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VAT | 6372 580-01-5 Registration No | 2014/0220

## Accessing User Management

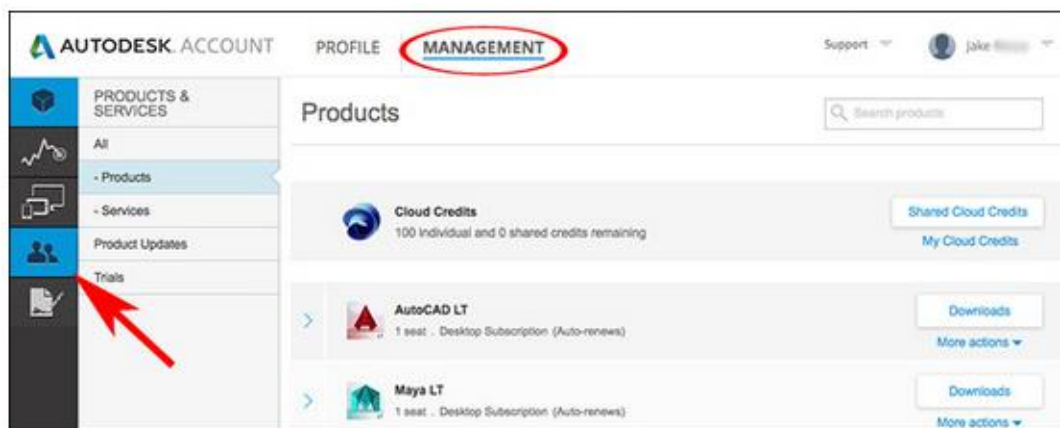
Subscription administrators such as Contract Managers and Software Coordinators can add or remove users for software and services on a Subscription contract in Autodesk Account.

### Accessing User Management

#### To access User Management in Autodesk Account:

1. Sign in to your Autodesk Account at [accounts.autodesk.com](https://accounts.autodesk.com)
2. Select **Management** to view your Products & Services.
3. Click on the **Users** icon in the left-hand navigation menu.

**Note:** You will only see this option if you are an account administrator such as a [Contract Manager or Software Coordinator](#).



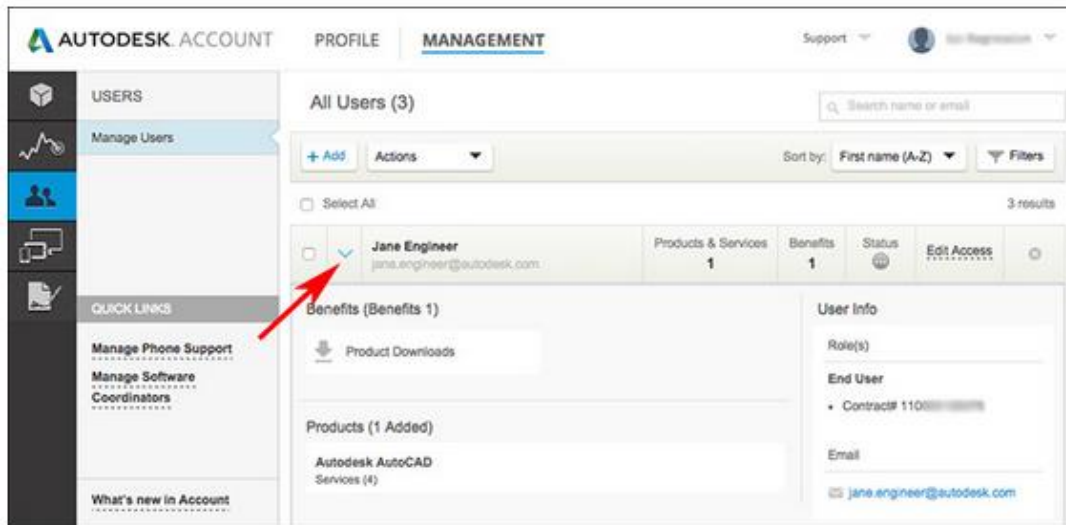
The User List is the primary interface for managing users in your Autodesk Account. Click the arrow next to a user name to display the following information:

- **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.

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- **Status:** A check indicates the user has accessed assigned benefits.

### User list:



The screenshot shows the 'AUTODESK ACCOUNT' interface under the 'MANAGEMENT' tab. The 'USERS' section is active, displaying a list of users. The user 'Jane Engineer' (jane.engineer@autodesk.com) is listed with a checkmark in the 'Status' column, indicating that the user has accessed assigned benefits. The interface also shows options to 'Add' users, sort by 'First name (A-Z)', and filter results. Below the user list, there are sections for 'Benefits (Benefits 1)', 'Product Downloads', 'Products (1 Added)' (Autodesk AutoCAD Services (4)), and 'User Info' (Role(s), End User, Contract # 1101111111111111, Email: jane.engineer@autodesk.com).