

AUTODESK **Training Evaluation System**

Training Participant User Guide

Updated: October 2025,
Version: 5.0

TES Enhancement Information

Beginning December 2025, the Autodesk Training Evaluation System will be integrated with Autodesk Account. Student-training participants will use their Autodesk Account credentials (their Autodesk ID) to log into the Autodesk Training Evaluation System.

Autodesk Account is protected with a sign-in confirmation step after a student-training participant enters their email and password to login to the TES System. By default, Autodesk will send a one-time passcode (OTP) to the student-training participant's registered email. Using OTP is a form of multi-factor authentication (MFA) that provides extra security for Autodesk accounts and deters unauthorized access. Learn more about Autodesk email OTP or 2-step verification here:

<https://www.autodesk.com/support/account/manage/use/security>

Refer to the Table of Contents for additional login scenarios and steps.

Contents

Section 1: New Student–Training Participant Registration	
No TES Account–No Autodesk ID	Page 3
Section 2: Existing Student–Training Participant Registration	
TES Account – No Autodesk ID.....	Page 12
Section 3: Existing Autodesk Account login	
No TES Account–TES account registration	Page 17
Section 4: Retrieve Forgotten Username or Password	
Student–Training Participant	Page 20
Section 5: Student-Training Participant Course Enrollment	Page 25
Section 6: Complete Course Survey: Student-Training Participant.....	Page 26
Section 7: Student-Training Participant account deletion	Page 29
Section 8: Glossary of Terms	Page 35

I: New Student-Training Participant Registration No TES Account–No Autodesk ID

User Role: Student-training participant / no previous TES account or no Autodesk Account or Autodesk ID

In this section, a new student-training participant will learn how to create an account and register in the Autodesk Training Evaluation System.

Instructions:

After a new student-training participant creates their account in the TES system, they will receive an email instructing them to create their Autodesk account. Student-training participants cannot login to TES before creating their Autodesk account. After the Autodesk account has been created, student-training participants can login to TES and enroll in a training course.

An Autodesk Certified Instructor or an Approved instructor can also enroll a student-training participant in a course. If an instructor enrolls a student-training participant in a course, the student-training participant will receive an email with a registration link to enroll in the course.

- 1) If student-training participant does not receive a course registration link from the TES system after being enrolled in a course by the instructor, student-training participant should create a new TES account.
- 2) To create a new TES account, student-training participant will provide their information and complete online form: <https://education.autodesk.com/register>

Personal Information

First Name

Last Name

Email Address

Select Your Country

Select Language

Next

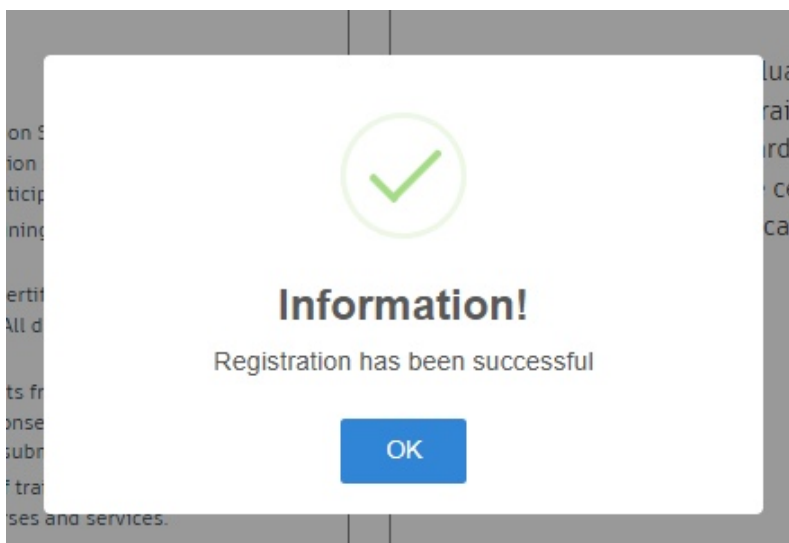
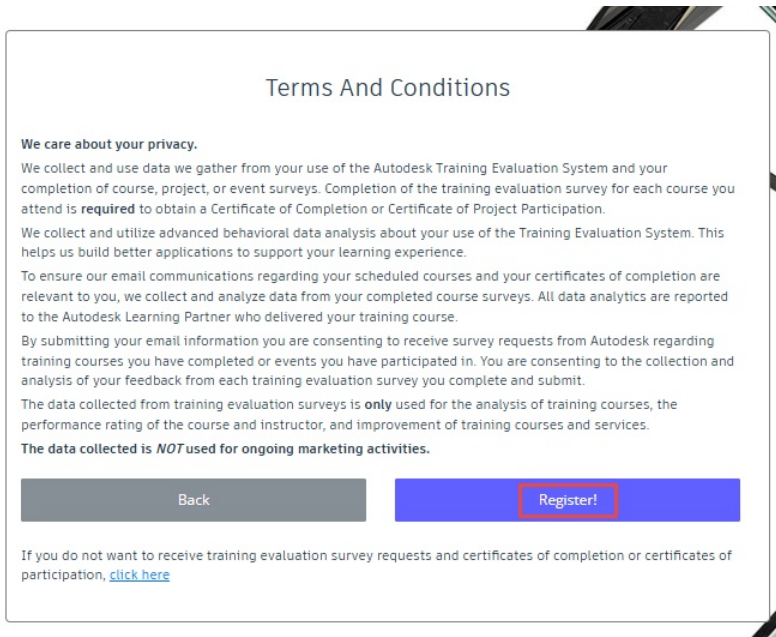
Autodesk Training Evaluation System

Access to the Training Evaluation System provides students and training participants the ability to register for training courses, manage their training courses, provide feedback to Autodesk regarding the training course, and offers a self-service download option to retrieve a course certificate of completion. Completion of the course survey is required to obtain a certificate.

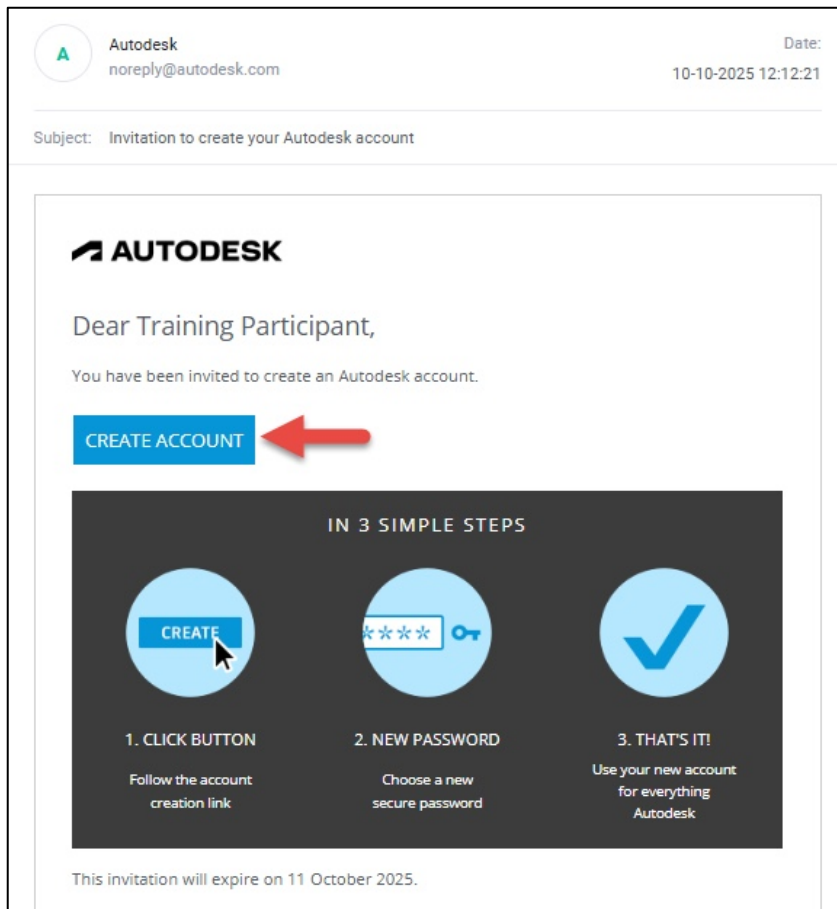
Note: The student-training participant's full name, a valid email address, country-of-residence, and language preference are **required** to create a new TES account.

- 3) After a student-training participant completes the form is complete, click **Next**.

- 4) Terms & Conditions pop-up window appears; student-training participant clicks **Register** to accept terms and conditions and continue registration.



- 5) Student-training participant will receive an invitation email to **create** an Autodesk account (Autodesk ID).



To complete account creation, student-training participant will enter First name, Last name, and a new password. The password requirements are:

- Minimum of 10 characters
- At least 1 uppercase letter and 1 lowercase letter
- At least 1 symbol
- At least 1 number

Note: After 10-seconds, the student-training participant will be redirected to the Autodesk Training Evaluation System.

AUTODESK


Complete your account

jerese7757@arqsis.com

First name

Last name

Password


- I agree to the [Autodesk Terms of Use](#) and acknowledge the [Privacy Statement](#).
- 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](#).

Create account

AUTODESK

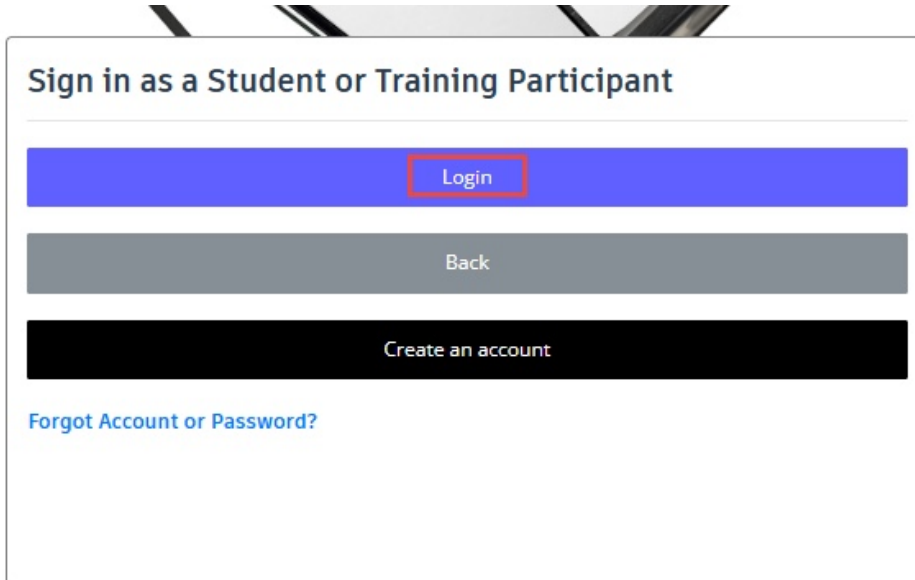
Account created

jerese7757@arqsis.com



Continue in 7

- 6) Student-training participant will click **Login** to enter the Autodesk Training Evaluation System. The student-training participant will make their data opt-in or opt-out choice, then click **OK**.



