MONTANA
Department of Transportation

June 2026

# Autodesk Forma (ACC) Design Project Manager Guide

PROJECT SETUP

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# OVERVIEW

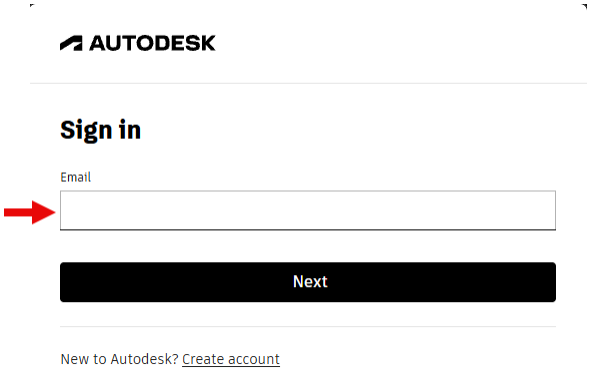
This process describes the steps involved for Design Project Managers to setup their project in Autodesk Forma (ACC) and provide access to MDT staff.

# PROJECT SETUP

## LOGIN TO AUTODESK FORMA

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

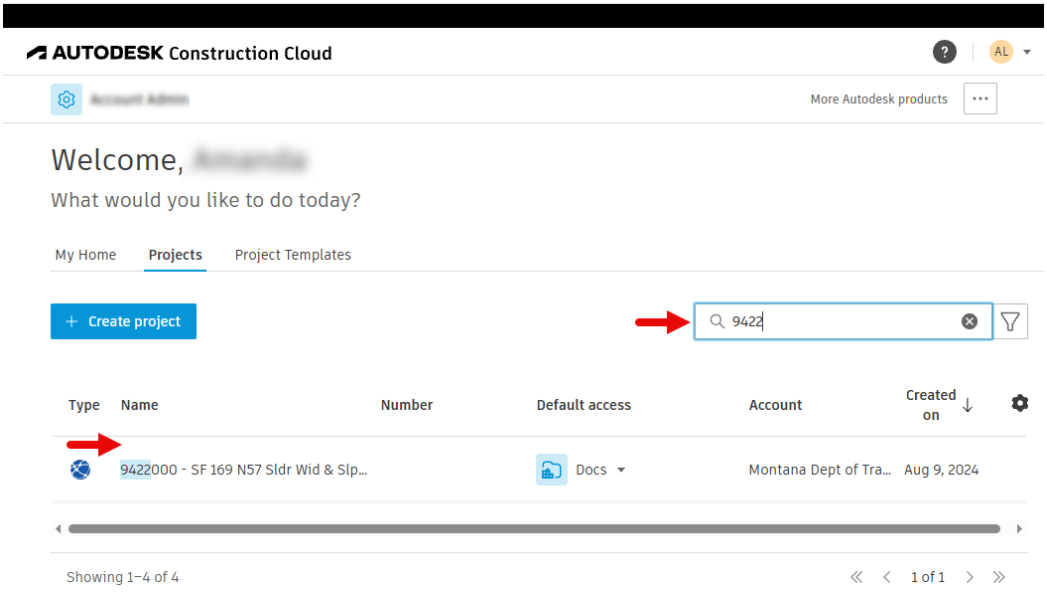
   a. Enter your email address and click NEXT.




## 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.

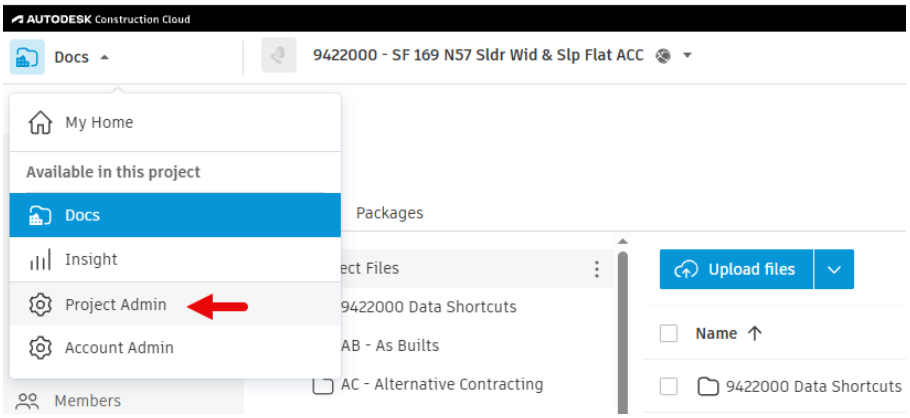



   b. Click on the project to select it and explore files.

