RENEWING THE LICENSE

1. Quit all Adobe programs (Acrobat, Illustrator, etc.)
3. In the upper-right corner, click “Sign In.”

4. If the following familiar screen appears, sign in with your UCLA Logon username and password.
5. Page similar to the following should appear. Verify you’re in the “Faculty/Staff” and “Institutional Software” sections as denoted by red circles then click “Adobe Creative Cloud Subscription.”

![Image of the Faculty/Staff and Institutional Software sections highlighted]

6. The available Adobe Creative Cloud offerings will be displayed. Locate the “Adobe Creative Cloud - Fac/Staff (120 days)” listing then click the corresponding “Add to Cart” button.

![Image of the Adobe Creative Cloud options with the Faculty/Staff listing highlighted]
7. Click the “Check Out” button and follow additional prompts. License order will then automatically process.

8. Order confirmation notification will appear. The updated expiration date will appear. There is no need to re-download/re-install software so you may disregard the blue “Install” button.

9. You may then re-open any Adobe program and utilize as usual.