Sign in as a Student or Training Participant

Login

Back

Create an account

[Forgot Account or Password?](#)

We care about your privacy.

We collect and use data we gather from your use of the Autodesk Training Evaluation System and your completion of course, project, or event surveys. Completion of the training evaluation survey for each course you attend is **required** to obtain a Certificate of Completion or Certificate of Project Participation.

We collect and utilize advanced behavioral data analysis about your use of the Training Evaluation System. This helps us build better applications to support your learning experience.

To ensure our email communications regarding your scheduled courses and your certificates of completion are relevant to you, we collect and analyze data from your completed course surveys. All data analytics are reported to the Autodesk Learning Partner who delivered your training course.

By submitting your email information you are consenting to receive survey requests from Autodesk regarding training courses you have completed or events you have participated in. You are consenting to the collection and analysis of your feedback from each training evaluation survey you complete and submit.

The data collected from training evaluation surveys is **only** used for the analysis of training courses, the performance rating of the course and instructor, and improvement of training courses and services.

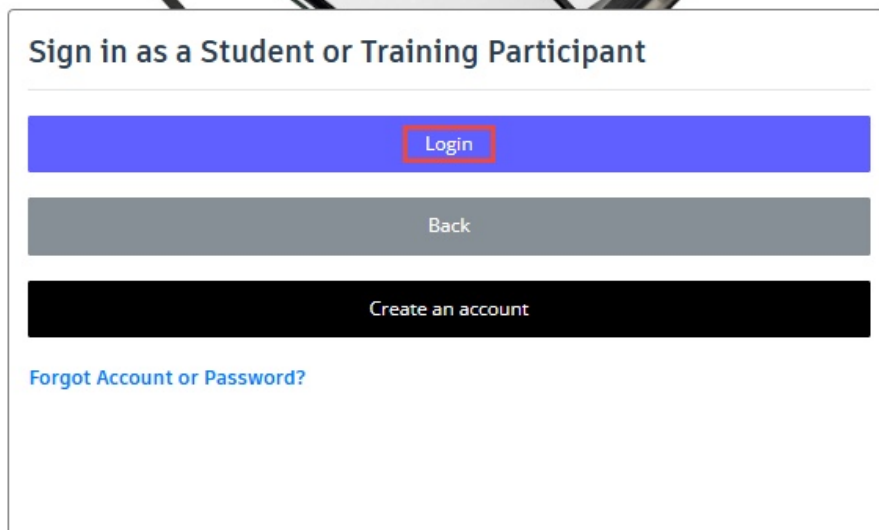
The data collected is NOT used for ongoing marketing activities.

I want to receive email requests to complete training evaluation surveys or receive Certificates of Completion for Autodesk Learning Partner course(s) I attended; or Certificates of Participation for Autodesk Learning Partner events I attended, as applicable.

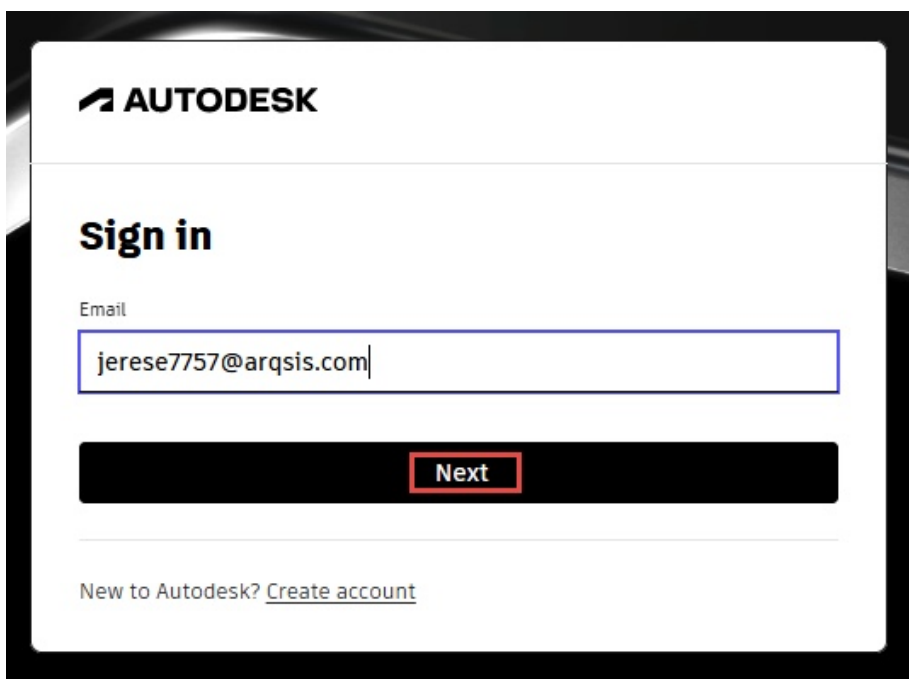
I **do not** want to receive email requests to complete training evaluation surveys or receive Certificates of Completion for Autodesk Learning Partner course(s) I attended; or Certificates of Participation for Autodesk Learning Partner events I attended, as applicable.

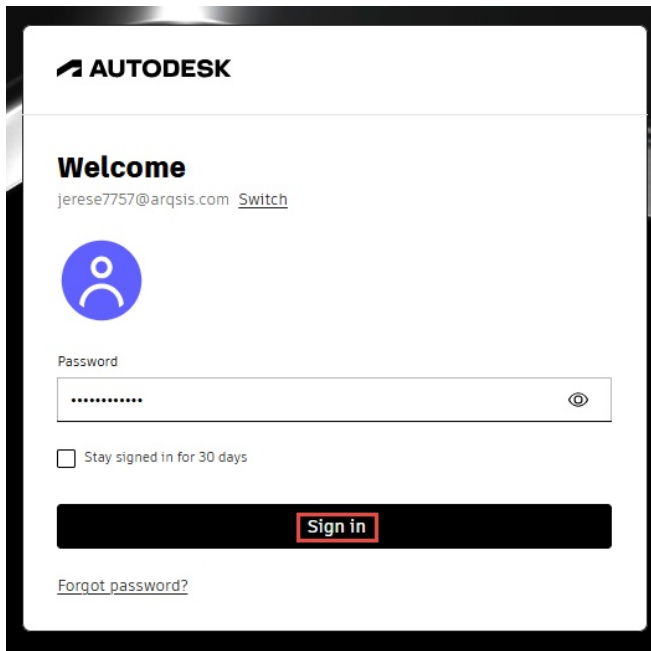
OK

- 7) After making their email opt-in or opt-out choices, the student-training participant should **log out** of TES.
- 8) The new student-training participant is required to return to the TES sign in window and **log back into TES** to complete the required authentication with a one-time passcode (OTP),

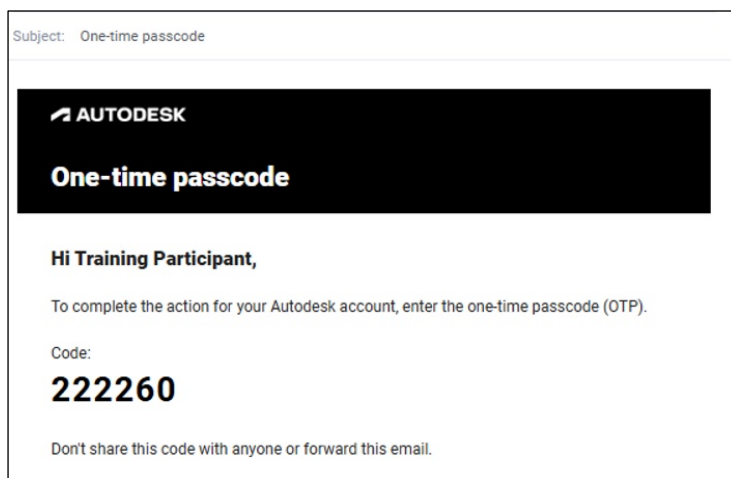
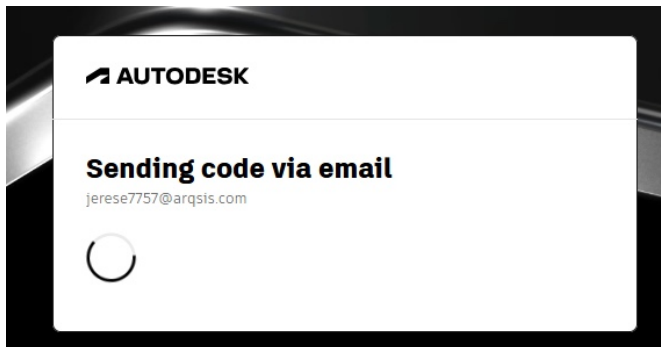


- 9) The student-training participant will **enter their email and password**.

