

# Autodesk Construction Cloud (ACC)

## New User Guide – Design Phase

### Project Access

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 Laura Amundson ([jsapp@cityofmadison.com](mailto:jsapp@cityofmadison.com); [lamundson@cityofmadison.com](mailto:lamundson@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://profiles.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 from Sharepoint

ACC will replace Sharepoint for the Design and Construction phases of the project. All data has been transferred. The folder structure has been maintained, with a few changes meant to improve functionality within ACC.

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.

### Training resources

The in-product training resources are quite thorough and can answer a lot of questions as they arise.

For help in an outlined help file format, click question mark in upper right and select Help. The help is organized similar to how sections appear in the left sidebar of Build.

For training in a video format, Learning center provides over 10 hours of content. A small selection of this is applicable to the Design phase:

[Getting Started in Autodesk Build](#)

[Files in Build](#)

[Sheets](#)

**If you needed assistance with project access, transition from sharepoint, training resources or anything else, please contact John Sapp [jsapp@cityofmadison.com](mailto:jsapp@cityofmadison.com) for assistance. I can provide assistance over Zoom via [jsapp@cityofmadison.com](mailto:jsapp@cityofmadison.com)**