



## Shared Device License Migration Workflow - K12 Institutions with Federated or Enterprise IDs.

### Preparation:

\*These steps can be completed BEFORE you migrate your console. Do not hit the MIGRATE button in your console until you are fully prepared to complete device migration. Once the console is migrated, you will have 30 days to complete the remainder of the set-up requirements or your access to Adobe apps will be suspended.

1. Make sure you meet the system requirements to install CC2019. It is required for shared device licensing.
  - a. <https://helpx.adobe.com/creative-cloud/system-requirements.html>
2. Decide on Enterprise or Federated IDs for your users. This will determine your identity set up requirements.
  - a. <https://helpx.adobe.com/enterprise/using/identity.html>
    - i. Do you use SSO? If yes, choose Federated IDs.
      1. Single sign-on (SSO) is an authentication process that allows a user to access multiple applications with one set of login credentials. Users will log in with their school email address and set password.
    - ii. No? Choose Enterprise IDs
      1. Users log in to Adobe apps with their school email address and be prompted to set up a password.
3. Decide how you will manage your users.
  - a. <https://helpx.adobe.com/enterprise/using/users.html>
    - i. Individually—add users one at a time
    - ii. CSV upload—one-time mass upload
      1. Download your template from the Users tab in the admin console by clicking on the three dots on the right-hand side and selecting **Add Users by CSV**.
      2. Columns A-G are mandatory
      3. Do not alter headers
    - iii. User Sync to Active Directory

1. 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.

If you would like to use the User Sync Tool (UST) for managing your users, please visit these links:

- a. <https://spark.adobe.com/page/E3hSsLq3G1iVz/>
- b. <https://helpx.adobe.com/enterprise/using/user-sync.html>

#### iv. API

1. The User Management API allows you to manage a large number of identities programmatically, rather than individually through a user interface. You can create programs that obtain account management data stored in another identity tool that you might already be using, such as Microsoft Active Directory, and can use that data in calls to the Adobe User Management API. You can call the API directly to perform creation, management, and removal of user accounts. You can also generate reports, or drive other processes that track which users have access to which Adobe products.

If you would like to manage users by API, please visit this link:

- a. <https://adobe-apiplatform.github.io/umapi-documentation/en/>

4. Determine which domain(s) need to be claimed for your identity set up in #5.
  - a. Domains are everything after the @ sign in any emails that will be used to authenticate user sign in.
    - i. Is your domain unique to your site?
      1. If no other institution could own your domain, you are ready to proceed.
    - ii. Will multiple sites need to claim the same domain?
      1. If another site has claimed your domain, or multiple sites will attempt to claim your domain, decisions will need to be made as

to who the main domain owner will be. Other sites will then enter a domain/directory trust.

- a. <https://helpx.adobe.com/enterprise/using/set-up-identity.html#Directorytrusting>

5. Begin your identity set-up

- a. If you have not purchased products or there are only device licenses purchased in your console, use Adobe Spark to convert your console to an Enterprise console. This will allow you to set up your identity in advance of your migration to Shared Device Licensing.
  - i. Click “Get Started” on the Spark product card in your console to convert it from Teams to Enterprise.
    1. Verify your institution type and save.
    2. You will be launched into the **Settings** tab in the Admin Console to begin your identity set up.
- b. Set up your identity:
  - i. Go to the **Settings** tab in the Admin Console.
    1. Name a directory
      - a. <https://helpx.adobe.com/enterprise/using/set-up-identity.html#Setupadirectory>
    2. Claim your domain(s)
      - a. <https://helpx.adobe.com/enterprise/using/set-up-identity.html#Setup-domains>.
    3. Link your domain(s) and directory
      - a. <https://helpx.adobe.com/enterprise/using/set-up-identity.html#Linksdomainstodirectories>
- c. (Optional) Configure Single Sign on (SSO)-Federated IDs only.  
<https://helpx.adobe.com/enterprise/how-to/identity-configure-ids.html>
  - i. Google <https://helpx.adobe.com/enterprise/kb/configure-google-with-adobe-sso.html>
  - ii. Microsoft AD FS <https://helpx.adobe.com/enterprise/kb/configure-microsoft-ad-fs-with-sso.html>
  - iii. Azure <https://helpx.adobe.com/enterprise/kb/configure-microsoft-azure-with-adobe-sso.html>
  - iv. Okta <https://helpx.adobe.com/enterprise/kb/configure-okta-with-adobe-sso.html>
  - v. Shibboleth <https://helpx.adobe.com/enterprise/kb/configure-shibboleth-with-adobe-sso.html>