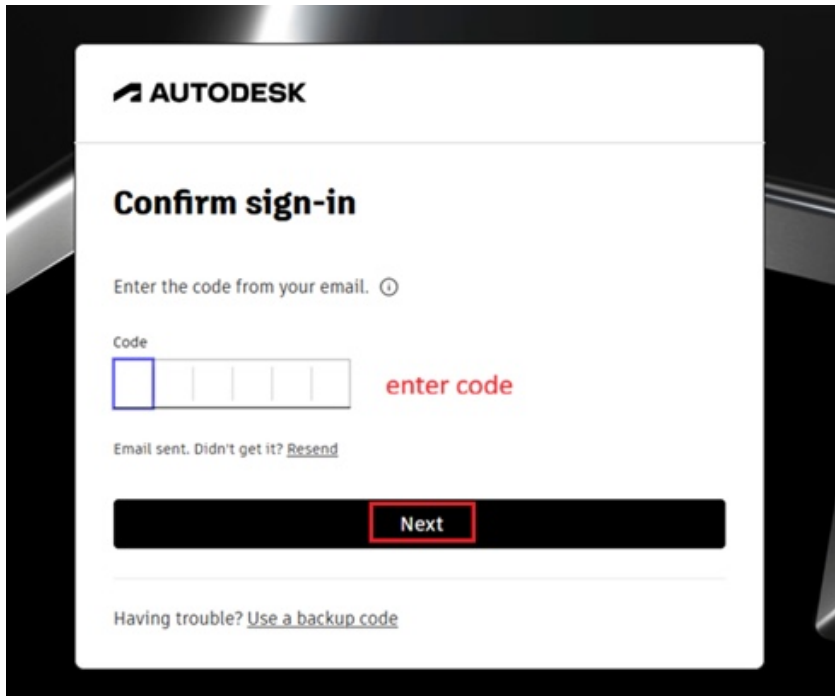




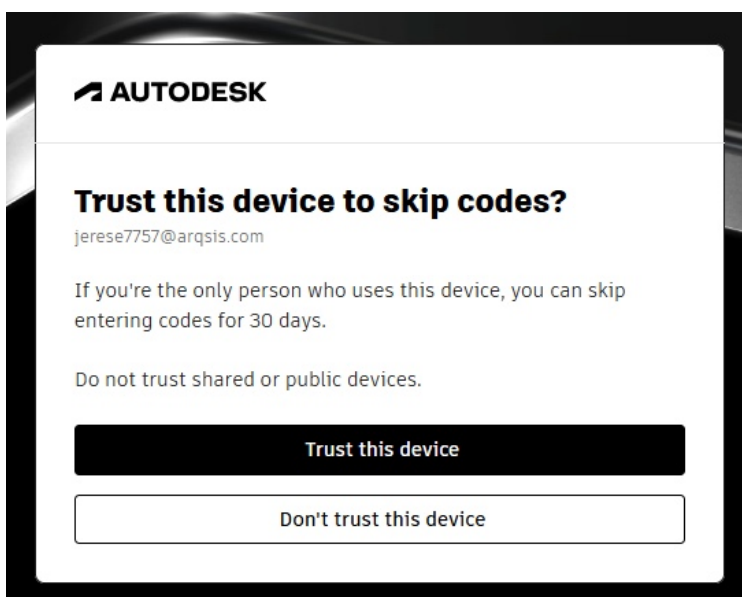
10) A one-time passcode is sent to the student-training participant's email address.

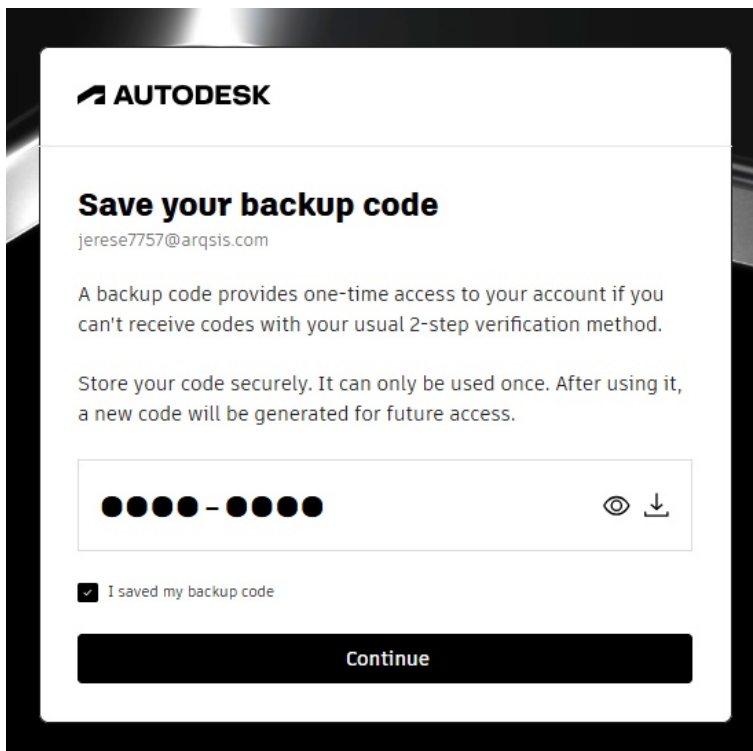


- 11) The student-training participant will **enter** the one-time passcode and then click **Next**.

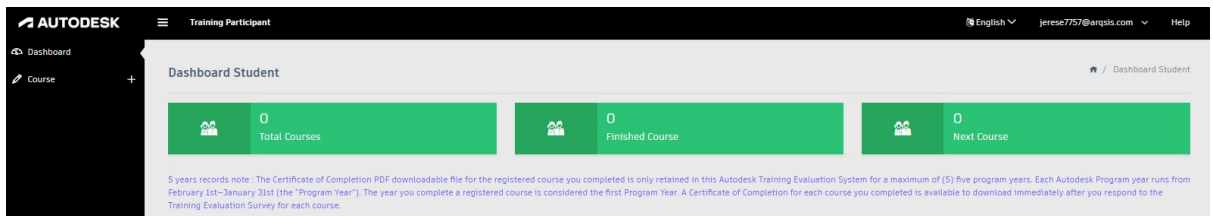


- 12) After **entering** their code, the student-training participant will **make their choice** in the 'Trust this device'. window. Trusting the device will skip the requirement for an OTP code for thirty (30) days. Student-training participant will have the option to save a back-up code then, click **Continue**.





13) After clicking **Continue**, the student-training participant will be redirected automatically to the Autodesk Training Evaluation System Dashboard.



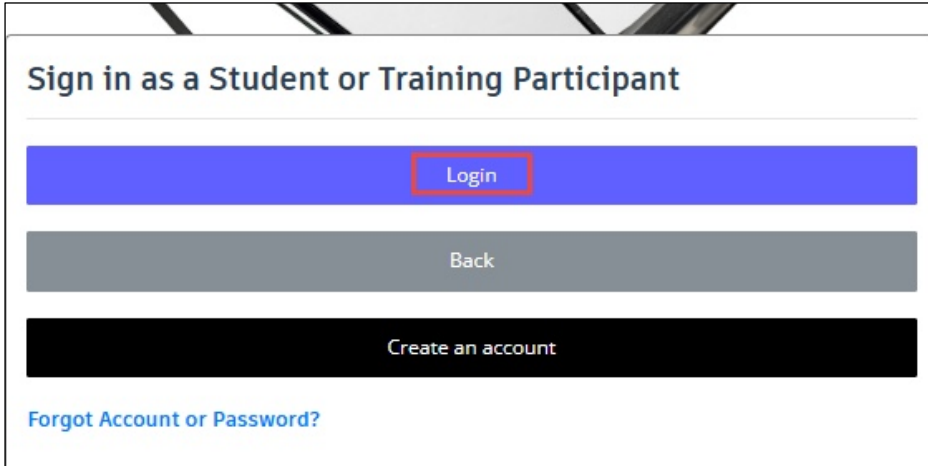
2: Existing Student-Training Participant Registration TES Account– No Autodesk Account ID

User Role: Student-training participant with an existing TES account, but no Autodesk Account ID

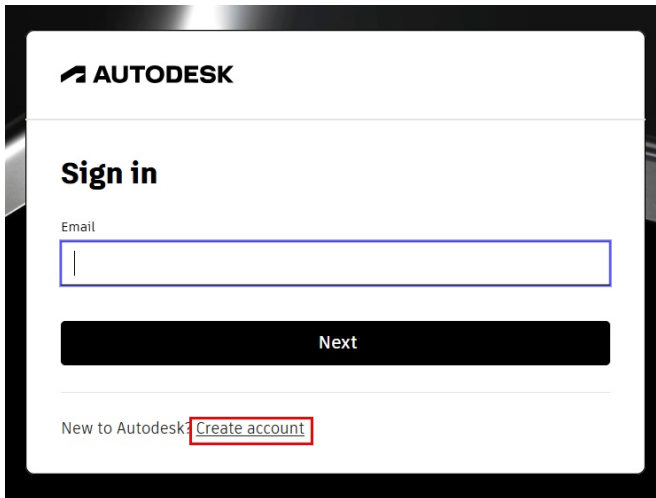
In this section, the student-training participant with an existing TES account will learn how to create their Autodesk Account and use their Autodesk Account ID to log into the Autodesk Training Evaluation System.

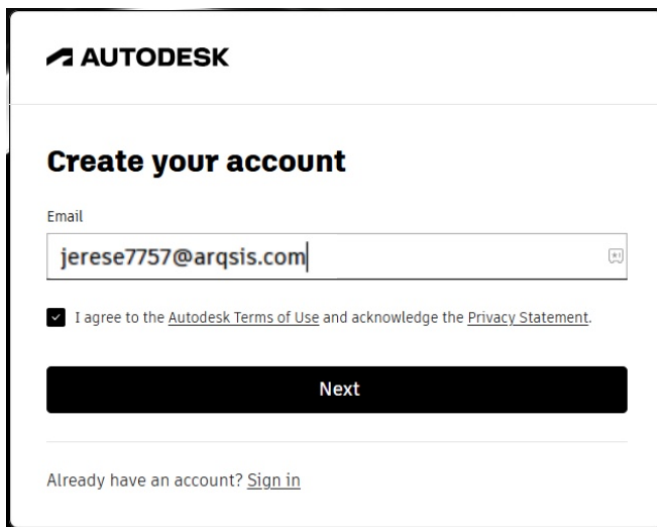
Instructions:

- 1) Student-training participant will **login** with email address (username) and password: <https://education.autodesk.com/login-student>.



