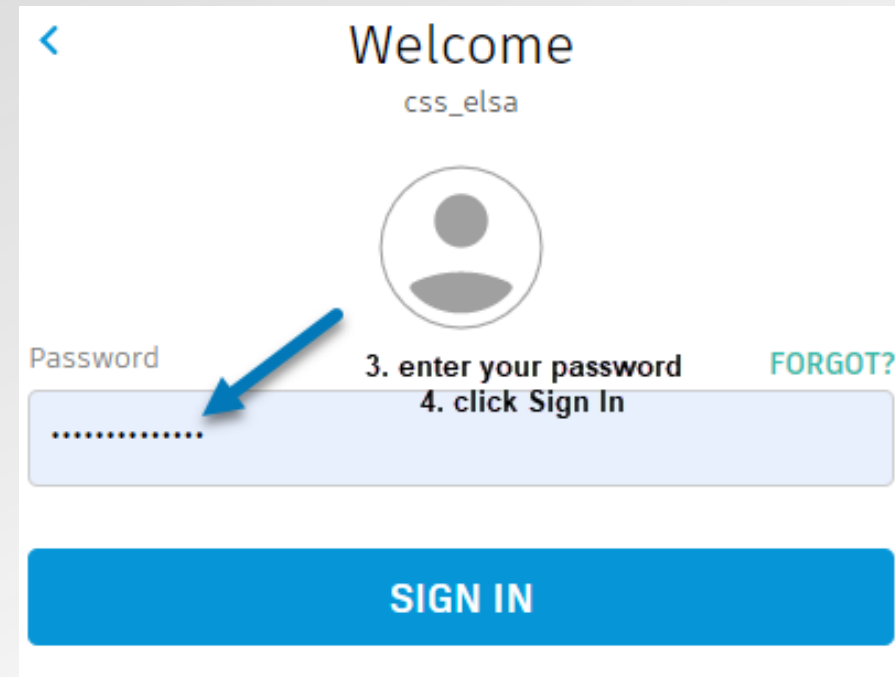
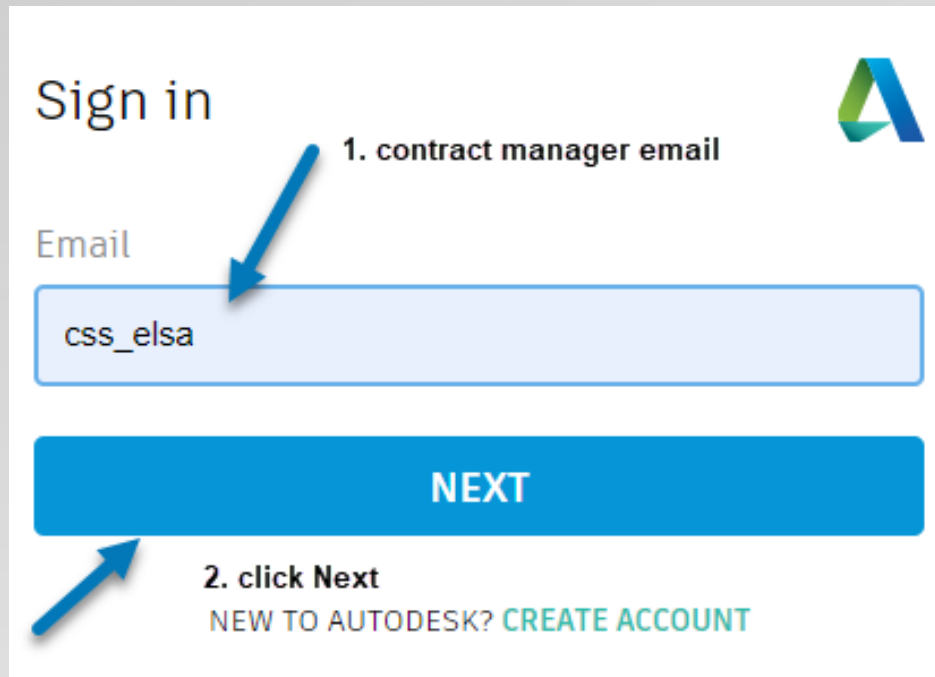