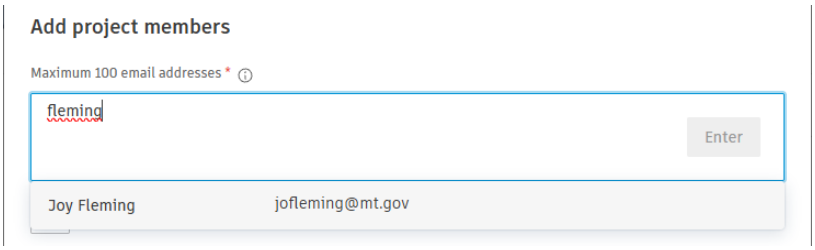
## ASSIGN A PROJECT ADMIN OTHER THAN THE DESIGN PROJECT MANAGER

1. If desired, the Design Project Manager can designate a project member to be Project Admin. The Project Admin is responsible for updating project information when the project is initially created and for adding project members to the project. ***If the Design Project Manager will be serving as Project Admin, skip this procedure and continue to the next procedure – Update Project Information*

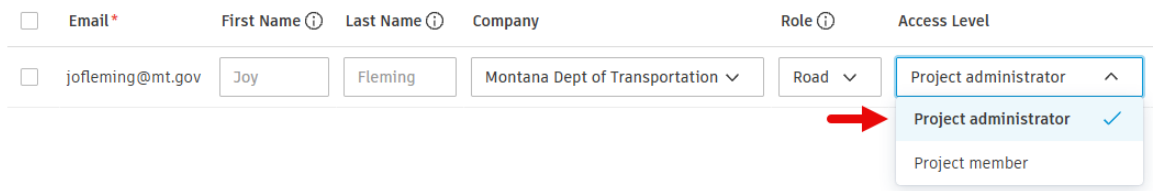
   a. Click the action menu pulldown and choose the Project Admin option.

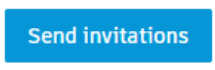



   b. From the Members tab, click the Add members button to search and select the designated Project Admin.




   c. The individual will be added with a default role. Check the Project Admin icon to grant Project Admin access to the project.



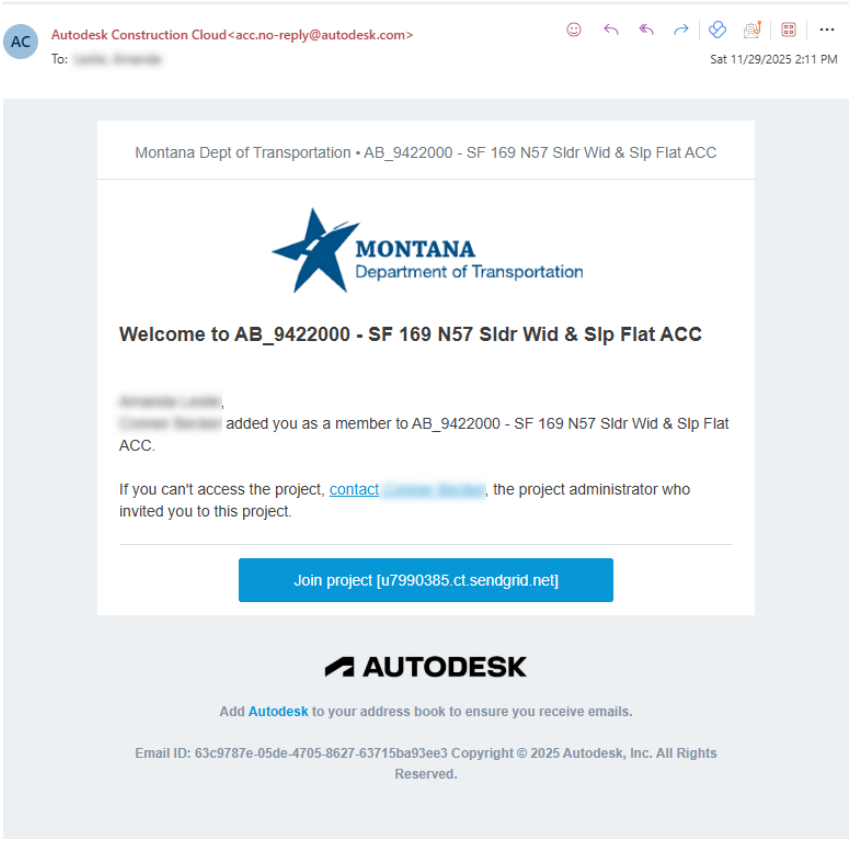

   d. Click the Send Invitations button. 

e. The designated Project Admin will receive an email from Autodesk Forma that they have been added to the project.