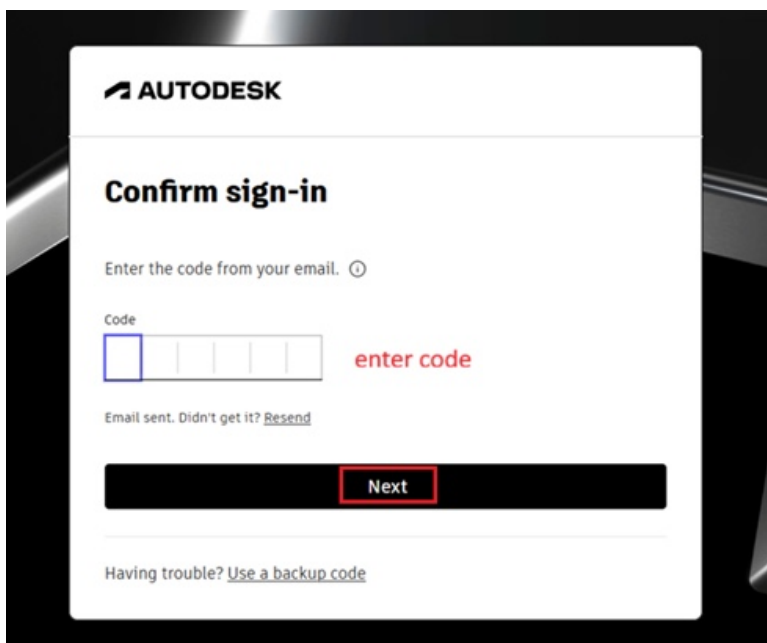
- 2) Student-training participant will **click Create account**, enter email, and **click Next**.





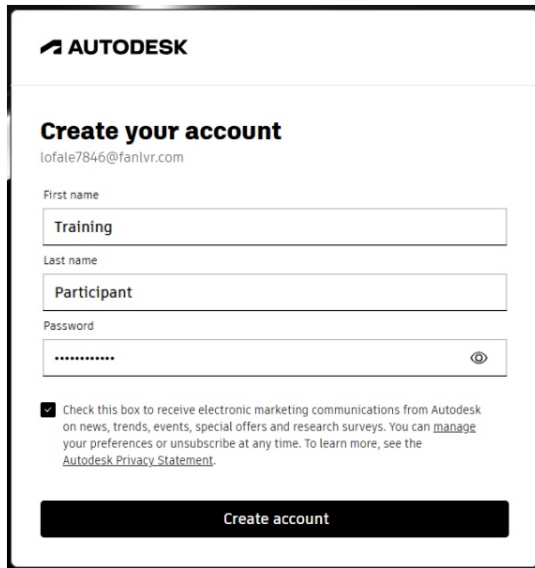
The screenshot shows the Autodesk account creation interface. At the top left is the Autodesk logo. Below it, the heading "Create your account" is displayed. An "Email" input field contains the text "jereese7757@arqsis.com". Below the input field is a checkbox that is checked, with the text "I agree to the [Autodesk Terms of Use](#) and acknowledge the [Privacy Statement](#)". A large black button labeled "Next" is positioned below the checkbox. At the bottom of the form, there is a link that says "Already have an account? [Sign in](#)".

- 3) Student-training participant will receive Autodesk verification code through email.



The screenshot shows the Autodesk "Confirm sign-in" page. At the top left is the Autodesk logo. Below it, the heading "Confirm sign-in" is displayed. The instruction "Enter the code from your email." is followed by a "Code" input field consisting of six boxes, with the first box highlighted in blue. To the right of the input field is the text "enter code" in red. Below the input field is a link that says "Email sent. Didn't get it? [Resend](#)". A large black button labeled "Next" is positioned below the input field. At the bottom of the form, there is a link that says "Having trouble? [Use a backup code](#)".

- 4) To complete the account, student-training participant will **enter** First name, Last name, and password. The password should include these requirements:
- Minimum of 10 characters
 - At least 1 uppercase and 1 lowercase letter
 - At least 1 symbol
 - At least 1 number



AUTODESK

Create your account

lofale7846@fanlvr.com

First name
Training

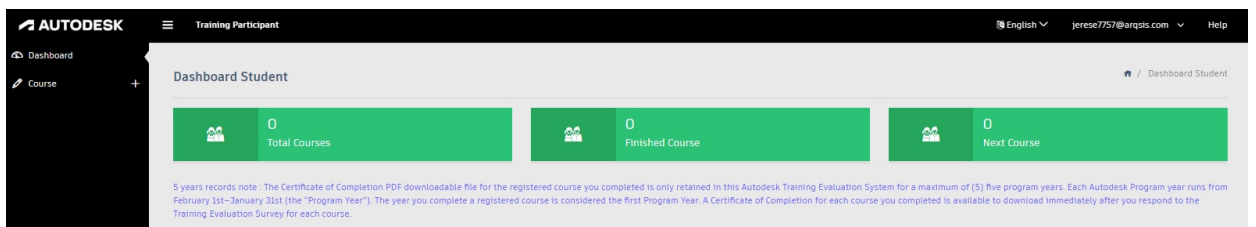
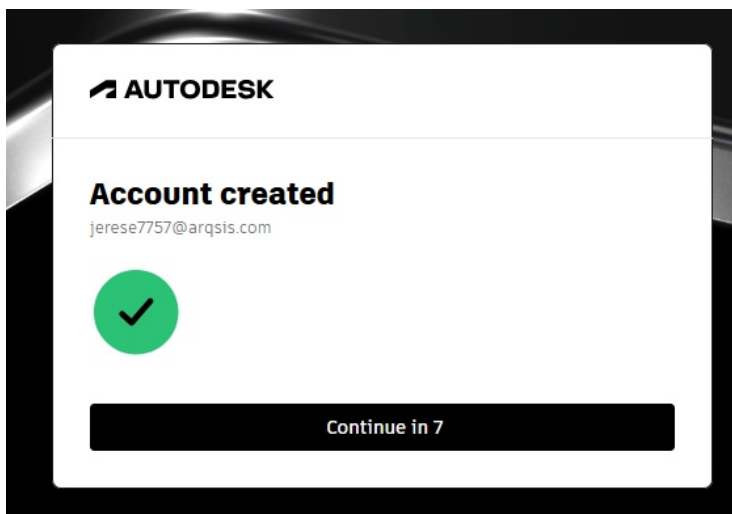
Last name
Participant

Password
.....

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](#).

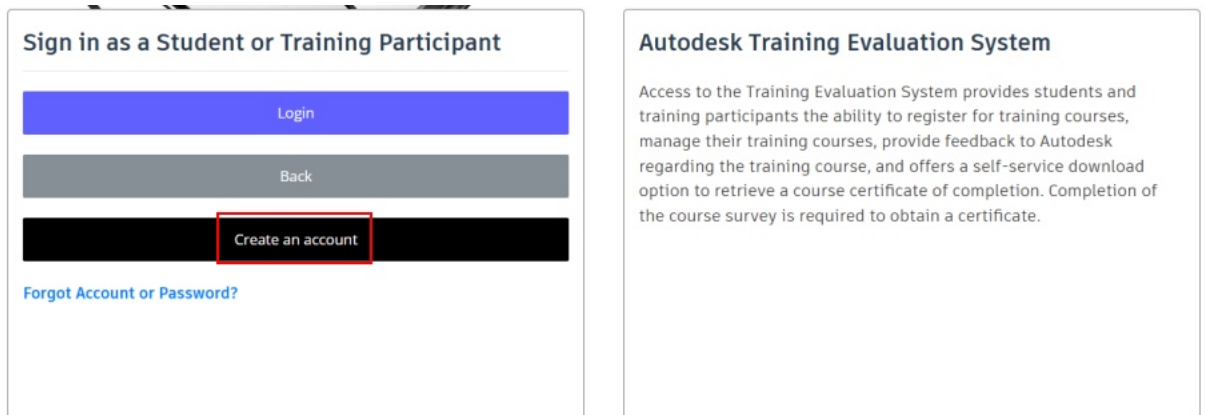
Create account

5) Student-training participant will be redirected to the Autodesk Training Evaluation System Dashboard page **after 10 seconds**.

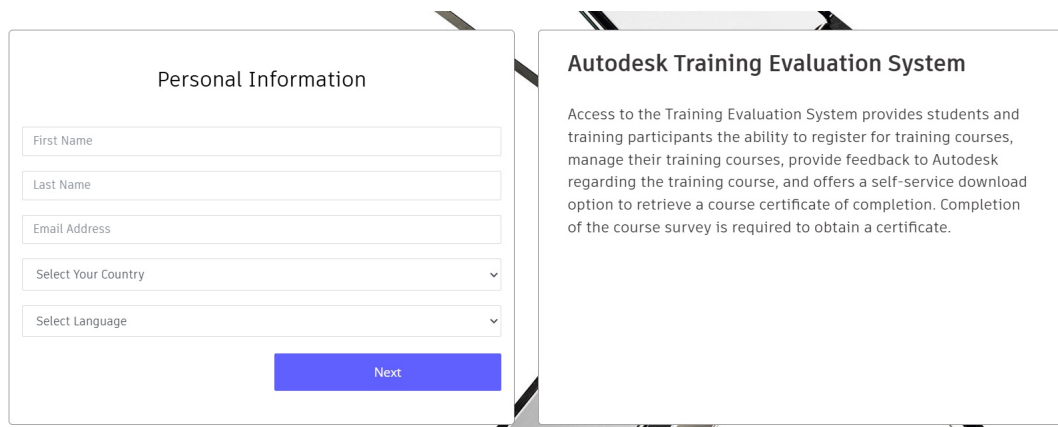


3: Existing Autodesk account ID Registration–No TES Account

- 1) **Sign in** as a student or training participant: <https://education.autodesk.com/login-student>
- 2) Click **Create an account** to register in TES.



- 3) Student-training participant will provide their information and **complete online form**: <https://education.autodesk.com/register>
- 4) After the form is complete, the student-training participant will click **Next to submit**.
- 5) The Terms & Conditions pop-up window appears; student-training participant will **click Register** to accept terms and conditions and continue registration.



Note: The student-training participant's full name, a valid email address, country-of-residence, and language preference are **required** to create a new TES account.

We care about your privacy.

We collect and use data we gather from your use of the Autodesk Training Evaluation System and your completion of course, project, or event surveys. Completion of the training evaluation survey for each course you attend is **required** to obtain a Certificate of Completion or Certificate of Project Participation.