**Step 1.** Open the following link in your web browser: [manage.autodesk.com](https://manage.autodesk.com)



**Step 2.** This is your Autodesk account landing page. Go to User Management and click *By User* on the left.

**AUTODESK ACCOUNT**

Home

**Products and Services**

- All Products and Services
- Product Updates
- Deployments
- Trials

**User Management**

- By User**
- By Product
- Classic User Management

**Billing and Orders**

- Contracts

**Reporting**

- Seat Usage
- Cloud Services Usage
- Cloud Services Usage By User

Good morning, Elsa

5 Recent Product Updates last 30 days

No open support cases

**What's new in Account**

Get to know your Autodesk Account

Admin Tour Autodesk Account

Take a quick look at the new features

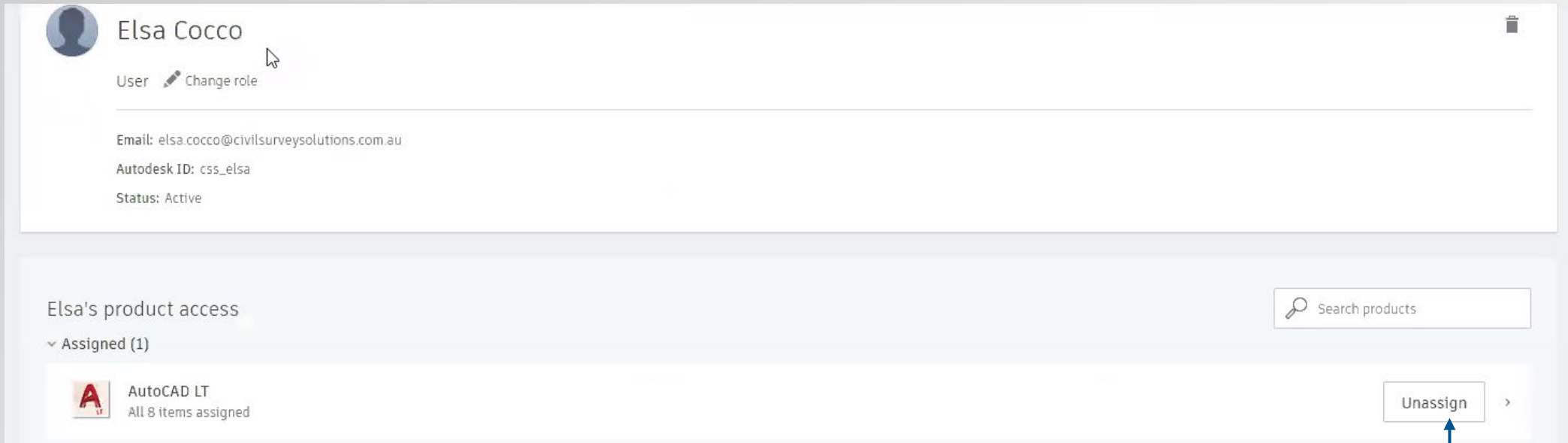
- View seat usage reporting for single-user access products
- Activate single-user products by signing in
- Manage single-user access in the new view of user management
- Change primary admins without Autodesk assistance
- See expiration alerts on Autodesk Account home for quick access to critical information

[See all new features](#)


**Upcoming expirations**

- 24 days  
**Your subscription expires Aug 23**  
Civil 3D  
[Manage renewal](#)
- 79 days  
**Your subscription expires Oct 17**  
AutoCAD - including specialized toolsets  
[Manage renewal](#)

## Step 3. Un-assign the licence from the Contract Manager.



Elsa Cocco

User  Change role

Email: elsa.cocco@civilsurveysolutions.com.au


Autodesk ID: css\_elsa

Status: Active

Elsa's product access

Search products

Assigned (1)

 AutoCAD LT  
All 8 items assigned

Unassign

To unassign a user, go to the user and click **Unassign** for the software you would like to unassign.

**Step 4.** Now you can assign users if they have already been added. If you need to add users, click *Invite Users*.


The screenshot shows the 'User Management by User' interface. At the top right, there is a '+ Invite users' button with a gear icon to its right. A blue arrow points to this button. Below the main header, there is a blue information bar that reads 'Additional products available in classic user management'. The 'Invite users' dialog box is open, showing three tabs: 'Invite Single', 'Invite Multiple', and 'Import'. A blue arrow points to the 'Invite Single' tab. The dialog contains three input fields: 'First name' with the value 'Elsa', 'Last name' with the value 'Cocco', and 'Email address' with the value 'elsa.cocco@civilsurveysolutions.com.au'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Send invite'. A blue arrow points to the 'Send invite' button.

**Step 4a.** Add users one at a time. You can also add several users at once by importing an Excel spreadsheet.


**Step 5.** Once all users are added, click *Send Invite*.

**Step 6.** Now that the invitation is sent, the user *Status* will show as *Pending* until the user accepts the invitation.

28 users 🔍 Search users

Name ↓	Role	Status	
 Elsa Cocco elsa.cocco@civilsurveysolutions.com.au	User	Pending	<a href="#">View Details →</a>

**Step 6a.** If the user misplaces the invitation, you can **resend** it.

 [Redacted Name] 🗑️


User ✎ Change role

---

Email: [Redacted Email]

Autodesk ID: [Redacted ID]

Status: Pending | ✉ Resend invite



**Step 7.** You can now assign a licence(s) to your user. Do this by navigating to your intended user. You will see a list of available licences. Select **Assign** for the required licence.

