Autodesk Construction Cloud
Mark Petrucci
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Applied Software Technology, Inc.

- Civil Engineer, 30 years in the AEC Industry
- Autodesk Certified Instructor
- Technology User → Manager → Consultant
- Autodesk Construction Cloud Elite Partner
AGENDA

• Autodesk Construction Cloud Overview
  • Unified vs BIM 360
• Account Administration
• Project Administration
• Project Setup
• Autodesk Docs (Hands On)
  • Review Interface
  • Create Folders, Upload Files
  • Assign Permissions
• Best Practices
• Q&A
A Unified Platform for AEC Project Delivery
Autodesk Construction Cloud Platform

Unified Platform
- Autodesk Docs
- BIM Collaborate Pro
- BIM Collaborate
- Build
- Takeoff

BIM 360 Platform
- BIM 360 Docs
- BIM 360 Design
- BIM 360 Coordinate
- BIM 360 Build
Autodesk Construction Cloud Admin Workflows
Subscription (License) Management
Licenses for Autodesk Construction Cloud

Autodesk provides licenses.

Responsible Person:
Contract Manager

Action:
Contract Managers ASSIGNS licenses to students

School invite Students to Autodesk Construction Cloud

Responsible Person:
ACC Account Admins

Action:
Account Admin invites students to ACC

School invite Students to project

Responsible Person:
ACC Project Admin

Action:
Project Admin invites student to projects
Autodesk Construction Cloud

AEC Collections (Revit, AutoCAD, etc) at no additional change
Autodesk
Assigning License
Assign Autodesk Subscription (License)
Assign Autodesk Subscription (License)
Assign Autodesk Subscription (License)
Assign Autodesk Subscription (License)
Assign Autodesk Subscription (License)
Assign Autodesk Subscription (License)
Assign Autodesk Subscription (License)

Teacher and Students listed here

Assigned users (5)

- Dent Cox
- Jackson Seisat
- Mark Slebert
- Mark Petrucci
Autodesk Construction Cloud

Account Admin
Account Administrator

- Sample invitation to School’s Account Administrator
Autodesk Construction Cloud

- Logging into ACC
ACC Account Administration

Access Account Administration
ACC Account Administration

Account Administration User Interface

1. Projects
2. Projects tab
3. Members
4. Search bar
5. Type filter
6. Create project button
7. Archive project button
## ACC Account Administration

### Project List vs Account Admin

#### Project List

- **Create project** button
- **Account administrator** section

#### Account Admin

- **Projects** section
- **Active** and **Active** options
- **Create project** button

---

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
<th>Type</th>
<th>Members</th>
<th>Companies</th>
<th>Status</th>
<th>Start Date</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234 Small Medical Office Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Test Project</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Building 1 – 250 feet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B 12345 Small Medical Office Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Images show examples of project list and account administration sections.*
### ACC Account Administration

#### Account Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Company</th>
<th>Default role</th>
<th>Access level</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB Aaron Bailey</td>
<td>Active</td>
<td>-</td>
<td>-</td>
<td>Project member</td>
</tr>
<tr>
<td>AN Aaron Noyes</td>
<td>Disabled</td>
<td>Stevens Wilkinson</td>
<td>-</td>
<td>Project admin</td>
</tr>
<tr>
<td>AR Aaron Rader</td>
<td>Disabled</td>
<td>Inactive Company</td>
<td>-</td>
<td>No access</td>
</tr>
<tr>
<td>AG ACC Connect</td>
<td>Disabled</td>
<td>ASTII</td>
<td>-</td>
<td>Project admin, Project ...</td>
</tr>
<tr>
<td>AU Acocollico User</td>
<td>Disabled</td>
<td>Inactive Company</td>
<td>-</td>
<td>No access</td>
</tr>
<tr>
<td>AN Acorradi None</td>
<td>Disabled</td>
<td>Inactive Company</td>
<td>-</td>
<td>No access</td>
</tr>
<tr>
<td>AK Adam D'Auguste</td>
<td>Disabled</td>
<td>Inactive Company</td>
<td>-</td>
<td>No access</td>
</tr>
<tr>
<td>AG Adam Gereghitski</td>
<td>Disabled</td>
<td>Andy Egan</td>
<td>-</td>
<td>Project admin</td>
</tr>
<tr>
<td>AD Adam Heon</td>
<td>Active</td>
<td>ASTII-eVolve</td>
<td>-</td>
<td>Project admin, Project ...</td>
</tr>
</tbody>
</table>

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ACC Account Administration

Account Members

TIP
Copy list of email address from Word or Excel!!

