



## **Account Creation Guide**

# **AutoDesk Education Student Account Creation Process**

**Date Created:** Oct 1, 2020

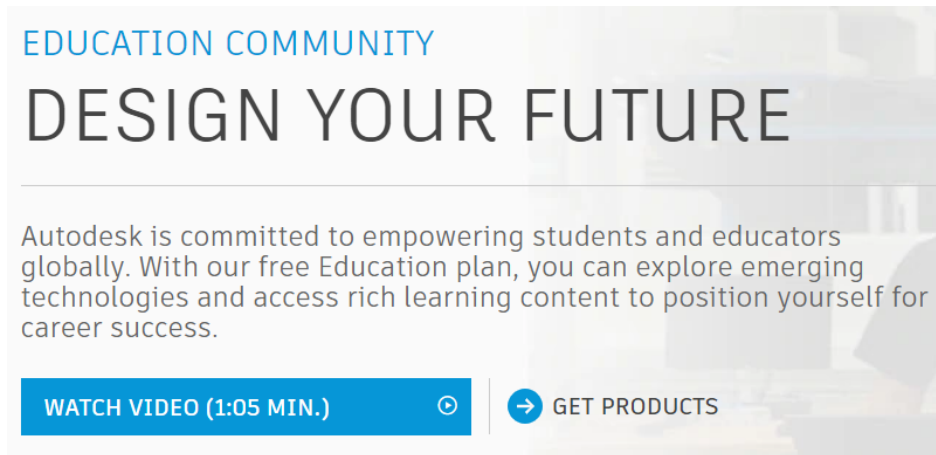
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## 1.0 Account Creation Process

- 1.1 Click on the following link to go to the AutoDesk Education Website:  
<https://www.autodesk.com/education/home>

- 1.2 On the website, click on **Get Products**



- 1.3 Click on **Sign In**

## Unlock educational access to Autodesk products

Students and educators can get free one-year educational access to Autodesk products and services, renewable as long as you remain eligible. Confirm your eligibility now.



Already have educational access? [Sign in](#)

## 1.4 Click on **Create Account**

Sign in



Email

**NEXT**

NEW TO AUTODESK? [CREATE ACCOUNT](#)

## 1.5 Enter in the following information along with your own date of birth, then click **Next**

Get education benefits



Autodesk offers free software to eligible students, educators and institutions. Be prepared to provide proof of enrollment or employment at a [Qualified Educational Institution](#).

Country, Territory, or Region of educational institution

Canada

Educational role

[WHAT'S THIS ?](#)

Student

Institution Type

University/Post-Secondary

Date of Birth

January

1

1980

**NEXT**

- 1.6 Fill out your First Name, Last, FanshaweOnline email address and create a password.

Select the agreement checkbox and then Click **Create Account**


## Create account




First name

Last name

Email

Confirm email

Password

- I agree to the [Autodesk Terms of Use](#) and to the use of my personal information in accordance with the [Privacy Statement](#) (including cross-border transfers as described in the statement).

**CREATE ACCOUNT**

ALREADY HAVE AN ACCOUNT? [SIGN IN](#)

1.7 A verification email will be sent to your inbox.

## Verification required

Check your inbox and follow the link in the email to verify your account for:

j\_smith12345@fanshaweonline.ca



DIDN'T GET AN EMAIL? [RESEND](#)

OR ALREADY VERIFIED? [CONTINUE](#)

1.8 Go to your email and open the verification email. Click on the **Verify Email** button or copy/paste the link into your browser.



Your account for everything Autodesk

Hi,

Please complete your Autodesk account ([brodylavoie@gmail.com](mailto:brodylavoie@gmail.com)) by confirming your email address.

[VERIFY EMAIL](#)

If the link above doesn't work, copy and paste this URL in your browser:

[https://accounts.autodesk.com:443/user/verifyemail/748e059ebddd9c72854536a362c25b3c4f94d69c?referrer=https%3A%2F%2Fwww.autodesk.com%2Fservices%2Fadsk%2Fc%2Foxygen%2Ftooledu2.do%2Fresponse.resp%3F\\_charset\\_%3Dutf-8&productname=&uitype=education](https://accounts.autodesk.com:443/user/verifyemail/748e059ebddd9c72854536a362c25b3c4f94d69c?referrer=https%3A%2F%2Fwww.autodesk.com%2Fservices%2Fadsk%2Fc%2Foxygen%2Ftooledu2.do%2Fresponse.resp%3F_charset_%3Dutf-8&productname=&uitype=education)

1.9 Your account will be verified. Click **Done**.

## Account verified

This single account gives you access to all your Autodesk products



- Thank you for your interest in Autodesk. Check this box to receive electronic messages (including marketing e-mails at the address you provided) from Autodesk, including on emerging trends, events, solutions and exclusive opportunities. Autodesk will personalize the content we send you based on how you interact with our messages. You are in control. [Manage](#) your preference or [unsubscribe](#) at anytime. View Autodesk's [contact information](#) and [privacy statement](#).

