MONTANA
Department of Transportation

December 2025	Autodesk Construction Cloud (ACC) User Guide

OVERVIEW

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OVERVIEW

This process describes the steps involved in utilizing Autodesk Construction Cloud as the working repository for design files.

COMPANION DOCUMENTATION

[Autodesk Civil 3D Naming Standards, File Types & Referencing Relationships](#)

https://www.mdt.mt.gov/other/webdata/external/esdc/library/AdeskC3DNamingStdsFileTypes-RefRelationships.pdf
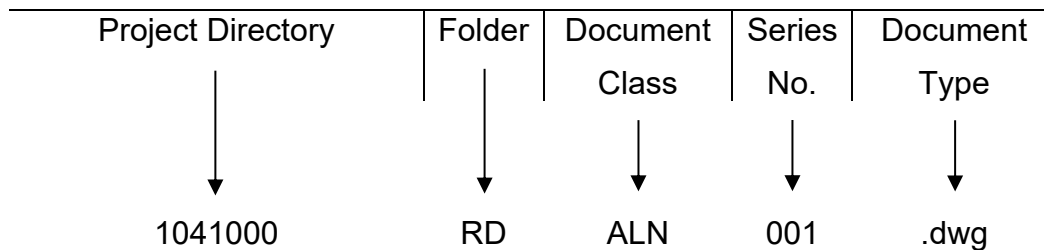
NAMING STANDARDS

NAMING OF DESIGN FILES

1. Design files saved in ACC - Autodesk Docs are required to follow the naming conventions established for PCMS. This is to ensure successful transfer of design files to PCMS at project closeout. Please refer to the following link for details on the naming standard:

   [Autodesk Civil 3D Naming Standards, File Types & Referencing Relationships](#)

   1041000rdmap001.dwg

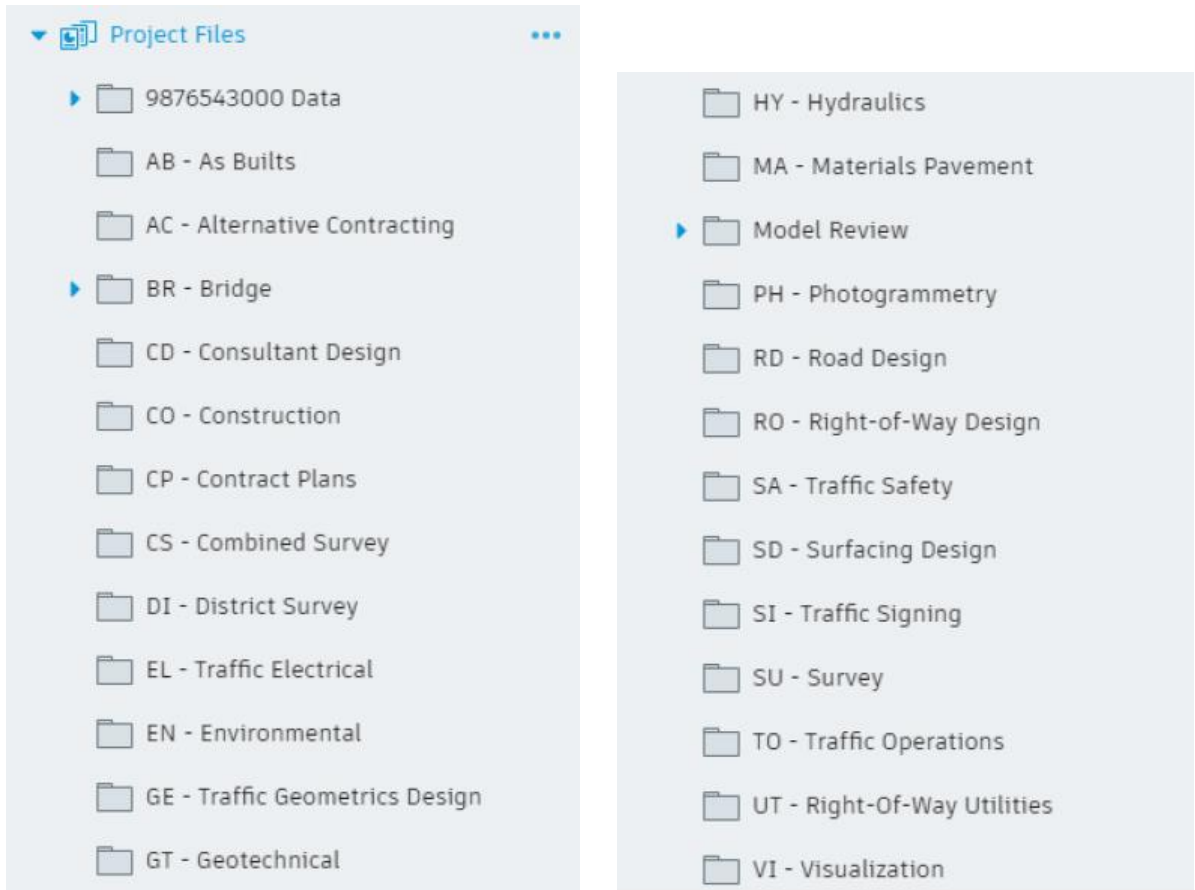| Project Directory	Folder	Document Class	Series No.	Document Type
1041000	RD	ALN	001	.dwg

