



MONTANA

Department of Transportation

**December
2025**

**Autodesk Construction Cloud (ACC)
Design Project Manager Guide**

PROJECT SETUP

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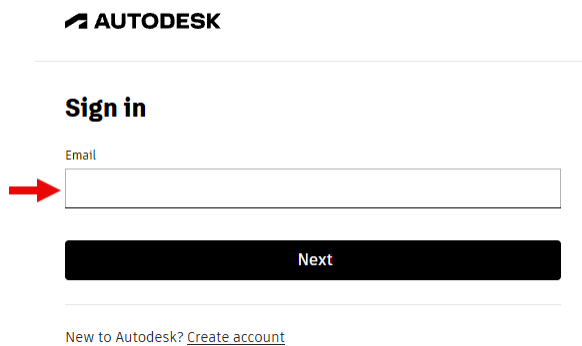
OVERVIEW

This process describes the steps involved for Design Project Managers to setup their project in ACC - Autodesk Docs and provide access to MDT staff.

PROJECT SETUP

LOGIN TO ACC AUTODESK DOCS

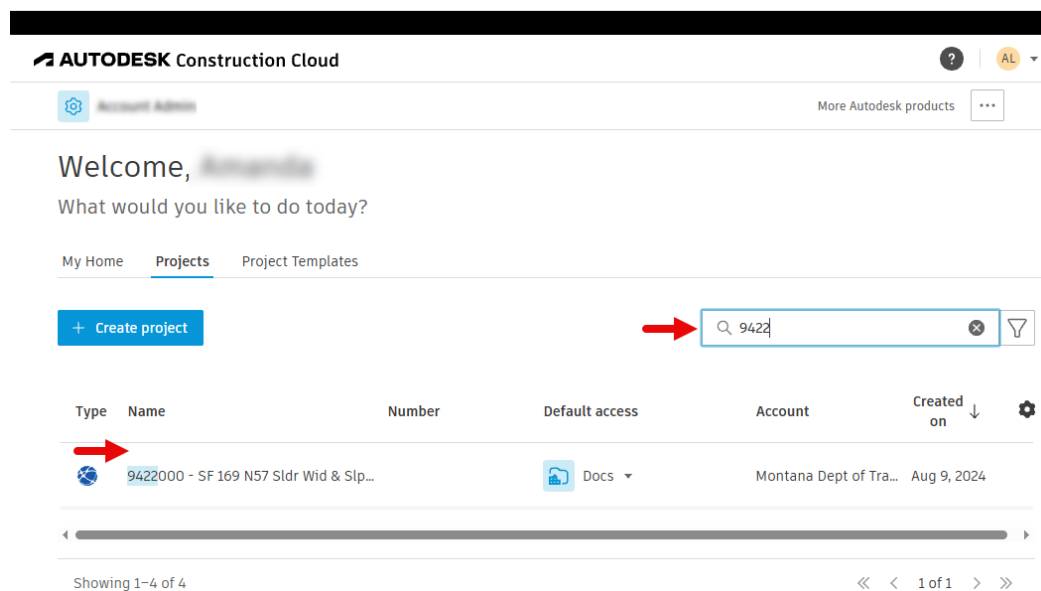
1. From your Internet browser, navigate to <https://acc.autodesk.com/>
 - a. Enter your email address and click NEXT.



The image shows the Autodesk sign-in page. At the top is the Autodesk logo. Below it is the heading "Sign in". There is an "Email" label above a text input field. A red arrow points to the input field. Below the input field is a black button with the text "Next". At the bottom, there is a link that says "New to Autodesk? [Create account](#)".

SEARCH AND OPEN A PROJECT

1. From the Project List dropdown menu, search for your project
 - a. Click the search field and enter the UPN or project name to filter the list.