**DONE**

1.10 Enter **Fanshawe College** into the name of institution.

Select **Fanshawe College of Applied Arts and Technology (London Ontario)** when the options appear.

Select your area of study at Fanshawe.

Enter your enrollment start date and expected graduation date.

Click **Next**

Just one more step



Tell us about your educational institution and how you plan to use your free software.

Name of educational institution

Fanshawe College Of Applied Arts And Technology L

Area of study

- Architecture, Engineering & Construction
- Media & Entertainment
- Product Design & Manufacturing
- Others

Enrolled from

September

2020

Graduate in

March

2023

**NEXT**



### 1.11 Click **Continue**

## Account set

Your account is now updated to access the Autodesk education community

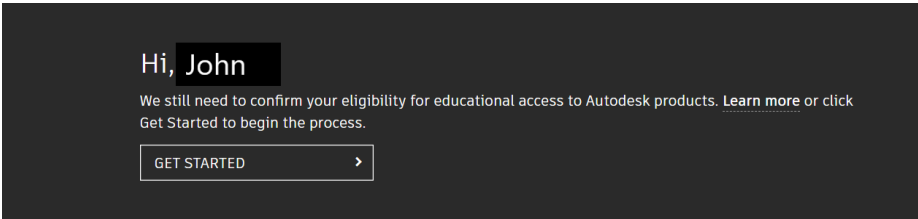


**CONTINUE**

1.12 You should be redirected back to the main webpage again. If not, use this link to go directly to the software page:

<https://www.autodesk.com/education/edu-software/overview?sorting=featured&page=1&filters=individual>

1.13 On the software page, you will have a notice that you need to verify your eligibility as a currently enrolled student. Click **Get Started**.



1.14 On the next page, verify all of your information is correct and then Click **Confirm**.

1.15 We will then be brought to the Additional Documentation Needed screen. This is where you will be uploading a document to verify that you are currently enrolled.

Before we do this, we need to get a valid document.

Leave this window open and open a new browser window or tab.

1.16 In the new browser window/tab, go to WebAdvisor. <https://webadvisor.fanshawec.ca>

1.17 Click **Log In**

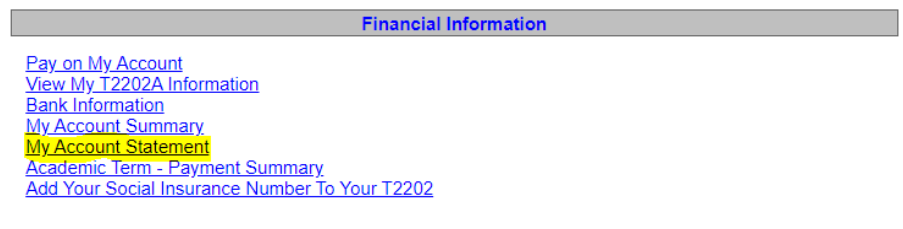


1.18 Enter your Fanshawe username and password and Click **Submit** (*this is the same username and password as FanshaweOnline*)

1.19 If prompted on the next page, Click on **Students**



1.20 Under Financial Information, Click on **My Account Statement**



- 1.21 Leave the default date to show your entire statement and Click **Submit** (*your date may differ from below*)

## My Account Statement

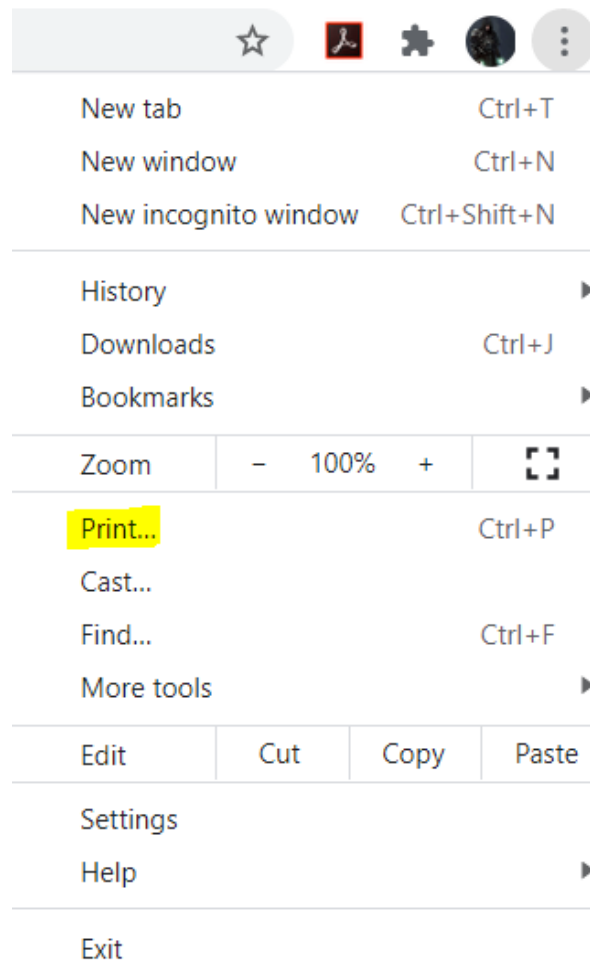
Enter a date below for the Account Statement report or leave date as displayed for your entire statement.