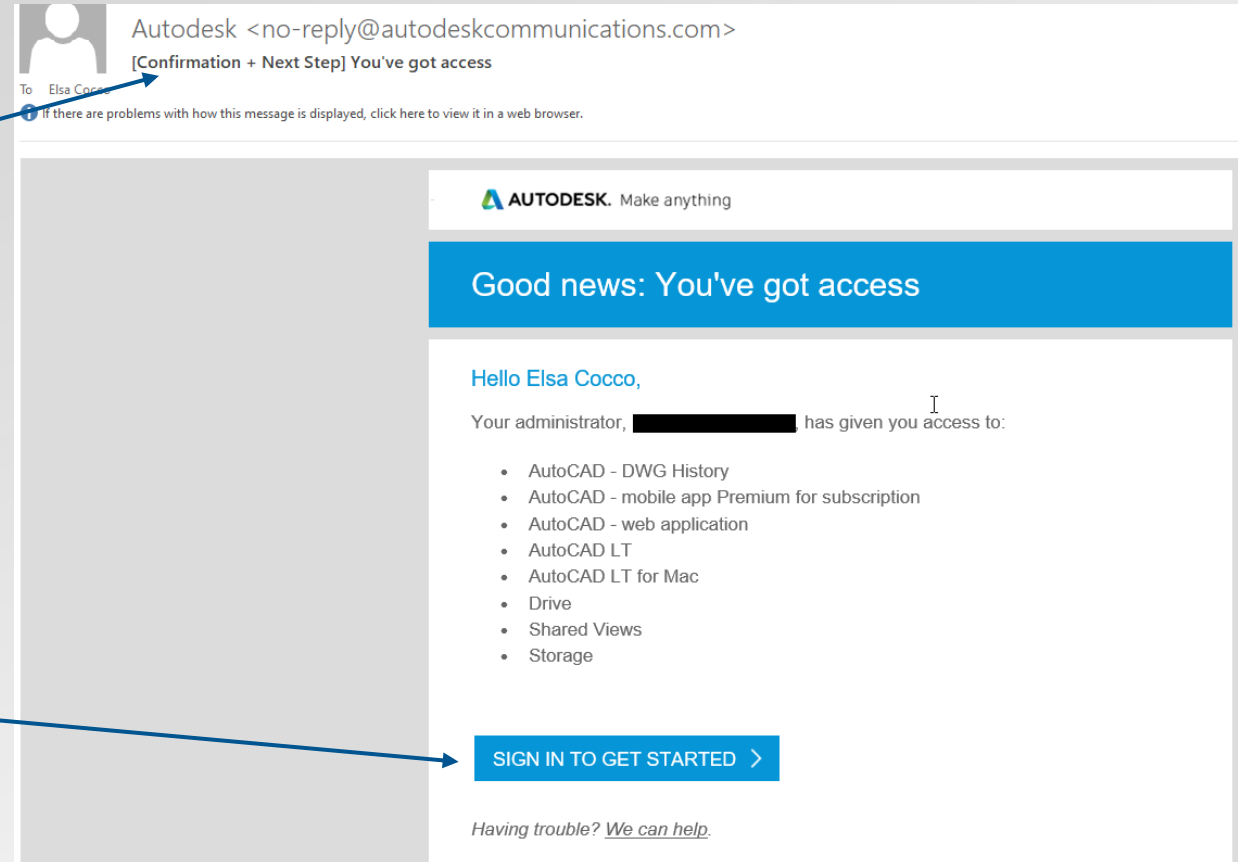
The screenshot displays the user profile for Elsa Cocco. The profile information includes: User (Change role), Email: elsa.cocco@civilsurveysolutions.com.au, Autodesk ID: css\_elsa, and Status: Active. Below the profile, the 'Elsa's product access' section is shown, featuring a search bar and two expandable sections: 'Assigned (0)' (currently empty) and 'Not Assigned (5)'. The 'Not Assigned' section lists five products with their respective 'Assign' buttons: 'Architecture Engineering & Construction Collection' (0 seats available), 'AutoCAD - including specialized toolsets' (Over-assigned), 'AutoCAD LT' (1 seat available), 'Civil 3D' (0 seats available), and 'Inventor Professional' (0 seats available). A blue box highlights the 'Assign' button for 'AutoCAD LT', with a blue arrow pointing to it from the text 'Click Assign' below the screenshot.

Click Assign

**Step 8.** Once a licence is assigned, users will receive an email.

**Step 9.** The user will need to select the **Sign in to get started** button. If a user does not yet have an Autodesk account, they will need to create one first.

Note: To maintain access, users will need to ensure they connect to the internet at least once every 30 days.



If you require further assistance with assigning users, please contact us.

<https://civilsurveysolutions.com.au/contact/>

1300 254 004