

IMPORTANT NOTE: If educators select the option to grant eligibility to their class, they lose the ability to deploy network licenses. Choosing between the two is a one-time choice that cannot be undone by the user.

As of August 2021, there are two ways that you can help your students get free, educational access to Autodesk products including Fusion 360.

Option 1

Individual Access

You may ask your students to create or sign in to their own Autodesk Account and individually confirm their eligibility to access the Autodesk Education plan. This plan provides free, annually renewable educational access to dozens of Autodesk products, including Fusion 360, for eligible students, educators, IT admins, and design competition mentors.

To have your students use this option, send them to the guide titled "Single user install process and browser access to Fusion 360" at autodesk.com/fusion360edu and have them follow the steps on pages 2-11.

Option 2

Access via an Educator

If you are an educator that meets our educational eligibility requirements, you may obtain and manage your own Autodesk Account with the educator profile type. The Educator profile type has enhanced access to the annually renewable Autodesk Education plan, which allows you to assign Fusion 360 and dozens of other Autodesk products available through the Education plan to up to 125 students per product. When you use your Autodesk Account to assign products to students this way, your students do not have to individually confirm their own eligibility for educational access. Instead, students are tied to your eligibility, and they lose access to products if your eligibility expires or if you unassign them from products.

To use this option for onboarding students to Autodesk products, follow the steps on pages 2-24 of this document, then send your students to autodesk.com/fusion360edu and have them follow the steps on pages 12-17 of that document. If, now or in the future, these students want to have full access to all the products in the Autodesk Education plan or want to continue accessing an Autodesk product after you unassign it, they may additionally follow steps 2-11 in the quide at autodesk.com/fusion360edu. This will show them how to use Option 1 (Individual Access), which can be used at the same time as Option 2.

Seamless Product Access Across Option 1 and 2

The two options for educational access listed here-individual access and access via an educator-work together seamlessly. Students can use them both at the same time.

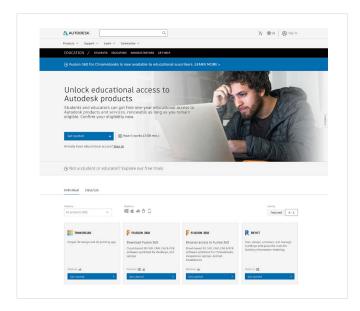


Steps for Educators to Onboard and Offboard Students Using Option 2: Access via an Educator

Only Autodesk Account holders with the educator profile type and a confirmed educational eligibility status may access 125 single-user subscriptions for each Autodesk product available through the Education plan and assign these subscriptions to eligible students. The main steps educators must take to onboard and offboard students to Fusion 360 via option 2 are as follows:

- 1. Create an account at <u>autodesk.com/eligibility</u> with the educator profile type
- 2. Confirm your educational eligibility
- 3. Assign Fusion 360 for educational use to up to 125 students
- 4. Manage student access to Fusion 360 from your Autodesk Account at manage.autodesk.com
- 5. Manage your own access to Fusion 360 from your Autodesk Account at manage.autodesk.com
- **6.** Set up Fusion Team for project collaboration
- 7. Maintain your educational eligibility status through an annual renewal process
- 8. Install Fusion 360 in a class or lab (optional)
- 9. Remove student access at the end of the class term

This guide will walk you through these nine steps.



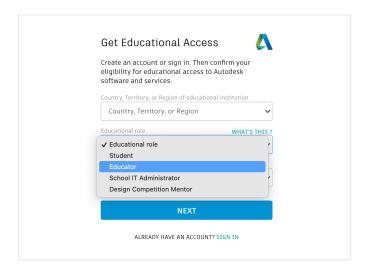
- Create an account at autodesk.com/eligibility with the educator profile type
- a. Go to the Get Products page within the Autodesk Education Community at autodesk.com/eligibility and click Get Started. This will open a sign in screen.



b. From the sign in screen, click Create Account to create a new Autodesk account.

