Autodesk®

Discover the Subscription Advantage

Giving Users Access to Benefits

Autodesk Subscription offers you a broad range of benefits to help you get the most out of your Autodesk software.

This tutorial shows you how to give your software users access to Subscription benefits—and how to control who has access to what.

Joanna Chen, Autodesk Subscription Customer

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Giving Users Access to Benefits

As the Contract Manager or Software Coordinator, you can give software users access to *some or all* of your Subscription benefits.

For example, you can give users permission to :

• Download software, including full product upgrades
• Download product enhancements
• Contact Autodesk technical support

Joanna Chen, Autodesk Subscription Customer

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Autodesk® Subscription

Discover the Autodesk Subscription Advantage
Sign in to Subscription Center to Access Software Upgrades, Product Enhancements, Web Services, Expedited Technical Support, and More.

Sign in to Subscription Center

Enter your User ID and Password to access additional features of this site.

*Required Field

*User ID
johndoe@email.com

*Password
••••••••

Forgot User ID?   Forgot Password?

☐ Remember My User ID
☐ Keep Me Signed In What is this?
(Don't check if using a shared computer.)

Learn more about using a single Autodesk account to sign in to multiple Autodesk sites.

Need Help?   Submit

Create an Account
Create a Subscription Center account or verify

Create an Account ▷

Tutorial: Signing in to Subscription Center
Learn to create an account, retrieve lost user ID
Subscription benefits.

Not a Subscription Customer?
Learn More about Autodesk Subscription featur

To get started, sign in to Subscription Center at:

www.autodesk.com/
subscriptionlogin

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On the Susbcription Center home page, click Contract Administration on the left side of the screen.

Autodesk Subscription

Welcome John Doe | My F

**Subscription Advantage Packs:
Tools That Make an Impact**

Get ahead with early access to the latest product enhancements.

Download Now ▷

"*Subscription Advantage Packs deliver a number of enhancements—over and above the out-of-box version of my Autodesk software.*"

—*Customer Blog*

◀ ▶ **1** 2 3

Downloads
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Tech Support
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Contract Administration

Need Help With Subs

Welcome John Doe

Autodesk® Subscription gives you the latest software upgrades, early access to product enhancements, technical support, and more.

Keep Your Subscription Advantage

Your contract expires soon. Renew now to ensure access to your benefits.

Renew Now ☐

Software Download

Get Your Upgrade ⬇

Download the latest version(s) of your Autodesk software product(s).

Delivery Preference for Future Upgrades
Software Coordinators can choose to have upgrades delivered via DVD/CD or as Software Download.

Note: Delivery options are limited in some countries. Changing this setting does not affect upgrades that have already been delivered or are currently being delivered.

Product Enhancements

Download Subscription Advantage Packs and other Autodesk product enhancements

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Coverage Report
View the details of your Subscription contract including the account type, number of seats per license, level of support available, and list of products on Subscription.

Renewal Report
Review a list of Subscription contracts currently within 90 days of their expiration date and get information on how to renew a contract.

Invite New Users
Invite users to set up their own Subscription Center accounts or control whether users can create their own accounts. Assign download privileges.

View / Edit Users
See list of invited users and edit user permissions.

Manage Software Coordinators
Add, remove, or assign coordinators to perform Subscription administrative tasks.

Manage Phone Support Users
Add or remove phone support users.

Set Reseller View
Allow resellers to view support requests and responses.

Set Access from Product
Allow users accessing Autodesk Subscription from products to create their own Subscription Center accounts. Also, assign the subscription services such users can access.

Request Home Use
Request serial numbers that will allow your employees to use licenses on a home computer.

Previous Versions
Use the previous versions of the products under your Subscription contract.

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Giving Users Access to Benefits

From the Contract Administration page, click Invite New Users.

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Managing User Permissions   ›

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Autodesk® Subscription

Subscription Home
Contract Administration Home

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Invite New Users

Use the form below to send an email invitation to a recipient for the specified contract(s). The remaining number of users you can invite is indicated in the contract information below.

