

Prokon Software Consultants Namibia (Pty) Ltd  
278 Sam Nujoma Drive, Klein Windhoek, Windhoek, Namibia  
PO Box 91362, Maerua Mall, Windhoek, Namibia  
VAT | 6372 580-01-5 Registration No | 2014/0220

## Adding Users

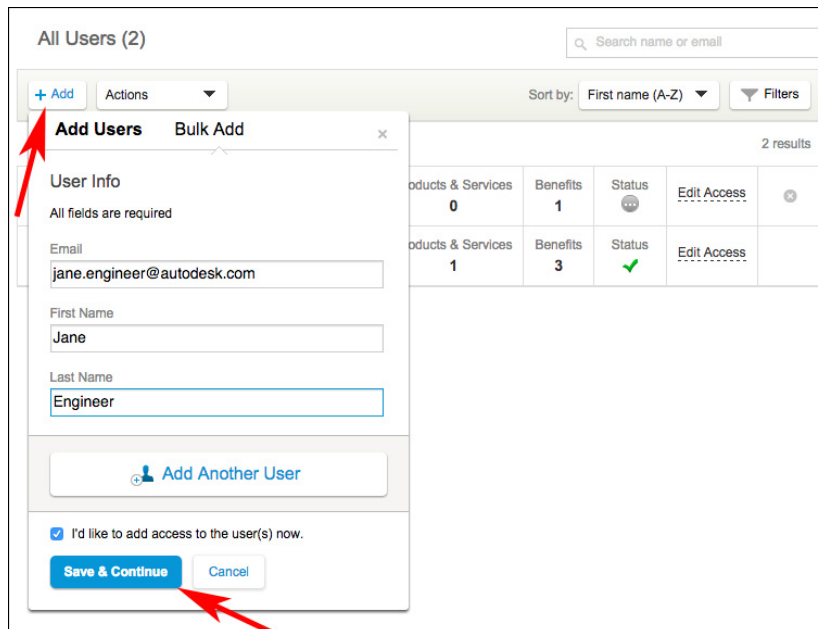
Autodesk Account allows you to add single-users and assign benefits or enter a list of multiple users and assign the same benefits to all users at one time. Users will be notified of any addition to a contract or change in benefits at the email address entered when a user is added.

### 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.



All Users (2)

[+ Add](#) Actions Sort by: First name (A-Z) Filters

**Add Users** Bulk Add

User Info  
All fields are required

Email

First Name

Last Name

[Add Another User](#)

I'd like to add access to the user(s) now.

[Save & Continue](#) [Cancel](#)

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

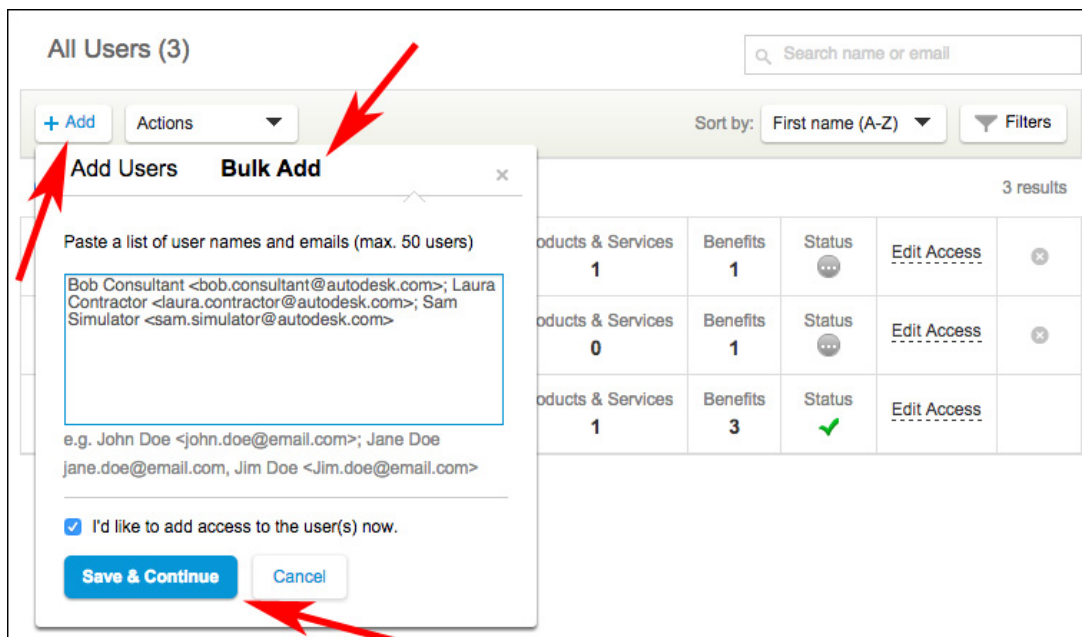
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### To add multiple users:

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 'Add Users' dialog box 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, there is a checkbox labeled "I'd like to add access to the user(s) now." which is checked. At the bottom of the dialog box, there are two buttons: "Save & Continue" and "Cancel".

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