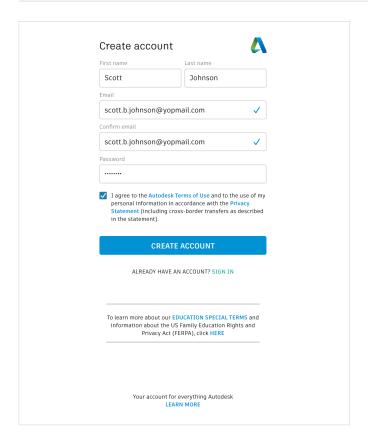






c. Fill in the required information. For educational role, select educator. When all three fields are complete, click Next.

Note: It is important to provide the correct information here because your answers will inform the list of schools that you will choose from on the next screen.



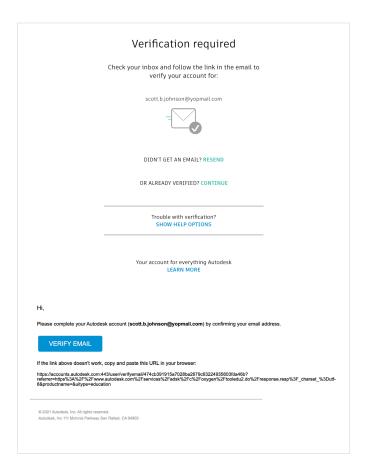
d. Enter your full name, email address, and a password to create an Autodesk account. Check the box to agree to Autodesk's Terms of Use and Privacy Policy. Click Create Account.

Note: The first and last name you use in this step needs to match the first and last name on the documents you will submit to confirm your eligibility for free educational access to Autodesk software and services.

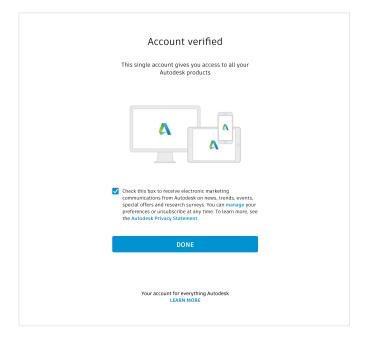
For example: If your educator ID says "Scott Johnson," please enter this as your name instead of "Scotty Johnson."







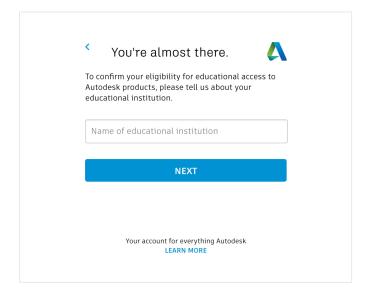
e. Check your email account for a message from Autodesk, open it, and click the Verify Email button within the message to verify your email address.



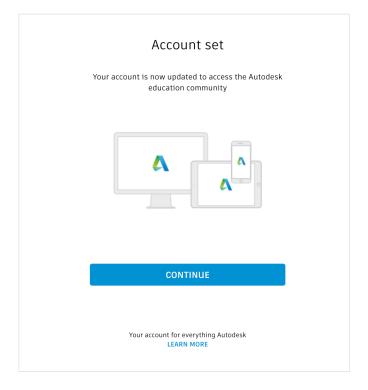
f. A message will display in your browser stating that your account has been verified. Check or uncheck the box on this page to set your email preferences and click Done.







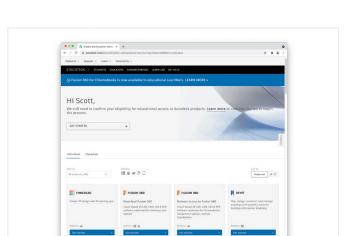
g. A form will display that asks you for a few more details related to your educational eligibility. Fill out this form and click Next.

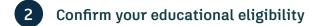


h. A message will display about your account status. Click Continue and return to the Get Products page within the Autodesk Education Community at autodesk.com/eligibility.

