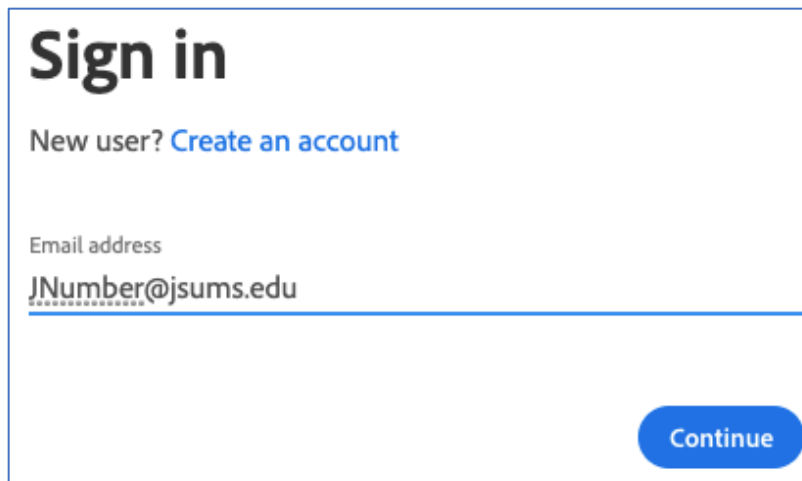


How to Access Adobe Acrobat Pro DC

Use the Adobe Document Cloud for the web to access your files online. You can easily create PDFs, convert PDF files, combine files, organize pages, share documents, and more from any web browser.

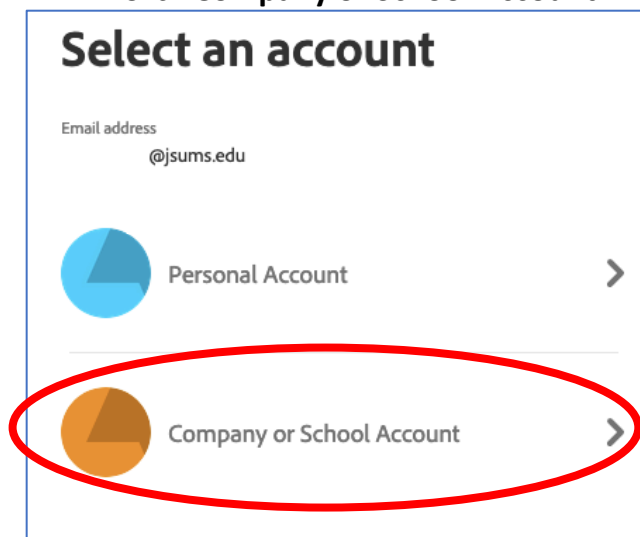
How to Sign in to your Adobe Account.

1. Go to www.adobe.com in any web browser.
2. Located at the top right-hand side of the screen, click **Sign In**.
3. Sign in using your J Number email address. Click **Continue**.



The screenshot shows the Adobe Sign in page. At the top left, the text "Sign in" is displayed in a large, bold, black font. Below it, the text "New user? [Create an account](#)" is shown in a smaller black font, with "Create an account" in blue. Underneath, the label "Email address" is followed by the input field containing "JNumber@jsums.edu". A blue "Continue" button is located at the bottom right of the form.