FOLDER ACCESS

PROJECT FOLDER STRUCTURE AND ACCESS

1. ACC - Autodesk Docs project folder structure follows the design file folder names in PCMS.

▼ Project Files   •••

- ▶ 9876543000 Data
- AB - As Builts
- AC - Alternative Contracting
- ▶ BR - Bridge
- CD - Consultant Design
- CO - Construction
- CP - Contract Plans
- CS - Combined Survey
- DI - District Survey
- EL - Traffic Electrical
- EN - Environmental
- GE - Traffic Geometrics Design
- GT - Geotechnical

- HY - Hydraulics
- MA - Materials Pavement
- ▶ Model Review
- PH - Photogrammetry
- RD - Road Design
- RO - Right-of-Way Design
- SA - Traffic Safety
- SD - Surfacing Design
- SI - Traffic Signing
- SU - Survey
- TO - Traffic Operations
- UT - Right-Of-Way Utilities
- VI - Visualization

2. Folder access to Upload and Edit is given at the folder level to the role(s) that need it. Other roles will have View and Download only access. For example, the District Automation Specialist and Survey roles have View/Download/Upload/Edit access to the CS – Combined Survey folder, but all other roles have View/Download.

Permissions - CS - Combined Surv...
Users: 4   Companies: 0   Roles: 18

Add   🔍 Search for name or email

Name	Permission Level	Type	
▶ District Automation Sp...	View+Download+Upload+Edit	Role	Reset
▶ Electrical	View+Download	Role	Inher... ℹ
▶ Environmental	View+Download	Role	Inher... ℹ
▶ Geometrics Design	View+Download	Role	Inher... ℹ
▶ Geotech	View+Download	Role	Inher... ℹ
▶ Hydraulics	View+Download	Role	Inher... ℹ
▶ Materials - Pavement	View+Download	Role	Inher... ℹ
▶ Photogrammetry	View+Download	Role	Inher... ℹ
▶ Reviewer	View+Download	Role	Inher... ℹ
▶ Road	View+Download	Role	Inher... ℹ
▶ ROW	View+Download	Role	Inher... ℹ
▶ ROW Utilities	View+Download	Role	Inher... ℹ
▶ Signing-Pvt Marking	View+Download	Role	Inher... ℹ
▶ Survey	View+Download+Upload+Edit	Role	Reset
▶ Traffic Operations	View+Download	Role	Inher... ℹ