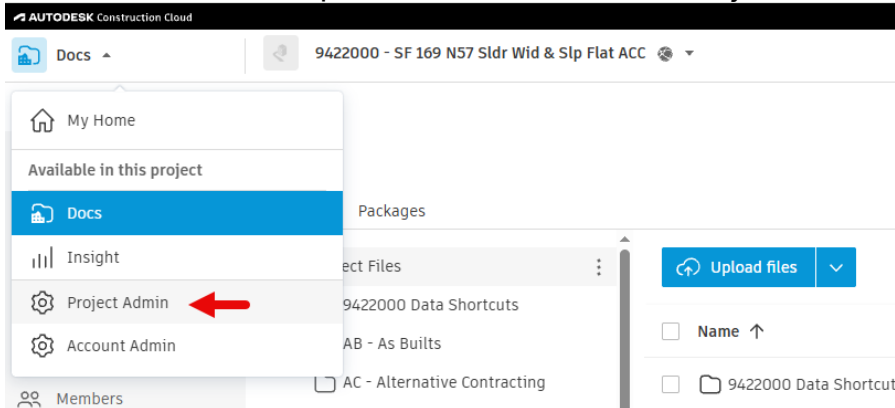
The image shows the Autodesk Construction Cloud interface. At the top is the header "AUTODESK Construction Cloud" with a user profile icon. Below the header is a navigation bar with "My Home", "Projects", and "Project Templates". The "Projects" tab is selected. Below the navigation bar is a "Create project" button. To the right of the button is a search bar with a magnifying glass icon and a red arrow pointing to it. The search bar contains the text "9422". Below the search bar is a table with the following columns: "Type", "Name", "Number", "Default access", "Account", and "Created on". The first row of the table has a globe icon in the "Type" column, the text "9422000 - SF 169 N57 Sldr Wid & Slp..." in the "Name" column, a folder icon in the "Default access" column, the text "Montana Dept of Tra..." in the "Account" column, and the date "Aug 9, 2024" in the "Created on" column. A red arrow points to the first row of the table. At the bottom of the table is a pagination bar that says "Showing 1-4 of 4" and "1 of 1".

- b. Click on the project to select it and explore Docs.

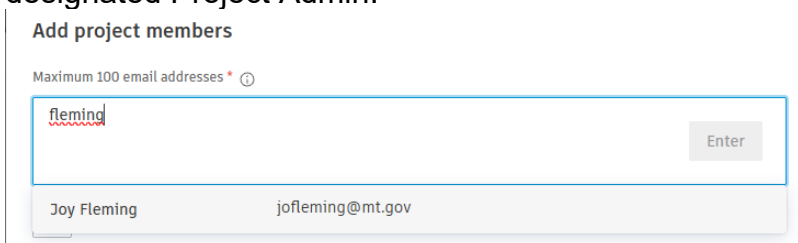
ASSIGN A PROJECT ADMIN OTHER THAN THE DESIGN PROJECT MANAGER

1. If desired, the Design Project Manager can designate a project member to be Project Admin. The Project Admin is responsible for updating project information when the project is initially created and for adding project members to the project.
*****If the Design Project Manager will be serving as Project Admin, skip this procedure and continue to the next procedure – Update Project Information***

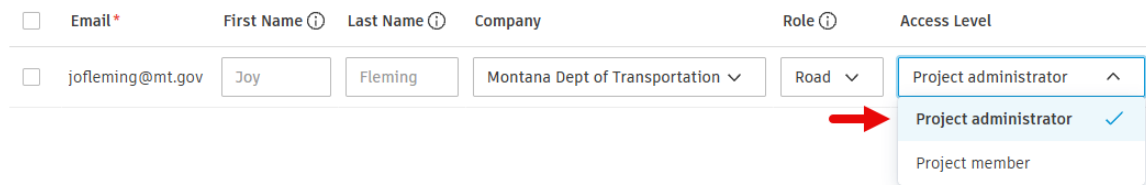
- a. Click the action menu pulldown and choose the Project Admin option.



- b. From the Members tab, click the Add members button to search and select the designated Project Admin.



- c. The individual will be added with a default role. Check the Project Admin icon to grant Project Admin access to the project.



- d. Click the Send Invitations button.

