



**OUR FOCUS
IS YOUR SUCCESS**

A condensed guide to adding/removing users in your Autodesk Account®

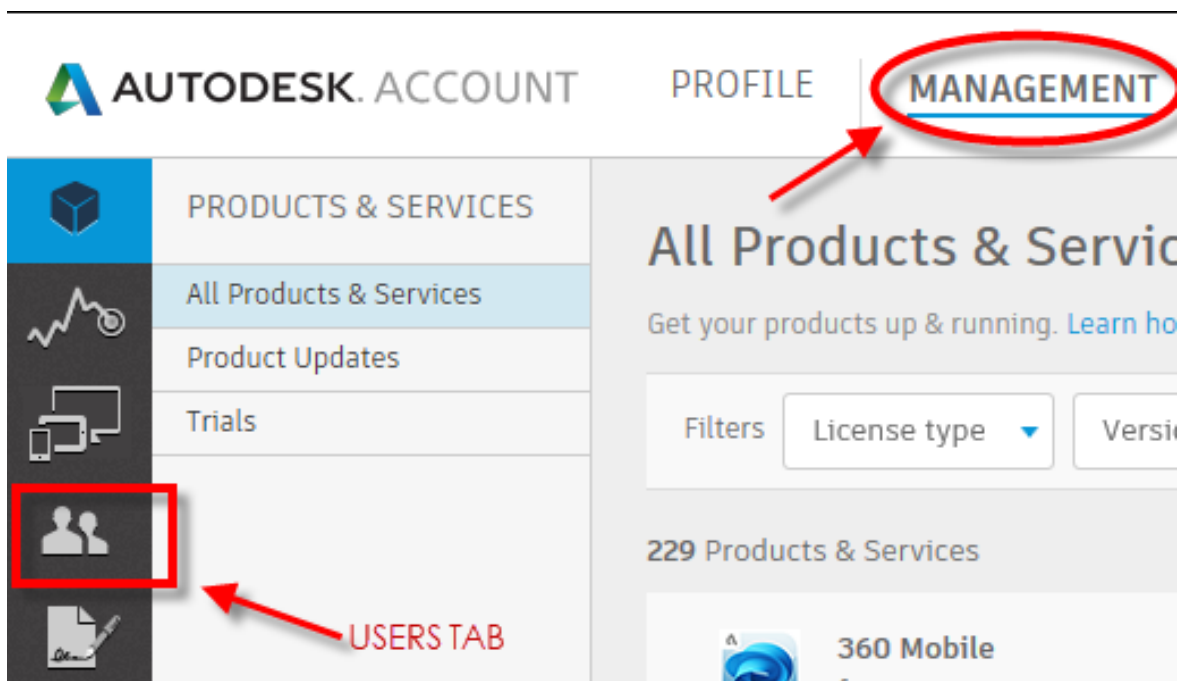
Before a user can download, install and use their Autodesk® subscription products and benefits, the Contract Manager or Software Coordinator must add the user's Autodesk Account® and grant the user access to products and benefits.

For full documentation on Adding/Removing Users in Autodesk Account®, please visit: <http://go.d3tech.net/rs/157-VEM-151/images/software-administrators-guide-to-autodesk-subscription.pdf>

To access user Management in Autodesk Account®

1. Sign in to your Autodesk Account® at accounts.autodesk.com.
2. Select **Management** to view your Products & Services.
3. Click on the **users** icon in the left-hand menu.