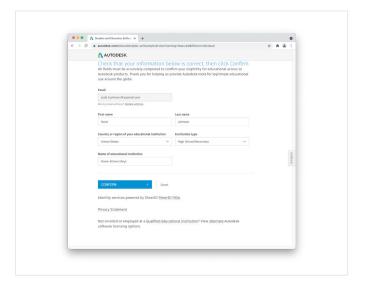


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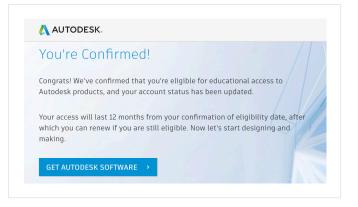




a. Go to <u>autodesk.com/eligibility</u>. If you see a message stating that we still need to confirm your eligibility for educational access to Autodesk products, then click the Get Started button to begin this confirmation process.



b. Check that your information is correct and click the Confirm button.

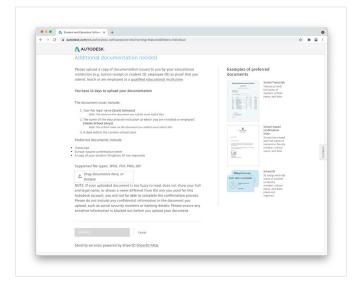


c. Autodesk uses SheerID's verification services to help confirm your educational eligibility. If SheerID can immediately confirm your eligibility, you will see a message that says, "You're Confirmed." If you see this message, click the Get Autodesk Software button.

If you do not see this message, please follow the additional steps below to provide documentation that will allow SheerID to confirm your educational eligibility.





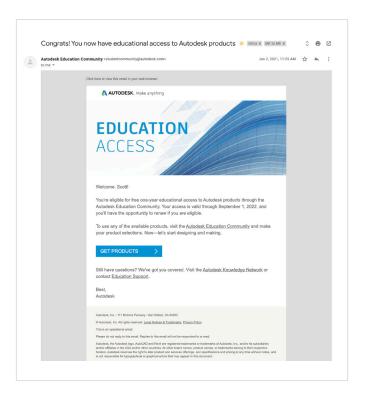


d. If you reach a page with the heading "Additional documentation needed" you will need to upload at least one document confirming your employment status with an eligible educational institution. To improve your chances of approval, please provide more than one document. For example, you can upload an employee ID card and an official employment letter from your educational institution.

The following letter template can be downloaded and used to create documentation on school letterhead:

Faculty template

Once your documentation has been uploaded, click Submit. It may take up to 48 hours for your educational eligibility status to be determined by SheerID.



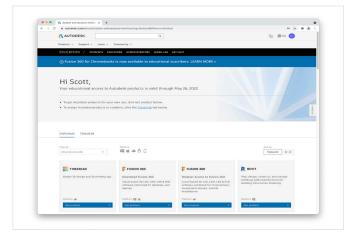
e. If SheerID approves your educational eligibility, you will receive a confirmation email.

If you do not receive a confirmation email and would like to follow up with SheerID, please contact them at customerservice@sheerid.com.

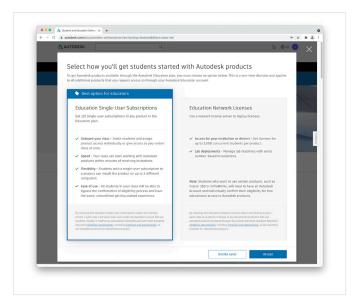


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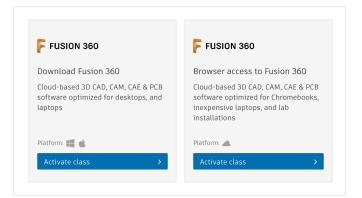


- Assign Fusion 360 for educational use to up to 125 students
- a. Sign in to the Get Products page at <u>autodesk.com/</u> <u>eligibility</u> and select the Class/Lab tab.



b. Select Education Single-User Subscriptions and click Accept. You are only required to make this selection the first time you open the Class/Lab tab.

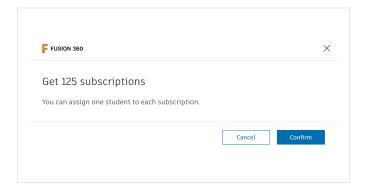
Note: This is a one-time selection; you cannot switch to a network license later. If you need both single-user subscriptions and a network license, in most cases, an admin must create a separate account to access network products. Fusion 360 is not a network product, so you do not need access to Education Network Licenses if Fusion 360 is the only Autodesk product that you'll be using.