Add a Recipient

* Email Address	* First Name	* Last Name
johndoe@email.com	John	Doe

Add to Recipient List

Recipient List

Enter each recipient on a single line using the following format (no spaces): **email address,first name,last name.** Do not enter email aliases or groups. You can add them one at a time using the form above, type directly into the Recipient List, or cut and paste into the Recipient List.

Check for Errors

Full Product Downloads   ⦿ Yes   ○ No

Selecting "Yes" gives the user(s) entered above the ability to download Autodesk software products, including any new upgrades released during your Subscription term. Provide users with the Serial Number(s) and Product Key(s) required for installation and activation.

☑ **Contract: 340-87599449**   (219 more invites remain)

Products on This Contract

3ds Max Design	Architectural Desktop
AutoCAD	AutoCAD Electrical
AutoCAD LT	Autodesk Maya
Autodesk NavisWorks Manage	Autodesk NavisWorks Simulate
Building Systems	Civil 3D
Inventor Professional	Inventor Series
Map	Max
Raster Design	Revit
Revit Series	

Provide User Access

Allow new users to access web support, e-Learning, Subscription Advantage Packs, and other product downloads through Subscription

Giving Users Access to Benefits

On the Invite New Users screen, enter an email address, first name, and last name for each of the users you'd like to add.

Alternatively, you can save time by pasting a complete list of user names in the Recipient List field.

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Autodesk Subscription

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Invite New Users

Use the form below to send an email invitation to a recipient for the specified contract(s). The remaining number of users you can invite is indicated in the contract information below.

Add a Recipient

* Email Address	* First Name	* Last Name
johndoe@email.com	John	Doe

Add to Recipient List

Recipient List

Enter each recipient on a single line using the following format (no spaces): **email address,first name,last name.** Do not enter email aliases or groups. You can add them one at a time using the form above, type directly into the Recipient List, or cut and paste into the Recipient List.

Check for Errors

Full Product Downloads ⦿ Yes   ○ No

Selecting "Yes" gives the user(s) entered above the ability to download Autodesk software products, including any new upgrades released during your Subscription term. Provide users with the Serial Number(s) and Product Key(s) required for installation and activation.

☑ **Contract: 340-87599449**   (219 more invites remain)

Products on This Contract

3ds Max Design	Architectural Desktop
AutoCAD	AutoCAD Electrical
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Autodesk NavisWorks Manage	Autodesk NavisWorks Simulate
Building Systems	Civil 3D
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Provide User Access

Allow new users to access web support, e-Learning, Subscription Advantage Packs, and other product downloads through Subscription

Giving Users Access to Benefits

Next, select yes or no to indicate whether or not the user(s) listed above should have the ability to download Autodesk software products, including any new upgrades released during your Subscription term.

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Full Product Downloads   ○ Yes   ○ No

Selecting "Yes" gives the user(s) entered above the ability to download Autodesk software products, including any new upgrades released during your Subscription term. Provide users with the Serial Number(s) and Product Key(s) required for installation and activation.

☑ **Contract: 340-87599449**   (219 more invites remain)

Products on This Contract

3ds Max Design	Architectural Desktop
AutoCAD	AutoCAD Electrical
AutoCAD LT	Autodesk Maya
Autodesk NavisWorks Manage	Autodesk NavisWorks Simulate
Building Systems	Civil 3D
Inventor Professional	Inventor Series
Map	Max
Raster Design	Revit
Revit Series	

Provide User Access

Allow new users to access web support, e-Learning, Subscription Advantage Packs, and other product downloads through Subscription Center.

Phone Support (Manage)	○ Yes	● No
Web Support	● Yes	○ No
e-Learning	● Yes	○ No
Product Extensions	● Yes	○ No

Note:

- Users with phone support privileges must have access to web support.

☑ **Contract: 110000271249**   (11 more invites remain)

Products on This Contract

AutoCAD	Inventor Professional
Max	Revit

Provide User Access

Allow new users to access web support, e-Learning, Subscription Advantage Packs, and other product downloads through Subscription Center.

Web Support	● Yes	○ No
e-Learning	● Yes	○ No
Product Extensions	● Yes	○ No

Personalize the Invitation Message (Optional)
You may include a personal message in the invitation.

