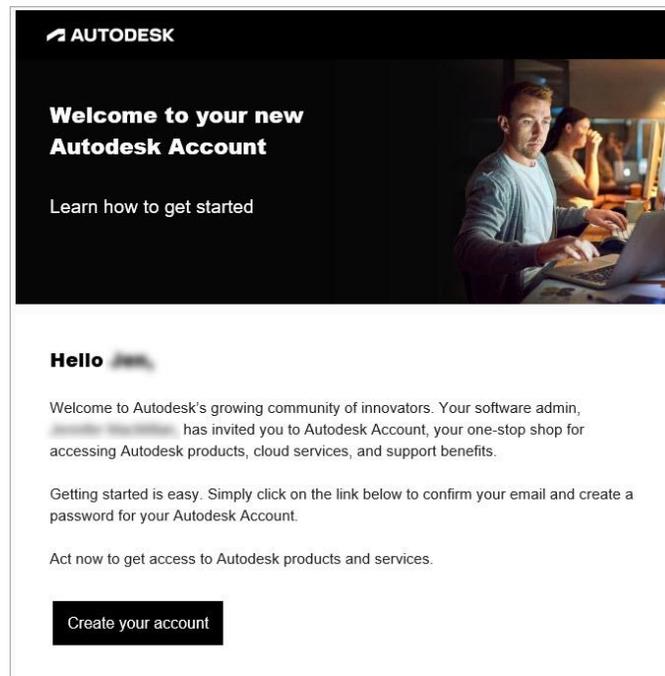


Setting Up Your Autodesk Account

How to Create Your Autodesk Account

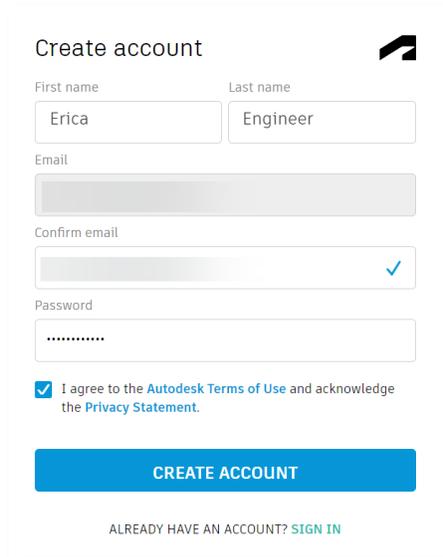
You have been added to our company's Autodesk account. The following procedure will walk you through your next steps. Please note that even if you already have an Autodesk account, you will need to complete the first steps in this procedure.

1. Go to your email and look for an email titled **[Action Required] Your Autodesk Account is waiting**.
2. Open the email and click the **Create your account** button. (The email imagery may vary depending on the current Autodesk template design.)



3. The **Create account** page opens in a web browser.
 - If you already have an Autodesk account, click **SIGN IN**. Log in to your account using your email and password. By simply logging in to your existing account, you have accepted the invite and your account is linked to the company's account so that you can be assigned software licenses.

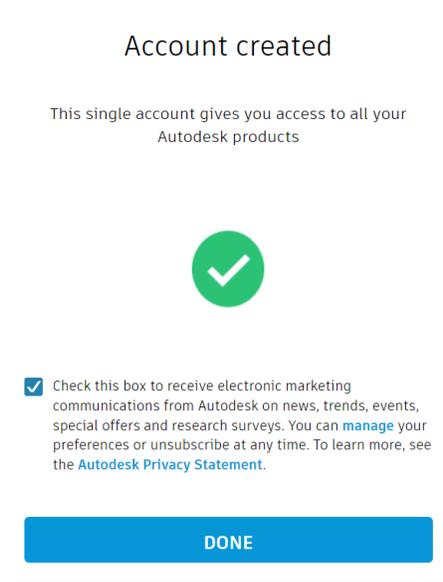
- If you do not have an existing Autodesk account with your company email address, confirm your email address and create a password, then select the checkbox to agree to the Autodesk Terms of Use and acknowledge the Privacy Statement. You can click the blue text to open the statements before agreeing to the terms. When finished, click **Create Account**.



