

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.

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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

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Discover the Autodesk Subscription Advantage

Sign in to Subscription Center where you can download software upgrades, get early access to product enhancements, request technical support, and access many other Subscription benefits.

Sign in to Subscription Center

Get Help Sign

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?](#)

Cancel

Submit

Create a Subscription Account

[Create a Subscription Center account](#) or [verify your eligibility](#).

Not a Subscription Customer?

[Find out about Subscription benefits.](#)

Program Information



[Program Guide](#) (pdf - 107Kb)

Designed for current Subscription customers, this comprehensive guide explains the Subscription program from purchase through renewal.



[Terms & Conditions](#) (pdf - 142Kb)

Your Subscription purchase is subject to these terms and conditions.

To get started, sign in to Subscription Center at:

www.autodesk.com/subscriptionlogin

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Giving Users Access to Benefits

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

Subscription Advantage Packs: More Power to You

Be the first to access the latest in Autodesk software technology.

Download Your Subscription Advantage Pack 



- Downloads
- Training
- Tech Support
- Program Information
- Contract Administration**

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.

Need Help With

Software Down

Request Web

Search the Kn

Download

Autodesk Sub
download thei
wait for CDs o



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Contract Administration

Need Help With Subscription?

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.

From the Contract Administration page, click Invite New Users.

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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

[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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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
<input type="text" value="johndoe@email.com"/>	<input type="text" value="John"/>	<input type="text" value="Doe"/>
<input type="button" value="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
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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

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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)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Web Support	<input checked="" type="radio"/> Yes	<input type="radio"/> No
e-Learning	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Product Extensions	<input checked="" type="radio"/> Yes	<input type="radio"/> 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	<input checked="" type="radio"/> Yes	<input type="radio"/> No
e-Learning	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Product Extensions	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Personalize the Invitation Message (Optional)

You may include a personal message in the invitation.

[Send Invite](#)

[Preview](#)

Giving Users Access to Benefits

Scroll down the page and select the contract or contracts with which the user(s) entered above are associated.

Click yes or no to grant or deny access to Subscription benefits, including Phone Support (if purchased), Web support, e-Learning, and Product Extensions, such as Subscription Advantage Packs.

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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)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Web Support	<input checked="" type="radio"/> Yes	<input type="radio"/> No
e-Learning	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Product Extensions	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Note:

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

Contract: 11000271249

(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	<input checked="" type="radio"/> Yes	<input type="radio"/> No
e-Learning	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Product Extensions	<input checked="" type="radio"/> Yes	<input type="radio"/> 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
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)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Web Support	<input checked="" type="radio"/> Yes	<input type="radio"/> No
e-Learning	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Product Extensions	<input checked="" type="radio"/> Yes	<input type="radio"/> 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	<input checked="" type="radio"/> Yes	<input type="radio"/> No
e-Learning	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Product Extensions	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Personalize the Invitation Message (Optional)

You may include a personal message in the invitation.

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.

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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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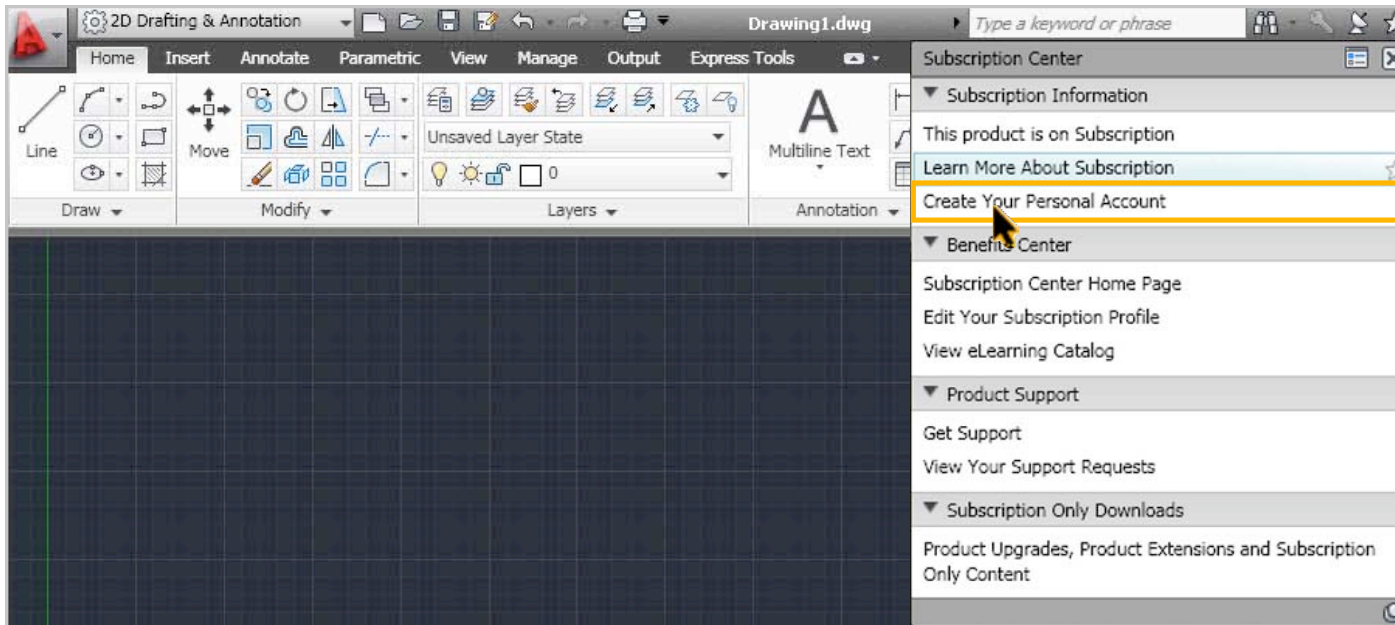
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Giving Users Access to Benefits

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.

Autodesk Subscription

Discover the Autodesk Subscription Advantage

Sign in to Subscription Center where you can download software upgrades, get early access to product enhancements, request technical support, and access many other Subscription benefits.

Sign in to Subscription Center

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

*Required Field

*User ID

*Password

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Remember My User ID

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Contract Administration

Need Help With Subscription?

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.

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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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
	Map	Max
	Raster Design	Revit
	Revit Series	

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.

Phone Support	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Web Support	<input checked="" type="radio"/> Yes	<input type="radio"/> No
e-Learning	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Product Extensions	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Display Subscription Information Within the Product

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

Subscription Messages Yes No

Contract: 110000271249 (11 more users can create accounts)

Products on This Contract		
	AutoCAD	Inventor Professional
	Max	Revit

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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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.

Phone Support	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Web Support	<input checked="" type="radio"/> Yes	<input type="radio"/> No
e-Learning	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Product Extensions	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Display Subscription Information Within the Product

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

Subscription Messages Yes No

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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Contract Administration

Need Help With Subscription?

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.

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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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
 Filter by Email Address [abc](#) | [def](#) | [ghi](#) | [jkl](#) | [mno](#) | [pqr](#) | [stu](#) | [vwx](#) | [yz](#) | [Other Characters](#) | [All Users](#)

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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	✓	✓	✓	✓

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.

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Edit User

Edit user permissions according to 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)	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Web Support	<input checked="" type="radio"/> Yes	<input type="radio"/> No
e-Learning	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Product Extensions	<input checked="" type="radio"/> Yes	<input type="radio"/> 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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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.

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.

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