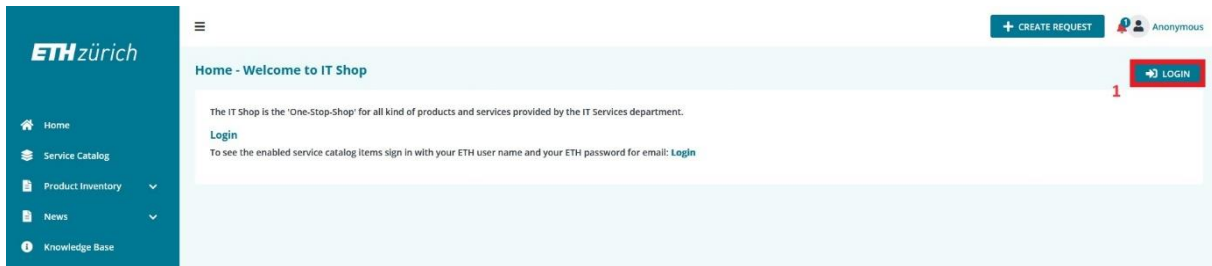
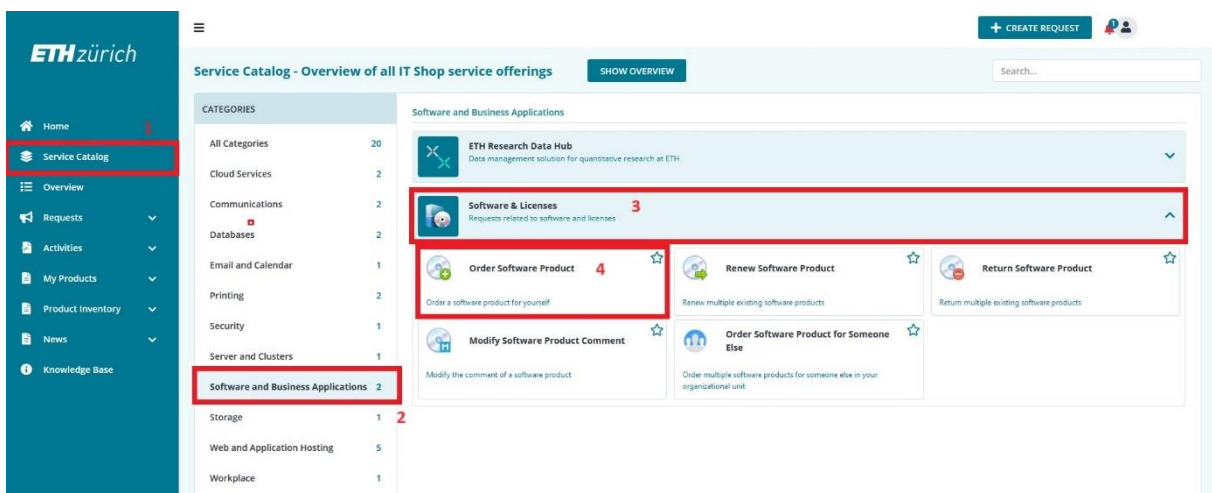


This information only concerns you if you are using **Adobe Creative Cloud** subscription and at least one of it's included software packages for example **Photoshop, Illustrator or Adobe Acrobat DC (Pro Version only!)**. If you are using one of these packages and you still want to use them next year, you need to renew the subscription. The following Instructions apply for **Mac and Windows Computers**. You only have to do this once, even if you use the software on more then one computer.