2. The designated Project Admin can now continue with the next 2 procedures (Update Project Information and Add Members to the Project)

## UPDATE PROJECT INFORMATION

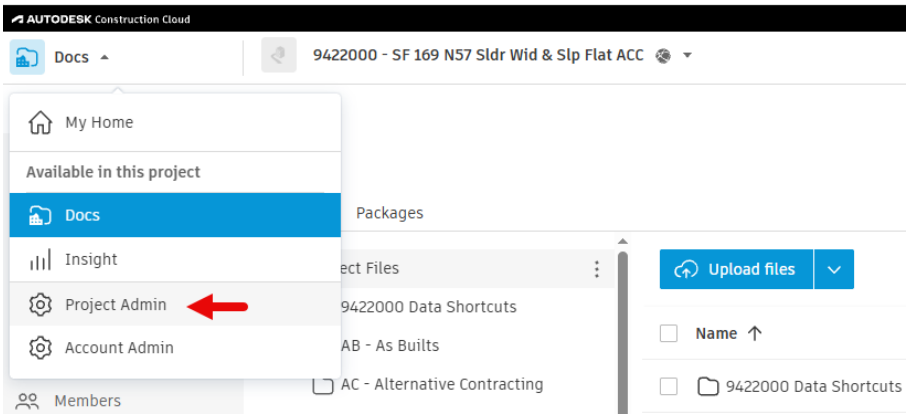
1. When the project is created in Autodesk Forma, the Design Project Manager will be added and will receive a notification from Autodesk Forma.




2. The Design Project Manager (or designated Project Admin) can now add project details.

   a. Navigate to the appropriate project by clicking the link provided in the email or by searching and selecting the project from the project list in Autodesk Forma.

