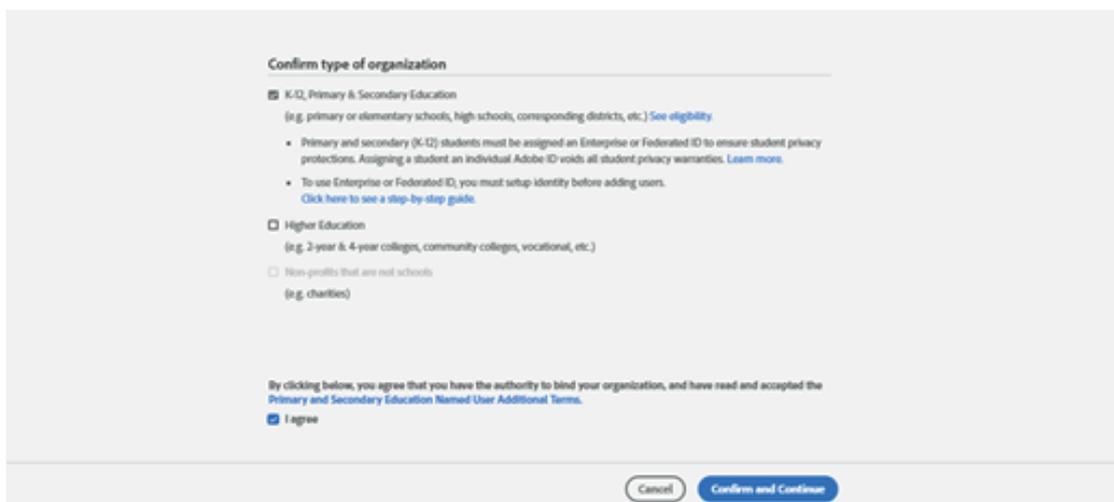
With Spark entitlement, end users are granted with 2GB online storage, they have access to Adobe Fonts and collaboration. Spark is available on web or via the Creative Cloud Desktop Application and on iOS and Android. There is no need to create packaging and deploying to use Spark.

To claim your Spark entitlement:

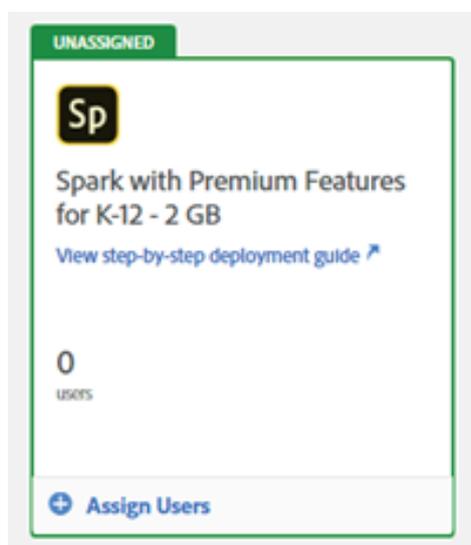
1. Sign in to the Admin Console.
2. In addition to the Creative Cloud licences requested from LGfL, the Overview pages shows New Free Offer cards for Spark.



3. Click Getting Started.
4. On the Confirm Type of Organisation screen, select K-12, Primary & Secondary Education

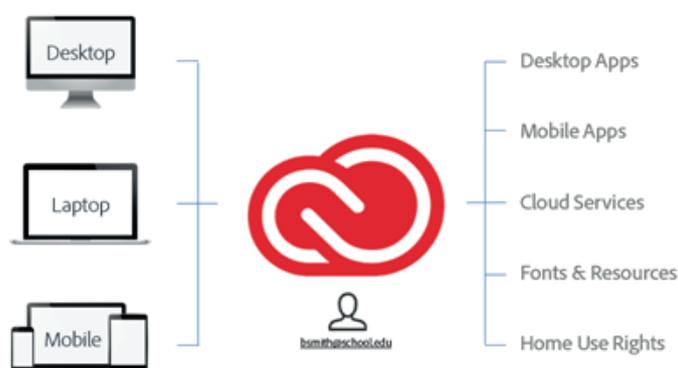


5. Agree to the terms and conditions.
6. Click Confirm and Continue. The Overview page shows the card for Spark and Premium Features. You can now start deploying Spark for your users.