Enter a starting date for report (mm/dd/yy)

**SUBMIT**

- 1.22 The next screen will show your statement balance. Click on **Print** in your browser.

Google Chrome example below. Click the 3 dots in the upper right of the browser, then Print



### 1.23 Select **Save as PDF** and then **Click Save**

Print

1 page

Destination



Save as PDF



### 1.24 Save the document to your Desktop Name it: 'Your Name' Fanshawe Statement (ie. John Smith Fanshawe Statement)

### 1.25 Now that you have your document, go back to your other browser window. Click on the Browse button.

## Additional documentation needed

Please upload a copy of documentation issued to you by your educational institution (e.g. tuition receipt or student ID, employee ID) as proof that you attend, teach or are employed at a qualified educational institution

You have 14 days to upload your documentation

The document must include:

1. Your full legal name

*Note: The name on the document you submit must match this.*

2. The name of the educational institution at which you are enrolled or employed (Fanshawe College Of Applied Arts And Technology London Ontario)

*Note: The school name on the document you submit must match this.*

3. A date within the current school term.

Preferred documents include:

- Transcript
- School-issued confirmation letter
- A copy of your student ID (photo ID not required)

Supported file types: JPEG, PDF, PNG, GIF

 Drag documents here, or **browse**

1.26 Select the PDF document we just saved and Click Open. Your file will appear above the 'Drag documents here, or browse' button.

1.27 Click Submit at the bottom of the page.



1.28 The verification process is complete. You will receive an email from AutoDesk once the account is verified. Make sure to check the junk folder just in case. They indicate up to 48 hours, but you may see a response within a few hours.

Thank you

The process to verify your eligibility to access Autodesk Educational licenses has now started. The verification process can take up to 48 hours to complete. Please check your email for next steps. Also be sure to check your junk/ spam folder

CLOSE

1.29 Once you receive an email back from AutoDesk verifying your account is active, you can obtain a serial number to install AutoCad.

1.30 Go back to the AutoDesk Education website:  
<https://www.autodesk.com/education/edu-software/overview?sorting=featured&page=2&filters=class-lab>

1.31 Click on **Sign In**

Already have educational access? [Sign in](#)

### 1.32 Enter your email address and Click **Next**

Sign in



Email

j\_smith12345@fanshaweonline.ca

NEXT

NEW TO AUTODESK? [CREATE ACCOUNT](#)

### 1.33 Enter your password and Click **Sign In**



Password

[FORGOT?](#)

.....

SIGN IN

### 1.34 Scroll down to AutoCad and Click on **Get License**

**A** AUTOCAD

Software for 2D and 3D CAD. Includes access to AutoCAD Architecture, Electrical, Mechanical, Map3D, MEP, Plant 3D and AutoCAD Raster Design

[➔ Get license](#)



### 1.35 Select AutoCad 2020 for your version, Windows 64-bit and English

|                |   |   |
|----------------|---|---|
| AutoCAD 2020   | ▼ | ✓ |
| Windows 64-bit | ▼ | ✓ |
| English        | ▼ | ✓ |

- + You are receiving an Educational license [See more](#)
- + Installation restrictions apply [See more](#)
- + Installation includes the Autodesk Genuine Service [See more](#)
- + Managing licenses for multiple campuses [See more](#)
- + Additional steps required for educational institutions [See more](#)

### 1.36 You should be presented with a Serial Number and a Product Key.

Copy these down in a safe place. These are your installation codes for AutoCad. They may also get emailed to you from AutoDesk.

### 1.37 The Account Creation Process is complete and you now have your installation codes.

### 1.38 If you've downloaded the AutoDesk.zip file from myApps, you don't need to click Install on this page.

Close your browser and open the AutoCad Installation Instructions.