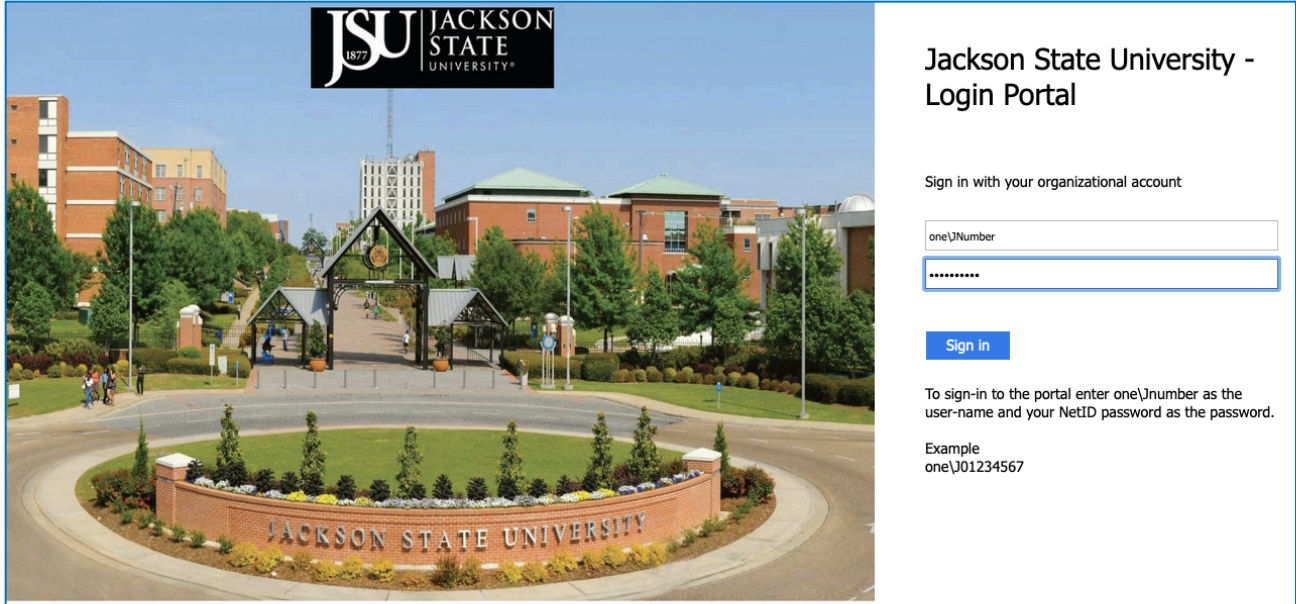
4. Click **Company or School Account**.



The screenshot shows the Adobe "Select an account" page. At the top left, the text "Select an account" is displayed in a large, bold, black font. Below it, the text "Email address" is followed by the input field containing "@jsums.edu". There are two account options listed below: "Personal Account" with a blue circular icon and "Company or School Account" with an orange circular icon. The "Company or School Account" option is circled in red. Both options have a right-pointing chevron icon next to them.