3) Add students, teachers and staff to Admin Console one at a time, with bulk upload or with the User Sync tool

Licenses the schools can claim from LGfL are **Named User Licenses**. This means that the subscription **licensing is tied to an individual user** (allowing 2 activations per user). Teachers and students activate Adobe Creative Cloud through a logon process using their email addresses. This provides the users access to Services for storage, sharing, collaboration and workflow across multiple devices (even at home).



Licensing is managed at a user or user group level via the Admin Console. This gives you a greater visibility and control over licensing and users.

Related topic: Identity

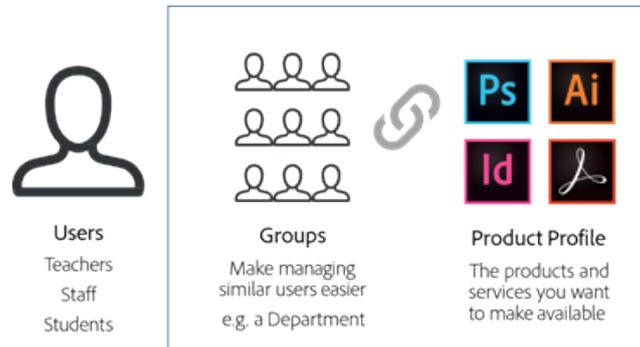
Adobe uses an underlying identity management system to authenticate and authorize users. Named User Licensing requires using identities.

LGfL recommends and by default sets up **Enterprise ID**. It is created, owned, and managed by your organization. Adobe hosts the Enterprise ID and performs authentication, but the organization maintains the Enterprise ID.

Federated ID is also possible identity type. It is created, owned, and managed by an organization and linked to the enterprise directory via federation. The organization manages credentials and processes Single Sign-On via a SAML2 Identity Provider (IdP).

Related topic: user groups

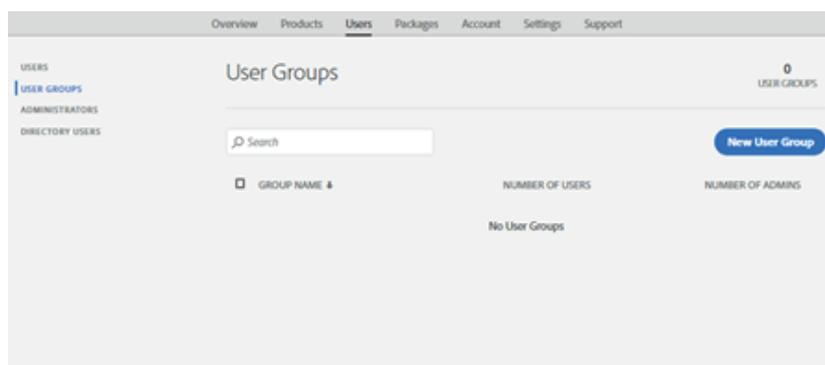
Adobe recommends creating user groups to provide access to products and services. You can either create one group and add all users to it, or create separate groups for departments, programs, or roles (for example student, teacher, staff).



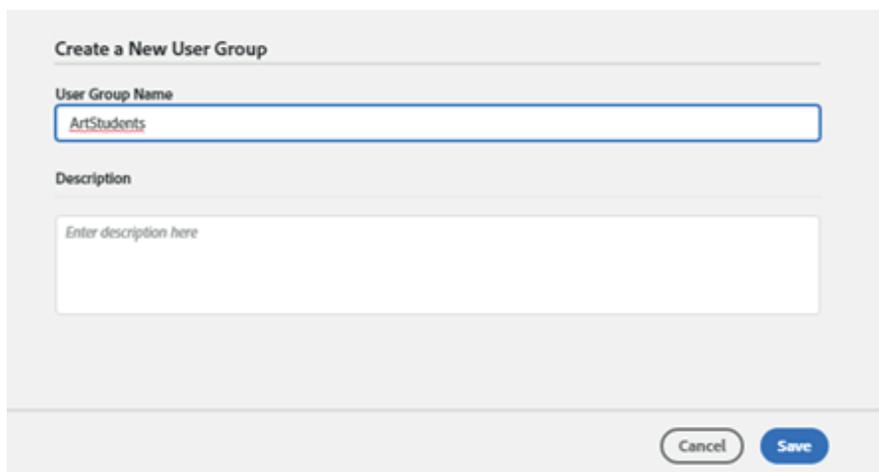
Creating multiple user groups is useful if you are planning to give different products to certain groups of users. For example, in Primary Schools: Creative Cloud- All Apps to all teachers and staff, and Adobe Spark for Education to all students. Or in All Through Schools: Creative Cloud – All Apps to all teachers, staff and secondary school students, and Adobe Spark for Education to all primary students.

