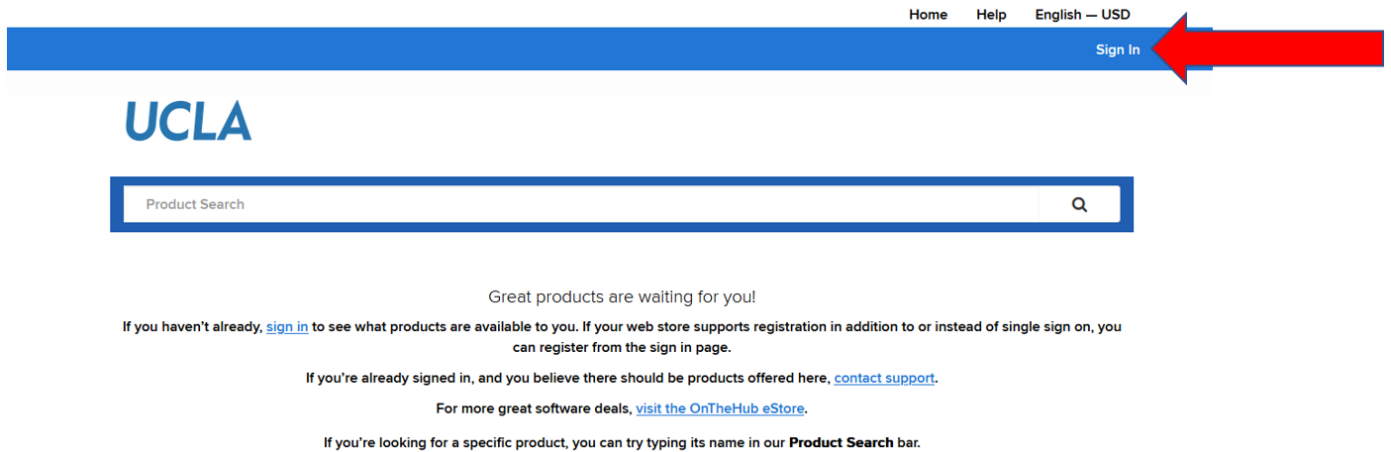# ADOBE CREATIVE CLOUD – HOW TO CHECK THE LICENSE EXPIRATION DATE AND RENEW
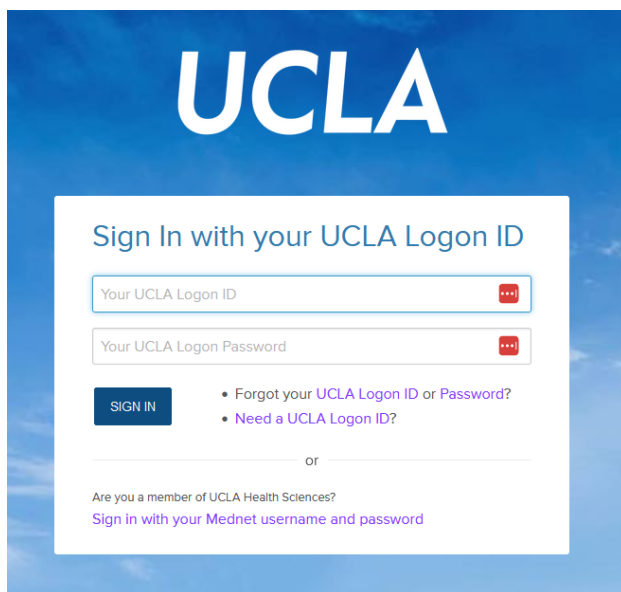
This document outlines the procedures to check the expiration date of your Adobe Creative Cloud subscription and perform a license renewal, if necessary.   Please note the license must be renewed every 120 days.
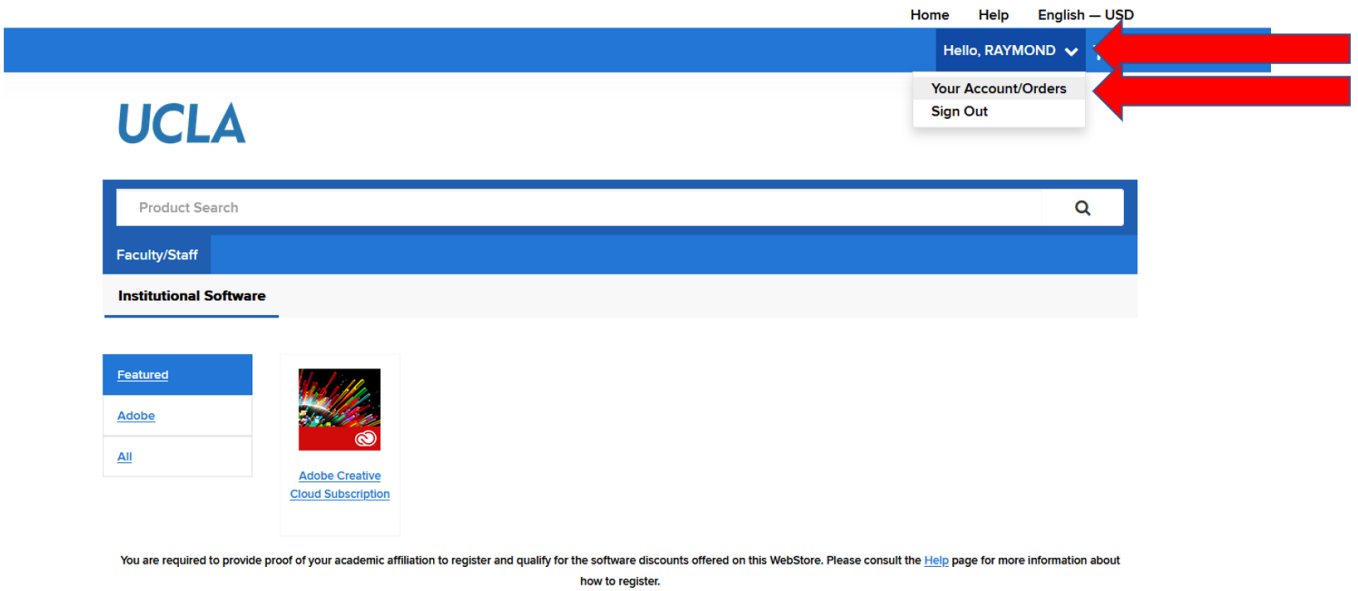
CHECKING THE LICENSE EXPIRATION DATE