3. Users are assigned one or more roles based on their functional area. These roles provide the needed folder access.
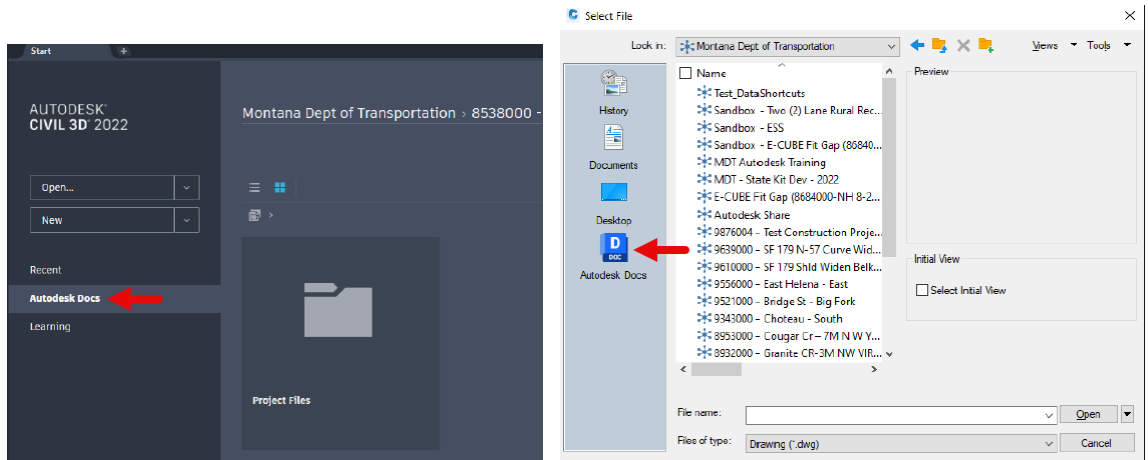
Name ▲	Status	Email	Company	Role
MA Matt Abrahamson	Active	maabrahamson@mt.gov	Montana Dept of Transportation	Survey

4. When the project is created in ACC - Autodesk Docs, the Design Project Manager will be notified and will add the appropriate members and roles to the project.

5. When added to the project, Project Members will receive an email notification from Autodesk Construction Cloud.
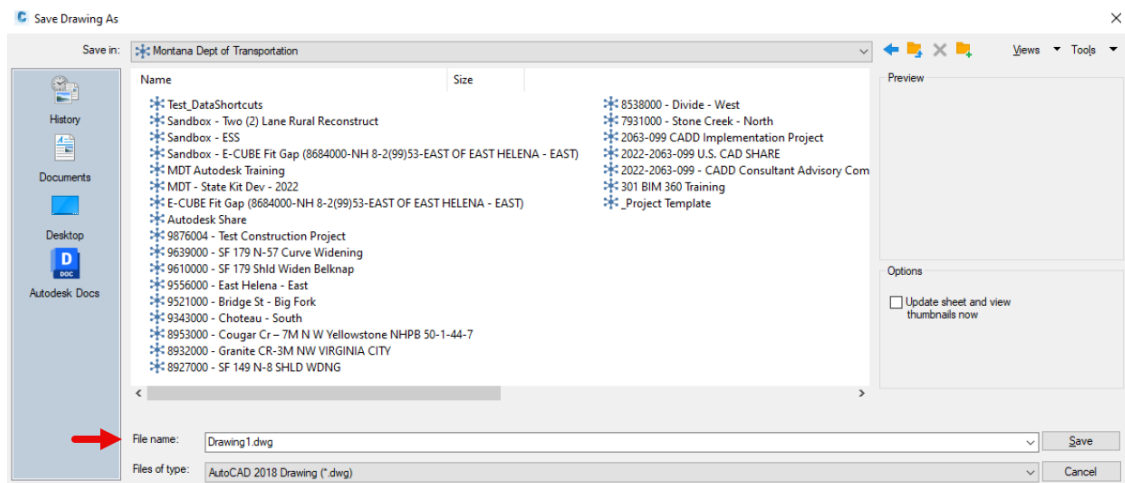
INTEGRATION WITH CIVIL 3D

SAVING DESIGN FILES FROM CIVIL 3D TO AUTODESK DOCS

1. Opening and saving files within Civil 3D to ACC – Autodesk Docs is managed through the Autodesk Desktop Connector. This program is installed on all design staff computers.

