



Logging into Your VIP Admin Console

Navigate to adminconsole.adobe.com.

Initially, the contract owner (primary admin) will need to sign in to their VIP Admin Console by entering the Adobe ID and password they created when they accepted the VIP agreement terms and conditions sent by their reseller. The email will have an adobe.com domain.

Note: If you do not know who the primary admin is or need it to be changed, contact your reseller.

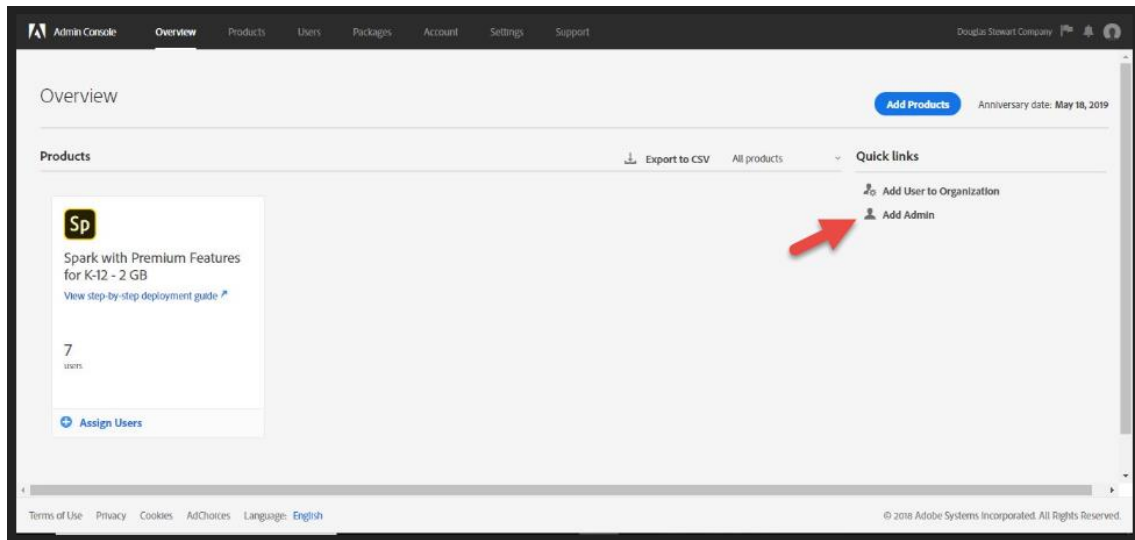
A successful login should take you to the **Overview** tab of the Admin Console but may land you on your personal account page. The easiest way to get to the admin console from there is to click on the blue “Pacman” in the upper right and choose **Manage Enterprise**.

Verify you are in the correct VIP account by clicking on the institution name in the upper right and confirming there are either no other licensing agreements.

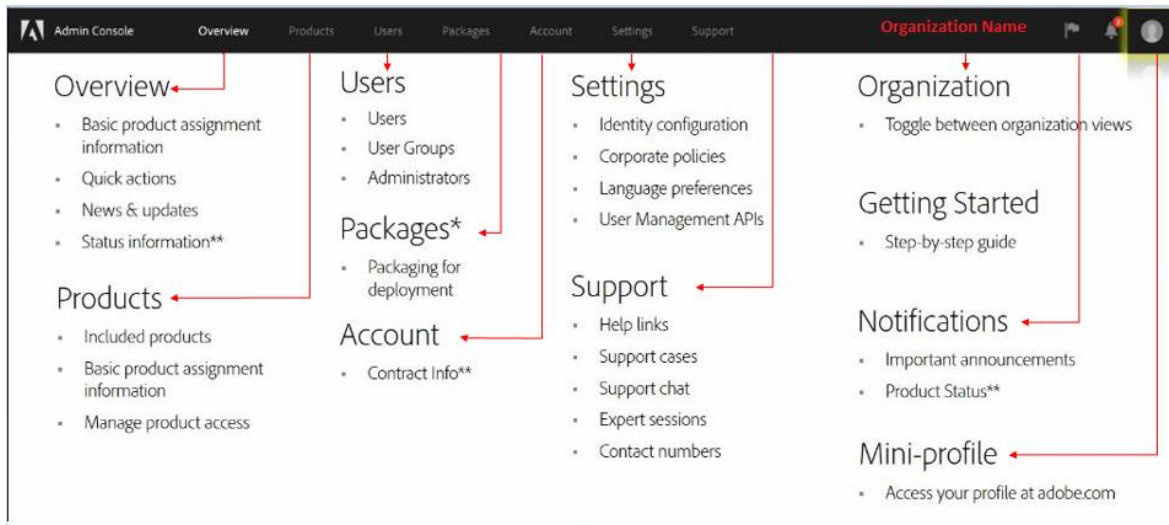
Your functionality and view of the console will be minimal if you do not have any purchased products (for example, only Spark is available in your console). You can unlock Enterprise functionality by clicking **Get Started** on the **Spark** product card that matches your institution type and confirming. This will bring you to the **Settings** tab. Simply return to the **Overview** tab and you will be able to add an administrator with the quick links on the right.

See the two screenshots below. The first has no paid products and the second has functionality unlocked.

The screenshot displays the Adobe Admin Console interface. At the top, there is a navigation menu with options: Admin Console, Overview, Products, Users, Account, Settings, and Support. The user is logged in as Douglas Stewart Company - NP. The main heading reads "Easily add products to your membership." with a subtext "Give more team members access to the latest features in Creative Cloud" and an "Add Now" button. Below this is a large, colorful abstract graphic. The "Overview" section shows an "Add Products" button and an "Anniversary date: May 18, 20...". Under the "Products" section, there are two cards for "Spark" products, both labeled "NEW FREE OFFER". The first card is "Spark with Premium Features for Higher-Ed" and the second is "Spark with Premium Features for K-12". Both cards describe the features and include a "Getting Started" link.



From the Overview screen, you can navigate to access a variety of information through the black ribbon on the top of the page.



Troubleshooting

- If you are unable to access your admin console, you may not have accepted the Terms and Conditions of your VIP agreement. Search your mail for an email from *adobe.com* and complete acceptance requirements.
- Some browsers are incompatible. *Safari* and *Firefox* are notorious for viewing issues.