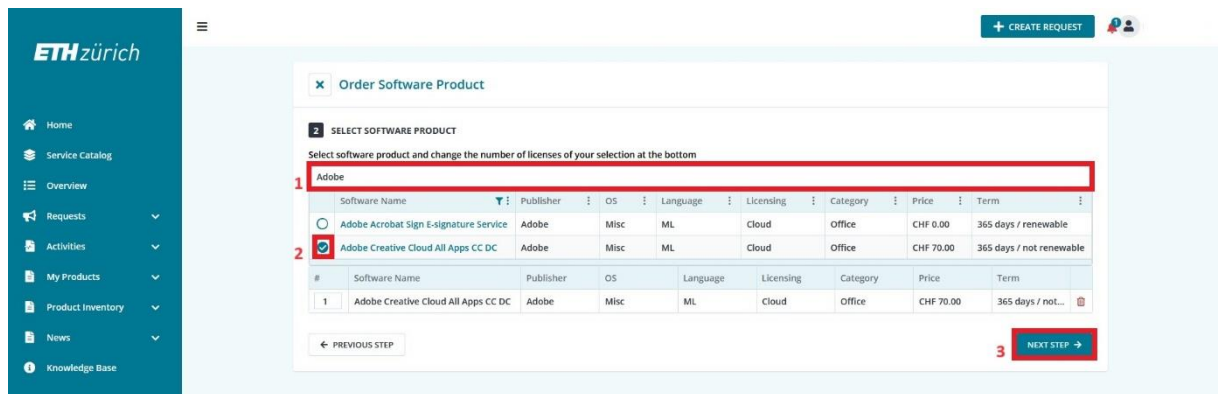
1. Open your Web browser and go to <https://itshop.ethz.ch/>
2. Login with your ETH username and your NETHZ / Email password



3. In the menu on the left side select "Service Catalog" and then "Software & Licences". Then click on "Order Software Product". (The Option "Renew Software Product" **will not work in this case!**)

