



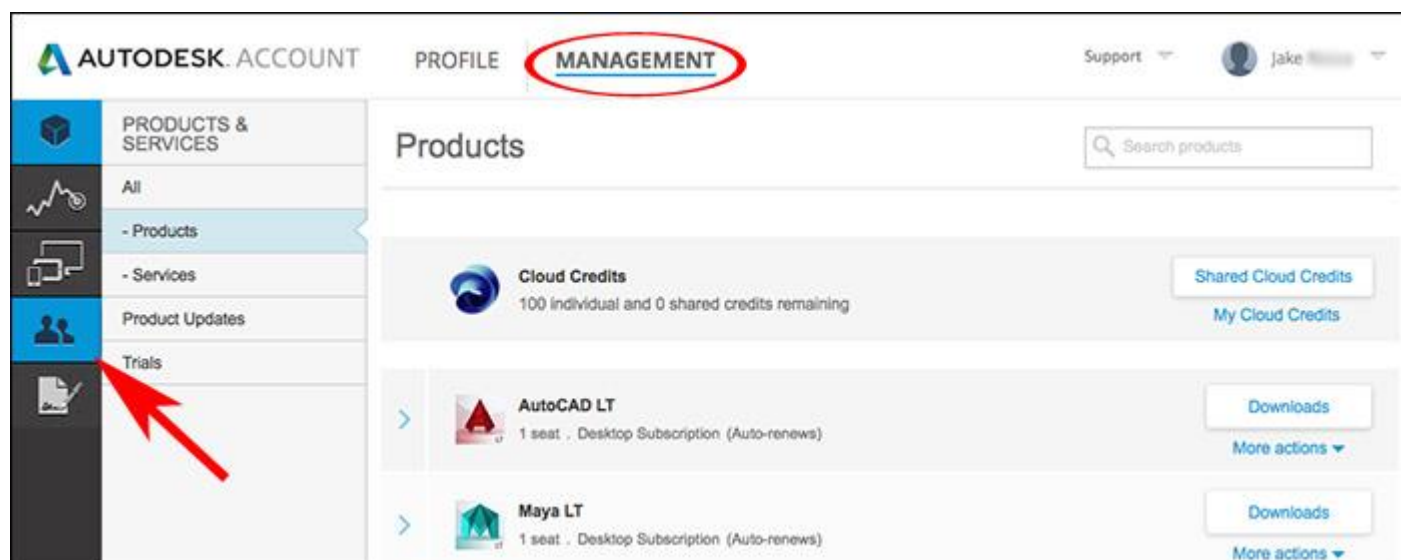
Setting User Permissions for Products, Services & Support

Subscription administrators such as Contract Managers and Software Coordinators can add or remove access to products, cloud services, and subscription benefits for named users on a Subscription contract in Autodesk Account.