The screenshot shows the 'Create account' form with the following fields and elements:

- Title:** Create account
- First name:** Erica
- Last name:** Engineer
- Email:** (Empty field)
- Confirm email:** (Empty field with a blue checkmark icon)
- Password:** (Masked field with dots)
- Agreement:** I agree to the [Autodesk Terms of Use](#) and acknowledge the [Privacy Statement](#).
- Buttons:** A large blue button labeled 'CREATE ACCOUNT' and a smaller link 'ALREADY HAVE AN ACCOUNT? SIGN IN'.

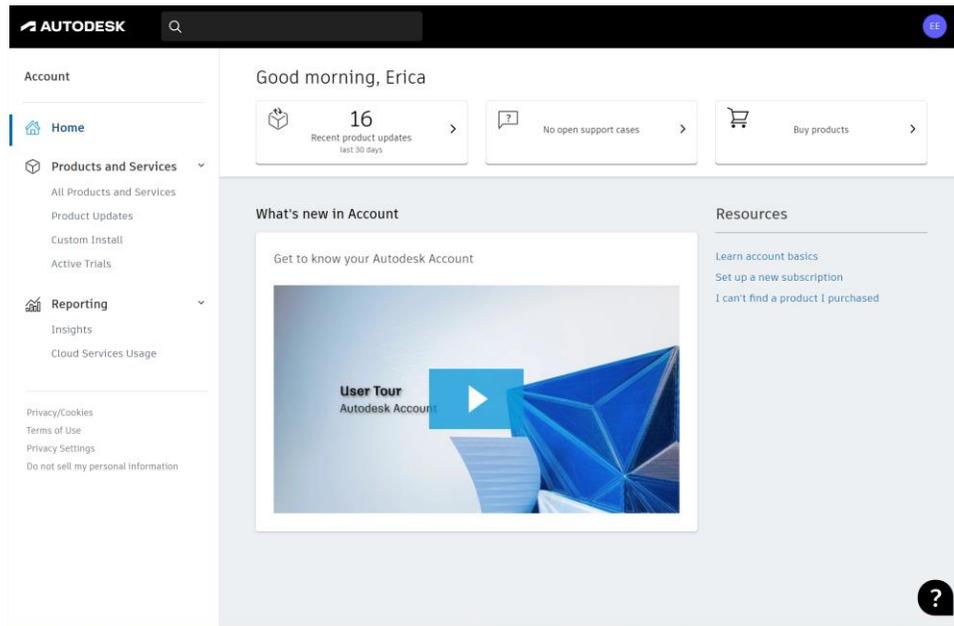
4. Once your account creation is accepted, the **Account created** message with a green check displays. You can read the message about managing your preferences and the Autodesk privacy statement, then select the checkbox and click **Done**.



The screenshot shows the 'Account created' confirmation message with the following elements:

- Title:** Account created
- Text:** This single account gives you access to all your Autodesk products
- Icon:** A large green circle containing a white checkmark.
- Agreement:** Check this box to receive electronic marketing communications from Autodesk on news, trends, events, special offers and research surveys. You can [manage](#) your preferences or unsubscribe at any time. To learn more, see the [Autodesk Privacy Statement](#).
- Buttons:** A large blue button labeled 'DONE'.

5. The web browser will redirect to Autodesk Account. From here, you can populate any personal information you may want to include (image, professional info, contact info, etc.), customize your security settings (2-step verification is discussed below), and basic account settings (language, communication preferences, and privacy details).