We collect and utilize advanced behavioral data analysis about your use of the Training Evaluation System. This helps us build better applications to support your learning experience.

To ensure our email communications regarding your scheduled courses and your certificates of completion are relevant to you, we collect and analyze data from your completed course surveys. All data analytics are reported to the Autodesk Learning Partner who delivered your training course.

By submitting your email information you are consenting to receive survey requests from Autodesk regarding training courses you have completed or events you have participated in. You are consenting to the collection and analysis of your feedback from each training evaluation survey you complete and submit.

The data collected from training evaluation surveys is **only** used for the analysis of training courses, the performance rating of the course and instructor, and improvement of training courses and services.

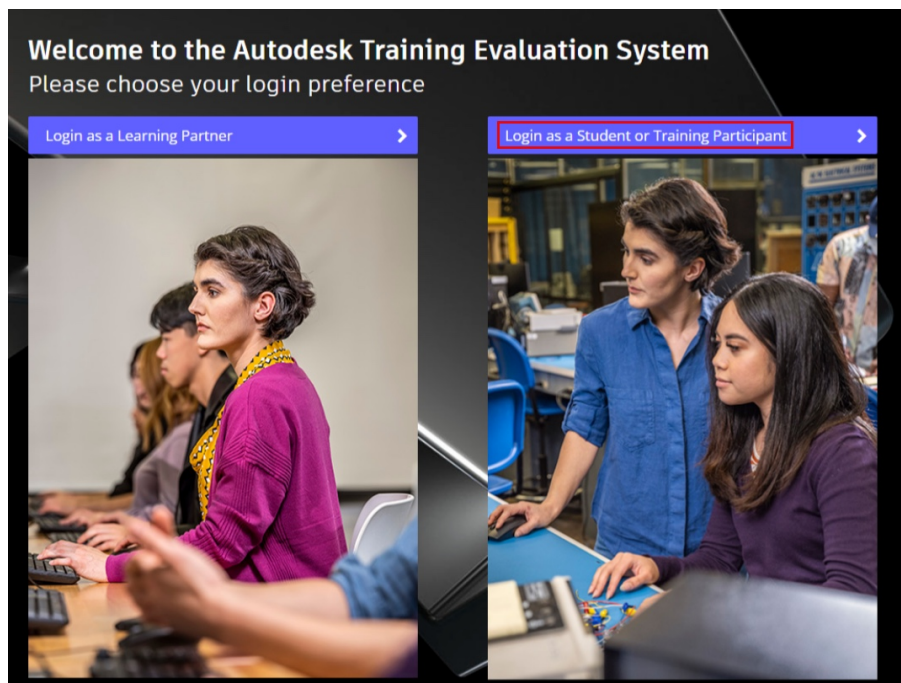
The data collected is NOT used for ongoing marketing activities.

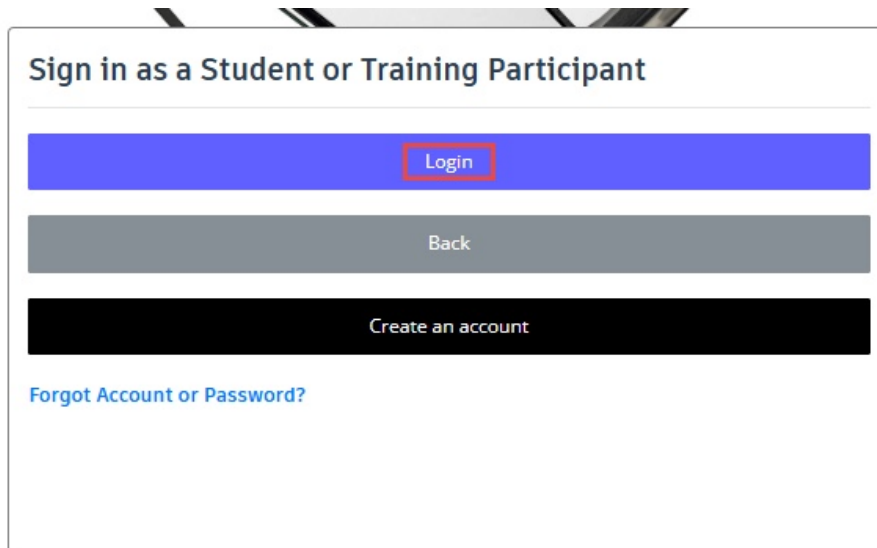
I want to receive email requests to complete training evaluation surveys or receive Certificates of Completion for Autodesk Learning Partner course(s) I attended; or Certificates of Participation for Autodesk Learning Partner events I attended, as applicable.

I do not want to receive email requests to complete training evaluation surveys or receive Certificates of Completion for Autodesk Learning Partner course(s) I attended; or Certificates of Participation for Autodesk Learning Partner events I attended, as applicable.

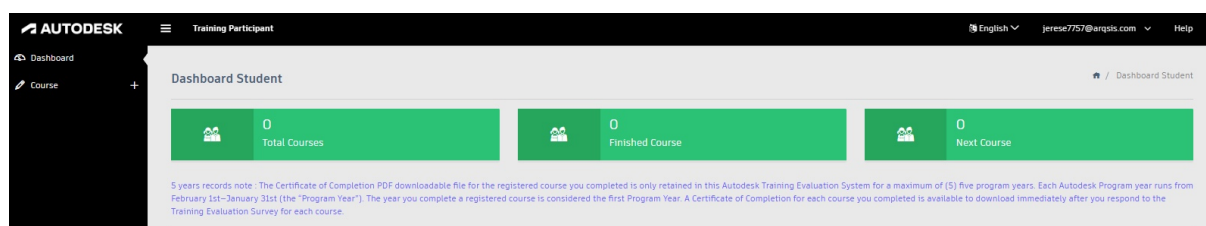
OK

6) This will redirect the student-training participant to the TES login page. **Click Login as a Student or Training Participant.**





7) Student-training participant will be **redirected** to the TES Dashboard.

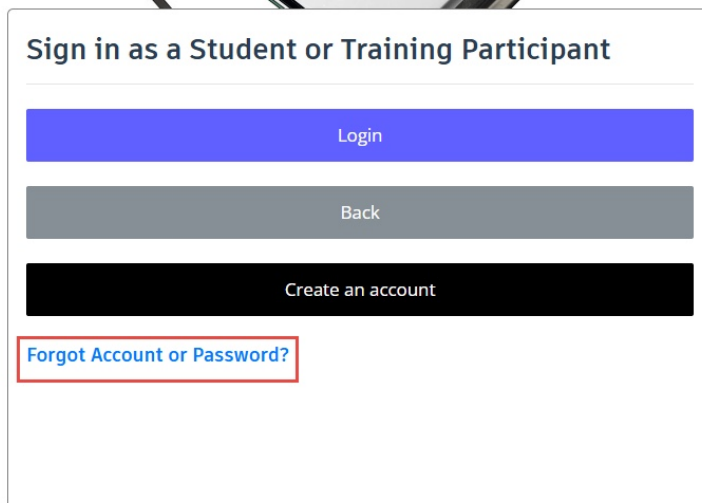


4: Retrieve Forgotten Username or Forgotten Password for Student-Training Participant

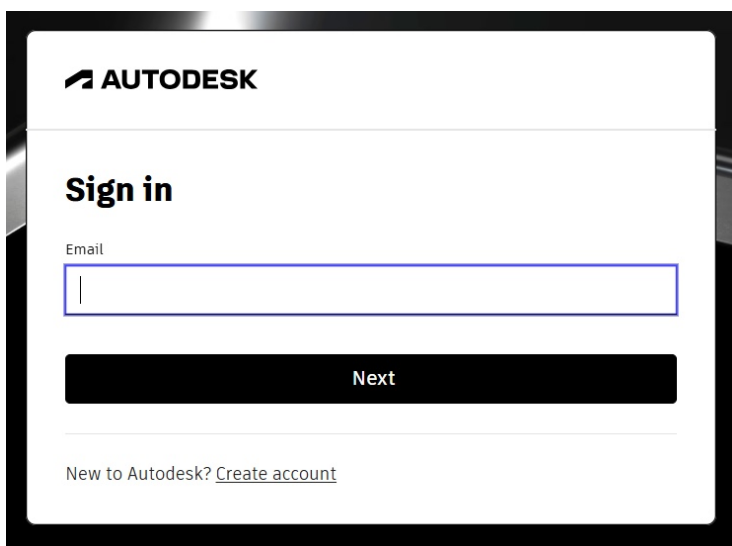
In this section, the student-training participant will learn how to retrieve a forgotten username or password.

Instructions:

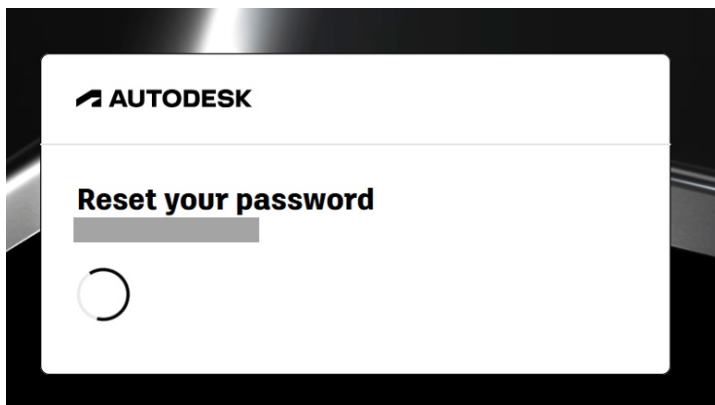
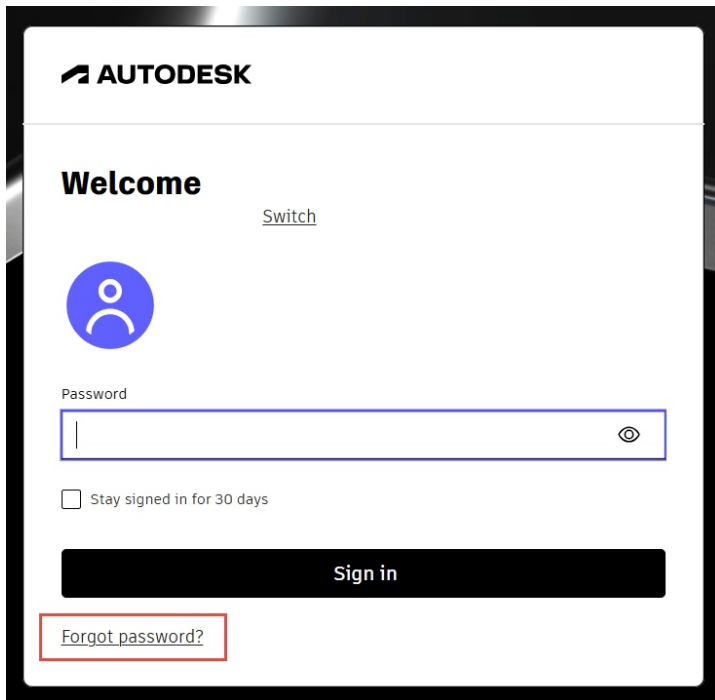
- 1) Student-training participant will **log into the TES System** using URL: <https://education.autodesk.com/login-student>; then **Click *Forgot Account or Password?***



2) Student-training participant will **enter** their email and **click Next**.

