



Get Started with My Cisco Entitlements



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Document Purpose

My Cisco Entitlements (MCE) is a secure one-stop platform where you can gain insights into your business and better manage your Cisco products and services to minimize risk.

This document provides an overview of step 2 of the overall MCE onboarding process:

Step 1: Establish Anchor Location

TIP: Mandate Smart Account (SA) on All New Purchases (Optional)

Step 2: Assign Your Unassigned Assets & Entitlements

Step 3: Migrate User Access

Step 4: Use My Cisco Entitlements (MCE)

To learn about the other steps, please refer to the [“MCE Onboarding Overview”](#) document.

Audience

This document is intended for Cisco Customers and Partners.



Get Started with My Cisco Entitlements

Step 2: Assign your Unassigned Assets & Entitlements

Complete prerequisite steps, and step 1 before proceeding to step 2 of **Getting Started with My Cisco Entitlements (MCE)**.



- ❑ Only Smart Account (SA) Administrators can assign assets and entitlements to Virtual Accounts (VAs).

Overview

In step 1 (Establish Your Anchor Location), you established anchor location to allow My Cisco Entitlements (MCE) to find all of your Cisco services, subscriptions, licenses, and devices by creating a linkage between your Smart Account (SA) and legal hierarchy. This helped get a view of the assets that were connected to your anchor location that may not have been assigned as of now.

In step 2, you will assign your unassigned services, subscriptions and devices into Virtual Account(s) to organize a comprehensive view of assets and entitlements.

The step-by-step guide below shows how you can assign Services and Subscriptions in both Product and Summary view. Follow the same steps in the Licenses and Devices tab to assign your unassigned licenses and devices.



Step 2: Assign your Unassigned Assets & Entitlements

Step-by-step Instructions

Follow these step-by-step instructions to assign your unassigned services and subscriptions. You can do this in both **Product** or **Summary View**.

To assign services or subscriptions in the **Product View**:

- Log in to your [MCE](#) account.
- Open **Services & Subscriptions** tab by clicking on it.
- Select **Unassigned** from the **Inventory View** filter.

The screenshot shows the 'My Cisco Entitlements' dashboard. The 'Services & Subscriptions' tab is highlighted with a red box and a circled 'a'. Below the navigation bar, the breadcrumb 'Home / Services and Subscriptions' is visible. The main heading is 'Services & Subscriptions'. A search bar is present with a dropdown menu set to 'Search All'. Below the search bar, there are 'Filters' and a '50298 Results' indicator. The 'Inventory View' filter is expanded, showing 'Assigned (5548)' and 'Unassigned (50298)'. The 'Unassigned' option is selected, highlighted with a red box, and circled with a 'b'. To the right of the filter, there are two view options: 'Product View' (highlighted with a red box) and 'Summary View'. Below the view options, there are columns for 'PRODUCT NUMBER/ END OF SUPPORT' and 'CUSTOMER/ CUSTOMER SITE ID'.

Note: Assets and entitlements can be assigned individually or in bulk



Assignment of licenses and devices can *only* be carried out in the **Product View**.



Step 2: Assign your Unassigned Assets & Entitlements

- e) Clicking **Assign to Virtual Account** in step c or d, displays a pop-up window.
- Select a specific virtual account (VA) to assign your selected assets to by using the drop-down selector OR
 - Click **Create new Virtual Account** to create a new VA.

Assign to a Virtual Account

You've selected 3 line(s) from 3 service contract(s)/subscription(s) to assign to a Virtual Account. A confirmation of the transaction will be available in your history.

SELECT VIRTUAL ACCOUNT

Note (Optional)

1000 characters left

[Create new Virtual Account](#) Cancel Assign

- f) Click **Assign** to assign to the VA.
- g) Add an optional **Note** to make any callouts about the assignment which can be referred to in the History tab at a later time.

SELECT VIRTUAL ACCOUNT
DEFAULT

Note (Optional)

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[Create new Virtual Account](#) Cancel **Assign**



Step 2: Assign your Unassigned Assets & Entitlements

To assign assets in Summary view,

- Click on **Summary View**.
- Invoke the **Unassigned** view.
- Select multiple subscription IDs/ contracts to be assigned.
- Click on **Assign to a Virtual Account** from the **Actions** drop-down menu.

My Cisco Entitlements

Search by All Search

DAVID ROYALTY

Dashboard **Services & Subscriptions** Licenses Devices History

Home / Services and Subscriptions Smart Account Physics Dept. Virtual Account All Selected

Services & Subscriptions

Search All Search

Filters

Inventory View

Assigned (147)

Unassigned (3224)

Type

Services (3224)

Status

ACTIVE (3125)

OVERDUE (83)

SIGNED (13)

Coverage End Date

Within 30 Days (177)

Within 31 To 60 Days (143)

3224 Results

Inventory View Unassigned

Product View **Summary View**

<input type="checkbox"/>	CONTRACT NUMBER/ SUBSCRIPTION ID	END CUSTOMER GU NAME/ ID	END CUSTOMER NAME/ ID	ASSIGNMENT STATUS	ADMIN/RESELLER NAME/ (ADMIN/RESELLER SITE ID)
<input type="checkbox"/>				100% 1/1 lines	
<input type="checkbox"/>				100% 41/41 lines	
<input type="checkbox"/>				50% 1/2 lines	
<input type="checkbox"/>				100% 8/8 lines	
<input type="checkbox"/>				100% 382/382 lines	

Assign to a Virtual Account

Migrate Access

COM-SNT-WS-C6509
SNTC 8X5XNBD

SNT
COM-SNT-2960S4TS
SMARTnet 8x5xNBD

ECMU
COM-ECMU-CUCMUS
SWSS UPGRADES

SNTP
SMARTnet Premium 24x7x4

SNTP
SMARTnet Premium 24x7x4



Summary View is only available for the Services & Subscriptions tab.

This step will move the asset/entitlement from **Unassigned** to **Assigned** in the **Inventory View** filter allowing you to see a comprehensive view and set the stage to migrate user access in step 3.



To learn more, visit www.cisco.com/go/mce and for questions, write to MyCiscoEntitlements@cisco.com