Managing User Accessⁱ

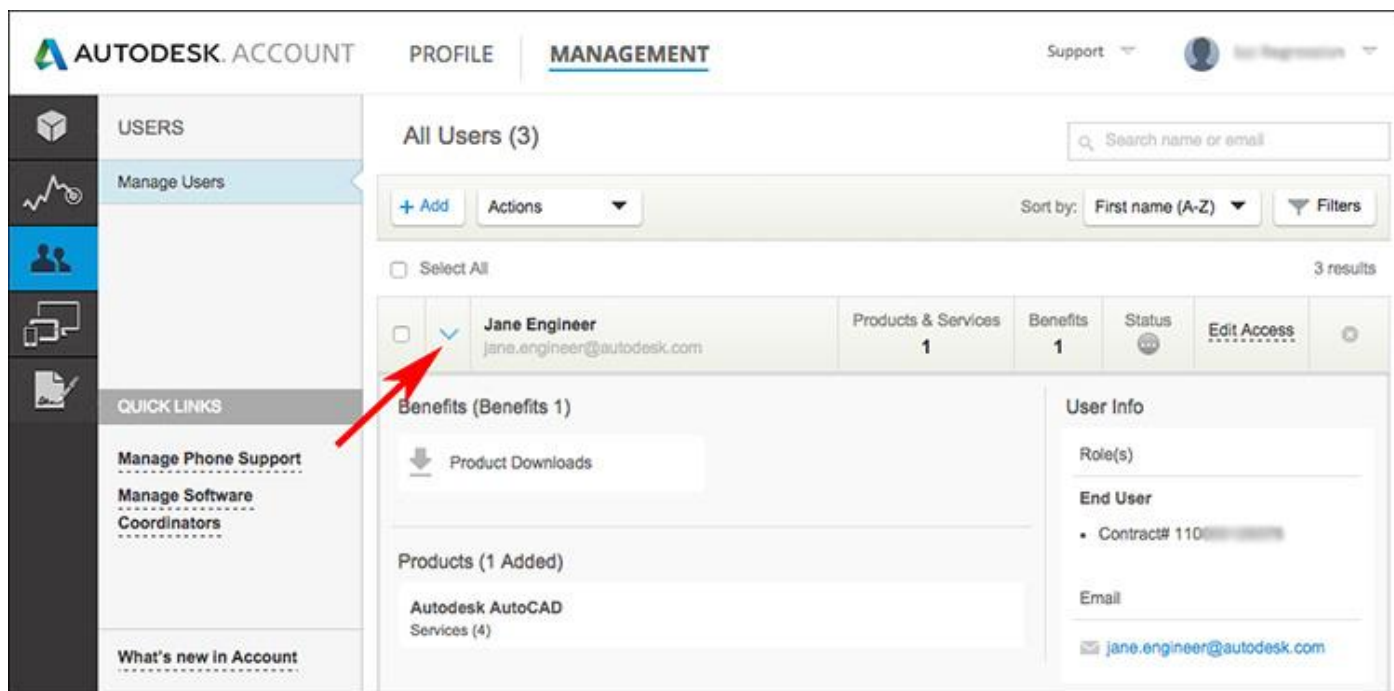
ⁱ Managing User Access



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 navigation menu.



The User List is the primary interface for managing users in your Autodesk Account. Click the arrow next to a user name to display the following information:

- **Name & Email Address:** Used to sort users and grant access to Account benefits.
- **Product & Services:** Number of software assets or cloud services assigned to a user.
- **Benefits:** Items such as access to software downloads and customer support.
- **Status:** A check indicates the user has accessed assigned benefits.

AUTODESK ACCOUNT PROFILE **MANAGEMENT** Support  

USERS

Manage Users


QUICK LINKS

- Manage Phone Support
- Manage Software Coordinators
- What's new in Account

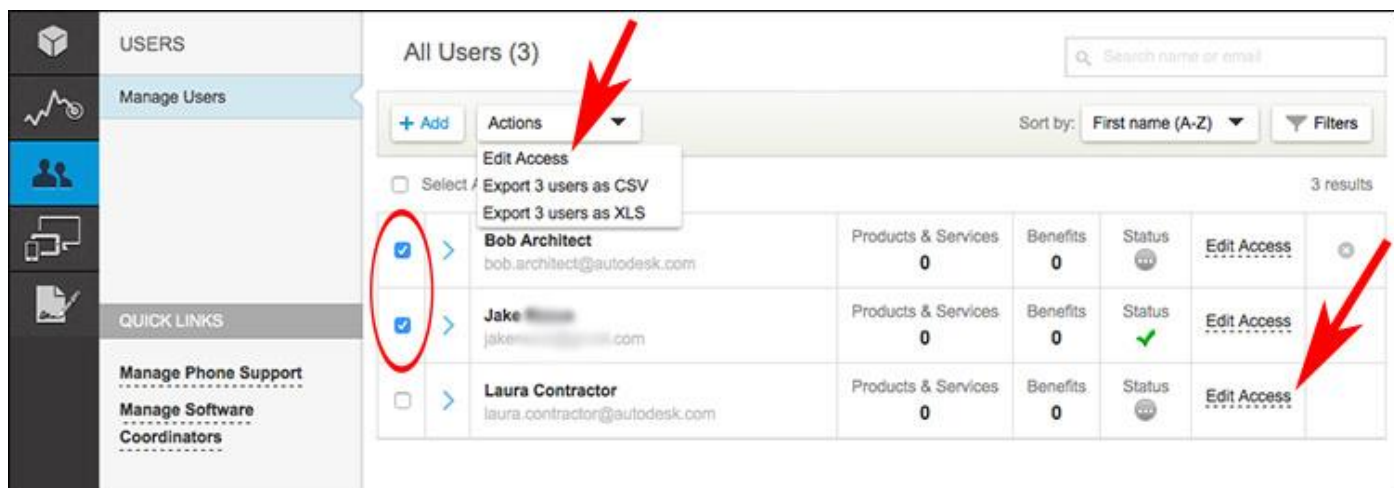
All Users (3)



[+ Add](#) **Actions**

Select All 3 results

<input type="checkbox"/>	Jane Engineer <small>jane.engineer@autodesk.com</small>	Products & Services 1	Benefits 1	Status 	Edit Access
Benefits (Benefits 1) <input type="button" value="Product Downloads"/>		Products (1 Added) Autodesk AutoCAD Services (4)		User Info Role(s) End User • Contract# 11000000000000000000 Email jane.engineer@autodesk.com	

- 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.