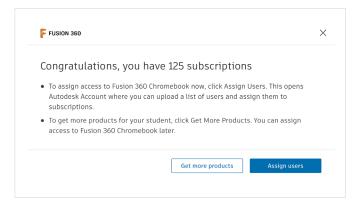
c. Click Activate Class on a Fusion 360 product tile.







d. Click Confirm in the confirmation window.

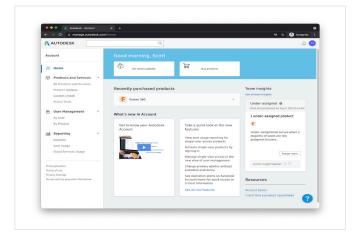


e. In the confirmation window, click Assign Users. This will open Autodesk Account where you can assign products to students.

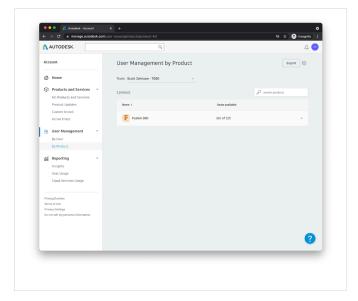


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- Manage student access to Fusion 360 from your Autodesk Account at manage.autodesk.com
- a. Go to your Autodesk Account at manage.autodesk.com and click the User Management > By Product tab of your Autodesk Account using the left navigation bar.



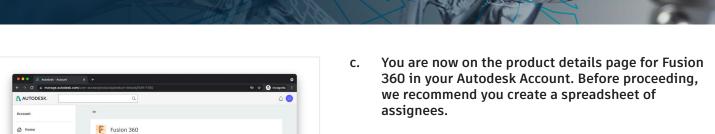
b. You are now on the User Management by Product page. From this page, click Fusion 360 to open the product details page.

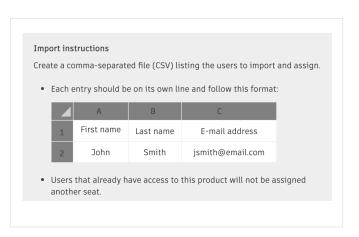
Note: Fusion 360 will initially say 124 of 125 seats available if you have only requested class access from the page at <u>autodesk.com/eligibility</u>. In contrast, Fusion 360 will list an additional seat and say 125 of 126 seats available if you have also requested individual access from the page at <u>autodesk.com/eligibility</u>. Either way, a seat to Fusion 360 is automatically assigned to you. (A seat is the same thing as a subscription.)



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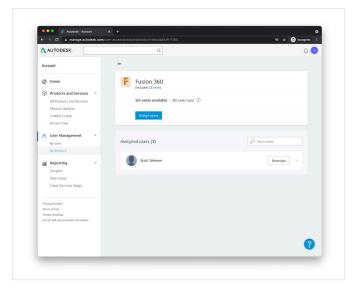
124 seats available | 125 seats total (i)





d. Use a spreadsheet application to create a commaseparated file (CSV) listing the first name, last name, and email address for each student to import and assign to Fusion 360.

Note: The email address you supply for each student may be any email address used by the student, not necessarily an email address supplied by your educational institution. If you do use email addresses supplied by your educational institution, please ask your email administrator to whitelist the autodesk.com and autodeskcommunications. com domains.

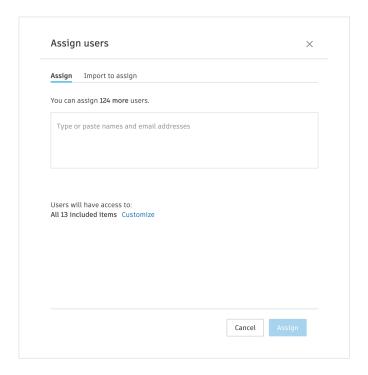


e. Once your CSV file is ready, click Assign users.



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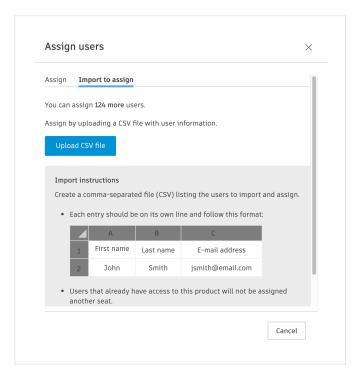
f. To skip the manual assignment process, click the Import to Assign tab, which is to the right of the Assign tab.

