Student Supervisor Procedures
To Submit Adobe CC Software Request for Student Employee

These procedures are for student supervisors in all university divisions to request Adobe CC software access for their student employee on university office computers.

Process
Student supervisor follows the TechHelp procedures below to submit one TechHelp request for each student employee and office computer that needs Adobe software installed.

Student supervisors that also need access to Adobe software on office computers will need to submit a TechHelp request to register themselves by following the Adobe CC Request Procedures for faculty and staff at https://www.towson.edu/technology/facultystaff/hardwaresoftware/software/adobe/request.html

Supervisors DO NOT need to submit a request if they previously registered for Towson Adobe software.

TechHelp Procedures
1. Open a TechHelp Request at https://techhelp.towson.edu

2. Log in to TechHelp with your NetID and password
   In the TechHelp Help Request, fill out only the sections below as follows:

3. In “Request Type,” select the following:
   Employee Role (Faculty, Staff, Student Workers, etc.) > Software and Apps > Adobe Creative Cloud Enterprise Licensing > Request Access and Installation

4. In “Request Detail” field, enter the text in blue below.
   I approve this request for my student employee below.
   
   Student Employee First Name: 
   Student Employee Last Name: 
   Student Employee TOWSON Email Address:

5. In "Adobe Creative Cloud Intended Use" select: one of the following
   The appropriate “Office Computer(...)” for your division
   or
   “All Other Offices” if your division is not listed
   Do NOT select the Lab Computer option

6. Select Save (at bottom of request) to submit the request
   This completes the request procedures and initiates the Towson Adobe registration process.

What happens after I submit this request?
After submitting the TechHelp software request:
1. You’ll receive an email from TechHelp@towson confirming that your request has been submitted
2. The TechHelp Request will then be processed and you’ll be emailed instructions to complete an Adobe Web Form that will register your student and office computer access to Adobe software.
**Assistance:** Contact the Faculty/Staff Help Center at 410-704-5151 and follow menu options.