To create a user group, do the following:

- In the Admin Console, navigate to Users > User Groups > New User Group



- Enter a name and description for the user group and click Save. Please note that the description does not play any role in the setup and is for information purposes only. However, enter a name and description that indicates the purpose of the group.



- To manage the entitlements given to users, assign Product Profiles to the user group. Click the group name, navigate to Assigned Product Profiles, and click Assign Product Profile.
- Add the desired Product Profiles to the user group, and click Save.

The user group is now ready, you can now start adding users to the group. When you assign a Product Profile to users, they receive an email notification. Users must follow the link to complete their profile, if prompted.

Adding students, teachers and staff to Admin Console

One at the time. Adding users one at the time is good for testing the set-up or satisfying a urgent need for few users. When adding users one at the time you wither type or paste their individual addresses in the Admin Console (*Admin Console > Users > Users > Add User*).

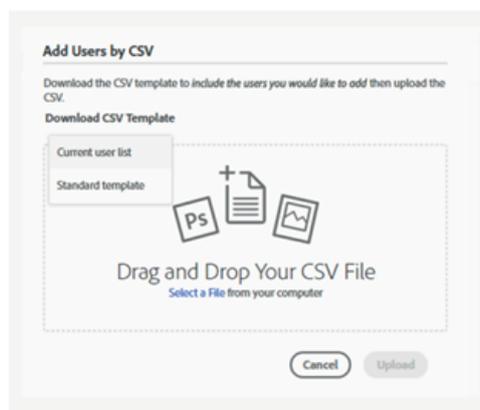
- Enter the email address of the user. Select Add Enterprise ID User.
- Select the Country, and enter the First Name and Last Name of the user.
- To assign products to the user, navigate to Assign Products. Click a product, select a profile for the product, and save the changes. (this is either 'Spark with Premium Features K12 2GB' (for Spark) or 'Default All Apps for K12' (for Adobe Creative Cloud).

Once you've successfully created the user and assigned a product, the user receive an email on the associated email account and can follow the instructions in the email.

With bulk upload. To add multiple users to your organization and provision them to product profiles, you can upload a comma-separated list with the details of all the users. Using the CSV upload, you can import up to 5,000 users at a time.

To add multiple users in bulk via the Admin Console, do the following:

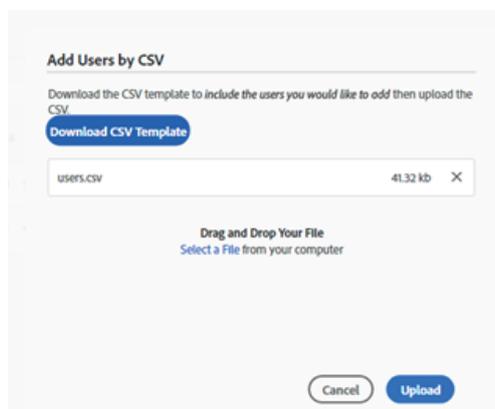
- In the Admin Console, navigate to Users > Users. Click . Choose Add Users by CSV from the drop-down list.
- In the Add Users by CSV dialog box, click Download CSV Template, and choose Standard template.



- Open the downloaded CSV template in a spreadsheet editor like Microsoft Excel, and paste your users into the template like the screenshot below.
- For a description of the fields in the downloaded file, see CSV File format https://helpx.adobe.com/uk/enterprise/using/users.html#main-pars_header.
- For Enterprise IDs (and Federated IDs), columns A to G are mandatory.
- If you are using user groups to manage access to products, assign users to the appropriate groups using columns K and L. In this case, you can leave the other cells empty.

	A	B	C	D	E	F	G	H	I	J	K	L
	Identity type	Username	Domain	Email	First Name	Last Name	Country Code	Product Profiles	Admin Roles	Product Profiles Administered	User Groups	User Groups Administered
1	Enterprise ID	bob@my-domain.com	my-domain.com	bob@my-domain.com	Bob	Becker	FR				AllTeachers, ArtTeachers	ArtTeachers
2	Federated ID	cchester	other-domain.com	charles@other-domain.com	Charles	Chester	US				Artstudents	
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- Drag the updated CSV on to the Add Users by CSV dialog box and click Upload.