Note: You can assign users manually by entering student info using the following format:

First Last <alias@email.com>

Note that the email address must be contained within < >. When you type the semicolon, the student you are adding will be included in the assignment list. You can type in additional assignees using the same format.

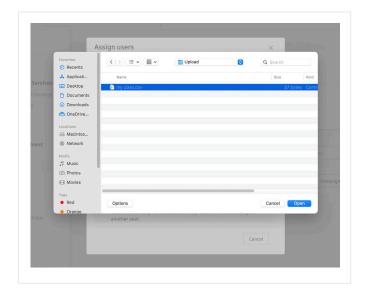
If you use manual assignments, click the Assign button at the bottom of the screen to finish.



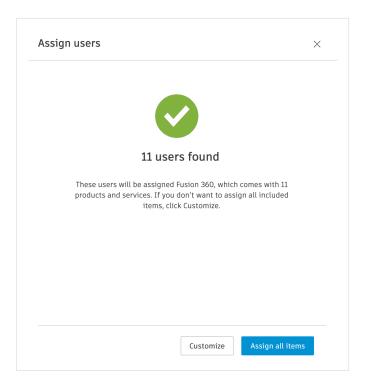
g. Proceed with the bulk assignment process from the Import to Assign tab by clicking the Upload CSV File button.







h. Find the CSV file you created in step 4d and click Open.



 A message will display about how many users were found in your spreadsheet. Click Assign All Items to continue.

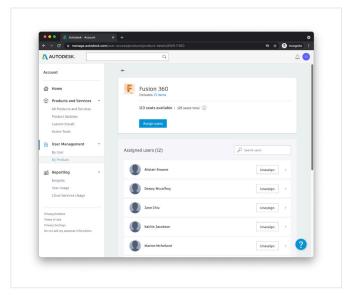


j. An importing message will display while the import is being processed.



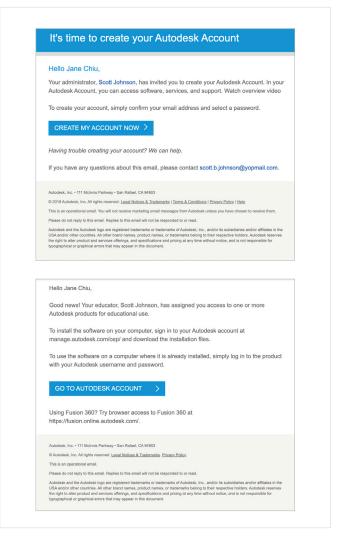
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k. When the import has finished, the Fusion 360 product details page in your Autodesk Account will be updated with a list of all assigned users.

Note: To unassign users in the future, return to this page and click Unassign next to the student or students who should no longer have product access via your Autodesk Account.



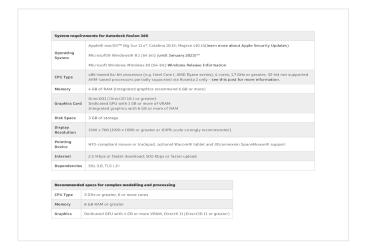
 Autodesk will email your students the information they need to create an Autodesk Account, access install files for Fusion 360, and use browser access to Fusion 360.

Note: To help your students get up and running quickly, please direct them to the Option 2 section (pages 12-17) of the PDF guide at autodesk.com/fusion360edu.

