This document outlines the procedures to check the expiration date of your Adobe Creative Cloud subscription and perform a license renewal, if necessary. Please note the license must be renewed every 120 days.

**CHECKING THE LICENSE EXPIRATION DATE**

1. Proceed to website [https://ucla.onthehub.com](https://ucla.onthehub.com).
2. In the upper-right corner of page, click “Sign In.”
3. If the following familiar screen appears, sign in with your UCLA Logon username and password.
4. In the upper-right corner, click the arrow next to your name then select “Your Account/Orders.”

5. After a 45-60 second delay, the “Orders & Downloads” page will appear. This section provides license renewal history. Locate the most recent order then click "View Details."
6. Exact subscription expiration date will be displayed. If renewal is indeed required, proceed to next section of this document.

(END OF “CHECKING THE LICENSE EXPIRATION DATE” SECTION)