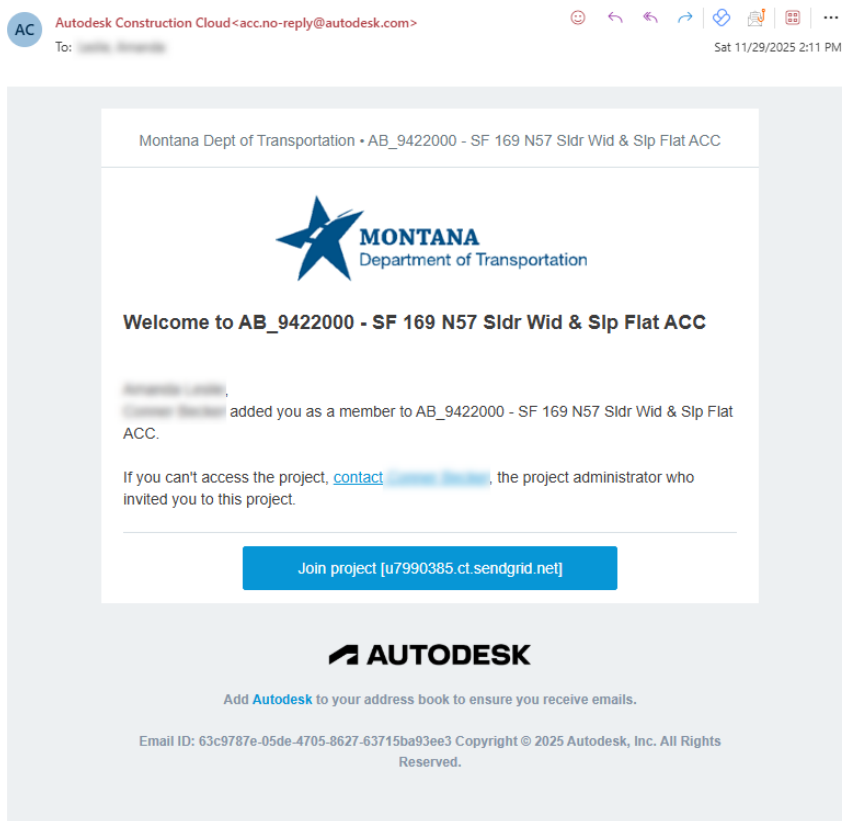


- e. The designated Project Admin will receive an email from Autodesk Construction Cloud that they have been added to the project.

2. The designated Project Admin can now continue with the next 2 procedures (Update Project Information and Add Members to the Project)

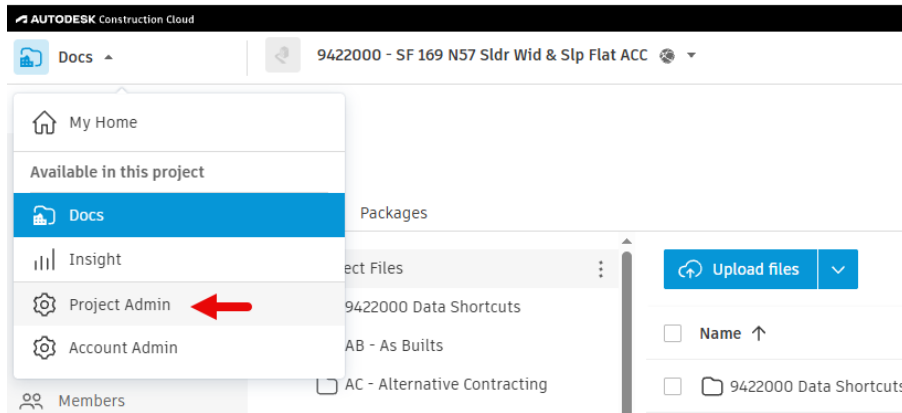
UPDATE PROJECT INFORMATION

1. When the project is created in ACC – Autodesk Docs, the Design Project Manager will be added and will receive a notification from Autodesk Autodesk Construction Cloud.



2. The Design Project Manager (or designated Project Admin) can now add project details.
 - a. Navigate to the appropriate project by clicking the link provided in the email or by searching and selecting the project from the project list in ACC – Autodesk Docs

