# Autodesk Construction Cloud (ACC)
# New User Guide–Construction Phase–Civil Infrastructure

## Project Access

Welcome to the Autodesk Construction Cloud!  You will receive an email inviting you to the project from City of Madison Engineering.  Follow the link to the project.

Login using your Autodesk account.  Create an account if you don't already have one.  Please note: If you have an Autodesk account and it is different from the email you receive the project invite on, please notify John Sapp and Kathy Cryan (jsapp@cityofmadison.com; kcryan@cityofmadison.com) so that we can update our records.  If you do not have an Autodesk account, please use the email address you received the invite on.

**Note that each user is solely responsible for updating their name and must provide a contact phone number.  Go to https://profile.autodesk.com to update this information.**  A license has already been provided from City of Madison Engineering to access everything you will need based on your role in the project.

## Transition to ACC

ACC will be used for Pay Apps, Change Orders and for accessing plan sheets and files in the field.

Basic files associated with the project are saved in the directory structure in Files.  It is very intuitive.  The back button and ability to bookmark or share links all work.  If something seems to have trouble loading, refresh the web page.
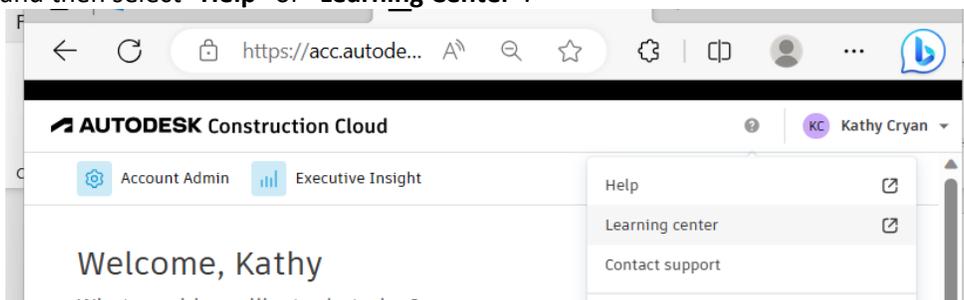
Plan sheets reside in Sheets.  Sheets adds a lot of functionality beyond what is available in Files.  In particular, it simplifies versioning and allows for pinning photos or notes to a location in a plan sheet.  Sheets is also available via a mobile device in the ACC app.

Files and Sheets are the foundation of ACC and the core sections that most users will interact with.  There is also much more functionality for a wide variety of construction administration workflows—see Learning Paths in Training & Reference Materials section for more details.

## Training & Reference Materials

### Autodesk Help and Learning Center

Autodesk has an extensive library of materials to help get you oriented to Autodesk Construction Cloud (ACC). You can access Help and Learning Center from your Autodesk account. Just click on the "?" icon to the left of your name, and then select "**Help**" or "**Learning Center**".

- **Help** – Is a great resource for information on Build and provides easy to follow, step-by-step instruction on each of the functions available in Build.
- **Learning Center** – Includes access upcoming and past webinars as well as courses. Courses are grouped in "**Learning Paths**".

**Recommended Build Learning Path** - Complete the courses listed below. While not required we recommend you watch the videos in this order listed below.

- **Getting Started in Autodesk Build** - https://learnacc.autodesk.com/build-getting-started
- **Files in Build** - https://learnacc.autodesk.com/build-files
- **Sheets** - https://learnacc.autodesk.com/build-sheets
- **Issues in Build** - https://learnacc.autodesk.com/build-issues
- **Forms** - https://learnacc.autodesk.com/build-forms
- **Photos** - https://learnacc.autodesk.com/build-photos
- **Meetings** - https://learnacc.autodesk.com/build-meetings

You should also view the **Correspondence Tutorial** - https://help.autodesk.com/view/BUILD/ENU/?guid=About_Correspondence This is a very new feature so a training course is not yet listed on the ACC Learning Center.

- **Recommended Cost Management Learning Path** - complete the following courses. **Getting Started -** https://learnacc.autodesk.com/build-getting-started-in-cost-management
- **Budget** - https://learnacc.autodesk.com/build-cost-management-budget
- **Cost** - https://learnacc.autodesk.com/build-cost-management-cost
- **Change Order** - https://learnacc.autodesk.com/build-cost-management-change-order

## Guides for custom workflows

Some of City Engineering's workflows in ACC are more customized such that additional detailed guides are necessary. The guides consist of PDFs with step-by-step instructions and screenshots.  Guides are available at: https://www.cityofmadison.com/ENGautodeskCI

# Questions/Need Help?

John Sapp is the Engineering ACC Guru so he is the primary contact for questions or assistance. John can be reached at 608- 261-5580 or **jsapp@cityofmadison.com**. John is committed to you being successful using ACC. So reach out with any questions as they come up. Don't wait until you're frustrated!