

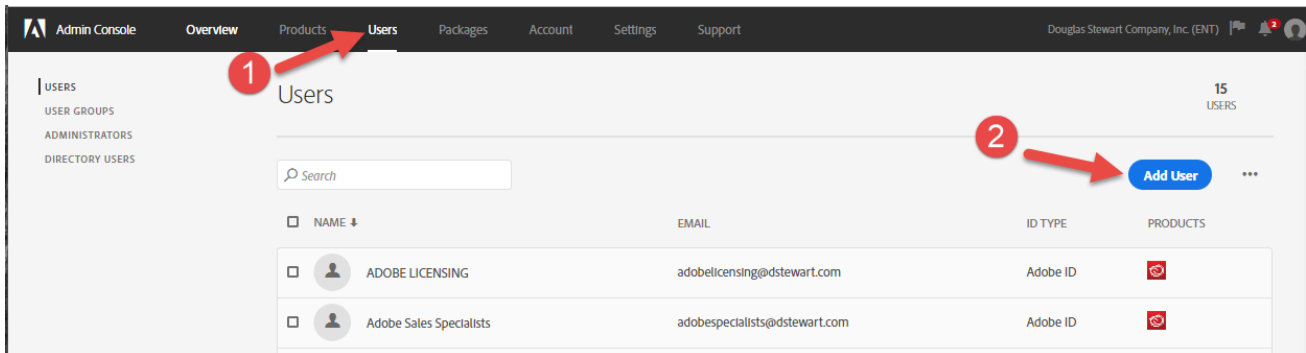


Managing your users for Shared Device Licensing – Individual, CSV, User Sync, API

Enterprise IDs or Federated IDs are required for all users of the K12 Shared Device Licensing program. Higher Ed and Non-profit may use Adobe IDs. Unlike named user licensing, Shared Device Licensing does not tie the use of Adobe apps and services to an individual user, however, users must be added to the admin console in two instances:

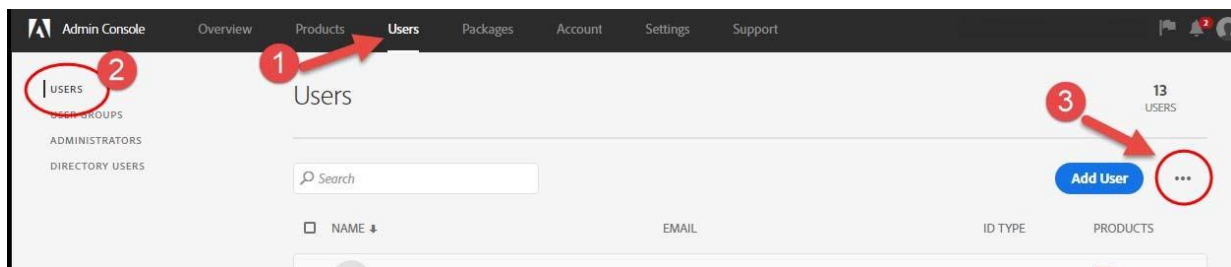
- Users have Federated or Enterprise IDs and must be authenticated through sign in for access to the apps
- Institutions who restrict access to the apps to users within their organization.

1. One method for adding users is for an admin to add the user to the program **individually**. In the **User** tab, select **Add User**. Follow the screen prompts that follow to add that user. Only System Admins have the ability to add users with this method.



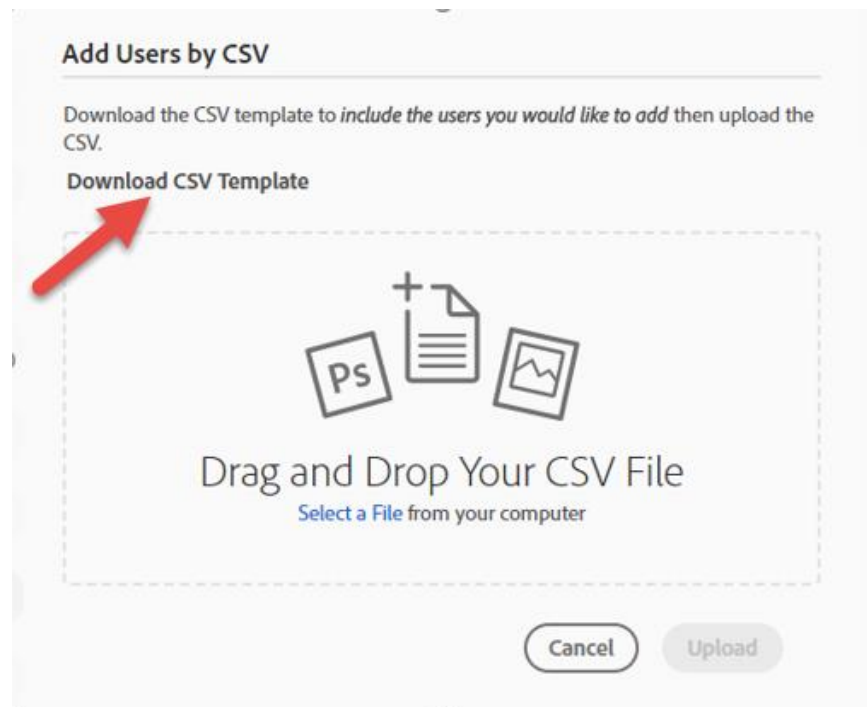
2. Adding Users by CSV - bulk operations

Navigate to the **Users tab** in the Admin Console and make sure you are in the **Users** subcategory indicated on the left of the page. Then click three dots to the right of **Add User**.