Recommend assigning DEFAULT role named "Student"

Leave blank for students!
### ACC Account Administration

#### Account Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Company</th>
<th>Default role</th>
<th>Access level</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD Mark Dooley</td>
<td>Disabled</td>
<td>Acme Concrete</td>
<td></td>
<td>Project</td>
</tr>
<tr>
<td>Mark (Gmail) Petrucci</td>
<td>Active</td>
<td>ASTI</td>
<td></td>
<td>Account</td>
</tr>
<tr>
<td>MD Mark Jones</td>
<td>Disabled</td>
<td>Inactive Company</td>
<td></td>
<td>No access</td>
</tr>
<tr>
<td>MD Mark Jones</td>
<td>Disabled</td>
<td>ASTI-CTG</td>
<td></td>
<td>Project</td>
</tr>
<tr>
<td>MM Mark McKeown</td>
<td>Disabled</td>
<td>Limbachinc</td>
<td></td>
<td>Project</td>
</tr>
<tr>
<td>Mark Petrucci</td>
<td>Active</td>
<td>ASTI-CTG</td>
<td></td>
<td>Account</td>
</tr>
<tr>
<td>Mark Siebert</td>
<td>Active</td>
<td></td>
<td></td>
<td>Project</td>
</tr>
<tr>
<td>Marks Structure</td>
<td>Active</td>
<td>Strong Structures</td>
<td>BIM Manager</td>
<td>Project</td>
</tr>
</tbody>
</table>

Showing 601 - 650 of 992
ACC Account Administration

Account Members
ACC Account Administration

Account Settings

TIP
Copy this and save in Outlook Contact!

Account ID
Used to identify your account if you need to contact customer support
50e5b78b-b070-4766-b19c-b39d4d6eb6
ACC Account Administration

Account Settings

BIM 360 admin

Roles

Settings
ACC Account Administration

Account Roles
ACC Account Administration

Account Roles
ACC Account Administration

Account Roles

Roles
Define a set of roles for the account and configure default module access for each role.
Note: The changes made here don’t affect module access permissions for existing non-admin users. Learn more

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Architectural</td>
<td></td>
</tr>
<tr>
<td>02 Construction Management</td>
<td></td>
</tr>
<tr>
<td>03 Fire Safety</td>
<td></td>
</tr>
<tr>
<td>04 Security</td>
<td></td>
</tr>
<tr>
<td>05 Facilities Management</td>
<td></td>
</tr>
<tr>
<td>06 AVS</td>
<td></td>
</tr>
<tr>
<td>07 Electrical</td>
<td></td>
</tr>
<tr>
<td>08 Mechanical/Plumbing</td>
<td></td>
</tr>
</tbody>
</table>

Add button highlighted.
## ACC Account Administration

### Account Roles

![Image of Account Roles interface](image-url)

**Roles**

Define a set of roles for the account and configure default module access for each role. Note: The changes made here don’t affect module access permissions of existing project members. [Learn more](#)

<table>
<thead>
<tr>
<th>Role</th>
<th>Project Admin</th>
<th>01 Architectural</th>
<th>02 Construction Management</th>
<th>03 Fire Safety</th>
<th>04 Security</th>
<th>05 Facilities Management</th>
<th>06 AVS</th>
<th>07 Electrical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>![Icon]</td>
<td>![Icon]</td>
<td>![Icon]</td>
<td>![Icon]</td>
<td>![Icon]</td>
<td>![Icon]</td>
<td>![Icon]</td>
<td>![Icon]</td>
</tr>
</tbody>
</table>
# ACC Account Administration

## Account Roles

The image shows a screenshot of the ACC Account Administration interface, focusing on the 'Roles' section. The interface allows users to define a set of roles for the account and configure default module access for each role. It includes a table where users can add roles and configure access permissions. The table lists several roles, including 'Student', '01 Architectural', '02 Construction Management', '03 Fire Safety', '04 Security', '05 Facilities Management', and '07 Electrical'. Each role is associated with module access permissions, indicated by icons.