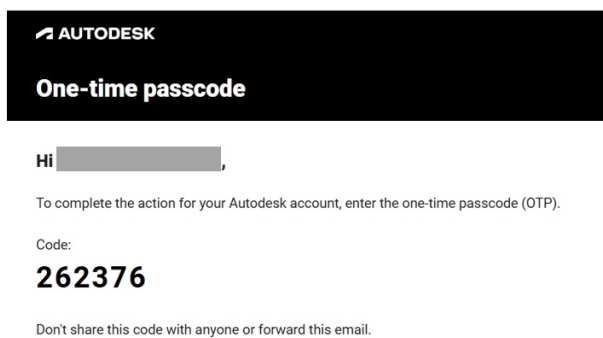


3) The student-training participant will **click *Forgot password***.



- 4) The student-training participant will receive an email with a one-time passcode to continue the process of **resetting** their password.

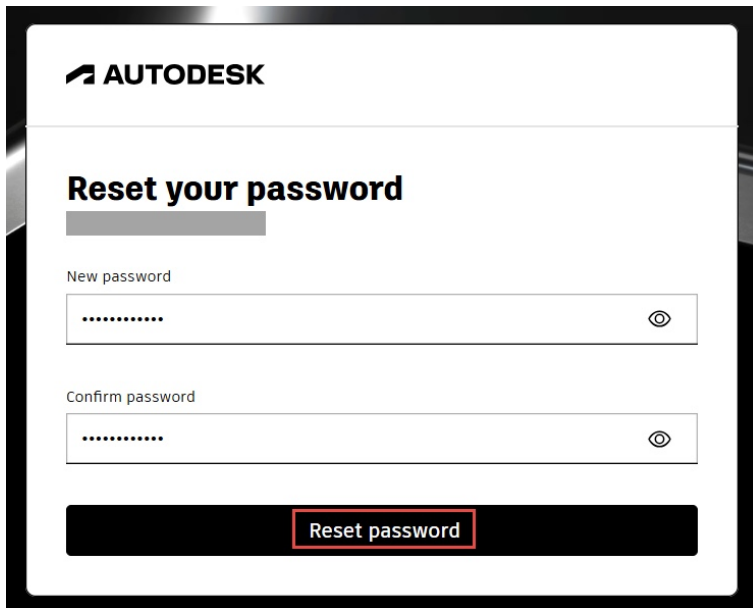
Subject: One-time passcode



The screenshot shows the Autodesk 'Enter code' verification screen. At the top left is the Autodesk logo. Below it is the heading 'Enter code'. There is a greyed-out input field followed by a 'Switch' label. Below that is the instruction 'Enter the code from your email.' with a help icon. A 'Code' label is above a six-digit input field containing the numbers 2, 6, 2, 3, 7, and 6. Below the input field is the text 'Email sent. Didn't get it?' followed by a 'Resend' link. At the bottom center is a large black button with the word 'Next' in white, which is highlighted with a red rectangular box.

- 5) On the next window, the student-training participant will **enter** their new password and **click *Reset Password***.

The screenshot shows the Autodesk 'Reset your password' screen. At the top left is the Autodesk logo. Below it is the heading 'Reset your password'. There is a greyed-out input field. Below that is the label 'New password' above a text input field with a visibility icon on the right. Below the input field is a list of password requirements: 'A password must include:' followed by four radio button options: 'Minimum of 10 characters', 'At least 1 uppercase and 1 lowercase letter', 'At least 1 symbol', and 'At least 1 number'. Below the requirements is the label 'Confirm password' above another text input field with a visibility icon on the right. At the bottom center is a large black button with the text 'Reset password' in white.



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Reset your password

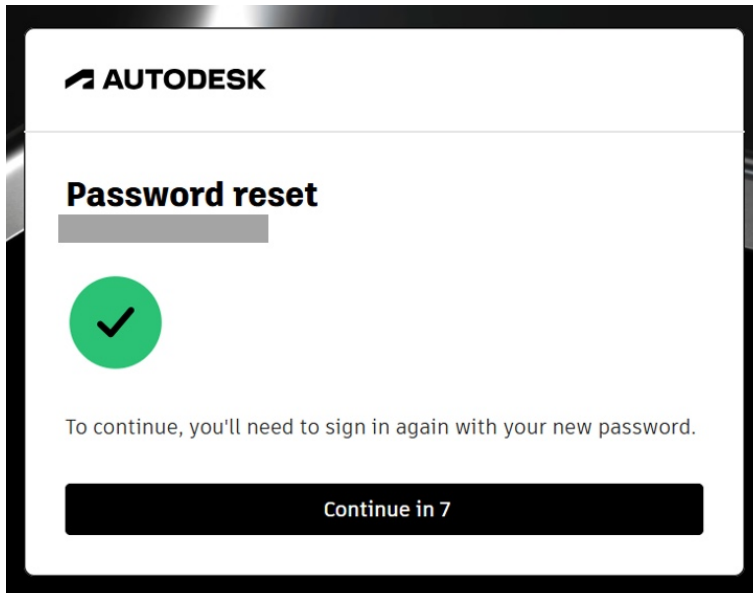
New password

.....

Confirm password


.....

Reset password



AUTODESK

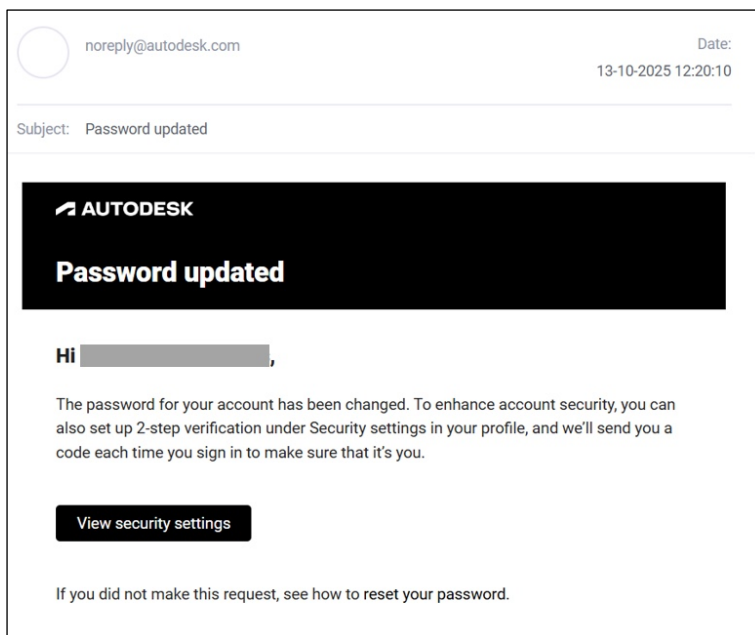
Password reset



To continue, you'll need to sign in again with your new password.

Continue in 7

- 6) The student-training participant will **complete** the TES sign-in process with their new password, <https://education.autodesk.com/login-student>.
- 7) The student-training participant will **receive** an email notification confirming their password has been changed.



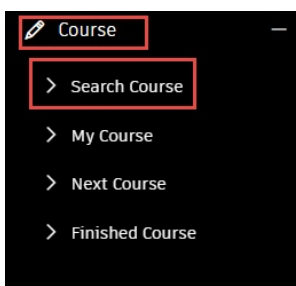
5: Course Enrollment for Student-Training Participant

In this section the student-training participant will learn how to:

- Search a course using a course ID
- Enroll in a course

Instructions:

- 1) Student-training participant will **login** with their email address (username) and password: <https://education.autodesk.com/login-student>
- 2) Student-training participant will navigate to the left side of the TES Dashboard from the Main Menu; **click on Course**; then **click** on **Search Course** link.



- 3) **Enter** the unique course ID provided by your Autodesk Certified Instructor or Approved Instructor then **click Search**



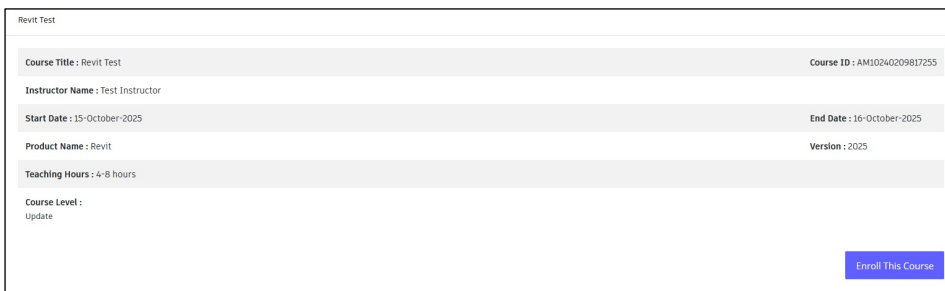
Search Course

Course ID

AM10240209817255

Search

- 4) After course information populates, student-training participant will **click *Enroll This Course***



Revit Test

Course Title : Revit Test Course ID : AM10240209817255

Instructor Name : Test Instructor

Start Date : 15-October-2025 End Date : 16-October-2025

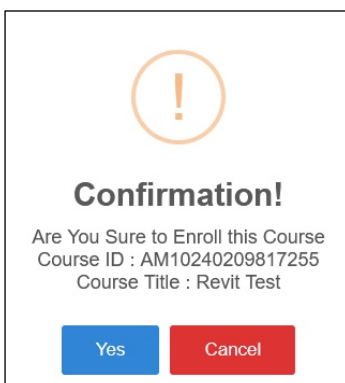
Product Name : Revit Version : 2025

Teaching Hours : 4-8 hours

Course Level : Update

Enroll This Course

- 5) Student-training participant will **click *Yes*** in the pop-up box to confirm enrollment in the course.