You will have the choice of which bulk function you would like to perform. Choose **Add users by CSV**.

Now, download the CSV Template.



It is suggested you reorganize the CSV template to reflect the required fields shown here. You must fill in the first seven fields. Do not fill in the column for Product Configurations if you are only adding users for SDL access as no products need to be assigned. If you would like to entitle users to Spark, you may add the profile name there.

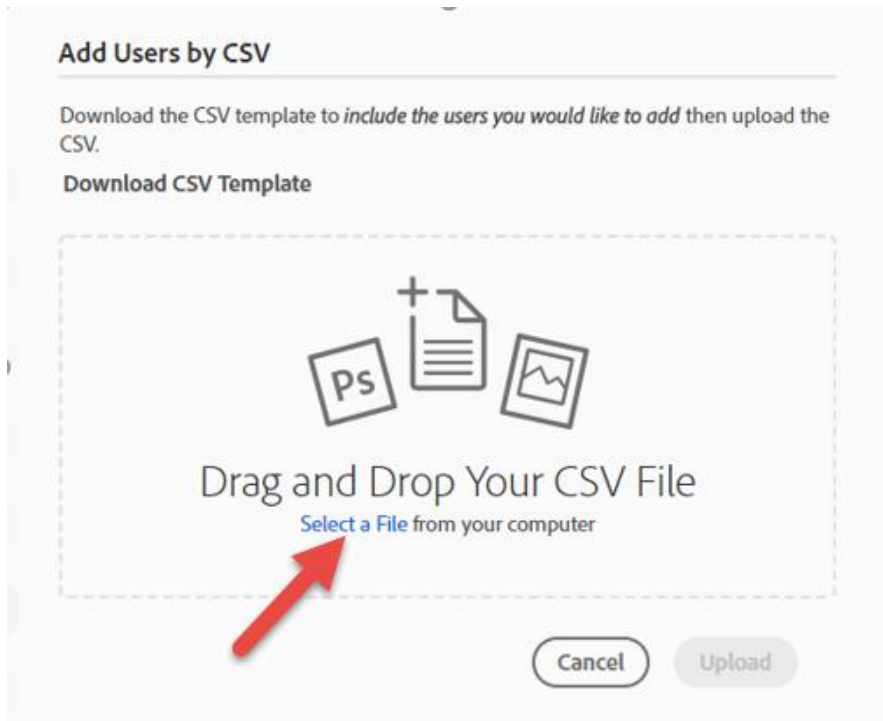
Entitling the free premium app, [Adobe Spark](#), will give your users some basic service like Fonts and storage.

5,000 users can be uploaded at a time.

Identity Type	Username	Domain	Email	First Name	Last Name	Country Code	Product Configurations	Admin Roles	Product Configurations Administered	User Groups	User Groups Administered	Products Administered
FEDERATED ID	bsmith@company.com	company.com	bsmith@company.com	Bob	Smith	US	CC All Apps					
FEDERATED ID	jdoe@company.com	company.com	jdoe@company.com	John	Doe	US	CC All Apps					
FEDERATED ID	drowe@company.com	company.com	drowe@company.com	Dee	Rowe	US	CC All Apps					
FEDERATED ID	lnight@company.com	company.com	lnight@company.com	Linda	Night	US	CC All Apps					
FEDERATED ID	swright@company.com	company.com	swright@company.com	Jane	Doe	US	CC All Apps					

Required Fields
Enter Product Configuration for User
Optional Fields

When complete, save the file as a CSV and use the **Select a File** option to upload:



You will receive a visual cue when the upload has been initiated. You can also check the Bulk Operations Results page for successful completion of the upload (option in the ... to the right of **Add User**). Depending on the number of users being added, the process may take up to 20 minutes.

3. Azure Connector

The Azure AD Connector integrates Microsoft Azure Active Directory (AD) with the Adobe Admin Console to simplify the SSO setup process for Azure Identity users. This connector will automatically create user groups you can connect to product entitlements like Spark that match your security groups or add necessary users for SDL access to apps. It requires no other manual processes.

To learn more about the Azure Connector, please visit this link:

<https://helpx.adobe.com/enterprise/using/sso-setup-azure.html>

4. Google Connector

The Google federation connects the Google Admin console to the Adobe Admin Console and simplifies the SSO-setup process. With Google Connector, you can automate the user sync and license provisioning workflows to set up SSO in just a few minutes.

There are limitations to its use. This connector will import all your Google users and does not have the ability to recognize security groups at this time requiring admins to upload CSVs if entitlements are necessary (with SDL, entitling Spark is recommended providing users with storage and cloud services). It is currently recommended to set up [Google for your SSO](#) and set up the User Sync Tool until improvements have been made to this automation tool.

To learn more about the Google Connector, please visit this link:

<https://helpx.adobe.com/enterprise/using/setup-sso-google.html>

5. Linking users to your active directory using the User Sync Tool

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 this link:

<https://spark.adobe.com/page/E3hSsLq3G1iVz/>

6. Managing users and Products Entitlements with API

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:

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