### Table Example:

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Project Admin</th>
<th>Module 1</th>
<th>Module 2</th>
<th>Module 3</th>
<th>Module 4</th>
<th>Module 5</th>
<th>Module 6</th>
<th>Module 7</th>
<th>Module 8</th>
<th>Module 9</th>
<th>Module 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01 Architectural</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02 Construction Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 Fire Safety</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04 Security</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05 Facilities Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06 AVS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07 Electrical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Note:
The changes made here do not affect module access permissions of existing project members. Learn more.
ACC Account Administration

Account Settings

BIM 360 admin

- Analytics
- Apps
- Companies
- Roles

Settings
In Summary…

- Login to ACC.Autodesk.com
- Create Role named “Student”
- Invite Members to school’s Account
  - Members = Students
  - Assign Role to each student

Next Steps for Project Admin

- Create Project
- Invite Students
- Assign Permissions to folders
Autodesk Construction Cloud
Project Admin
ACC Project Setup

Create New Project

1. Create Project
ACC Project Setup
Create New Project

TIP
Include Project Number with Project Name

Your School Name

TIP
Project Profile can be updated anytime
ACC Project Member Management

Project Admin – Add Member User Interface

1. Add members button
2. Members list
3. Mark Petrucci (Email: mpetrucci@asti.com, Role: Project administrator)
4. Role selection
5. Project files settings (On, Off, Off, Off, Off, On, On, Off, Off, Off)
ACC Project Member Management

Project Admin – Add Members

TIP
Copy list of email address from Word or Excel!!

TIP
Optional but important!
License vs Products

Subscription = License

Account Admin

Project Admin
## ACC Project Member Management

**Project Admin - Remove Member / Resend Invitation**

### Members Table

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Company</th>
<th>Role</th>
<th>Access level</th>
<th>Phone</th>
<th>Status</th>
<th>Added on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Reuter</td>
<td><a href="mailto:michael.reuter@gmail.com">michael.reuter@gmail.com</a></td>
<td></td>
<td>Architect</td>
<td>Project mem.</td>
<td></td>
<td>Active</td>
<td>Moments ago</td>
</tr>
<tr>
<td>Janedoe Janedoe</td>
<td><a href="mailto:janedoe@astl.com">janedoe@astl.com</a></td>
<td></td>
<td>Architect</td>
<td>Project mem.</td>
<td></td>
<td>Invited</td>
<td>2 minutes ago</td>
</tr>
<tr>
<td>New Member</td>
<td><a href="mailto:johnsmith@astl.com">johnsmith@astl.com</a></td>
<td></td>
<td>Architect</td>
<td>Project mem.</td>
<td></td>
<td>Invited</td>
<td>2 minutes ago</td>
</tr>
<tr>
<td>Mark Petrucci</td>
<td><a href="mailto:mpetrucci@astl.com">mpetrucci@astl.com</a></td>
<td></td>
<td>Project adm.</td>
<td></td>
<td>800-899-2784</td>
<td>Active</td>
<td>Today at 2:4...</td>
</tr>
</tbody>
</table>

Showing 1 - 4 of 4
## ACC Project Member Management

### Project Admin - Remove Member / Resend Invitation

### Members Table

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Company</th>
<th>Role</th>
<th>Access level</th>
<th>Phone</th>
<th>Status</th>
<th>Added on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Reuter</td>
<td>michael.reuter@gmail...</td>
<td>Architect</td>
<td>Project mem...</td>
<td>Active</td>
<td></td>
<td>Invited</td>
<td>Moments ago</td>
</tr>
<tr>
<td>Janedoe Janedoe</td>
<td><a href="mailto:janedoe@astl.com">janedoe@astl.com</a></td>
<td>Architect</td>
<td>Project mem...</td>
<td>Active</td>
<td></td>
<td>Invited</td>
<td>2 minutes ago</td>
</tr>
<tr>
<td>New Member</td>
<td><a href="mailto:johnsmith@astl.com">johnsmith@astl.com</a></td>
<td>Architect</td>
<td>Project mem...</td>
<td>Active</td>
<td>800-899-2784</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Petrucci</td>
<td><a href="mailto:mpetrucci@astl.com">mpetrucci@astl.com</a></td>
<td>Project adm...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 - 4 of 4
ACC Project Setup