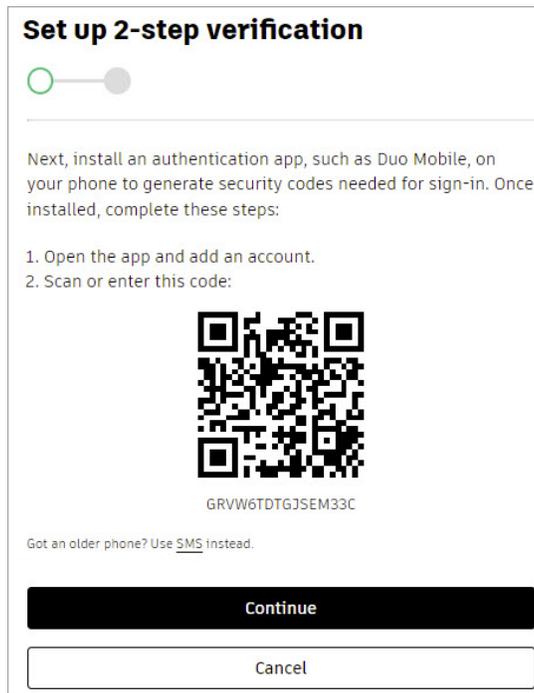
2-Step Verification

Your primary admin may ask you to set up 2-step verification. If so, you must do this in your Autodesk account at profile.autodesk.com by selecting **Security** and **Set Up** in the 2-step verification section. You can choose to access your account by SMS or by an authentication app. The following two procedures detail how you can do this for both methods.

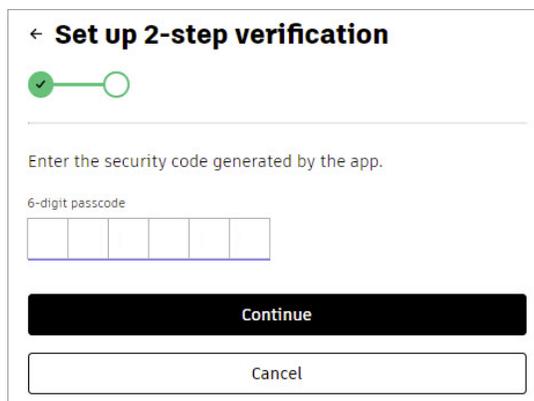
How to Set Up 2-Step Verification Through an Authentication App

1. Before starting the process, you will need to have an authentication app installed on your phone.

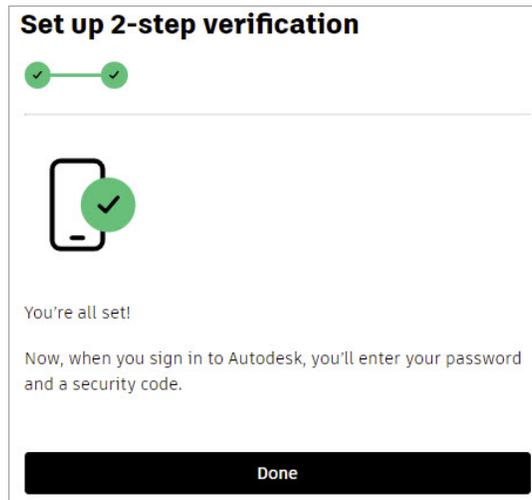
2. Open the authentication app from your device and scan or enter the code shown on the screen, then click **Continue**.



3. The authentication app will generate a 6-digit code.
4. Enter the 6-digit code that your installed authentication app generates and click **Continue**.