[text box]

[Send Invite] [Preview]

Full Product Downloads   ⦿ Yes   ◯ No

Selecting "Yes" gives the user(s) entered above the ability to download Autodesk software products, including any new upgrades released during your Subscription term. Provide users with the Serial Number(s) and Product Key(s) required for installation and activation.

☑ **Contract: 340-87599449**   (219 more invites remain)

Products on This Contract

3ds Max Design	Architectural Desktop
AutoCAD	AutoCAD Electrical
AutoCAD LT	Autodesk Maya
Autodesk NavisWorks Manage	Autodesk NavisWorks Simulate
Building Systems	Civil 3D
Inventor Professional	Inventor Series
Map	Max
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Provide User Access

Allow new users to access web support, e-Learning, Subscription Advantage Packs, and other product downloads through Subscription Center.

Phone Support (Manage)	◯ Yes	⦿ No
Web Support	⦿ Yes	◯ No
e-Learning	⦿ Yes	◯ No
Product Extensions	⦿ Yes	◯ No

Note:

- Users with phone support privileges must have access to web support.

☑ **Contract: 110000271249**   (11 more invites remain)

Products on This Contract

AutoCAD	Inventor Professional
Max	Revit

Provide User Access

Allow new users to access web support, e-Learning, Subscription Advantage Packs, and other product downloads through Subscription Center.

Web Support	⦿ Yes	◯ No
e-Learning	⦿ Yes	◯ No
Product Extensions	⦿ Yes	◯ No

Personalize the Invitation Message (Optional)
You may include a personal message in the invitation.

[   ]

[Send Invite] [Preview]

Giving Users Access to Benefits

These permissions will apply to the entire list of users you entered above. If you want to assign different permissions to different users, you'll need to enter the users separately.

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Full Product Downloads   ○ Yes   ○ No

Selecting "Yes" gives the user(s) entered above the ability to download Autodesk software products, including any new upgrades released during your Subscription term. Provide users with the Serial Number(s) and Product Key(s) required for installation and activation.

☑ **Contract: 340-87599449**   (219 more invites remain)

Products on This Contract

3ds Max Design	Architectural Desktop
AutoCAD	AutoCAD Electrical
AutoCAD LT	Autodesk Maya
Autodesk NavisWorks Manage	Autodesk NavisWorks Simulate
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Map	Max
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Provide User Access

Allow new users to access web support, e-Learning, Subscription Advantage Packs, and other product downloads through Subscription Center.

Phone Support (Manage)	○ Yes	● No
Web Support	● Yes	○ No
e-Learning	● Yes	○ No
Product Extensions	● Yes	○ No

Note:

- Users with phone support privileges must have access to web support.

☑ **Contract: 110000271249**   (11 more invites remain)

Products on This Contract

AutoCAD	Inventor Professional
Max	Revit

Provide User Access

Allow new users to access web support, e-Learning, Subscription Advantage Packs, and other product downloads through Subscription Center.

Web Support	● Yes	○ No
e-Learning	● Yes	○ No
Product Extensions	● Yes	○ No

Personalize the Invitation Message (Optional)
You may include a personal message in the invitation.

[text area]

[Send Invite] [Preview]

Giving Users Access to Benefits

As a final step, you can personalize the welcome email your new users will receive. Enter your personal message here, then click to see a preview. When you're happy with your message, click Send Invite, and you're done.

Navigate to section:

Autodesk Subscription

Welcome

Access the Subscription Center account we created for you!

John Doe has asked Autodesk to create a Subscription Center account for you. He/She included the following message:

Hi Jane:
You now have access to the support and maintenance benefits we receive through the Autodesk Subscription program. Please sign in and check it out!

Access your account now using the following information:

Your User ID: ******
Your temporary password is: ******

You will be able to select your own password the first time you sign in.

> ▸ **Access Subscription Center**

> ▸ **Subscription Guide**

> ▸ **Questions? Need Help?**

Giving Users Access to Benefits

The users you invited will receive a welcome email that includes your personal message, along with a Subscription Center user ID and password.