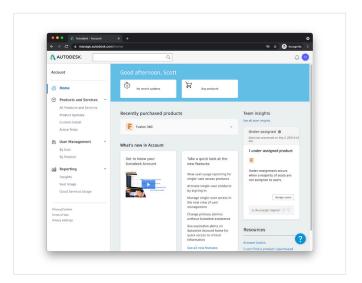


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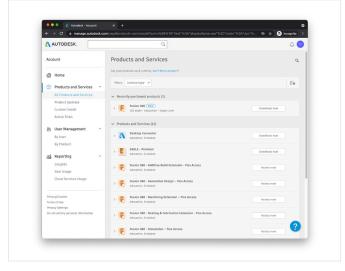




- Manage your own access to Fusion 360 from your Autodesk Account at manage.autodesk.com
- a. Check the <u>system requirements</u> for Fusion 360 software. If your Windows or Mac computer meets these requirements, proceed to the next step and continue with the installation process. If you are using a Chromebook or a computer that does not meet these requirements, go to <u>fusion.online.</u> <u>autodesk.com</u> where you can use Fusion 360 in a browser without installing it. This browser access option is only available in English.



To get a single-user install file for Fusion 360, visit your Autodesk Account at manage.autodesk.
com. From here, click on the All Products and Services menu item on the left side of the page.

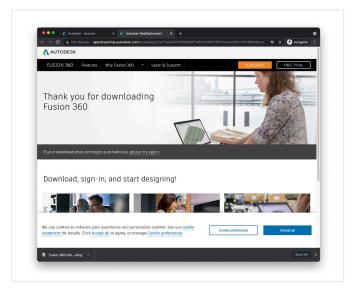


 This will take you to <u>manage.autodesk.com/cep/</u>.
From here, locate Fusion 360 and click Download Now.



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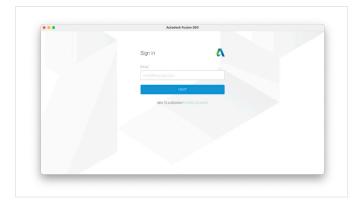


d. A new browser window will open and the Fusion 360 desktop client will download automatically.

If your download does not begin automatically, click Please Try Again to try again.



e. Open the .dmg or .exe file and go through the setup process. During the installation, you will see a progress bar. When the installation is complete, Fusion 360 will launch automatically. This may take a few minutes.

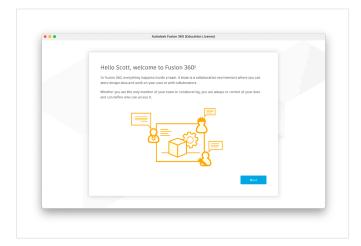


f. Sign into Fusion 360 using your email address and Autodesk account password.

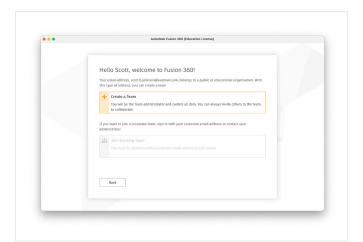


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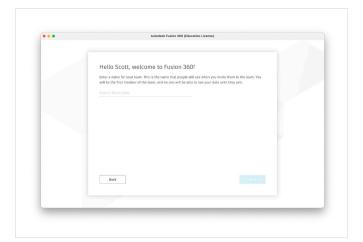


- 6 Set up Fusion Team for project collaboration
- If you are a new Fusion 360 user, the first time you sign into Fusion 360 you will see a welcome message. Click Next.



b. You will be prompted to create a team or join a team. You must be associated with a team to use Fusion 360. Once you have a team, you can use it to create projects, add people to your projects, share and manage your project data, and more. To create a team, click Create a Team.

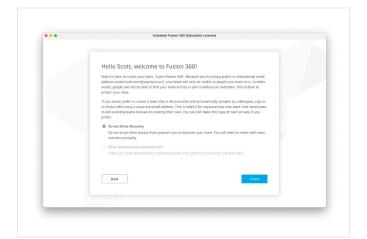
For more on this topic, visit the Autodesk Knowledge Network article titled <u>Getting Started</u> with Fusion Team for Education.



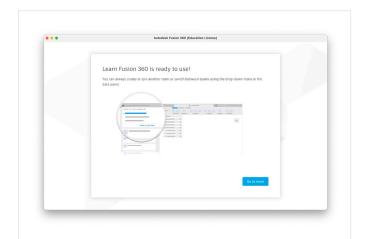
c. Enter a name for your team. It could be something generic like "Learn Fusion 360" or specific like "CADD 155 Fusion 360 Fundamentals." This is the name that your students will see if you invite them to your team.

