Preparing your system and changes to the Autodesk Portal

*It is imperative that you consult your IT team prior to installing any software or attempting to amend any settings on your computer. Administrative rights are based on a profile created by your System Administrator; therefore, a plethora of variances are possible and these ‘rights’ may not necessarily allow you to install software properly.

1. Disable the UACs (set to ‘Never notify’)
2. Disable the anti-virus software
3. Disable pop-up blocker in the browser you are utilizing

(These settings may be re-enabled once the software is installed and operational.)

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Changes to the Autodesk Portal
Autodesk has changed the account creation and verification process. All accounts will need to be verified every year in order to receive new licensing. Autodesk has also changed 3 year educational licensing to 1 year licensing. School IT and teachers have the same licensing types available to them.
Creating and verifying your Autodesk account

1. Go to https://www.autodesk.com/education/edu-software/overview
2. Select Get Started or Sign In.

3. If you have not created an account, select Create Account. If you have an account, enter your email, and select Next. The following page will require a password to log in.
4. To create an account, fill in the following information.

5. As you select your account, select the appropriate role. Teachers will have access to Individual and Lab/Class installation types. IT Administrators will have access to Lab/Class Installations. Select Next.
6. Fill in your information, agree to the terms, and select Create Account.

7. You will need to verify your email address. Below is the screen you will get with an example of the screen after step 6, and the sample email for verification.

Hi,

Please complete your Autodesk account 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/users/verifyemail?jwst=6f8f6b67200b5e84e3b094479f9b9b9175860e&cl
wikid=education
9. The following message will appear at the top of the screen. Select Get Started.

10. Before you can get access to the educational software, you will need to verify that you attend or work for a Qualified Education Institution through the SheerID verification system. You will be asked to fill out the form below.

11. In the Name of educational institution box, type in the name of your school slowly and see the name of your school appear in a drop-down menu below the text box. If your school is not listed, select School Not Listed from the drop down below the text box.
12. On the next page, you will need to upload documentation that the account owner attends or works at the Qualified Education Institution (see FAQ) during that year. All teachers and IT staff installing Autodesk products will need to complete the verification:

   a. The simplest way to get verified is to use the school letter method. Depending on your role, you can use the school IT, or teacher letter. Copy and paste onto school letterhead with your name, matching exactly your name on your Autodesk account.
   
   b. Other verification methods include a student ID that includes the school year, or a link to the faculty listing on the school website.
   
   c. Students that are not required to have an account for Inventor, but if they would like to install at home, they would need to use the student letter for verification.

Verification is manually processed and will take less than one business day. You will receive an email notification for approval or denial. If you have questions about being denied, email SheerID customer service at customerservice@sheerID.com.
Installing Revit 2020

1. Once you have a verified account, you can start getting started with the installation process. Select Class/lab as your installation type.

2. Go to the Revit tile and select Get license.

3. Select Sign In if you are not automatically signed in.
4. Please choose School: Deploy without network server. Then select Revit 2020, Windows 64-bit, English

5. Select Download Now.

6. Select Open Autodesk Download Manager.
7. Select **Yes**

8. Select **OK**. Revit 2020 downloads in one file.
9. Select **Install**

10. Select **I Accept** and **Next**
11. Select **Install**.

12. Once installation is complete, verify that your products installed properly and select **Finish**.
13. Select to restart your computer

STOP IF YOU ARE USING THIS COMPUTER AS A MASTER IMAGE. DO NOT FOLLOW THE NEXT STEPS OF ACTIVATING THE SOFTWARE. YOU WILL NEED TO ACTIVATE AFTER IMAGING.

If you are NOT using this machine as a Master Image, see the next steps.
Licensing Revit 2020

14. Then you will launch **Revit 2020** and click **enter a serial number**

15. Enter **Serial Number** and **Product Key** and click **Next**
16. Click **Finish** to complete installation.