Once they sign in, they can take full advantage of their Subscription benefits.
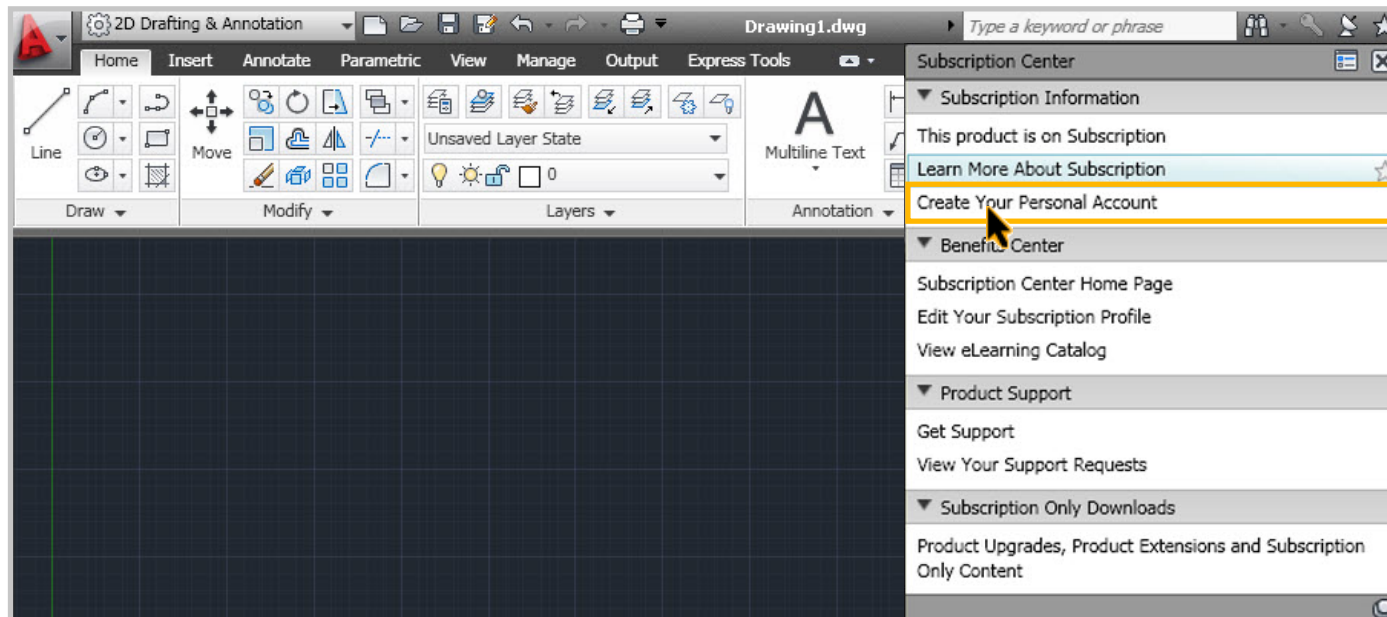
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Giving Users Access to Benefits

You can also allow users to create their own Subscription Center accounts. Users will see this option in their Autodesk software product, as well as on the Subscription Center sign-in page, and on various Autodesk web sites.

Welcome John Doe | My Profile

Giving Users Access to Benefits

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Coverage Report
View the details of your Subscription contract including the account type, number of seats per license, level of support available, and list of products on Subscription.

Renewal Report
Review a list of Subscription contracts currently within 90 days of their expiration date and get information on how to renew a contract.

Invite New Users
Invite users to set up their own Subscription Center accounts or control whether users can create their own accounts. Assign download privileges.

View / Edit Users
See list of invited users and edit user permissions.

Manage Software Coordinators
Add, remove, or assign coordinators to perform Subscription administrative tasks.

Manage Phone Support Users
Add or remove phone support users.

Set Reseller View
Allow resellers to view support requests and responses.

Set Access from Product
Allow users accessing Autodesk Subscription from products to create their own Subscription Center accounts. Also, assign the subscription services such users can access.

Request Home Use
Request serial numbers that will allow your employees to use licenses on a home computer.

Previous Versions
Use the previous versions of the products under your Subscription contract.

Need Help With Subscription

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Do you have questions ab
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To allow users to create their own Subscription Center accounts, go to the Contract Administration page in Subscription Center.

Click Set Access from Product.

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Giving Users Access to Benefits

On this page, you can indicate whether or not the users associated with each of your Subscription contracts can create their own accounts.

