

SD500004

## Busting the Top Myths About the Transition to Named User

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### Learning Objectives

- Learn how to add and assign users in less than 15 minutes
- Learn how to maintain any previous version access you need for business reasons post-transition
- Learn how to switch your license type from network to named, manually or automatically
- Learn how to best utilize your new usage reports

### Description

If your company is currently on network licenses, including multi-user subscriptions, and considering the transition to named user, you may be concerned about the time and effort required to make that move. You're not alone—over half of eligible customers have already transitioned and have lessons learned to share. We're ready to bust the top myths about user management, licensing, and authentication to help make it a smooth shift for your organization. Autodesk technical experts who have helped thousands of customers successfully transition will host this session. They'll bust common myths about how long it actually takes to add and assign users and switch license type from network to named (even remotely!), and they'll discuss how to keep using supported previous versions post-transition, and more.

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## Key Dates to Remember

- May 7, 2022: The 2:1 trade-in offer ends for network maintenance plans
- August 7, 2022: No more renewals of 1-year multi-user subscriptions
- August 7, 2023: The 2:1 trade-in offer ends for multi-user subscriptions

## Add and Assign Users in Less Than 15 Minutes

### Bulk import & assign

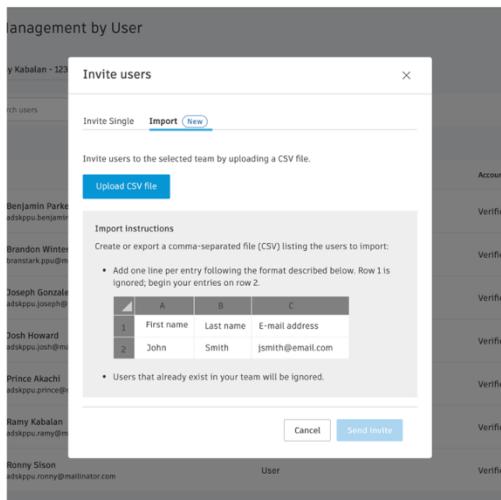
Adding and assigning users does not need to be a manual task. Bulk import & assign is available to all admins and allows you to easily add up to 5,000 users at once by uploading a single CSV file containing each user's first name, last name, and email address.

After completing this step, users who don't already have an Autodesk Account will receive an email notification prompting them to create one. Users who have existing Autodesk Accounts won't receive any email notifications until they are assigned to a product.

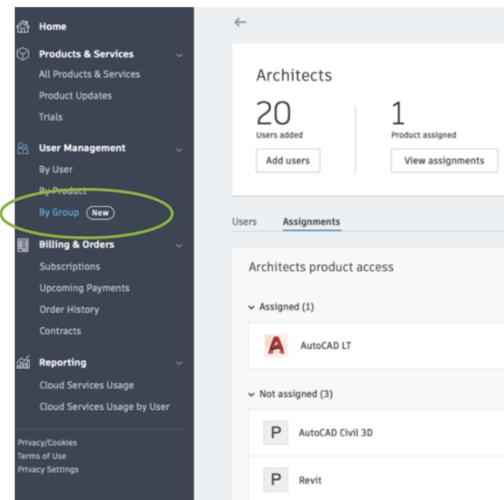
### Groups

Our newest feature in Autodesk Account, groups, further streamlines user management. Groups will give you the ability to organize users by similar roles who need the same product assignments, such as architects or designers, so you can quickly assign the same products to many users at the same time.

For example, if you have users in your organization who only use 3D design products and others who only use AutoCAD LT, you can create a separate group for each. Now, you can quickly assign and un-assign the right set of products to each group based on their roles. Likewise, if you work with users external to your company who need access to a different set of products than internal users, you can also separate them with groups.



Bulk Import



Groups

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## Maintain Previous Version Access

If you are on a supported version of your product, you will not lose access to previous versions. You can access the latest version of your product and up to 5 versions back automatically via AVA (Autodesk Virtual Agent).

Once a new version of your product is released, your previous version access will roll up to be 5 back from the newest version. Since Autodesk products may have different version release dates, the “latest version” may not always be the same from product to product. So, for example, if AutoCAD releases its new version before Revit, you may have access to AutoCAD 2021 – 2016 while another user may have access to Revit 2020-2015 until the new version of Revit is released.



Which product are you looking for?

- autocad
- AutoCAD 2021
- AutoCAD 2020
- AutoCAD 2019
- AutoCAD 2018
- AutoCAD 2017
- AutoCAD 2016

## Switch License Types

Changing your license type is easy and you have a two methods to choose from. You can have your users update their licenses manually on their own devices or you can automate the update across all user devices with a support tool provided by Autodesk. You can find this tool on the Autodesk Knowledge Network.

For both options:

- Users must be assigned to their products beforehand.
- Users will need to restart their software and sign-in once the process is complete, but they can continue using their products uninterrupted while the tool is running.
- The switch can be done remotely or in the office.
- Reinstall is not needed, even when upgrading from a suite to a collection.

## How to Best Utilize your new Usage Reports

### Identify old product versions being used

Look at which product versions your users are using. For example, if you see user on a 2017 version of a product, you can have a conversation with them about upgrading. There's many benefits of upgrading to newer versions like having access to the latest features, staying current, reducing the risk of downtime if a version reaches end of support, or avoiding version conflicts that can occur when collaborating with team members across a project.

### Identify products with low usage

See how many days on average users are using their products. If there's low to no usage with a product, that's a good sign to check with your users to understand why. It may be that more training is needed for your users to get the most out of their products.

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## **Identify under utilized industry collections**

See if a user is using all the products in a collection. We commonly see that users with industry collections are only using one product in that collection. If they are under-utilizing their collection, it's a great opportunity to understand why and how you can support them.

## **Additional Resources**

### **[Autodesk.com/foursteps](#)**

If you need to revisit the 4 steps, including the automated tool to change license type we discussed earlier, you can find them on the Autodesk Knowledge Network.

### **[Autodesk.com/subscription-changes-forum](#)**

If you have additional questions, visit our customer forum so one of our community managers can get back to you.