Note: Team names cannot contain emojis or any of the following characters: \ / : * ? " < > |

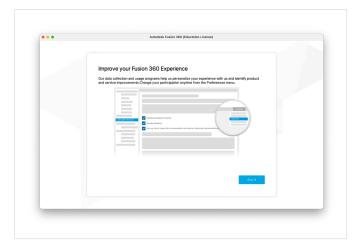




Check or uncheck the "Do not allow discovery" option and click Create.



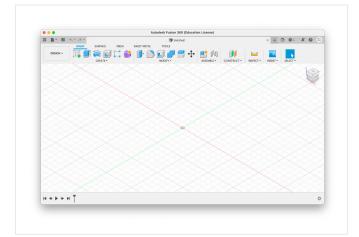
Your team is ready to use. Click Go To Team.



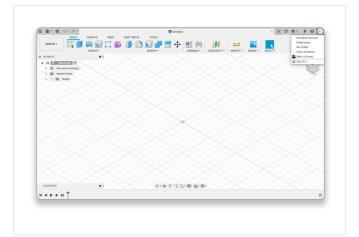
A message may display about improving the Fusion 360 experience. Click Got It.



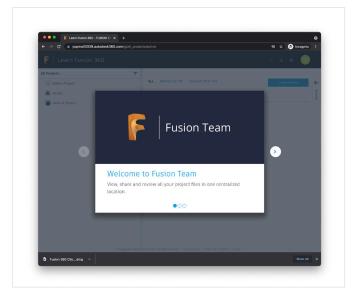




g. Fusion 360 is now ready.



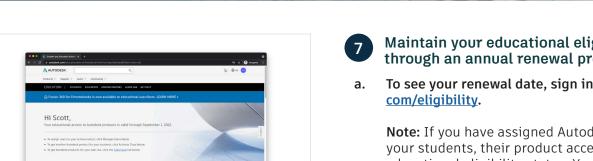
h. To launch Fusion Team in a web browser, click your initials on the upper right-hand side of Fusion 360 and select My Profile.



i. You will arrive at myhub.autodesk360.com where you can view, share, and review all your project files in one centralized location.



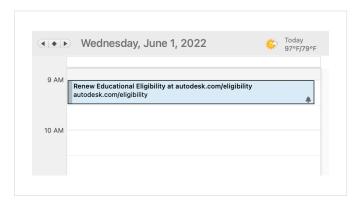
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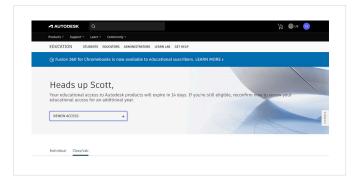
To see your renewal date, sign in at autodesk.

Note: If you have assigned Autodesk products to your students, their product access is tied to your educational eligibility status. Your students will lose product access if your eligibility expires.



Autodesk will send you an email reminder when your renewal date is near. You can also set a calendar reminder in your preferred scheduling program.

Note: As an educator, you will be able to renew up to three months before your renewal date. When you renew, your confirmation of eligibility date moves out a full year from your prior confirmation date, not from your renewal date. So, there is no penalty to renewing early.

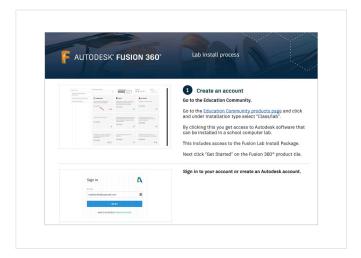


When it is time to renew, visit autodesk.com/ eligibility and click Renew Access. Follow the prompts to keep your confirmation of eligibility status current.



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- 8 Install Fusion 360 in a class or lab (optional)
 - a. If your students will be using shared computers in a class or lab, you or someone in your organization will need to choose between using browser access to Fusion 360 or the lab install of Fusion 360 on these computers.

Browser access to Fusion 360 is available online at <u>fusion.online.autodesk.com</u>. By using browser access to Fusion 360, you do not have to install Fusion 360 software in your class or lab nor keep this software up to date. However, browser access is only available in English and some options are disabled that require the user to install additional functionality.