- b. Click on the action menu drop down and select Project Admin

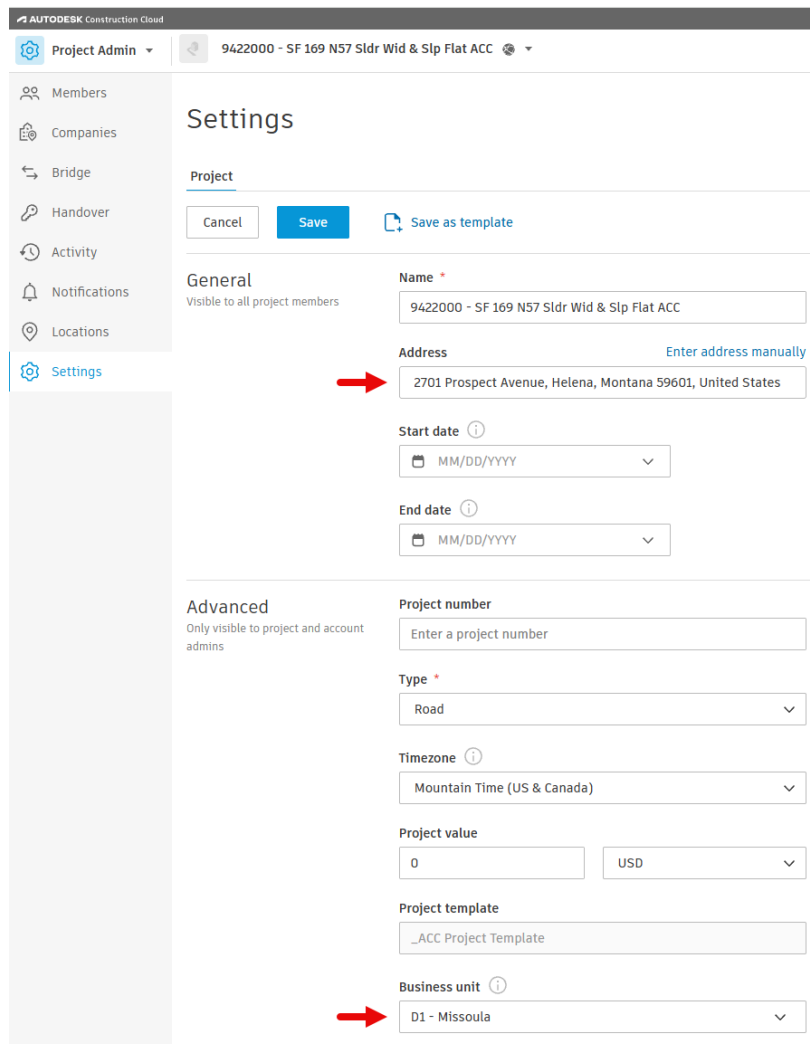


- c. Click on the Settings tab

- d. Click the Edit button

- e. Enter the following information and Save:

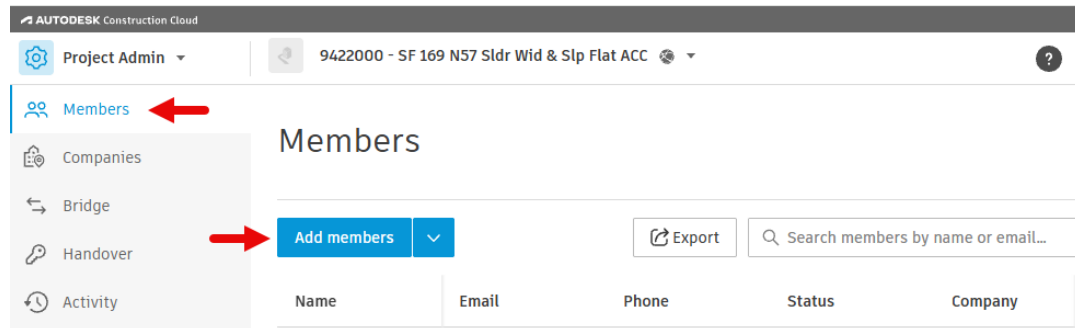
- i. Project Address
- ii. Business Unit



ADD MEMBERS TO THE PROJECT

1. The Design Project Manager (or designated Project Admin) can now add the appropriate members to the Project.

a. Click on the Members tab and click the Add members button



b. Search and select one or more members to add then click Enter

Add project members

Maximum 100 email addresses *

Input field showing email addresses: nwalters@mt.gov, tagates@mt.gov, and steven. An 'Enter' button is visible.

Below the input field, a list of members is shown:

Name	Email
Jennifer Steven	jsteven@mt.gov

c. Members will be added with a default role. Verify the role and update appropriately for each member. This will automatically give the member the appropriate folder access for the project in ACC – Autodesk Docs

<input type="checkbox"/>	Email *	First Name ⓘ	Last Name ⓘ	Company	Role ⓘ	Access Level	Products ⓘ
<input type="checkbox"/>	jsteven@mt.gov	Jennifer	Steven	Montana Dept of Transportation	ROW	Project member	2 selected
<input type="checkbox"/>	nwalters@mt.gov	Nathaniel	Walters	Montana Dept of Transportation	District Automation Specialist	Project member	2 selected
<input type="checkbox"/>	tagates@mt.gov	Tanya	Gates	Montana Dept of Transportation	Road	Project member	2 selected

Cancel Send invitations

d. Add members to the project for the following roles:

- Design team
- District Automation Specialist
- District Survey team
- Functional design teams

e. When finished adding members, click Send Invitations