**Adobe Subscriptions for JMU Departments**

***General information:***

JMU IT maintains an ETLA agreement with Adobe to purchase Creative Cloud (CC) and Captivate subscriptions. The 3-year contract term runs from November 2023 through November 2026. Departments who wish to purchase Creative Cloud or Captivate must commit to pay JMU IT annually for a specified number of licenses (named users or shared devices) of each product for the duration of the contract. Please note that Acrobat is available as part of the Creative Cloud suite; it is not available separately. If a named user leaves a department, the department may reassign a license to another named user. Departments may also add licenses for additional named users or shared devices, but the department may not cancel any license subscriptions during the ETLA term. Adobe software licensed as "named user" may be installed at work, at home, or on mobile devices, but only two instances may be active at any given time. CC subscriptions cost $170/seat/year, and Captivate subscriptions cost $85/seat/year.

**Since the university is obligated to pay the entire yearly cost of the contract each November, no prorating is available. Departments will be charged the yearly fees for the products each January regardless of when it was purchased during the previous year.**

**There are 2 types of subscriptions:**

**Named user:** A subscription purchased for use by a **single individual**. These subscriptions have access to Adobe cloud-based storage and web tools, and give the faculty/staff member permission to install CC or Captivate on multiple computers to be used only by that individual and may be installed at work, at home, or on mobile devices, but only two instances may be active at any given time. Designate each user with their eID on the form below.

**Shared Device License (SDL):** A subscription purchased for use in a lab, shared workstation or similar environment where a **single computer** may have multiple users. These subscriptions require each user to have an Adobe ID (free Adobe accounts can be created on the Adobe.com site) in order to function. Designate each computer with its ESN on the form below. Departments that need to deploy Acrobat on shared computers must purchase a Creative Cloud SDL subscription ($170/computer/year).

(Ordering instructions on next page)

***How to order:***

Please complete the following information. An authorized expenditure approver needs to sign at the bottom of the form. **Requestor, User and Authorized Signature Cannot all be the same individual.** Scan/email the completed, signed form to Becky Helmick ([helmicrp@jmu.edu](mailto:helmicrp@jmu.edu)).

Information Technology will process an ATV for the expenditure and send a copy of the completed ATV to the requesting department for record keeping.

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| **Date:** |  | | | | |
| **Requestor name:**  **(person who is to receive copy of ATV)** |  | | | | |
| **Requestor eID (not** employee #**):** |  | | | | |
| **Requestor phone #:** |  | | | | |
| **Requestor department & MSC:** |  | | | | |
| **Department Head name:**  **(or person with expenditure approval)** |  | | | | |
| **Organization code (DeptID) to be charged:** |  | | | | |
| **Creative Cloud “Named User” subscriptions:** | Total Number of Subscriptions | X $170= | Total | |
|  |  | |
| **Creative Cloud “Shared Device License” subscriptions:** |  | X $170= |  | |
| **Captivate “Named User” subscriptions:** | Total Number of Subscriptions | X $85= | Total | |
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| **Total yearly cost:** | | | |  | |

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| Please list eIDs of faculty/staff for Named User subscriptions OR ESNs of computers for Shared Device License subscriptions: | | | | |
| **Creative Cloud (Named User)** | **Creative Cloud**  **(Shared Device License)** | **Captivate (Named User)** | | |
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| I understand that I have committed my department to pay the subscription fees for the Adobe products listed above for each of the remaining years of the duration of the Adobe contract (through November 2026). I also understand that I am responsible to ensure that the number of installations of the products licensed does not exceed the number of subscriptions purchased. | | | | |
| **Authorized signature:** |  | | **Date:** |  |
| **Printed name:** |  | |  | |