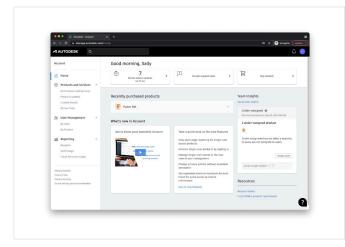
To proceed with a lab install, ask your school IT administrator to use the lab install guide to install Fusion 360 on class or lab computers. Lab install instructions are available at autodesk.com/fusion360lab.

If you do not have a school IT administrator and software administration is part of your job, carefully follow the lab install instructions. Be sure to set up a process to keep Fusion 360 up to date on each computer. This is important because Fusion 360 is updated every 4-8 weeks and can quickly fall out of date. Keeping it up to date is the best way to ensure that the software version students are using on school devices is the same software version they are using on home devices.

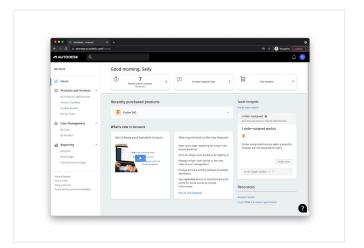


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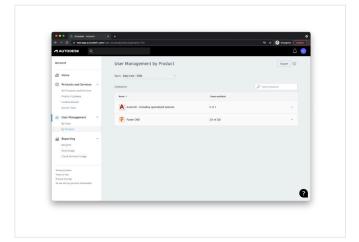




- Remove student access at the end of the class term
 - a. When one class term ends and another will soon begin, you'll want to unassign students from their Fusion 360 product assignments so that you can reassign these seats to incoming students. Go to your Autodesk Account at manage.autodesk.com to get started with unassigning and reassigning Fusion 360 seats.



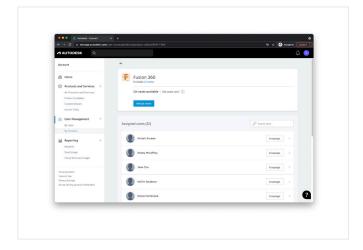
b. On the left-hand navigation menu, look for the User Management heading and click By Product underneath it. This will take you to the User Management by Product page in your Autodesk Account.



c. From the User Management by Product page, click Fusion 360. This will take you to the User Management page for Fusion 360.







d. The User Management page for Fusion 360 will list all the users that are currently assigned to Fusion 360 in your Autodesk Account. Click Unassign next to each student that will no longer be in your class. Be careful not to unassign yourself from Fusion 360.

Note: Autodesk does not email users when they are unassigned from a product. When you unassign students, you may want to let them know that their access to Fusion 360 through your Autodesk Account has ended. Eligible students can request their own access at autodesk.com/eligibility. Students can use the Fusion 360 Single User Install Guide at autodesk.com/fusion360edu to follow step-by-step instructions for confirming their educational eligibility and accessing all the products in the Autodesk Education plan.

To assign Fusion 360 to incoming students, return to step 4.





Browser access to Fusion 360

All Autodesk Education Accounts with access to Fusion 360 software also have browser access to Fusion 360. Browser access to Fusion 360 is ideal for Chromebooks and similar devices. With no downloads or installs required to get started, browser access ensures a seamless experience between home computers and the IT lab. Browser access to Fusion 360 is only available in English. To use browser access to Fusion 360, visit <u>fusion.online.autodesk.com</u>.

Learning resources

To help you learn Fusion 360, you can access training tutorials on the Fusion 360 product center.

Support resources

If you need additional support, visit the **Education Support page** or use the following resources:

- → For help with the confirmation of educational eligibility process read the <u>SheerID Student FAQ</u> or the <u>SheerID Educator FAQ</u>.
- → If you have questions about your educational eligibility, contact our verification service provider SheerID at customerservice@sheerID.com.
- → For more information about getting started with Fusion Team for Education, visit the <u>Autodesk Knowledge</u> <u>Network</u>.

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To create an account on the Autodesk Education Community, users must meet minimum age requirements, agree to its terms of use, and also satisfy all eligibility requirements, including being: (a) a faculty member; (b) a student; (c) a qualifying educational institution; or (d) an Autodesk sponsored design competition competitor or mentor.

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