Best Practices for the Transition to Named User

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Learning Objectives

- Understand what the Transition to Named User is and what is changing
- Learn about the trade-in offers available to you
- Learn about the steps you can take to prepare for your trade-in
- Get tips on how to best switch your users from multi-user to single-user

Description

This session is for administrators who are transitioning to named user. Learn how to take full advantage of new features such as bulk import, import to assign, single sign-in, product usage reporting, and more. Get key tips for user management, licensing, and activation from Autodesk Account product managers so you can be a more efficient Autodesk administrator. You will be equipped with a better understanding of what’s changed, how to best switch your users from multi-user to single-user, and how to use the new experience to your advantage so you can speed up your workflow. Attendees will leave the session ready to make the most of the constructive insights, relevant user experience, and efficient collaboration that comes with a named user subscription.

Speaker(s)

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I help communicate subscription changes and new offerings to admins of Autodesk software.
What is the transition to named user and what is changing?

Autodesk is launching new plans based on people, and we’re in the process of retiring plans based on serial numbers. Below are key dates you can take note of:

- April 16, 2020 was the last release and renewal of Design & Creation Suites
- May 7th, 2021, all maintenance plans will no longer be able to be renewed
- August 7th, 2022, multi-user subscription will no longer be able to be renewed

What trade-in offers are available to me?

Right now, we're offering special offers for trading in your network maintenance or multi-user subscriptions:

If you have a network maintenance plan or multi-user subscription:
- At your first renewal only, you can trade in one seat or subscription for two named user subscriptions at a cost consistent with what you pay today.
- And then you can renew at an ongoing discount to 2028 – there will be no more than a 5% increase every other year.

![Network Maintenance and Multi-User Subscription](image)
What steps can I take to prepare for the trade-in?

Step 1) Make sure you are in your 90-day renewal window.
Step 2) Confirm your users can connect to the internet every 30 days.
Step 3) Confirm you are on a product eligible for trade in.
Step 4) Upgrade to a supported version of your product (current or up to 5 back).

How do I transition to named user after taking the trade-in?

After the trade-in and when your new subscription starts, these are the four steps you will need to complete:

Step 1) Add users to Autodesk Account
  - First click on the “by user” view under “user management”
  - You can invite individual users at a time under the "Invite single" tab, you can invite several users at once under the "Invite multiple" tab, or you can use "Import" and upload many users at once by uploading a CSV file (pictured below).
Step 2) Assign users to subscriptions

- You can do this in user management under the "By Product" view, by clicking on a product.
- You can either assign users by typing or pasting their names and email addresses into the box, or you can import large lists of users to add and assign them to products in one step with the "Import to assign" option.

![Assign users interface](image)

After you complete this step and your users are assigned to their products, each user will receive an email notifying them of the products they now have access to.

Step 3) Switch your network licenses to named user

There are two ways to do this, you can have your users do it on their end or choose to do it on behalf of your users.

Have users switch their network license:

- Users first need to open up their product and select “manage license” and “change license type”. From here, they will select “single-user” which will switch them to a named user license for all current versions of their product and up to 5 back.
- After the user completes this step, they will be prompted to sign in next time they open their software.

Switch the network license for your users:

- If you decide to switch the license type for your users, you can use the automated tool available on the Autodesk Knowledge Network under the "Update License" tab within the "Transition to Named user" section.
- This page provides a step-by-step guide on how to run the tool for your specific system, and the tool can be executed manually on each computer or rolled out across devices.
As part of named user, users will need to sign in and connect to the internet every 30 days. If the user is working offline for an extended period of time, they will be notified three days before reaching their 30-day limit and are prompted to reconnect to the internet.

Step 4) Inform users of the new sign in process to access their software

The final step is informing users of about the new sign in process they will see the next time they access their software.

- After transitioning to named user, users will use their Autodesk ID and password to access their product. For added security, it’s a good idea to encourage users to set up 2 step verification.

- On the Premium Plan? For customers who are on the Premium plan and who have enabled single-sign on, users will access their software by signing in with their company credentials.

Once users sign in after the trade-in, you should decommission their license server to ensure they can only access via their identity to stay compliant.