Licensing Quick Start
For Autodesk Subscriptions

1 Log-in to your Autodesk Account

1. Using a web-browser, go to https://manage.autodesk.com
2. Log-in using your Contract Manager or Software Coordinator email address and password.

> The Contract Manager email address receives the **Order Confirmation + Next Steps** email from Autodesk. Use this email address to log-in to Autodesk Accounts. First-time users will be prompted to enter a new password.
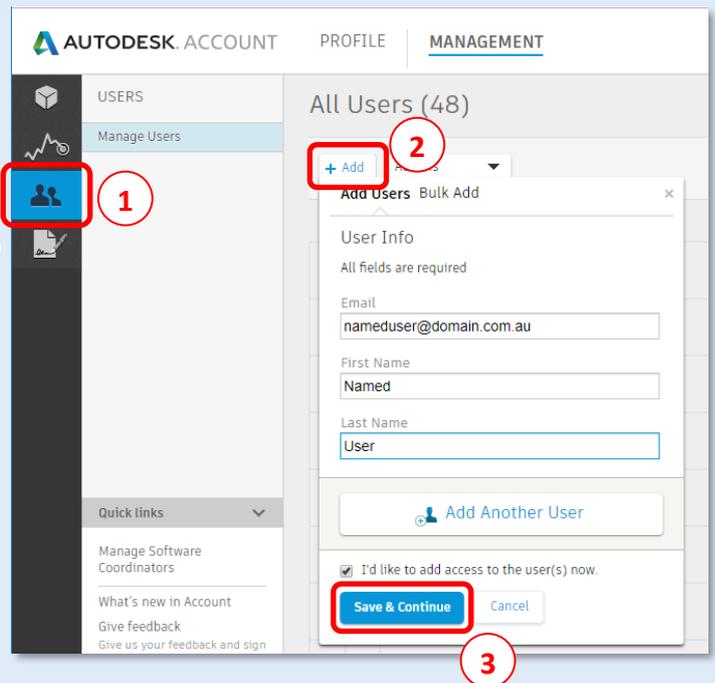
2 Create a New User

You will need to create a user account for each user who needs to access your software Subscription.

1. Navigate to the **USERS** page (1)
2. Click on the **Add** button (2) to add a new user.
3. Enter the user details and click **Save & Continue** (3)

> If the Contract Manager (CM) is the same as the user who will access the software, there is no need to perform Step 2 & Step 3. By default, the software is assigned to the CM.
>
> Once you create a new user, the user will receive an email from Autodesk. The user will need to follow the instructions in this email to activate their account and set their password.


3 Assign Subscription Access to the User

You will need to create a user account for each user who needs to access your software Subscription.

1. Find the User you wish to assign software to, click on **Edit Access** (1).
2. Search for the Product the user needs, and click **Assign** (2).
3. Click **Save** (3) to complete the Assign process.

> If there are 0 Seats Available - check the Access of the CM user name. By default, all new software subscriptions are Assigned to the CM. Edit the Access of the CM user name and un-assign the software from the CM user name.
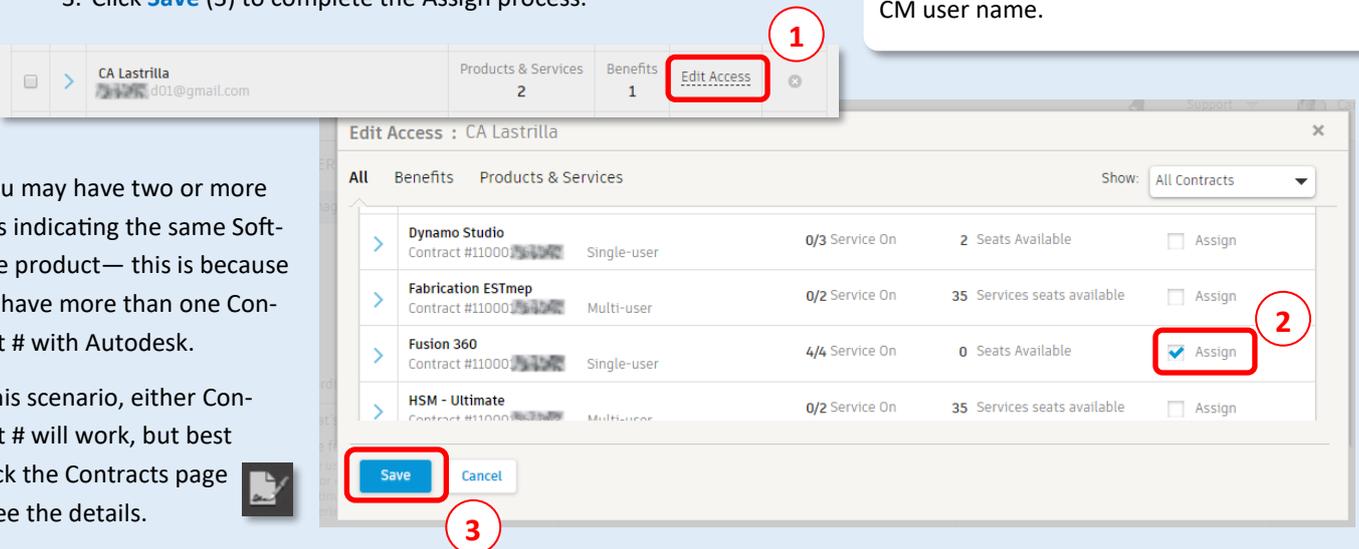
* You may have two or more rows indicating the same Software product— this is because you have more than one Contract # with Autodesk.

In this scenario, either Contract # will work, but best check the Contracts page to see the details.