1. Proceed to website https://ucla.onthehub.com.
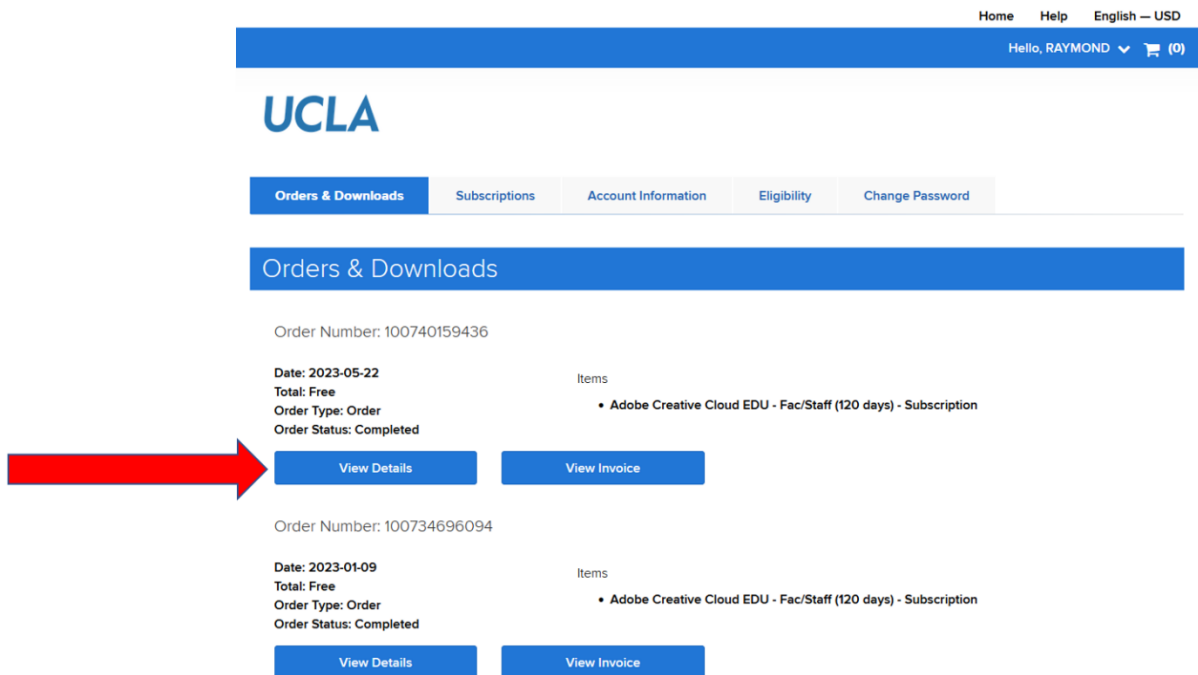2. In the upper-right corner of page, click "Sign In."

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.

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Faculty/Staff

Details (Order Number: 100740159436)

Adobe Creative Cloud

Adobe Creative Cloud EDU - Fac/Staff (120 days) - Subscription

Your subscription is now active.

When prompted to sign in by Adobe, use this email address: ryamauchi@ucla.edu

Install

Your subscription is good until: 2023-09-19

(END OF "CHECKING THE LICENSE EXPIRATION DATE" SECTION)