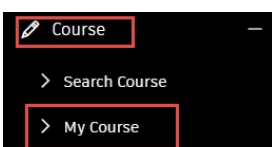
!

Confirmation!

Are You Sure to Enroll this Course
Course ID : AM10240209817255
Course Title : Revit Test

Yes Cancel

Note: After the student-training participant is enrolled in a course, the course can be viewed or managed by **clicking *Course*** link from the Main menu located on the left side of the TES dashboard, then **click *My Course***



Course

> Search Course

> My Course

6: Complete Course Survey–Student-training participant

Note: Within sixty (60) days of the course end-date each student-training participant will receive an email message with an invitation to **complete** a Course Evaluation Survey. Completion of a Course Evaluation Survey will provide Autodesk with important feedback on student-training participant’s learning experience with our authorized Autodesk Learning Partners.

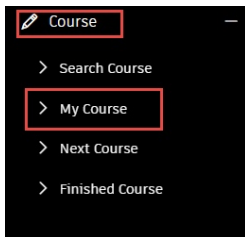
Student-training participant **must complete and submit the Course Evaluation Survey within the sixty (60) day period.** If they do not complete and submit the Course Evaluation Survey within the sixty (60) day period, their **Certificate of Completion for the course will not be generated or provided** as a PDF download.

In this section the Student-Training Participant will learn how to:

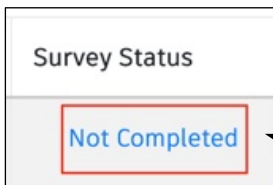
- Enroll in a course
- Complete a Course Evaluation Survey
- Receive a link to download their Certificate of Completion
- Download their Certificate of Completion the course

Instructions:

- 1) Student-training participant will **login** with email address and password at <https://education.autodesk.com/login-student>.
- 2) **Click Course** link from the Main Menu located on the left side of TES Dashboard, then **click My Course**



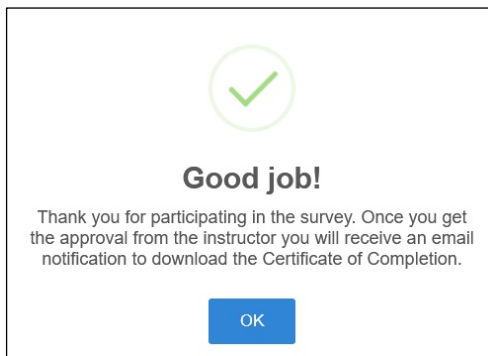
- 3) Student-training participant must **click** on the **Not Completed** link to complete the Course Evaluation Survey.



My Course						
Show	10	Entries	Status	All	Search:	
Course ID	Course Name	Course Date	Instructor ID	Instructor Name	Site Name	Survey Status
AM10240209817235	Revit Test	15-10-2025	86546	Test Instructor	Training Organization	Not Completed

- 4) After **completing and submitting** the Course Evaluation Survey, each student-training participant will wait for their Autodesk Certified Instructor or their Approved Instructor to complete the process by **confirming** their participation in the course.

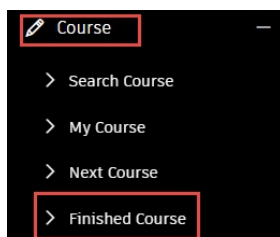
If the Autodesk Certified Instructor or Approved Instructor has already approved the student-training participant’s course participation status, they will proceed to step 6.



My Course							
Show	10	Entries	Status	All	Search: <input type="text"/>		
Course ID	Course Name	↑	Course Date	Instructor ID	Instructor Name	Site Name	Survey Status
AM10240209817255	Revit Test		15-10-2025	86546	Test Instructor	Training Organization	Completed

Finished Course						
Show	10	Entries	Search: <input type="text"/>			
Course ID	Course Name	↑	Completion Course	Instructor Name	Site Name	Download Certificate
AM10240209817255	Revit Test		16-October-2025	Test Instructor	Training Organization	Awaiting for approval

- 5) After the Autodesk Certified Instructor or Approved Instructor has **approved** the student-training participant’s course participation status, they will **receive** an email notification to **download** the Course Completion Certificate.
- 6) Click **Course** link from the Main menu located on the left side of TES Dashboard, then **click Finished Course**.



- 7) To retrieve their Course Completion Certificate, the student-training participant will **click Download here** to download their Course Completion Certificate in a PDF file format.

Download Certificate

[Download here](#)

Finished Course

Show 10 Entries Search:

Course ID	Course Name	Completion Course	Instructor Name	Site Name	Download Certificate
AM10240209817255	Revit Test	16-October-2025	Test Instructor	Training Organization	Download here

- 8) Student-training participant will **click** the TES system notification to open the downloaded Course Completion Certificate.

ATC_AM10240209817255_Revit Test

CERTIFICATE OF COMPLETION

CONGRATULATIONS!

You have successfully completed an Autodesk® Authorized Training Center® course specifically designed to satisfy your training requirements. Authorized Training Center instructors deliver quality-learning experiences with courses related to Autodesk products utilizing relevant content and comprehensive courseware. Autodesk's vision is to help people imagine, design, and create a better world.

Certificate No. AM10240209817255551198

TEST STUDENT NAME _____

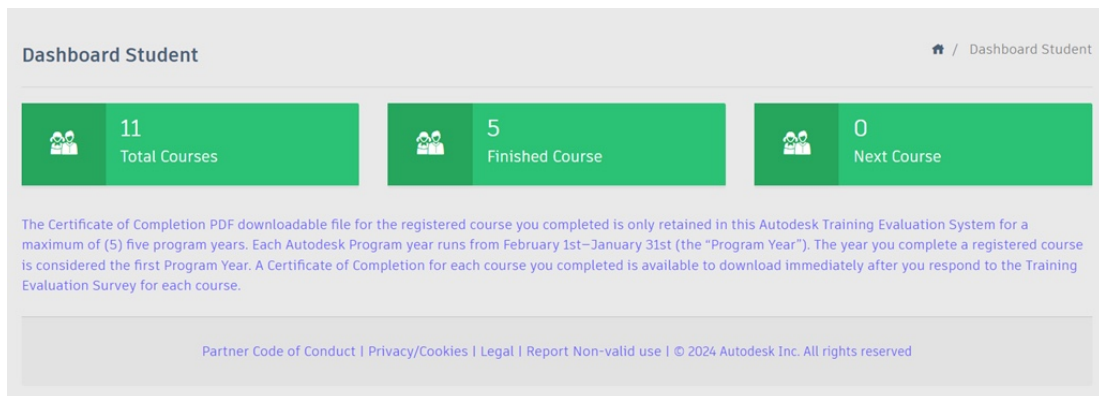
REVIT TEST COURSE TITLE _____ REVIT 2025 PRODUCT _____

TEST INSTRUCTOR INSTRUCTOR _____ 16-OCTOBER-2025 COURSE DATE _____ 4-8 HOURS COURSE DURATION _____

TRAINING ORGANIZATION AUTODESK AUTHORIZED TRAINING CENTER

AUTODESK
Authorized Training Center

Note: The Certificate of Completion PDF downloadable file for the registered course a student-training participant completed is only retained in the Autodesk Training Evaluation System for a maximum of (5) five program years. Each Autodesk Program year runs from February 1st–January 31st (the “Program Year”). The year a registered course is completed is considered the first Program Year. A Certificate of Completion for each course a student-training participant completed is available to download after they **complete and submit the Course Evaluation Survey for each course.**



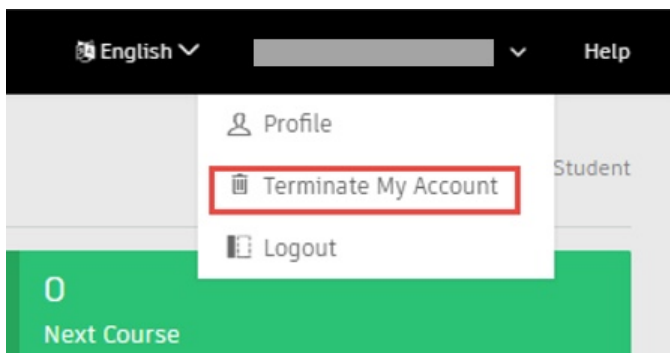
7: Student-Training Participant account deletion

Instructions:

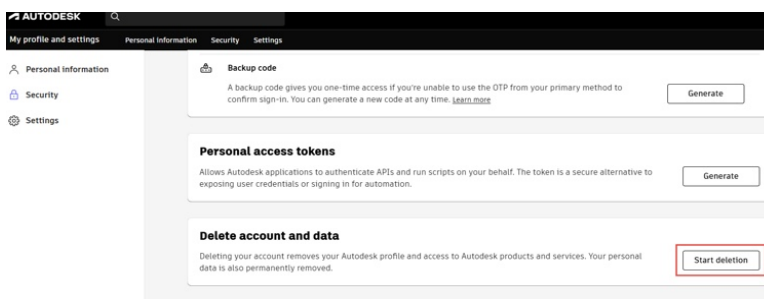
A student-training participant can terminate their user account in the Autodesk Training Evaluation System at any time.

Important: This termination process will also delete their Autodesk Account.

- 1) From the TES dashboard, student-training participant will hover over their email address (right-hand side) and select **Terminate My Account**



- 2) On the next window, student-training participant will scroll to the 'Delete account and data' section at the bottom of the window. **Click—Start deletion.**



- 3) The student-training participant will **review** the information on the 'Did you know?' window and **click Continue with deletion**

Did you know?

You can make these changes without deleting your account and associated data.