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? Subscription Help

Manage New User Access

The settings below allow you to assign permissions for users to: create their own Subscription Center accounts, download full product upgrades or product extensions, submit support requests, access e-Learning content and see Subscription contract information in their products.

Full Product Downloads

Allow new users to download full product upgrades. This setting affects all newly created users on all contracts listed below.

Full Product Downloads ⦿ Yes ○ No

Contract: 340-87599449	(219 more users can create accounts)

Products on This Contract

3ds Max Design	Architectural Desktop
AutoCAD	AutoCAD Electrical
AutoCAD LT	Autodesk Maya
Autodesk NavisWorks Manage	Autodesk NavisWorks Simulate
Building Systems	Civil 3D
Inventor Professional	Inventor Series
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Allow users to create their own Subscription Center accounts ⦿ Yes ○ No

Allow new users to access web support, e-Learning, extensions, Subscription Advantage Packs, and other product downloads in Subscription Center.

	Yes	No
Phone Support	○	⦿
Web Support	⦿	○
e-Learning	⦿	○
Product Extensions	⦿	○

Display Subscription Information Within the Product

Allow the user to see the following Subscription information in their Autodesk product:

	Yes	No
Subscription Messages	⦿	○

Contract: 110000271249	(11 more users can create accounts)

Products on This Contract

AutoCAD	Inventor Professional
Max	Revit

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Manage New User Access

The settings below allow you to assign permissions for users to: create their own Subscription Center accounts, download full product upgrades or product extensions, submit support requests, access e-Learning content and see Subscription contract information in their products.

Full Product Downloads

Allow new users to download full product upgrades. This setting affects all newly created users on all contracts listed below.

Full Product Downloads   ⦿ Yes   ○ No

Contract: 111-XX1122X   (219 more users can create accounts)

Products on This Contract

3ds Max Design	Architectural Desktop
AutoCAD	AutoCAD Electrical
AutoCAD LT	Autodesk Maya
Autodesk NavisWorks Manage	Autodesk NavisWorks Simulate
Building Systems	Civil 3D
Inventor Professional	Inventor Series
Map	Max
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Allow users to create their own Subscription Center accounts   ⦿ Yes   ○ No

Allow new users to access web support, e-Learning, extensions, Subscription Advantage Packs, and other product downloads in Subscription Center.

	Yes	No
Phone Support	○	⦿
Web Support	⦿	○
e-Learning	⦿	○
Product Extensions	⦿	○

Display Subscription Information Within the Product

Allow the user to see the following Subscription information in their Autodesk product:

	Yes	No
Subscription Messages	⦿	○

Contract: 222-XX1234X   (11 more users can create accounts)

Products on This Contract

AutoCAD	Inventor Professional
Max	Revit

Giving Users Access to Benefits

You can also specify which Subscription benefits users who create their own accounts will be able to access—both from within their Autodesk software, as well as through the Subscription Center web site.

The settings you select here will be the default for all new users who create their own accounts.

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View the details of your Subscription contract including the account type, number of seats per license, level of support available, and list of products on Subscription.

Renewal Report
Review a list of Subscription contracts currently within 90 days of their expiration date and get information on how to renew a contract.

Invite New Users
Invite users to set up their own Subscription Center accounts or control whether users can create their own accounts. Assign download privileges.

View / Edit Users
See list of invited users and edit user permissions.

Manage Software Coordinators
Add, remove, or assign coordinators to perform Subscription administrative tasks.

Manage Phone Support Users
Add or remove phone support users.

Set Reseller View
Allow resellers to view support requests and responses.

Set Access from Product
Allow users accessing Autodesk Subscription from products to create their own Subscription Center accounts. Also, assign the subscription services such users can access.

Request Home Use
Request serial numbers that will allow your employees to use licenses on a home computer.

Previous Versions
Use the previous versions of the products under your Subscription contract.

Need Help With Subscription

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Do you have questions ab
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more now.

Tools That Make an
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Whenever necessary, you can remove user accounts or change user permissions.

First, select View/Edit Users from the Contract Administration page in Subscription Center.

