

How can I add users in Cisco License On-Prem (CLP) deployment?

Introduction

This document provides a step-by-step guide for adding a new user to an existing On-Prem account within the Cisco License On-Prem (CLP) portal.

Video

The purpose of this content is to share information for educational and/or informational use. You may choose to watch the video or read the content below-both provide the same material, so feel free to engage with whichever format you prefer.

Prerequisites

Before you start, ensure that you have the following:

- A Cisco Smart Account.
- A valid Cisco.com (CCO) User ID and password with access to the relevant Smart or Virtual Account.
- Admin Access to Cisco License On-Prem (CLP) Portal.

Steps

Step 1: Access the Cisco License On-Prem (CLP) portal at: https://<IP_Address>:8443/admin/#/mainview.

Step 2: Navigate to the *Licensing workspace* from the left-hand menu.

Step 3: Select the appropriate *On-Prem Account* from the *On-Prem Account tab*.

Step 4: Once the account is selected, additional tabs will appear in the left-hand menu. Navigate to the *On-Prem Account Management* Tab.

Step 5: Select the *Users Tab* under On-Prem Account Management.

Step 6: Click the *Add Users* button in the top right corner.

Step 7: Enter the user's *username* or *email address* in the Add User field and click the *Add User* button.

Step 8: Click *Next* in the bottom right corner.

Step 9: *Assign the appropriate role to the user by selecting from the dropdown menu. Available roles include:*

- *Account Admin*
- *Account User*
- *Local Virtual Account Admin*
- *Local Virtual Account User*

Step 10: Click *Submit*.

Step 11: Review the confirmation message and click *Close*.

Step Results: The user has been successfully added.

Troubleshooting

For External Customer/Partner Use Only: Follow these instructions to resolve your issue. If you need further assistance, please initiate a request for License Support via [Cisco Support Case Manager](#).