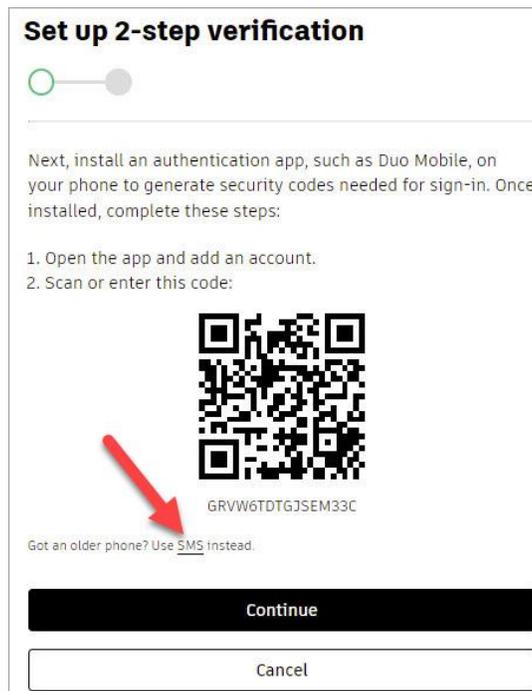


5. Click **Done**.

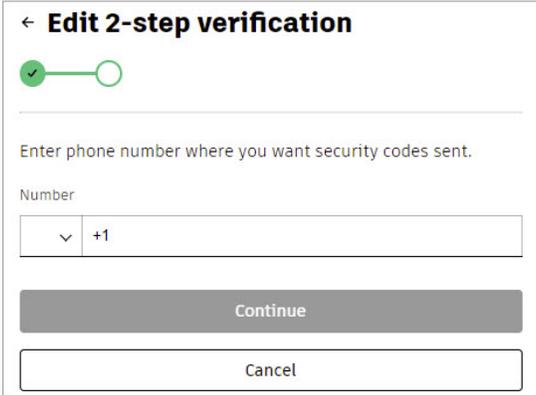


How to Set Up 2-Step Verification Through SMS

1. Click on the **Use SMS instead** link to use your phone's SMS messaging application to generate an authorization code.



2. Enter your phone number and click **Continue**.



← **Edit 2-step verification**

✓ ○

Enter phone number where you want security codes sent.

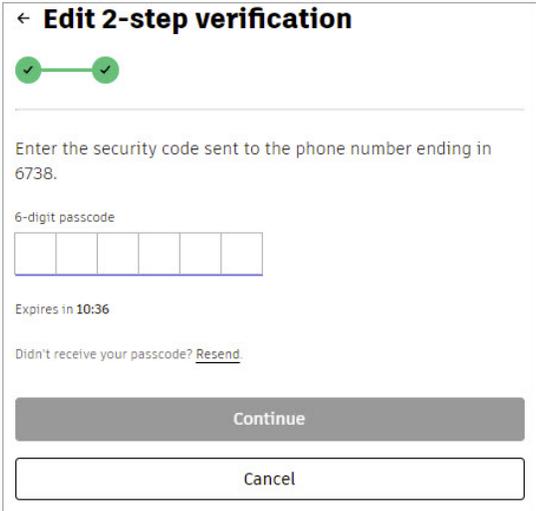
Number

▼ +1

Continue

Cancel

3. Enter the 6-digit code that was sent to your phone via your SMS app and click **Continue**.



← **Edit 2-step verification**

✓ ✓

Enter the security code sent to the phone number ending in 6738.

6-digit passcode

Expires in 10:36

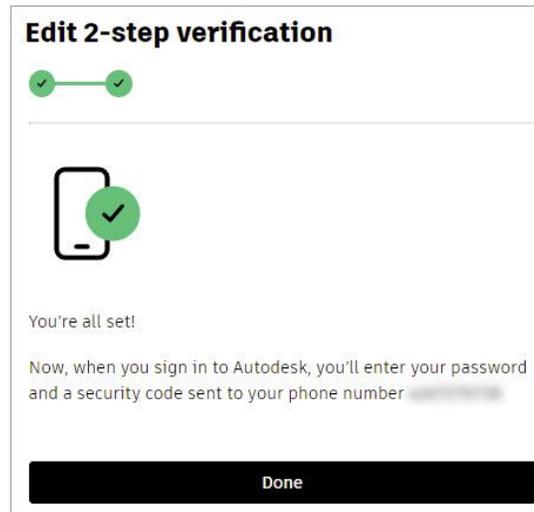
Didn't receive your passcode? [Resend](#)