b. Click on the action menu drop down and select Project Admin

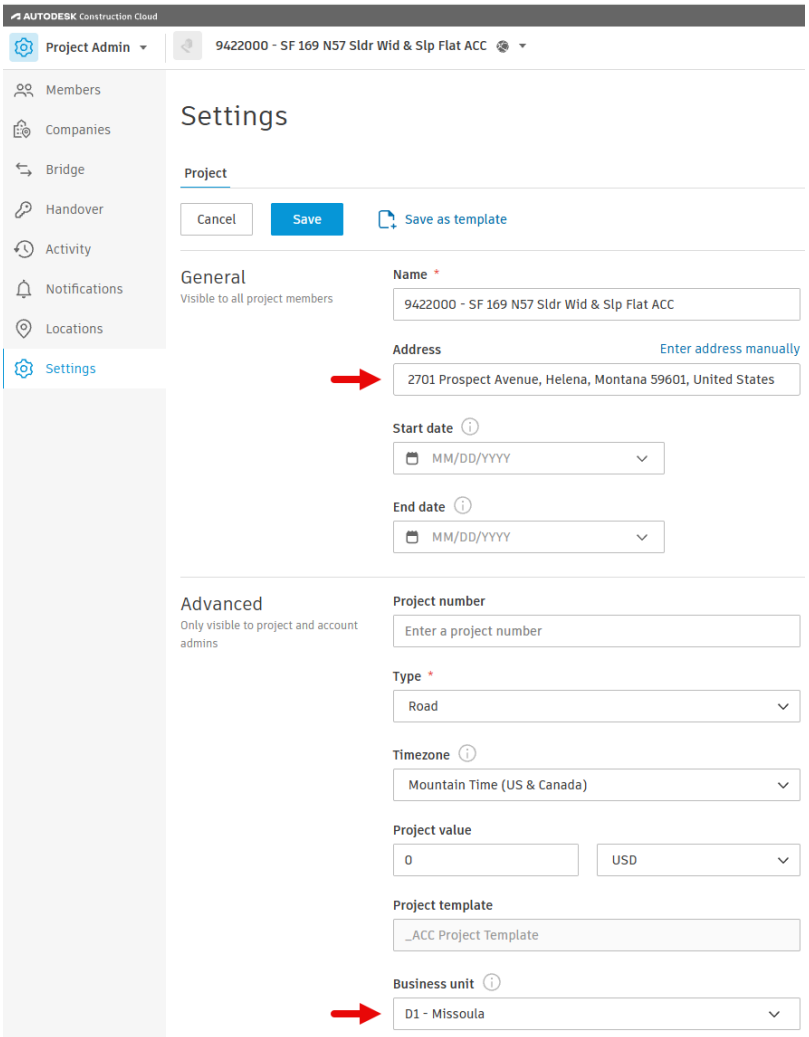



c. Click on the Settings tab

d. Click the Edit button

e. Enter the following information and Save:

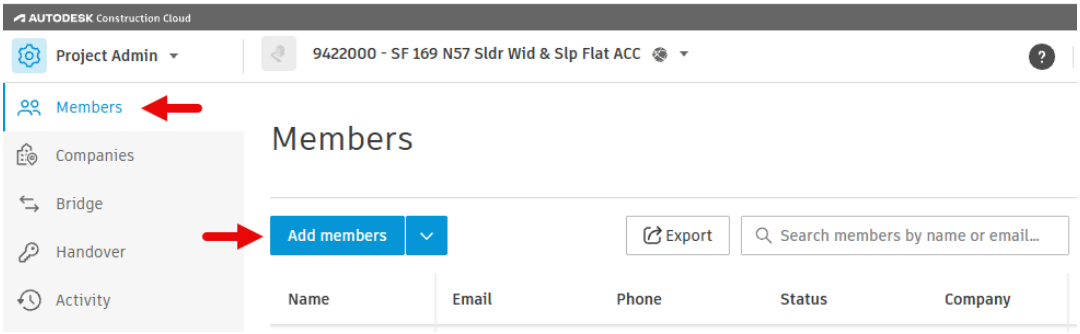
i. Project Address
ii. Business Unit



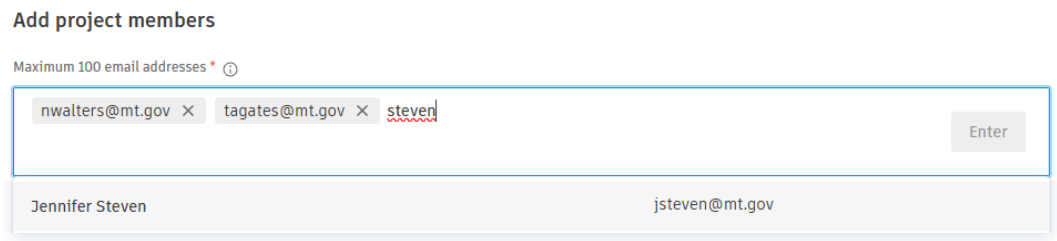
## ADD MEMBERS TO THE PROJECT

1. The Design Project Manager (or designated Project Admin) can now add the appropriate members to the Project.

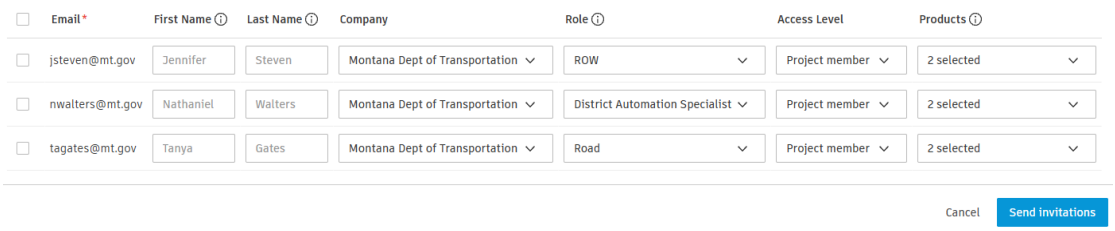
   a. Click on the Members tab and click the Add members button




   b. Search and select one or more members to add then click Enter




   c. Members will be added with a default role. Verify the role and update appropriately for each member. This will automatically give the member the appropriate folder access for the project in Autodesk Forma.




   d. Add members to the project for the following roles:

      i. Design team
      ii. District Automation Specialist
      iii. District Survey team
      iv. Functional design teams

   e. When finished adding members, click Send Invitations