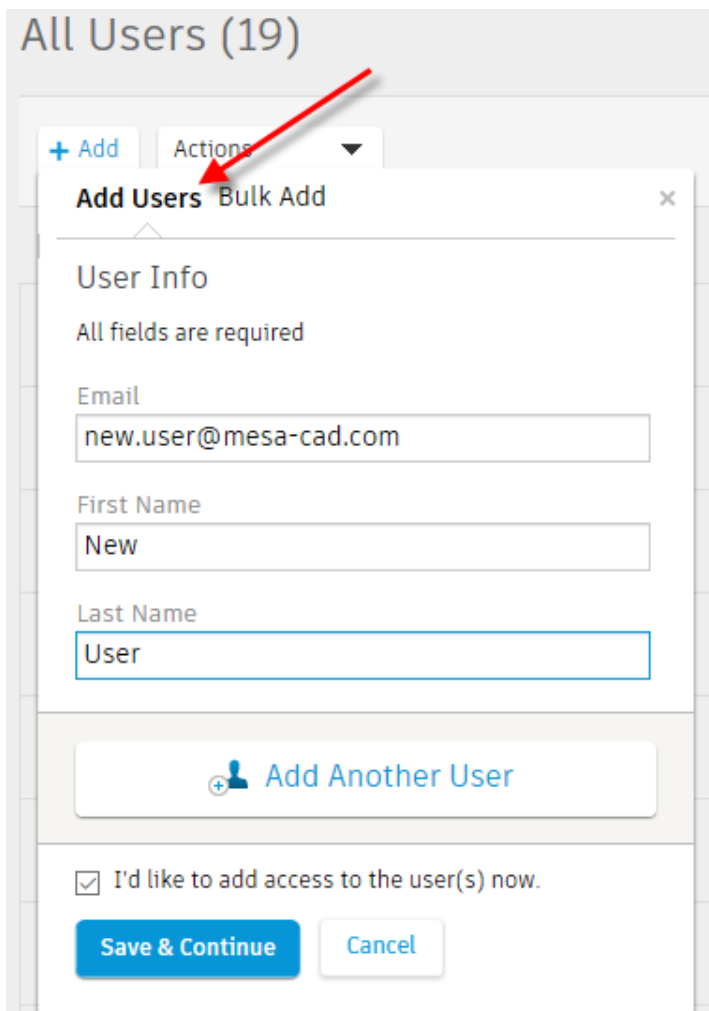
Note: Only an account administrator (Contract Manager & Software Coordinator) can see this tab.



To add a user:

1. Click the **Add** button to activate the Add Users window.
2. Enter the email address, first name and last name. The email address is the user's Autodesk ID used to access his/her Autodesk Account®.
Note: Added users will have access to an Autodesk Account®, but will not have access to products and benefits until they are assigned.
3. Click **Save & Continue** or **Add another User** if adding more than one user at a time.

You can check "**I'd like to add access to the user(s) now**" at the bottom of the dialog box if you wish to manage access to products and benefits right away, or you can edit access at a later time. Either method that you chose, the instructions to edit access are on the following page.



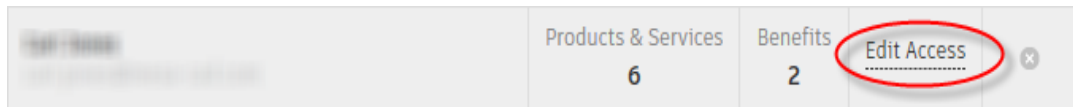
The screenshot shows a web interface titled "All Users (19)". At the top left, there is a "+ Add" button. To its right is an "Actions" dropdown menu, with a red arrow pointing to the "+ Add" button. Below the "Actions" menu is a modal dialog box titled "Add Users" with a "Bulk Add" option and a close button (X). The dialog box contains the following fields:

- User Info**
All fields are required
- Email**
new.user@mesa-cad.com
- First Name**
New
- Last Name**
User

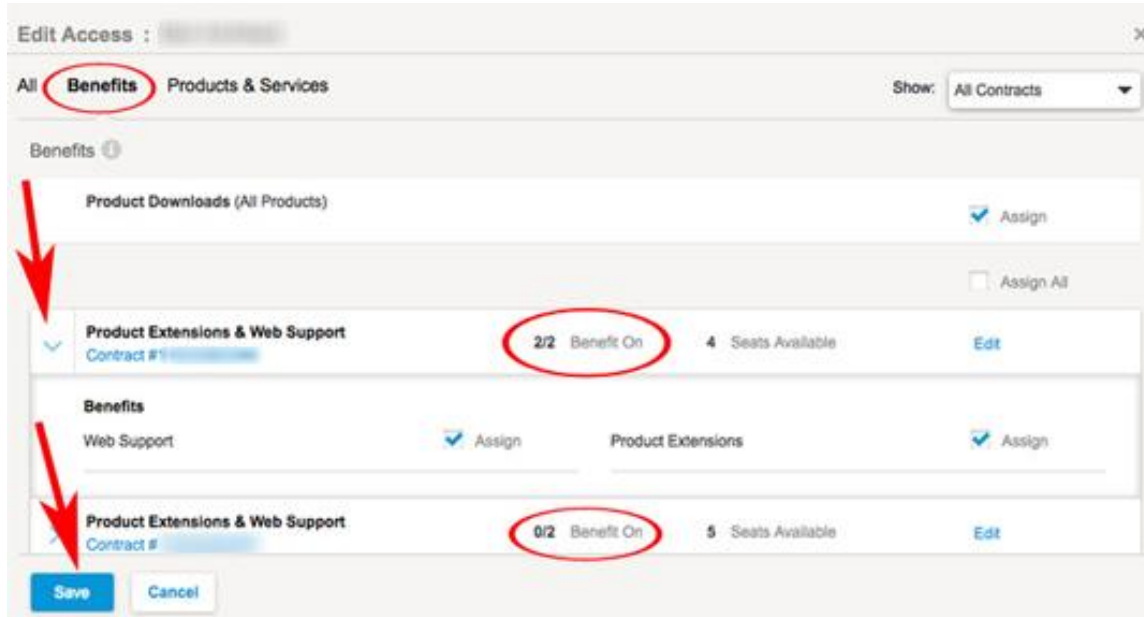
Below the input fields is a button with a plus icon and a person icon, labeled "Add Another User". At the bottom of the dialog box, there is a checked checkbox labeled "I'd like to add access to the user(s) now." and two buttons: "Save & Continue" and "Cancel".

