

Adobe Software Order Form

This form is to be used to request software licenses for Adobe products covered under the Adobe Campus License Program (CLP). Under this program UMKC departments can purchase licenses for their faculty and staff members for use on *University owned computers*.

Payment for software must be made via MoCode. *The UMKC Call Center cannot accept cash or checks as payment.* Information on the options for faculty and staff members to purchase Adobe software for use on their personally owned systems at special academic prices can be found on the Information Services [software web site](#).

Software support for these titles may be available from Information Services or your [IT liaison](#), but this is not guaranteed. To view a list of the software currently supported by Information Services, please check the [Software Resources site](#).

Adobe Licensing Requirements

Departments must purchase the quantity of licenses necessary to ensure that all users of Adobe software are legally licensed. Licenses do not include physical install media. Information Services maintains an on-line library of the titles, many of which can be installed remotely.

It is not required that all component parts of bundled software be installed, but they may not be unbundled for use on different computers.

The primary user of the computer on which the software is installed may install a second copy of the software for his or her individual use on either a portable computer or a university owned computer located at his or her home, provided the software on the portable or home computer is not used at the same time as the software on the primary computer.

Adobe License Types

Single machine (UE) License: The UE license is a single machine license.

Shared (CONC) License: Concurrent licenses are available for select Adobe products for lab use. These licenses are not fixed to a particular machine, but can float among a larger pool of users. These licenses will cost approximately 25% more but save money because you do not buy as many. However, **you must maintain and use adequate verification or monitoring software to manage the concurrency**. Adobe requires that Education institutions buying concurrent licenses use a license management technology such as KeyServer to ensure that their concurrent licenses are properly deployed and administered.

Acceptable Use Policies

Use and licensing of software products is governed by the [UM Acceptable Use Policy](#).

The University of Missouri - Kansas City has entered into this CLP agreement with Adobe in order to provide licenses for Adobe products that are discounted beyond the normal educational street prices. Upgrade pricing is not available under the CLP agreement. Universal Serial Numbers are generated for authorized IT personnel at UMKC who need to load Adobe software on institution-owned or leased machines for institution-related work. The Serial Number is intended for the sole use of the user who is granted this special key. Holders of these serial numbers are required to keep them secure and only distribute them to IT employees authorized to install and distribute the software on the designated machines. All serial number holders will be held responsible for unauthorized use of unique Universal Serial Numbers.