Continue

Cancel

- **Tip:** The next time you sign in and are prompted for the security code, you can select the checkbox to **Don't ask again on this device for next 30 days** to prevent being verified for the next 30 days

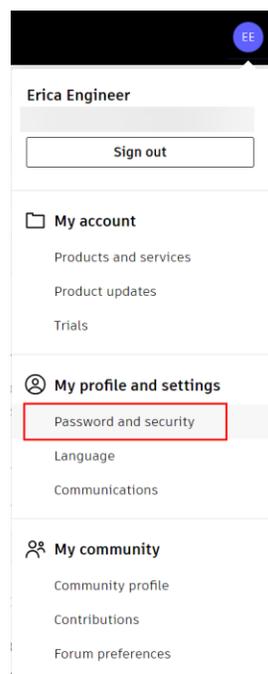
6. Click **Done**.



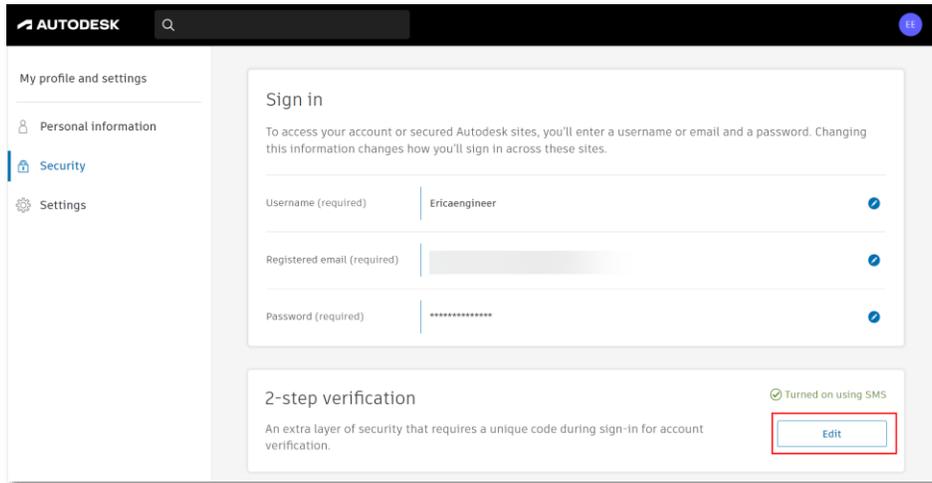
How to Change the 2-Step Verification Method

The following procedure can be used if you want to change the 2-step verification method you are using.

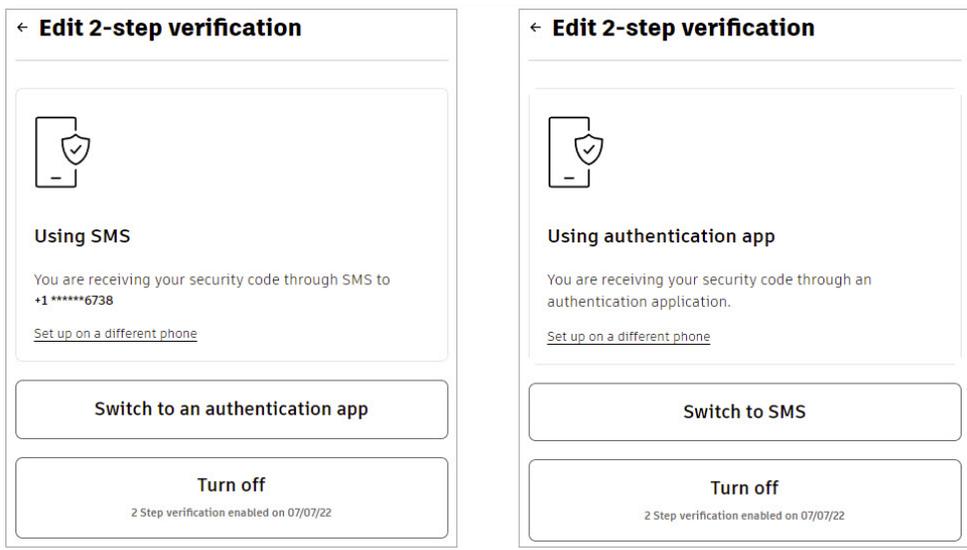
1. Click on your profile icon. In the drop-down menu, select **Password and security** under *My profile and settings*.