You can upload CSV file size of up to 10 MB.

With User Sync tool. If you want to automate the user management process, you can use the User Sync tool. This method requires additional software be installed in your network to synchronize users between your Directory and Adobe. However, for large schools or academies with sufficient IT resources, Adobe recommends using the User Sync tool.

The User Sync tool is a command-line utility that moves user and group information from your organization's enterprise directory system (such as an Active Directory or other LDAP systems) to your organization's directory in the Adobe Admin Console. Each time you run the User Sync tool, it looks for differences between the user and group information in the two systems and updates the Adobe directory to match the information in your directory.

Please visit: <https://helpx.adobe.com/uk/enterprise/using/user-sync.html> for instructions to setting up, configuring, deploying and automating the User Sync Tool.

4) Assign users or user groups to product profiles

Typically, the user groups are assigned to a product profile and when adding the users the details include also the user groups to which you want the user to belong to.

Make sure all your users are assigned to a product profile. Adobe recommends all students and staff being assigned to Spark with Premium Features K12 profile. Additionally many users would have the All Apps CC K12 assigned to them/to the user group they belong to.

5) Customise and download installation packages & deploy to devices

Related topic: ways to deploy

The Adobe Creative Cloud desktop app is the central location for managing apps and services included in Creative Cloud. There are three ways to deploy Adobe Creative Cloud apps to the devices. Please note there is no need to create packaging and deploying to use Spark.

1. Self-service installation – possible when the users have Admin Rights to the Devices
2. Assisted Installation for Non-Admin Users – Enabled Self Service
3. Full IT Managed Deployment

Self-Service Installation – possible when users have Admin Rights to the Devices

In case of self-service installation, you as the System Admin add users and assign the product entitlement to them in the Admin Console as detailed in this guide.

When self-service installation has been enabled, teachers and students with the product entitlement will receive email notification. This email contains the link to the Creative Cloud Desk Top App. Alternatively, users can go to the Creative Cloud desktop app page: www.adobe.com/creativecloud/desktop-app.html.

The Creative Cloud Desktop App allows end users to manage any available updates.

Assisted Installation for Non-Admin Users – Enabled Self Service

An Enabled Self Service package includes the Creative Cloud Desktop Application and allows the software to be installed, even without admin rights to the machine. You can enable/disable non-admin users to update and install apps.

Full IT Managed Deployment

Use the Managed Package to maintain control of the Adobe applications and updates that your users can install. You as a System Admin can disable the Apps panel in the Creative Cloud Desktop Application and without the apps paned and enabled self-service, users will need to have updates to be installed by IT.

Creating packages

In the Admin Console, you can quickly create a customized Named package for the latest versions of the software.

- Access the Admin Console
- Access the Packages tab within the Admin Console
- Click Create a Package
- Create Self-Service or Managed Package, customize and select products
- Build

Once you have created the package they can be downloaded from the Deployment tab within the Admin Console.

Using any third-party deployment tool that supports the deployment of native installers (for example Microsoft SCCM, Apple ARD, or JAMF Casper Suite) you can deploy packages to devices.

Related Topic: Adobe Templates (automatically created packages)

Automatically created packages called Adobe Templates are readily available for download in the Admin Console. Packages are created based on default settings and can be downloaded from the packages tab within the Admin Console.

These can be deployed to the devices using any third-party deployment tool that supports the deployment of native installers (for example Microsoft SCCM, Apple ARD, or JAMF Casper Suite).

More information about packaging and deployment please visit:
<https://helpx.adobe.com/uk/enterprise/package/user-guide.html>

Further Resources

Creative Cloud for Education – Deployment Guide

<https://helpx.adobe.com/uk/enterprise/using/edu-deployment-guide.html>

IT Learning Hub: Education

<https://www.adobe.com/uk/enterprise/it-learning-hub.html?page=4#x>

Short video tutorials on deployment (not education specific)

<https://helpx.adobe.com/enterprise/tutorials.html>

Adobe Security White Paper

http://www.images.adobe.com/content/dam/acom/en/security/pdfs/CCE_security_whitepaper.pdf