

Adding Users

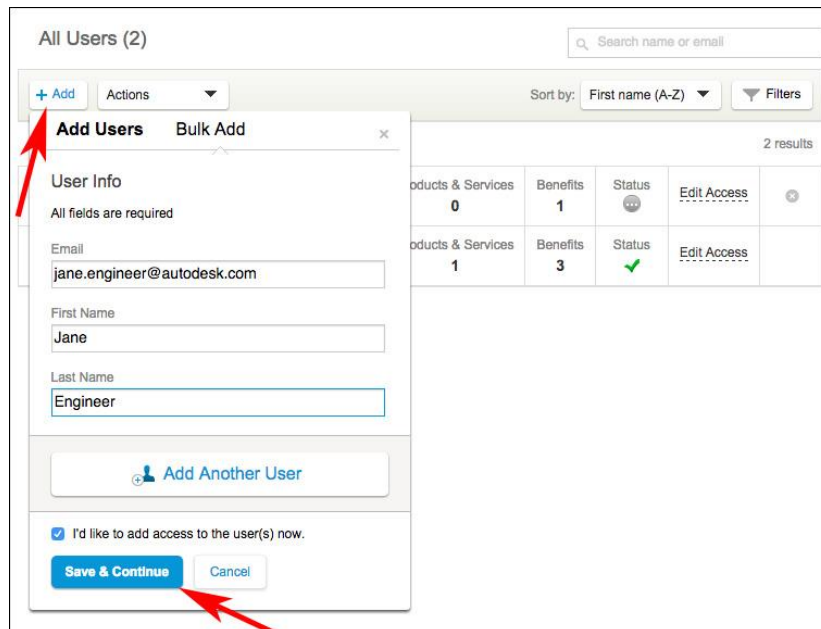
Autodesk Account allows you to add single-users and assign benefits or enter a list of multiple users and assign the same benefits to all users at one time. Users will be notified of any addition to a contract or change in benefits at the email address entered when a user is added.

To add a single-user:

1. Click the **+ Add** button to activate the Add Users window.
2. Enter the email address, first name and last name (all are required). The email address is the user's Autodesk ID used to access his/ her Autodesk Account.
3. Check **"I'd like to add access to the user(s) now"** if you wish to manage access to products and benefits.

Note: Added users will have access to an Autodesk Account, but will not have access to products and benefits until they are assigned.

4. Click the **Save & Continue** button or **Add Another User** if adding more than one user individually.



The screenshot shows the 'All Users (2)' interface. A modal window titled 'Add Users' is open, with a red arrow pointing to the '+ Add' button in the background. The modal contains the following elements:

- Buttons:** '+ Add', 'Bulk Add', 'Add Another User', 'Save & Continue', 'Cancel'.
- Text:** 'User Info', 'All fields are required', 'I'd like to add access to the user(s) now.' (checked)
- Form Fields:**
 - Email: jane.engineer@autodesk.com
 - First Name: Jane
 - Last Name: Engineer

In the background, a table shows user details:

Products & Services	Benefits	Status	Edit Access
0	1	⋮	⋮
1	3	✓	⋮



To add multiple users:

1. Click the **+ Add** button to activate the Add Users window.
2. Click **Bulk Add**.
3. Type or paste a list of users into the entry field following the example provided. (As many as 50 users can be entered at one time).
4. Check "**I'd like to add access to the user/s now**" if you wish to manage access to products and benefits.

Note: Added users will have access to an Autodesk Account, but will not have access to products and benefits until they are assigned.

5. Click the **Save & Continue** button.

The screenshot shows the 'All Users (3)' interface. At the top, there is a search bar and a 'Sort by: First name (A-Z)' dropdown. Below this is a table with 3 results. The table has columns for 'Products & Services', 'Benefits', 'Status', and 'Edit Access'. The first row shows '1' for Products & Services, '1' for Benefits, a status icon, and 'Edit Access'. The second row shows '0' for Products & Services, '1' for Benefits, a status icon, and 'Edit Access'. The third row shows '1' for Products & Services, '3' for Benefits, a green checkmark status, and 'Edit Access'. A dialog box titled 'Add Users' is open, showing a text area with the following text: 'Bob Consultant <bob.consultant@autodesk.com>; Laura Contractor <laura.contractor@autodesk.com>; Sam Simulator <sam.simulator@autodesk.com>'. Below the text area is an example: 'e.g. John Doe <john.doe@email.com>; Jane Doe jane.doe@email.com, Jim Doe <Jim.doe@email.com>'. There is a checkbox checked with the text 'I'd like to add access to the user(s) now.' and two buttons: 'Save & Continue' and 'Cancel'. Red arrows point to the '+ Add' button, the 'Bulk Add' button, the text area, and the 'Save & Continue' button.