Assigning user software access:

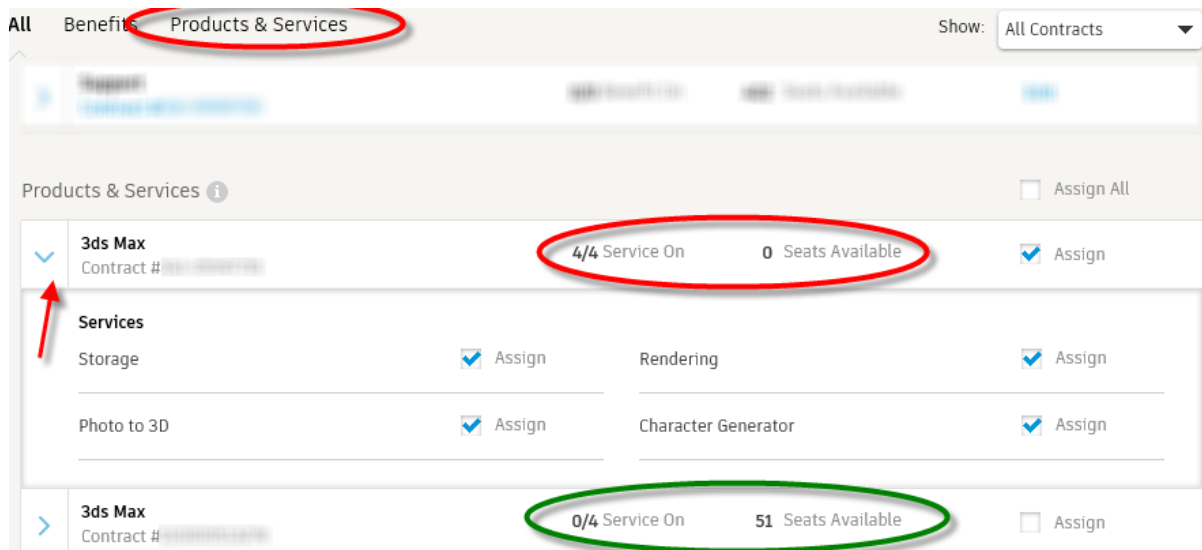
1. Click the **Edit Access** link to the right of the user's name or select multiple users and select **Edit Access** from the Actions pull-down menu.



2. Select **Benefits** from the Edit Access screen to display the available contracts and options. Click the arrow next to the contract number to expand the contract information display.
3. Click the check box, next to each of the Benefits listed, that you wish to assign to the user.
 - **Product Downloads:** Allows the download of full installation files for Autodesk® software. If you do not want to allow users to download and install their own software, do not assign this benefit.
 - **Product Extensions:** Allows the download and installation of software that adds functionality to or enhances features of software. If you wish to control access to additional software downloads, do not assign this benefit.



- Select **Products & Services** to display the available contracts and options. Click the arrow next to the contract number to expand the information display. Change the options in the Show menu at the top to limit the number of contracts shown.
- Click the check box next to each of the products and services you wish to assign to the user. Click **Save** when finished.
 - Products:** Listed by software title. Assigning an available seat allows that user to activate and use the software listed.
 - Services:** Controls access to online storage and other cloud services associated with your Subscription.



To remove or delete a user:

Please note: Deleting a user's access to software does not delete that user's Autodesk Account®, it will only take away their permission to access that software.

- Locate the name of the user you wish to remove and click the **"X"** on the user record.
- Click the **Remove** button to remove the user from all contracts.