- vi. Centrify <https://helpx.adobe.com/enterprise/kb/configure-centrify-with-adobe-sso.html>
- vii. Reach out to your identity provider if not linked here.
- d. Test your identity set-up
  - i. Add a user to the console
    - 1. Go to **Users, Add User**, enter the email of the user and follow the screen prompts.
    - 2. Assign Adobe Spark to that user by selecting the tab to the right of **User Details** on the top of this page.
    - 3. Save.
  - ii. Test for a successful sign in (authentication). Go to spark.adobe.com and have user sign in with **Enterprise ID** when prompted. Users will not access Creative Cloud apps at spark.adobe.com, but will sign in using the Creative Cloud Desktop Application (CCDA) once you have migrated to shared device.
- 6. Add your users to the **Users** tab
  - a. Preferred user management should have been determined in preparation step 3.
    - i. CSV uploads need to take place in the main **User** tab. Uploading elsewhere will cause a fail.
    - ii. Sync or API can be initiated as soon as its set up is complete.
    - iii. (Optional) Assign users Adobe Spark during the transition to get them familiar with signing in. Again, this is an online sign in for the Spark app. When accessing the shared devices, your users will sign in with the CCDA in much the same way.

### **The Real Deal:**

\*When your preparatory steps have been completed, and you have the time and resources to prepare your devices, you can migrate your console.

1. Hit **MIGRATE** on the **Overview** Tab in your Admin Console to begin the migration of your console and follow the screen prompts. When complete, your device license product card will show the devices licenses have been migrated to shared device licenses. Your old licenses will continue to work for 30 days.  
\*console migration does not change the packages that had been deployed to your devices. It only updates your console. Complete the rest of this workflow after the console migration and before the 30-day limit.
2. Review Profile Permissions by selecting **Set Up** on the bottom right of the **Shared Device Product Card** on the **Overview** tab and select **Review Profile**. Create new profiles, or

use (or rename) the provided default. (Available in future release) Click on the profile name to review the permissions.

- a. Set Egress IP Ranges for each profile
    - i. This setting can be left wide open, essentially allowing anyone with the installer or package to install, activate and use the software on a machine located anywhere. Why would you want to set limits on this? Consider the IP to be just like your house address. It notes a physical location. If you define a set of lab device's range, or a building's range, then users can only activate and access the products on machines that "live" at those addresses. This stops an installer or package from essentially going rogue if someone gets their hands on it and installs at home.
  - b. Set User Access policy for each profile
    - i. You will need to consider who can use the apps on the devices. End users will have to access the apps with a login. This is a change from former device licensing where anyone could access the apps without signing in.
      1. The default setting is to leave *access open*. With open access, anyone can access the lab license with an Adobe account.
      2. If you choose *Organization User Only*, users not in your organization will not be able to use the lab license. All users in the organization who you would like to have access will need to be added as users in the admin console.
      3. If you choose *Enterprise/Federated ID User Only*, users with Adobe IDs will not be able to use the lab license. For those of you who are the contract owner, you do have an Adobe ID so note that if you plan to use the CC apps and cloud services.
3. Build Packages for Shared Devices
- a. Reminder: You will be installing CC2019 apps.
    - i. You should have checked that your devices meet minimum system requirements in your preparation step 1.
  - b. Build packages within the console. You will no longer need to use the Creative Cloud Packager found under "Tools" in the "Packager" tab. Go directly to the "Packages" tab and follow these directions:
    - i. <https://helpx.adobe.com/enterprise/using/create-sdl-packages.html>
  - c. Download and save for deployment. Reminder: If packages include Acrobat Pro, please use the exe file OR package Acrobat Pro separately and use msi.
4. Prepare your devices for new installs
- a. Uninstall Adobe products from devices or reimage machines

- i. <https://edu.adobeeventsonline.com/cc/Resources/deployment-assets/Named%20User%20Deployment/All%20Named%20User%20Licenses/Named%20User%20License%20Overview/Uninstalling%20Adobe%20Products.pdf?pdf=Uninstalling-Adobe-Products>
- b. Install new package
  - i. Device will not become activated in the console until a user signs in for the first time. Subsequent sign ins to that activated device will not affect your license count.

**And you are done. Users can now sign in and access the Adobe Applications. Please visit this link for additional support information AND request an Expert Session in your Admin Console under the Support tab.**