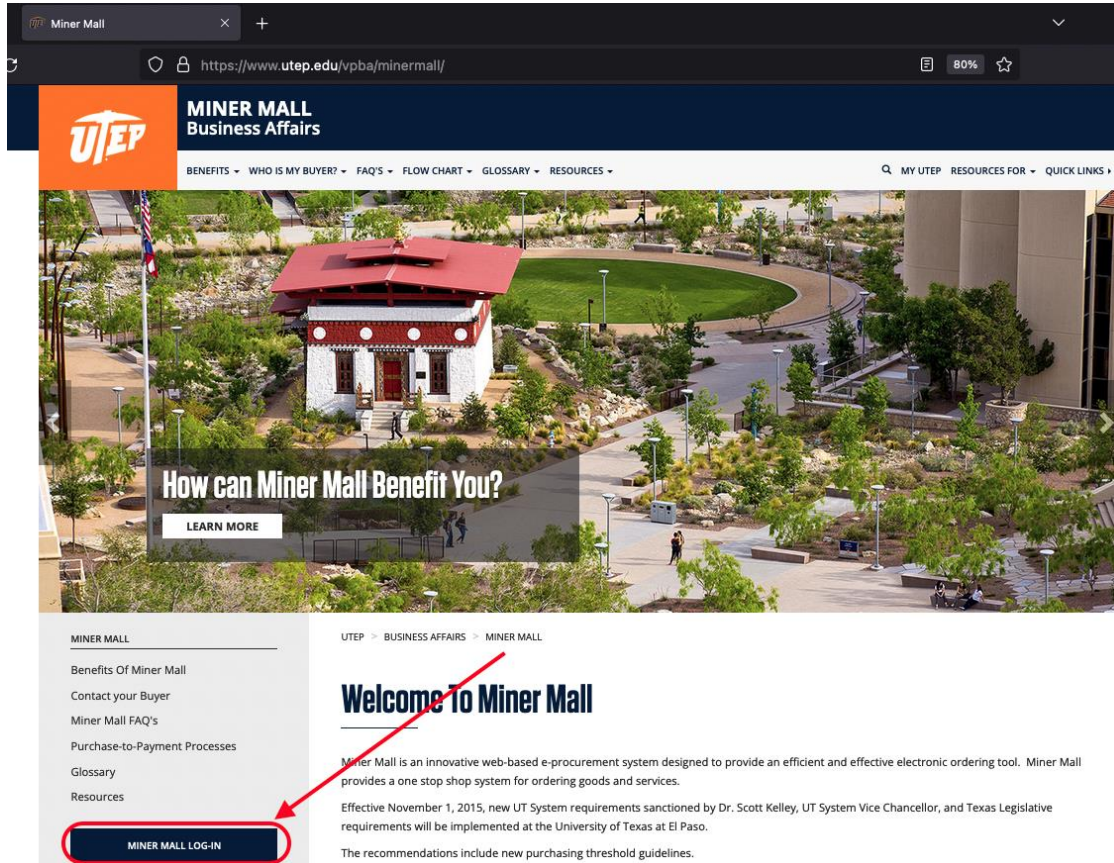


Adobe Acrobat Pro

Perpetual License Purchase Instructions

Instructions

1. Open your web browser of choice.
2. Go to [Minermall.utep.edu](https://www.utep.edu/vpba/minermall/) and select “Miner Mall Log-In.”



3. Enter your UTEP Credentials and select “Sign In”.



4. Navigate to the “Punch-out” Suppliers by scrolling down.

5. Click on “SHI”.

The screenshot shows the Miner Mall website interface. On the left is a vertical navigation bar with icons for home, shopping cart, account, and other functions. The main header includes a search bar, currency (0.00 USD), and user account links. Below the header, there are sections for 'Hosted Suppliers' (listing Call Signaling, Office Products, UTEP Bookstore/Follett Office Supply, and Pencil Cup), 'Forms' (listing Change Order Request, Exclusive Acquisition - Sole Sou..., Direct Pay Form, Xerox Campus Print Shop, Non-Standard Computer Requisition, and Pepsi Product Order Form), and 'Punch-out Suppliers' (listing Airgas, Apple, CDWG, Dell Spectrum Technologies, Grainger, Fisher Scientific, Graybar, Shelby Distributions, SHI, Millipore Sigma, Office Depot, and VWR). A red arrow points from the 'Scroll Here' text to the 'Punch-out Suppliers' section. Another red arrow points from the 'Click Here' text to the SHI logo in the Punch-out Suppliers list.