AUTODESK ACCOUNT PROFILE **MANAGEMENT** Support  

USERS

Manage Users




QUICK LINKS

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All Users (3)

[+ Add](#) **Actions**

Select All 3 results

<input type="checkbox"/>	Bob Architect <small>bob.architect@autodesk.com</small>	Products & Services 0	Benefits 0	Status 	Edit Access
<input checked="" type="checkbox"/>	Jake <small>jake. [redacted]@autodesk.com</small>	Products & Services 0	Benefits 0	Status 	Edit Access
<input type="checkbox"/>	Laura Contractor <small>laura.contractor@autodesk.com</small>	Products & Services 0	Benefits 0	Status 	Edit Access

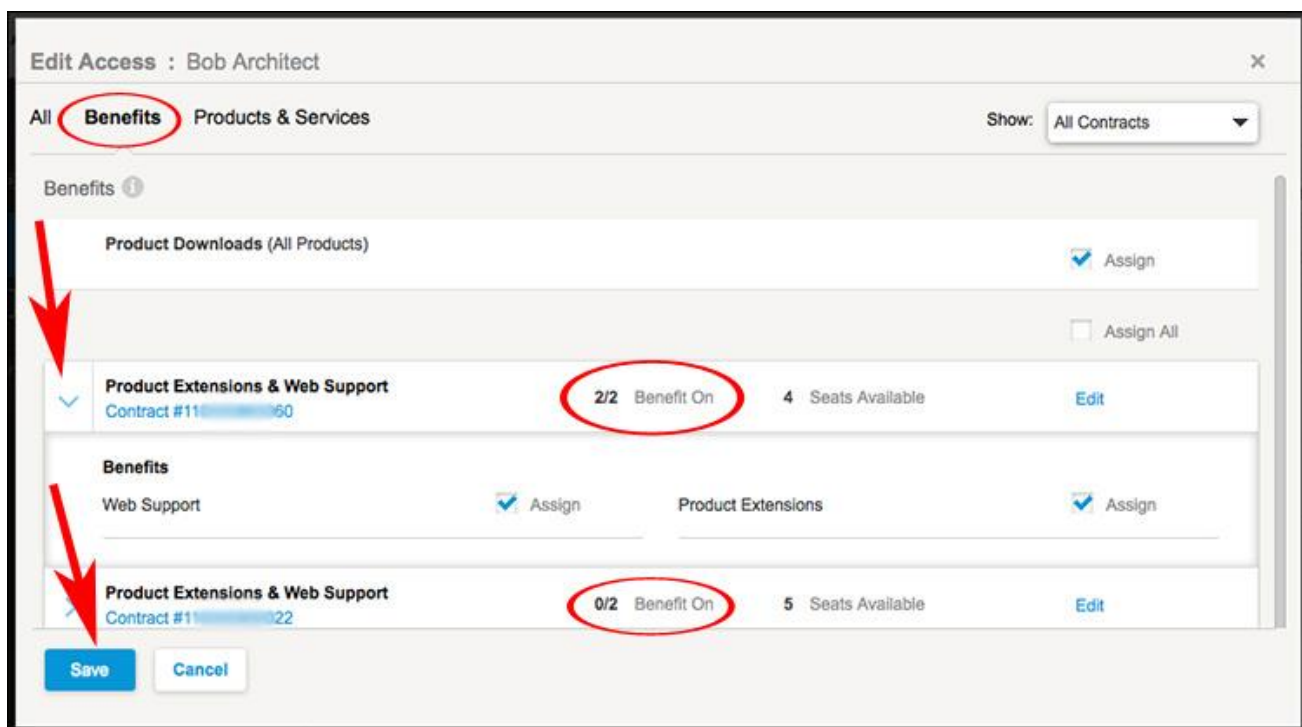
- Select **Benefits** from the Edit Access screen to display the available contracts and options. Click the arrow next to the contract number to expand the contract information display. Change the options in the Show menu at the top to limit the number of contracts shown.

- Click the check box next to each of the Benefits listed that you wish to assign to the user(s). Click the **Save** button when finished.

- Product Downloads:** Allows the download of full installer files for Autodesk Software from Autodesk Account. If you do not want to allow users to download and install their own software, do not assign this benefit. **Note:** This assignment applies to all contracts.



- **Web Support:** Allows the user to see the "View my support cases" option in the support menu and submit support requests as a benefit of a paid subscription contract.
- **Product Extensions:** Allows the download and installation of software through Autodesk Account that adds functionality to or enhances features of software products on the contract. If you wish to control access to additional software downloads, do not assign this benefit.



Note: In this example, all benefits (2/2) have been assigned for a single contract, but the same benefits have not been granted (0/2) for the second contract on the account.

7. 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.
8. Click the check box next to each of the products and services that you wish to assign to the user(s). Click the **Save** button 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 a software title. Options vary depending on the software. Please refer to your software documentation for descriptions of available services.



Edit Access : Bob Architect

All Benefits **Products & Services** Show: All Contracts

Products & Services ⓘ Assign All

<input checked="" type="checkbox"/>	AutoCAD LT Contract #11...22	4/4 Service On	0 Seats Available	<input checked="" type="checkbox"/> Assign
Services				
	Autodesk® Remote	<input checked="" type="checkbox"/> Assign	Desktop Access	<input checked="" type="checkbox"/> Assign
	Autodesk® ReCap 360™	<input checked="" type="checkbox"/> Assign	Storage	<input checked="" type="checkbox"/> Assign
<input type="checkbox"/>	Maya LT Contract #11...60	0/5 Service On	1 Seats Available	<input type="checkbox"/> Assign

Note: In this example, a single available seat for AutoCAD LT has been assigned to the user along with 4/4 available cloud services. No access to Maya LT on a different contract was granted.