Set communication preferences
Select your preferred language and how you want us to contact you.
[Learn more](#)

Turn off automatic subscription renewal
Renew your subscription manually; you can change it back to auto-renew any time.
[Learn more](#)

Remove users from the account
Remove users if you are a system administrator.
[Learn more](#)

Cancel a trial
Cancel a free trial if you were asked to enter payment information and want to avoid being billed.
[Learn more](#)

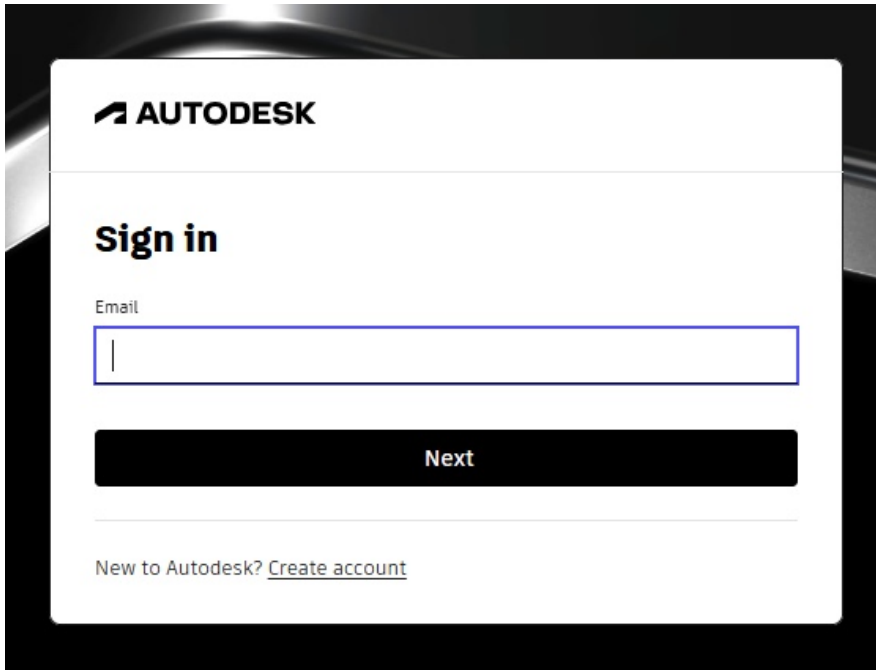
- 4) The student-training participant will carefully **review** the information and check the boxes if they agree, then **click Continue with deletion**

Please read carefully before deleting

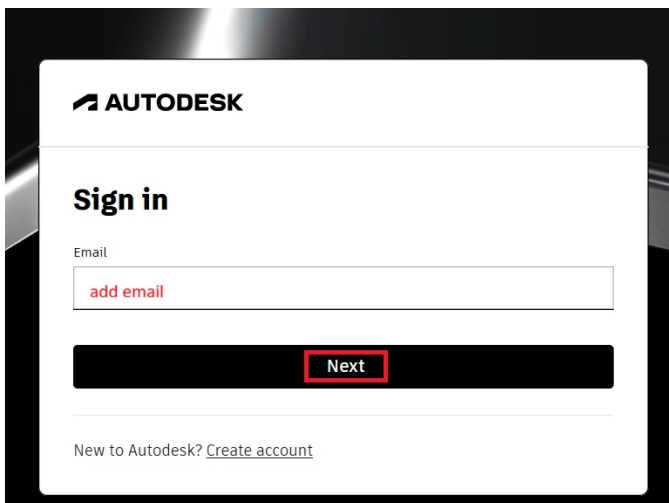
Before you delete your account, we want you to understand that Autodesk will:

- Cancel my active subscriptions initiated directly with Autodesk**
If you purchased your subscription from an external source (reseller), you are required to cancel your subscription prior to submitting your request for account deletion.
- Delete my stored data in the cloud**
Please download and save your files before continuing.
- Delete my personal data**
We may retain certain data about you for legal and internal business purposes, such as fraud prevention.
- Close your account**
You will no longer have access to your account or files.

- 5) The student-training participant will be redirected to the Autodesk Account login page.



- 6) The student-training participant will **enter their email address to complete** the deletion process.



- 7) A **one-time passcode will be sent** via email to the student-training participant.

Account and data deletion

Verification

To proceed with deletion, first obtain a one time passcode using your email:

[Redacted email address]

- 8) Student-training participant will **click *Continue with deletion***, the Account and the data deletion window will pop-up. An email message is sent from the TES System to the Student-training participant.

Account and data deletion

Verification

Enter the security code sent to [Redacted email address]


6-digit passcode

[|] [] [] [] [] [] []

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

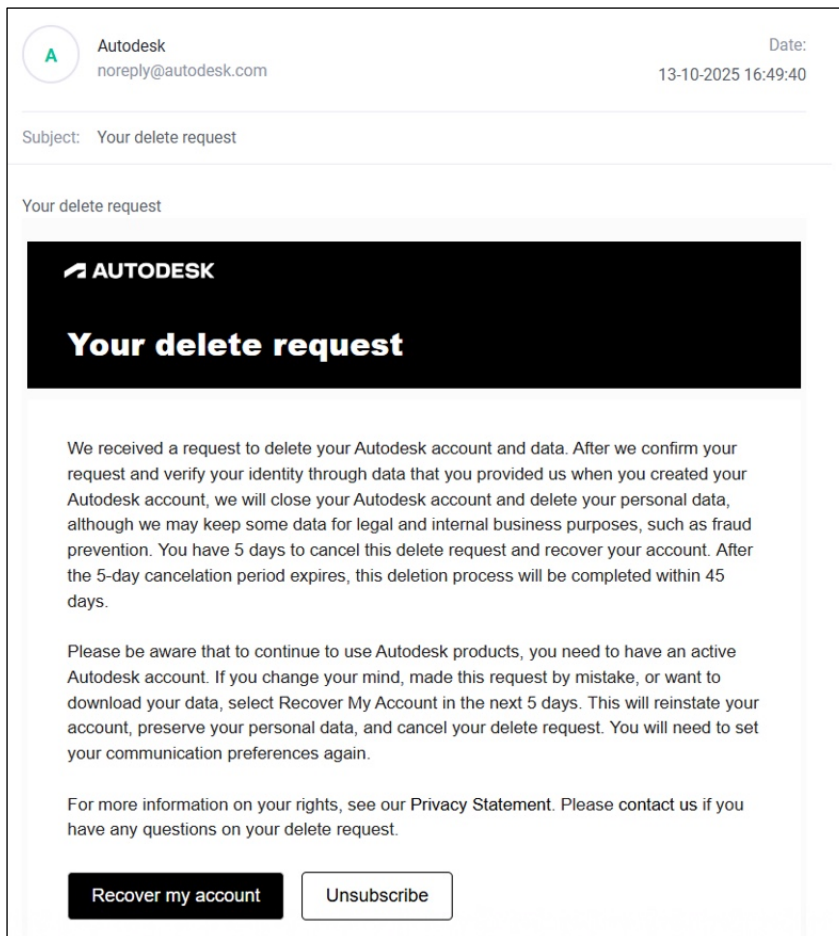
Account and data deletion

Account deleted

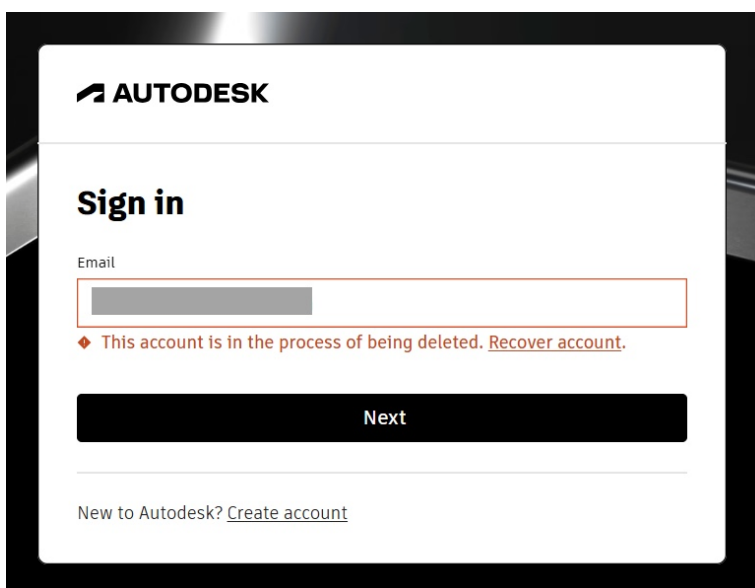


[Redacted name]

We are processing your request to delete your Autodesk account. We're sorry to see you go. If you change your mind, select Recover my account within the next 5 days. After the 5-day cancellation period expires, this deletion process will be completed within 45 days.



- 9) The student-training participant has **five (5) days** to cancel the delete request and recover the account. If the student signs in again, the message below will be displayed.



8–Glossary of Terms

“Autodesk Training Evaluation System” or “TES” means the training participant survey system for Learning Partners, or for internal Autodesk staff, to request training experience feedback from training participants or students who attend an in-person or online Autodesk training course. The training participant’s completed survey data is collected and analyzed by the TES system. Training participants evaluate an instructor’s training pedagogy and the usefulness of the course curriculum. Instructors and Learning Partners are ranked based on the scores delivered by the TES survey results.

“Course” means a training course on Autodesk Products that meets the Course Requirements and is offered by a Learning Partner to a student or training participant.

“Student-Training Participant” means any third party (i) receiving training or certification services from Learning Partners related to Autodesk Products or (ii) that desires to lawfully purchase, or who has lawfully licensed, one or more Autodesk Products, for its own use, and not for transfer, resale, or redistribution.

“Instructor” shall mean persons designated by the Autodesk Learning Partner to provide instruction on the use of one or more Autodesk Products. Autodesk Certified Instructors and Approved Instructors are authorized to train or not approved to train by Autodesk during the ATC authorization process or the AAP authorization process. Approved Instructor designation is given to an Instructor upon authorization. Autodesk Certified Instructor designation is an earned certification based on an Instructor’s Autodesk Product knowledge, pedagogy, and training performance ratings from learners.

“Training Certificates” shall mean Certificate of Completion, Certificate of Project Completion, or Certificate of Participation certificates issued by Autodesk Certified Instructors and or Approved Instructors and issued **only** from the Autodesk Training Evaluation System.

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