Project Admin - Edit Settings

Edit project profile

- Project name: 12345 Small Medical Office Center
- Project number: 12345
- Project type: Medical Office
- Address: Enter a location
- Time zone: (GMT-05:00) Eastern Time (US & Canada)
Oh, By The Way!

View All Project
Oh, By The Way!

View All Project
### Project List

<table>
<thead>
<tr>
<th>Name</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345 Small Medical Office Center</td>
<td>Yesterday at 2:40 PM</td>
</tr>
<tr>
<td>Test Project</td>
<td>July 20, 2021</td>
</tr>
<tr>
<td>Falcon Training</td>
<td>July 14, 2021</td>
</tr>
<tr>
<td>JMB Sandbox 123 Main Street</td>
<td>July 13, 2021</td>
</tr>
<tr>
<td>Milwaukee Tool Red Beacon - HVAC (214787) &amp; PLBG (214788) 501 W. Michigan St.</td>
<td>July 2, 2021</td>
</tr>
</tbody>
</table>

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Access to ACC

1. Open the browser and navigate to acc.autodesk.com.
2. Sign in with your Autodesk account credentials.

NEW TO AUTODESK? CREATE ACCOUNT

Your account for everything Autodesk
LEARN MORE
Best practices and FAQ
Invite Students in following order

1. Use **Account Admin** to invite students to the School’s Autodesk Construction Cloud account.
2. Use **Project Admin** to invite students to a Project.
3. Use **Docs Permissions** to assign folder permissions to students invited to project.

...See following slides for details
ACCOUNT ADMIN Module
Invite Students to Cloud

STEPS:
1. Select Account Admin from Module Selector.
2. Select Members for Navigation Bar.
3. Select +Add Members button.
4. Enter Student email addresses.
5. Assign Role=Student.
6. Leave both buttons blank.
TIP:
Invite Students at Account Admin level and assign DEFAULT role before inviting them to a project

REASON:
By Assigning a DEFAULT role, students will always have that role assigned to them for every new project
PROJECT ADMIN Module
Invite Students to Project

TIP:
Invite Students to project using Project Admin

STEPS:
1. Select project from the Project List
2. Select Project Admin from Module Selector
3. Use Add Members to add student email addresses to project
PROJECT ADMIN Module
Invite Students to Project

TIP:
Invite Students to project using Project Admin

STEPS:
4. Copy & Paste multiple email address from Word, Excel, or Notepad
5. Verify Role is “Student”, if not set to “Student”. If you added Default Role at Account Admin, “Student” will appear.
6. Assign Student as “Project Member”
7. Select Product as needed.
DOCS PERMISSIONS
Assign Permissions to Students to access folders

STEPS:
1. Select Docs from Module Selector.
2. Verify project name is correct.
3. Select next to Project Files folder
4. Select Permissions from menu
DOCS PERMISSIONS
Assign Permissions to Students to access folders

STEPS:
5. Verify folder name is Project Files.
6. Select +Add button.
7. Type in “Student” for role and assign “Manage” permissions.
8. Verify Role “Student” has been added and verify all students invited to project using Project Admin are listed.
9. Select X to close permissions.
Viewing all projects

TIP:
While in Account Admin, you will need to click on the “Project Selector” then click “View all projects” at bottom of list.
FAQ

Q: CAN’T SEE PROJECT
   “Why can’t my students see the project I invited them to see?”
A: Your student may have been invited to your account but not to a project. Select the Project then go to Project Admin and invite the student to the Project.

Q: CAN’T SEE FILES OR FOLDERS
   “Why can’t my students see any files to the project I invited them to see?”
A: Most common question. You must also assign Permissions to the Project Files folder.