5. On the Jackson State University Login Portal, log in using the following credentials.

- Username: one\JNumber
- Password: NetID



Jackson State University - Login Portal

Sign in with your organizational account

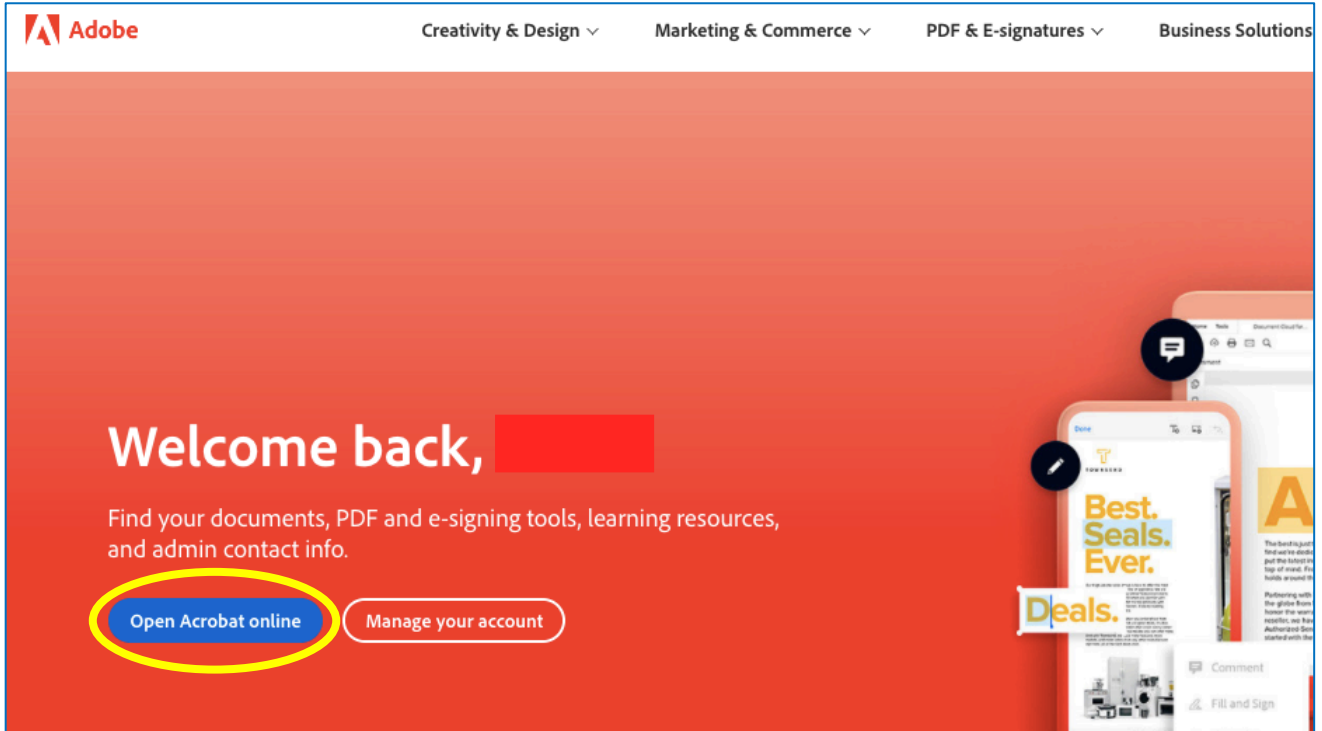
one\JNumber

[Sign in](#)

To sign-in to the portal enter one\JNumber as the user-name and your NetID password as the password.

Example
one\J01234567

6. Click **Open Acrobat Online**.



Adobe Creativity & Design Marketing & Commerce PDF & E-signatures Business Solutions

Welcome back, [redacted]

Find your documents, PDF and e-signing tools, learning resources, and admin contact info.

[Open Acrobat online](#) [Manage your account](#)

Best. Seals. Ever. Deals.

Comment Fill and Sign

7. The Adobe Acrobat DC home page is displayed. Use the top navigation bar to edit, convert and save PDF files.

The screenshot shows the Adobe Acrobat DC home page. At the top, there is a navigation bar with the Adobe Acrobat logo and menu items: Home, Documents, Convert, Edit, Share, Sign, and All tools. A search bar on the right contains the text "Get Acrobat DC desktop" and icons for search, help, notifications, and user profile.

Below the navigation bar is a light blue header section. On the left, it says "Welcome to Acrobat," followed by "Your Adobe Acrobat DC subscription includes PDF and e-signing tools." and a "Take the tour" link. On the right, there is a white box titled "Export a PDF file" with the text "Turn a PDF into a Microsoft Office file or other format." and a blue "Select a file" button.

The main content area is titled "Recommended tools" and contains five tool cards: "Export PDF" (Convert PDFs to Microsoft Office or other formats), "Edit Text & Images" (Edit text and images in your PDF), "Organize Pages" (Reorder, delete, insert, or rotate pages), "Share" (Send a file to others for commenting or viewing), and "Compress PDF" (Reduce the size of your PDF for easier sharing). Each card includes a "Drag and drop, or select a file" instruction. An "All tools" link is located to the right of the cards.

At the bottom, there is a "Recent" section with tabs for "Recent", "Starred", and "Shared". Below the tabs is a table with columns for "NAME", "PEOPLE", "OPENED", and "SIZE". An "Upload a file" button is located to the right of the table.