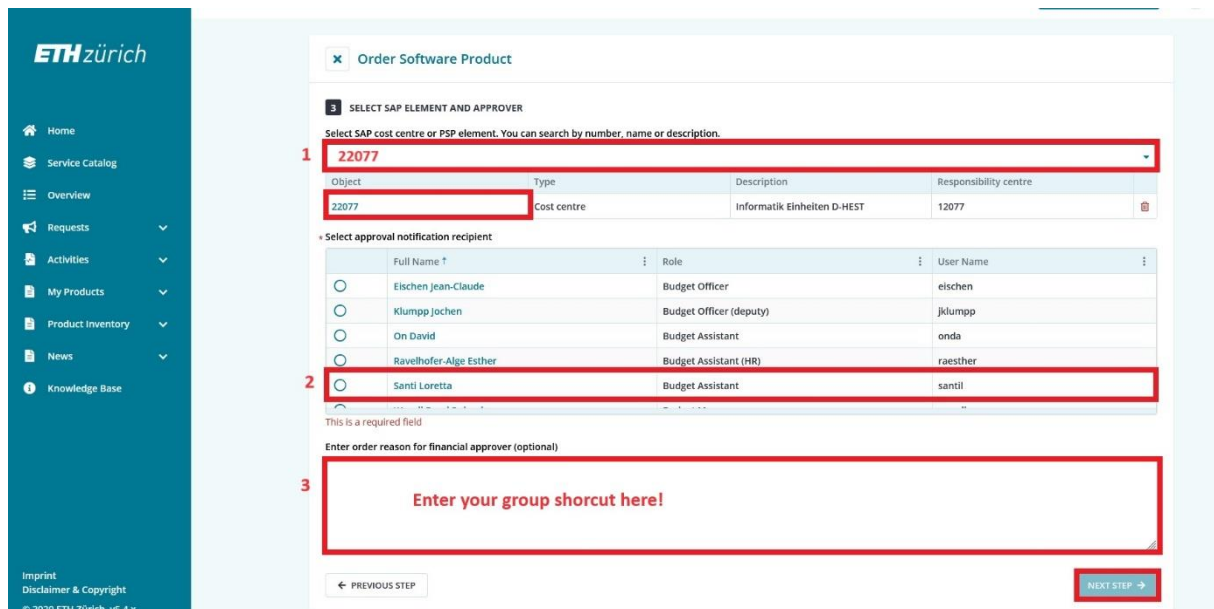


4. Then search for “Adobe” and select “Adobe Creative Cloud All Apps CC DC”

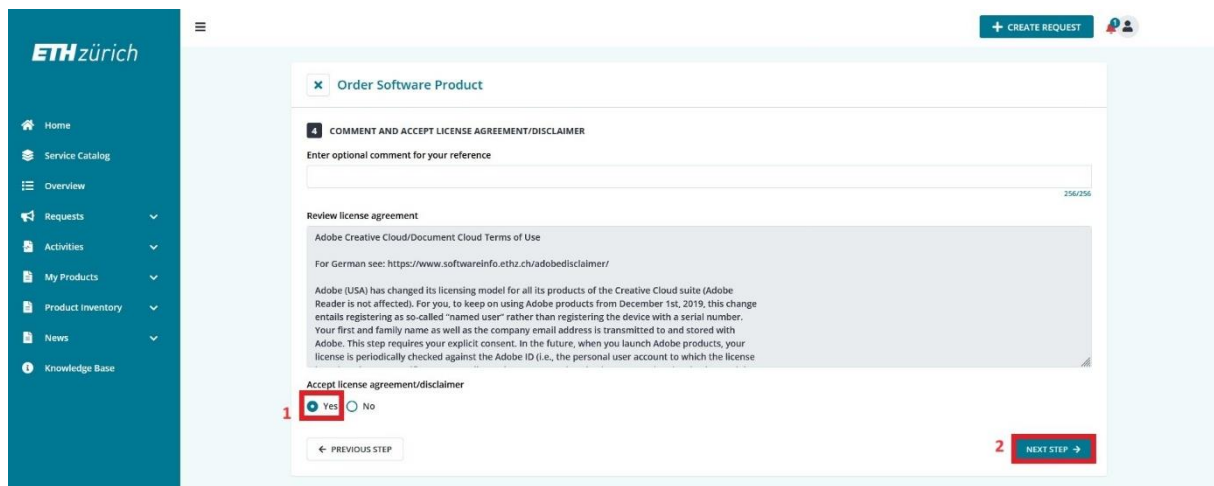


5.

- Now Enter the cost centre / PSP element in this case it is always: **22077**
- Select “**Santi Loretta**” as approval notification recipient.
- Enter your **Group Shortcut**. Else we cannot approve the license!



6. Read the License Agreement and Accept it by selecting “Yes”



7. Submit the Request

ETH zürich

- Home
- Service Catalog
- Overview
- Requests
- Activities
- My Products
- Product Inventory
- News
- Knowledge Base

Imprint
Disclaimer & Copyright

Order Software Product

Summary

1 SELECT ORGANIZATIONAL UNIT

Display Name	Payment Profile
ETH-D-HEST	Internal Transfer

2 SELECT SOFTWARE PRODUCT

Select software product and change the number of licenses of your selection at the bot...

#	Software ...	OS	Language	Price	Term
1	Adobe Cre...	Misc	ML	CHF 70.00	365 days /...

3 SELECT SAP ELEMENT AND APPROVER

Select SAP cost centre or PSP element. You can search by number, name or description.

Display Name	Number	Type	Description	VB
KOSTL - 22077	22077	Cost centre	Informatik El...	12077

Select approval notification recipient

Display Name	Fullname	Role	Username
BA - Santi Loretta ...	Santi Loretta	Budget Assistant	santil

Enter order reason for financial approver (optional)

4 COMMENT AND ACCEPT LICENSE AGREEMENT/DISCLAIMER

Enter optional comment for your reference

Review license agreement

Accept license agreement/disclaimer

[← PREVIOUS STEP](#) [✓ SUBMIT REQUEST](#)

8. Your Request will most likely be approved on a **Monday or Friday**.