

1. Purchasing the Software

- a. If your department requires multiple licenses for adobe subscription licenses (annual payment) a departmental VIP can be created with the assistance of the Softchoice account team. This requires a member of your team to act as the administrator of the portal who assigns and revoke licenses. Send an email to QUEENSU@SOFTCHOICE.COM to help facilitate setting your department up with a VIP account.
- b. If you require a single license, you can purchase from Adobe directly at https://www.adobe.com/ca/creativecloud/plans.html?plan=edu_inst%20 with your procurement credit card.

2. VIP Portal Setup Process

- a. In order to get your department signed up for a VIP account please reach out to QUEENSU@SOFTCHOICE.COM with the following info:
 - i. Department Name
 - ii. Admin Contact Details
- b. Once received and processed by Softchoice / Adobe the Admin contact will receive a confirmation email to set up the account and select an anniversary date (this will be the date that all licenses will co-terminate on for renewal).
- c. If you require assistance on how to use the admin portal to assign licenses please reach out to Softchoice and we can facilitate a conference call to go through the process.