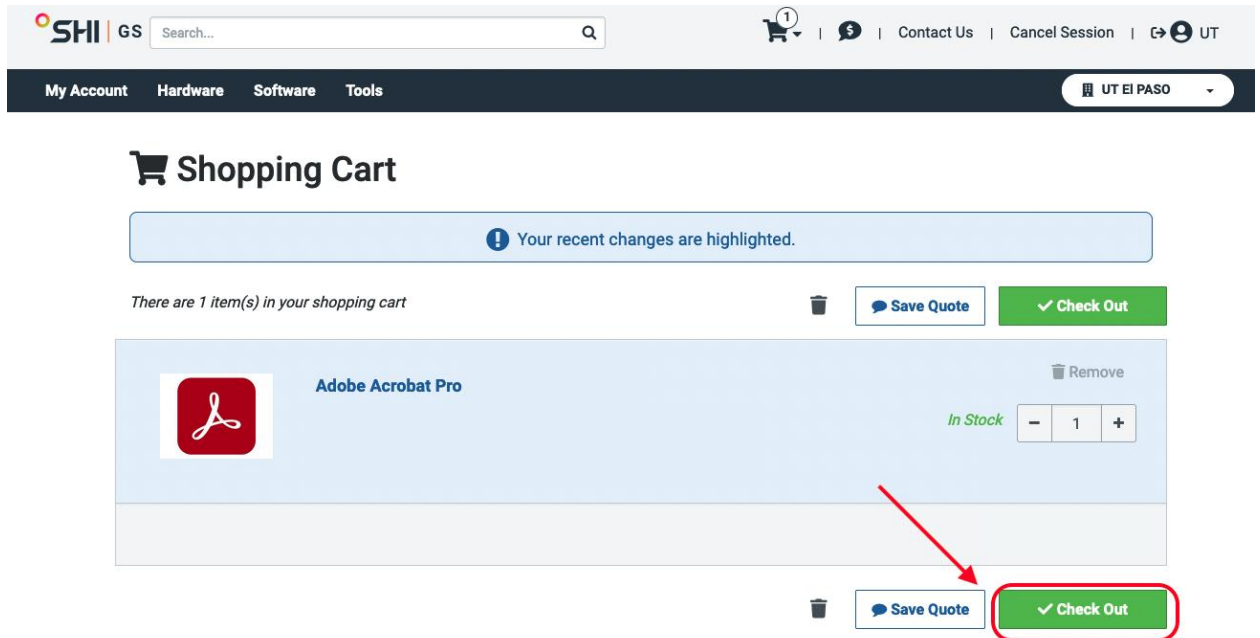
6. On the Home Screen, you will find the “Feature Standards” section.
7. Add “Adobe Acrobat Pro 2020” to your cart.

The screenshot shows the SHI | GS website. The top navigation bar includes the SHI | GS logo, a search bar, and icons for shopping cart and account. Below the navigation bar, there are links for 'My Account', 'Hardware', 'Software', and 'Tools'. The main content area is titled 'Account Home' and 'Welcome University of Texas - El Paso'. On the left side, there is a sidebar with links for 'View Quotes', 'Company Standards', 'Renewal Timeline', and 'Contracts'. The 'Featured Standards' section is highlighted, showing 'Adobe Acrobat Pro' with a license of '1 user - academic - CLP - level 3 (100000+) - Win, Mac - Universal English'. A red arrow points from the 'Click “Add” to Add to Shopping Cart' text to the 'Add' button in the Featured Standards section.

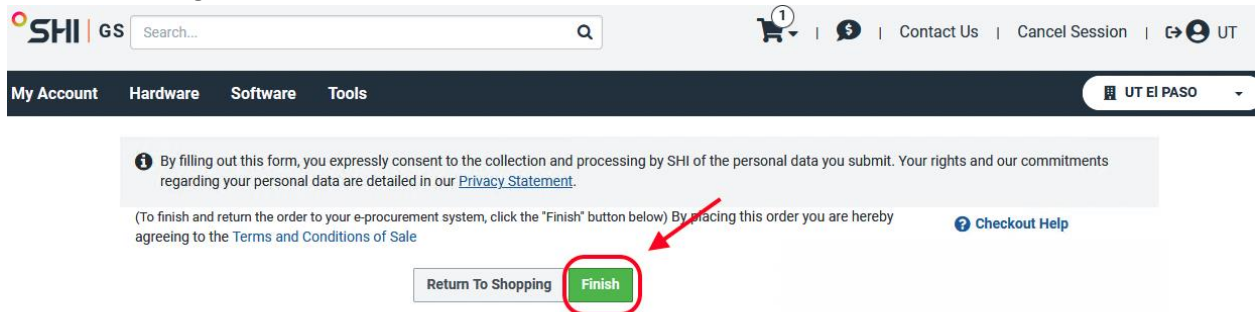
8. Confirm or update the quantity needed and select “Shopping Cart” when prompted.



9. In the “Shopping Card” screen, select “Check Out”.



10. On the following screen select “Finish”.



11. You will be taken back to the Miner Mall website.
12. Now you are ready to complete your purchase via Miner Mall!

Support

- For any questions regarding the purchasing process, please [contact the University Purchasing Department.](#)
- For any questions regarding licensing Adobe Acrobat Pro, please [contact the University Technology Support.](#)