2. On the **My profile and settings** page, click **Security** in the left-hand pane, then click **Edit** in the **2-step verification** area.



3. You will be prompted to sign in again using your Autodesk username and password.
4. The **Edit 2-step verification** page will display. Click the option **Switch to an authentication app** or **Switch to SMS**, depending on which method was originally set up.

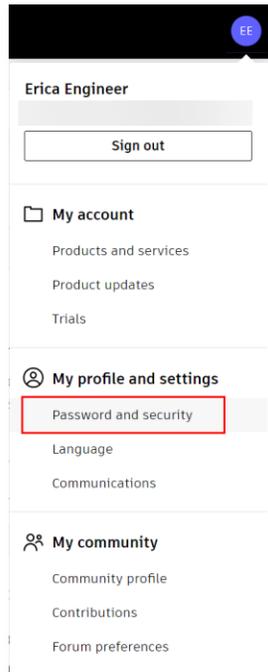


5. Follow the prompts, which will be similar to what was shown in the previous *How to* instructions.

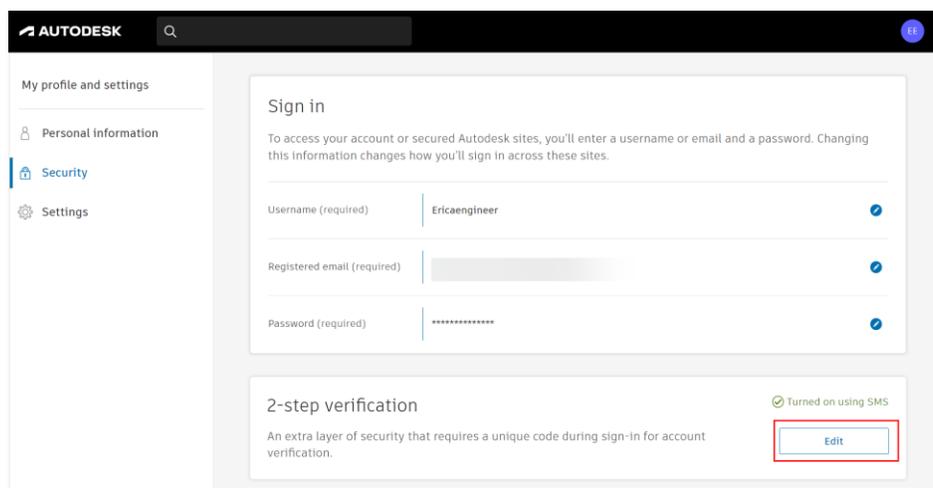
How to Turn Off 2-Step Verification

The following procedure can be used if you want to turn off 2-step verification.

1. Click on your profile icon. In the drop-down menu, select **Password and security** under *My profile and settings*.



2. On the **My profile and settings** page, click on **Security** in the left-hand pane, then click **Edit** in the **2-step verification** area.



3. On the **Edit 2-step verification** page, click **Turn off**.
4. When prompted, click **TURN OFF**.

Getting Support with Creating Your Account

If you have any issues activating your account, you can click the ? icon in the lower-right corner in Autodesk Account to access the Get Help menu. Select **Post-purchase support > Sign in & profile > Create account, sign in & manage profile** or **Account verification**. You can review the Knowledge Network articles or click on **Contact a support agent** for further help.

