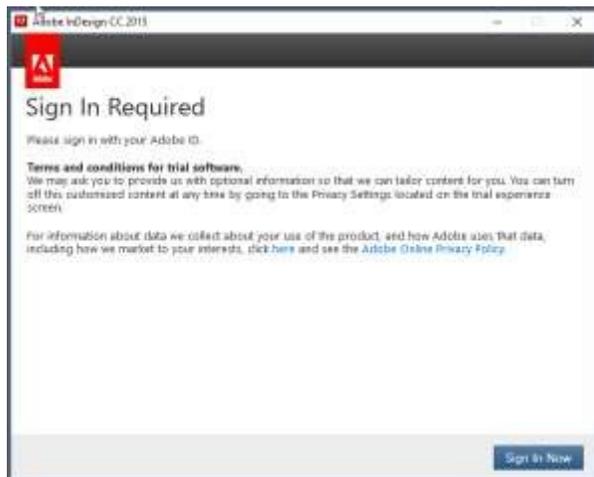


## Adobe Account Sign-in for Library Windows Users

*Please note: to have an Adobe product loaded to your computer, you must first get approval from your manager, then submit a request for the software via [ServiceNow](#) or the [OCIO Service Desk](#), ext. 77727. The Service Desk will work with your Service Unit, which decides whether or not your request is approved and funded.*

Library Windows users who already have Adobe programs loaded on your computer, please follow these steps to sign-in and use your software:

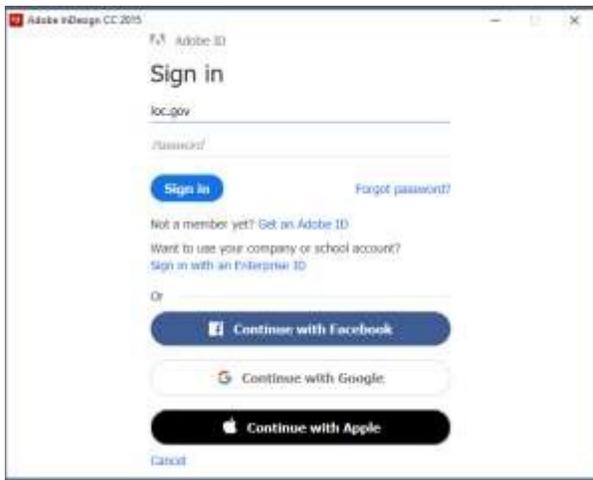
1. Launch an approved Adobe application, such as Photoshop or InDesign (as shown below).
2. Click “Sign In Now.”



3. Enter “loc.gov” as the username and leave the password blank.

**Note:** If you use both a Windows and Mac machine to access Adobe, you must [create your Adobe user account](#) on your Mac computer first. Once you’re back at this step in the Windows procedure, please enter your full email address and the same Adobe password you set up on your Mac.

4. Click “Sign in.” DO NOT click any of the options below “Sign in.”

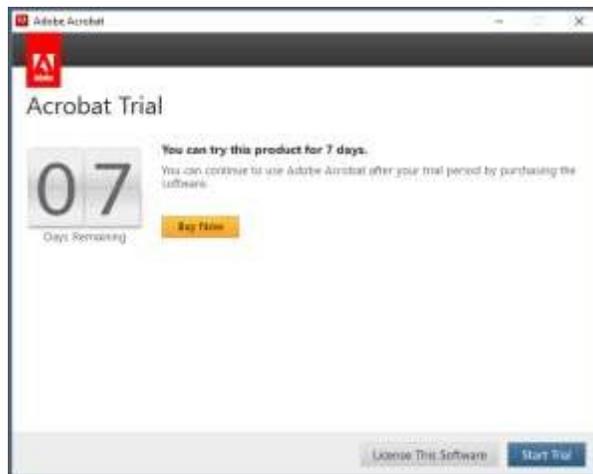


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5. If signed in successfully, the following screen will display.



6. If a screen similar to the one below displays, you do not have an active license for the Adobe application loaded on your computer. Please start the free trial and immediately contact the [OCIO Service Desk](#), ext. 7-7727, to get the license activated before the trial ends.



If you experience any issues or need help accessing Adobe products, please contact the OCIO Service Desk at [ocioservicedesk@loc.gov](mailto:ocioservicedesk@loc.gov) or ext. 7-7727 for assistance.