2. Design files can be opened and saved in Autodesk Docs in several ways

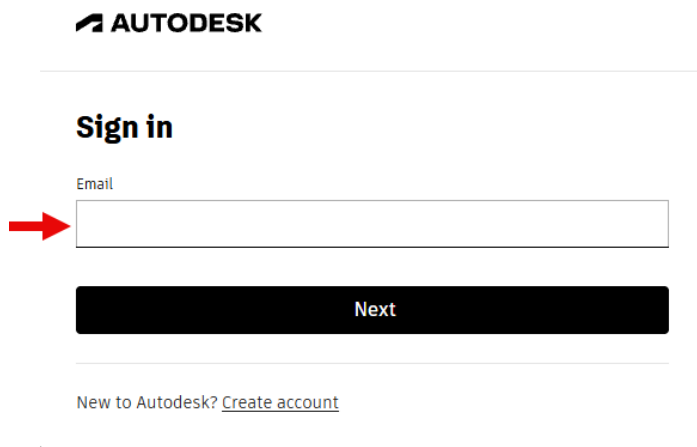   a. To open a design file, select Autodesk Docs from the Start tab in Civil 3D or use Open Drawing > Select File

   b. To save a design file, use Save As Drawing

LOGIN AND PROJECT ACCESS
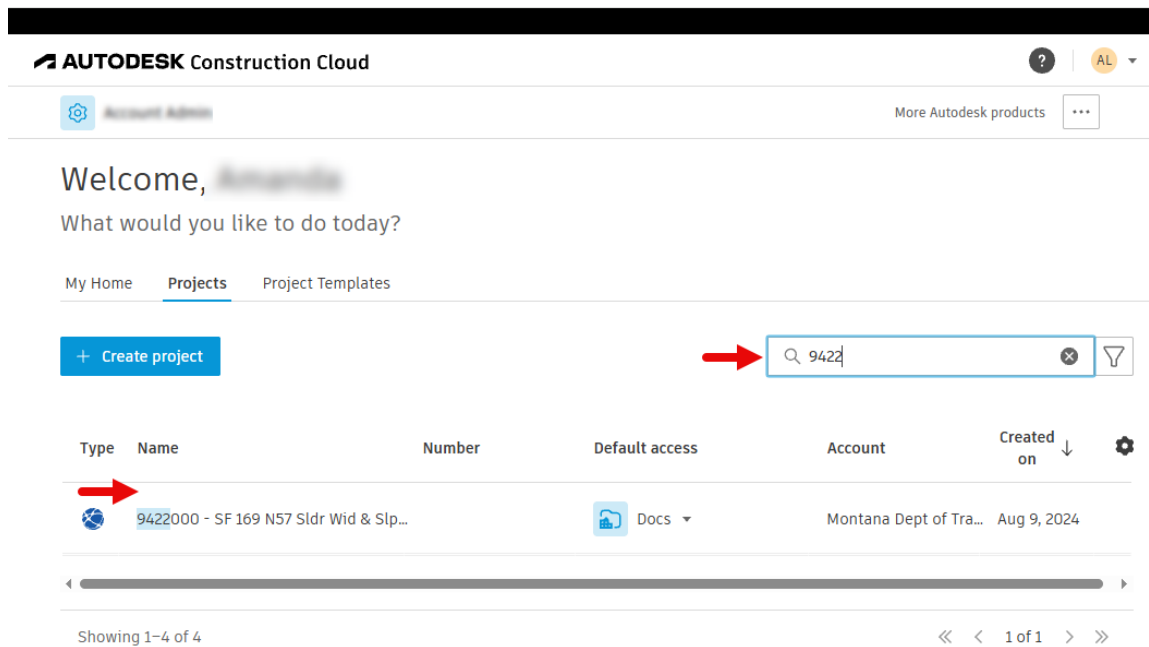
LOGIN TO ACC AUTODESK DOCS

1. From your Internet browser, navigate to https://acc.autodesk.com/

    a. Enter your email address and click NEXT

    AUTODESK

    Sign in

    Email

    [   ]

    [Next   ]

    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

    AUTODESK Construction Cloud

    Account Admin   More Autodesk products   ...

    Welcome,

    What would you like to do today?

    My Home   **Projects**   Project Templates

    [+ Create project]   [Q 9422   ⊗] ▽

Type	Name	Number	Default access	Account	Created on
🌐	9422000 - SF 169 N57 Sldr Wid & Slp…		🔒 Docs ▾	Montana Dept of Tra…	Aug 9, 2024

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