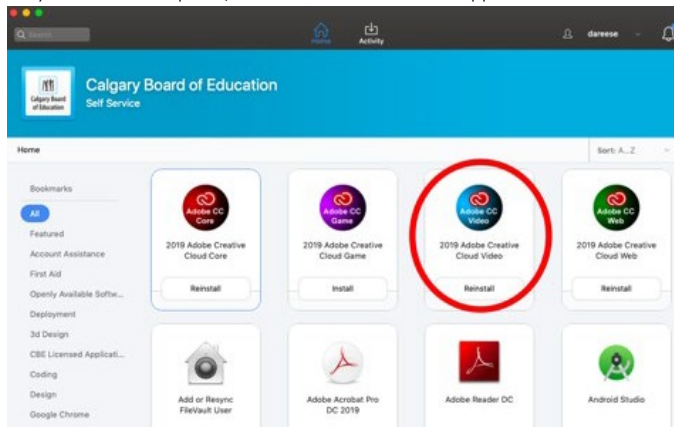


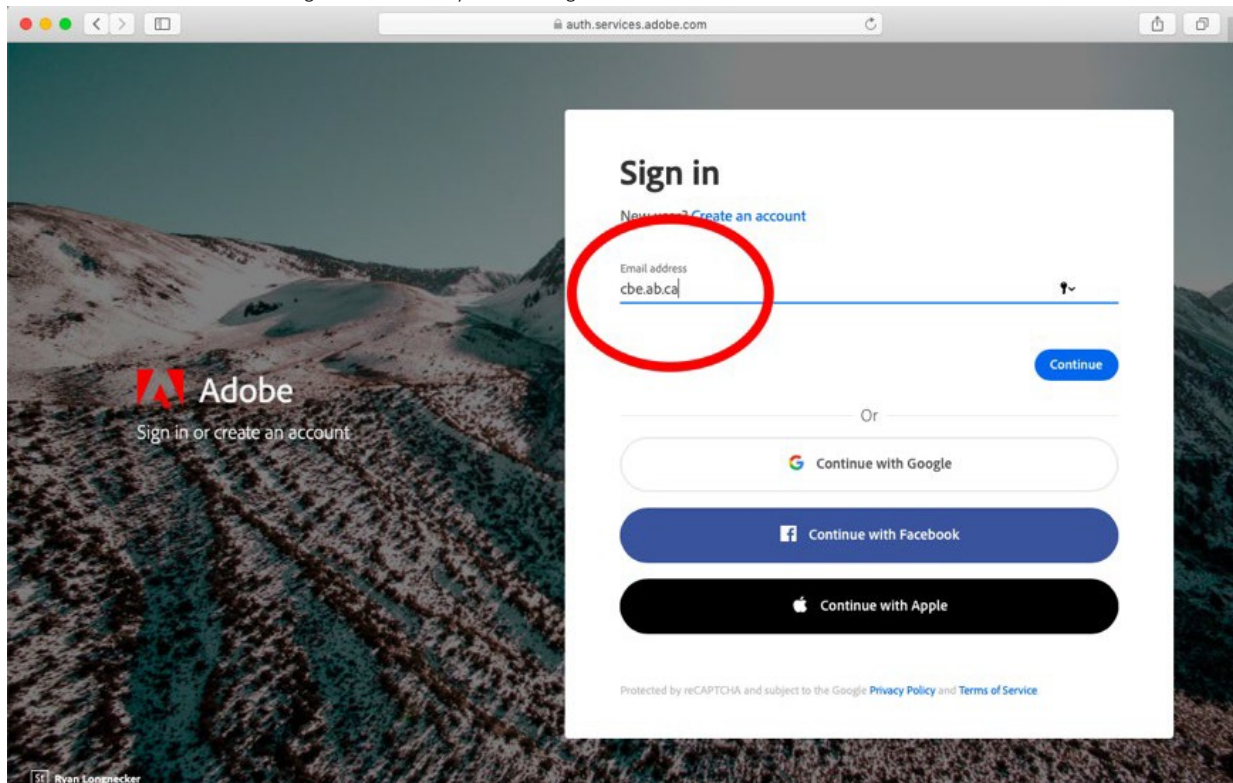
Here is how to activate Creative Cloud on your work computers

On your school computer, start "Self Service". It's an app installed on all CBE machines. In self service install Creative Cloud Video.



That will take a long time to download and install, and includes Character Animator.

Next, you will start the program. But it won't fully let you, and will ask you to sign up for a 7 day free trial. You should do that while your account is being processed. **But don't put your email in where it says to put your email.** Instead, just put our server name: **cbe.ab.ca** ... it then redirects to a standard CBE login screen where you would login as normal.

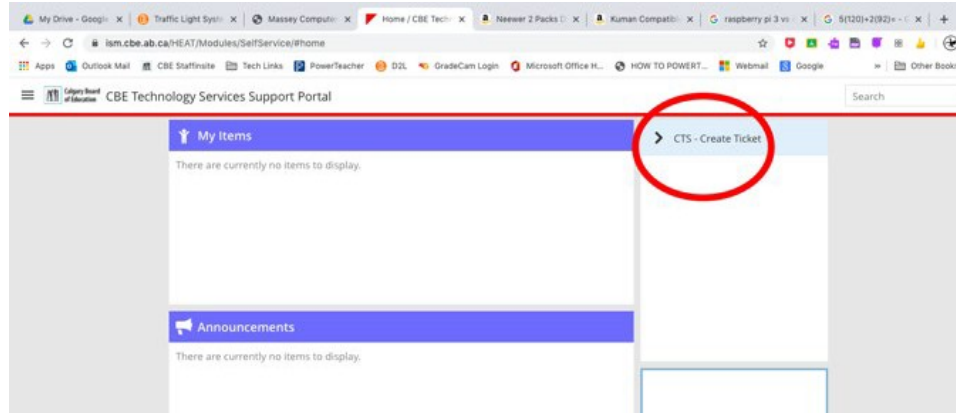


You can then use it for 7 days hassle free.

But to get your account added to the CBE's license– which takes roughly 10 days in my experience , and will let you continue to use it after your 7 day trial is over – you need to make an ISM heat ticket.

[Here a link to ISM](#)

Create a new ticket



Calgary Board of Education CBE Technology Services Support Portal

Service Catalog



CTS - Create Ticket

Before you create CTS Ticket attempt Self Service options.

Use this link -> [How-To_Self_Service_Guide.pdf](#)

Location (School, Building...): Vincent Massey School

Issue Summary: Adobe Creative Cloud License Addition

Description Details: Please Add the following username to the Creative Cloud License:

Urgency: [Dropdown]

Room/Location: [Text]

Device Name(s): [Text]

Best Contact Method: Phone Mobile Email SMS/Text

Type phone number: [Text]

Best Contact Time: Anytime 8:00am-10:00am 10:00am-12:00pm 12:00pm-1:00pm 1:00pm-3:00pm 3:00pm-5:00pm

Submit Ticket

But put your username, x in the description details and fill out the rest of the form. It takes a few minutes for them, but another week and a half on Adobe's part. After which, you can use it without worrying about the trial period ending.

Kind Regards,