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Autodesk® Subscription

Giving Users Access to Benefits

Here, you can see the Subscription benefits each user can currently access.

To remove a user, or to change a user's permissions, select Edit User.

Subscription Home
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? Subscription Help

View / Edit Users

View a summary of user benefits or edit user information under an individual contract below. View user details by selecting the "Edit User" button. "Status: Pending" users have a Subscription Center account but have not yet signed in.

View Users by Contract	Export To csv (All Users)

Contracts: All Contracts

Filter by Email Address: abc | def | ghi | jkl | mno | pqr | stu | vwx | yz | Other Characters | All Users

Showing: 1-10 of 128 | Next >

Amy Smith — amysmith@email.com — Full Product Downloads: Yes — Status: Active — Edit User

Contract #	e-Learning	Product Extensions	Web Support	Phone Support
340-87599449	✓	✓	✓	✗
110000271249	✓	✓	✓	

Bob Williams — bobwilliams@email.com — Full Product Downloads: No — Status: Active — Edit User

Contract #	e-Learning	Product Extensions	Web Support	Phone Support
340-87599449	✓	✓	✓	✗
110000271249	✓	✓	✓	

David Chen — davidchen@email.com — Full Product Downloads: Yes — Status: Pending — Edit User

Contract #	e-Learning	Product Extensions	Web Support	Phone Support
340-87599449	✓	✗	✓	✗

George Alvarez — georgealvarez@email.com — Full Product Downloads: Yes — Status: Active — Edit User

Contract #	e-Learning	Product Extensions	Web Support	Phone Support
340-87599449	✓	✓	✓	✗

Jane Doe — janedoe@email.com — Full Product Downloads: Yes — Status: Active — Edit User

Contract #	e-Learning	Product Extensions	Web Support	Phone Support
340-87599449	✓	✓	✓	✓

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Edit User

Edit user permissions according the selected contracts and products listed below. Provide users with the Serial Number(s) and Product Key(s) required for installation and activation of products.

User Information

First Name	**Bob**
Last Name	**Williams**
Email Address	bobwilliams@email.com
User Role(s)	**End User**
Full Product Downloads	⊙ Yes ○ No

Selecting "Yes" gives the user(s) entered above the ability to download Autodesk software products, including any new upgrades released during your Subscription term. Provide users with the Serial Number(s) and Product Key(s) required for installation and activation.

☑ **Contract: 340-87599449**   End User

Products on This Contract

3ds Max Design	Architectural Desktop
AutoCAD	AutoCAD Electrical
AutoCAD LT	Autodesk Maya
Autodesk NavisWorks Manage	Autodesk NavisWorks Simulate
Building Systems	Civil 3D
Inventor Professional	Inventor Series
Map	Max
Raster Design	Revit
Revit Series	

Provide User Access

Phone Support (Manage)	○ Yes	⊙ No
Web Support	⊙ Yes	○ No
e-Learning	⊙ Yes	○ No
Product Extensions	⊙ Yes	○ No

Note:
- Users with phone support privileges must have access to web support.

Save Settings | Delete User

Giving Users Access to Benefits

On this page, you can modify the user's permissions, as needed.

To remove this user, select Delete User at the bottom of the page.

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Autodesk® Subscription

Giving Users Access to Benefits

To learn more about Autodesk Subscription, check out the Program Guide, as well as Frequently Asked Questions in the Program Information section of Subscription Center.

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Program Information

Program Guide
This guide describes the various components of Autodesk® Subscription. You can learn how to access your program benefits and manage your subscription contract. You can also find definitions of common Subscription terms and whom to contact if you need assistance.

Subscription Tutorials
View these tutorials to learn how to download software and Subscription Advantage Packs from Subscription Center. Contract Managers and Software Coordinators can learn how to extend license rights, manage and/or renew Subscription contracts, and give users access to benefits.

Frequently Asked Questions
Review these frequently asked questions about Autodesk® Subscription.

Terms & Conditions
The official Subscription terms and conditions that apply to all new and renewal subscriptions, except for the supplemental terms referenced on this site that apply to specific products or customers.

Need Help With Subscription?

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Autodesk®

Discover the Subscription Advantage
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www.autodesk.com/subscriptionlogin

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