

Get Started with My Cisco Entitlements



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 <u>"MCE Onboarding Overview"</u> 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.

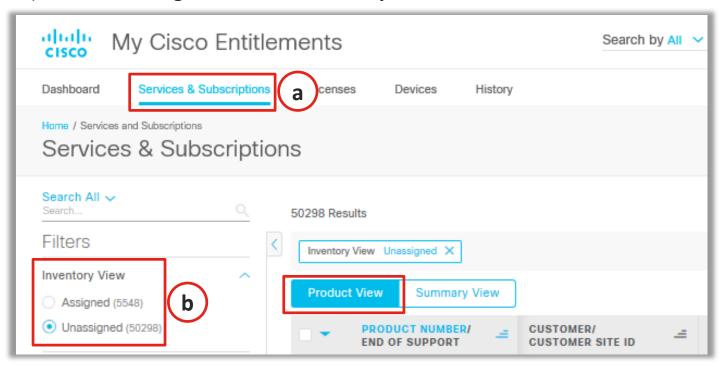
The step-by-step guide below shows how you can assign Services and Subscriptions in both Product and Summary view. Follow the same steps in the Licenses and Devices tab to assign your unassigned licenses and devices.

Step-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**:

- a) Log in to your MCE account.
- b) Open Services & Subscriptions tab by clicking on it.
- c) Select **Unassigned** from the **Inventory View** filter.



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.**

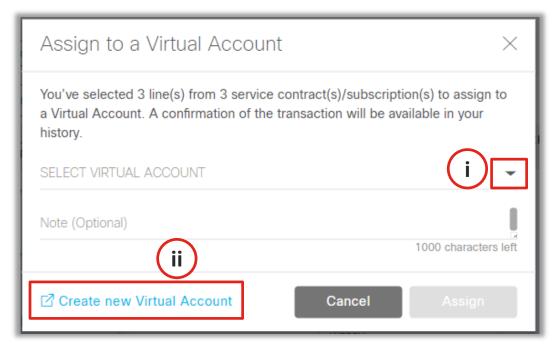
- c) To assign individually,
 - i. Click on the three dots, next to the asset name, to open the in-line action menu.
 - ii. Select Assign to a Virtual Account.



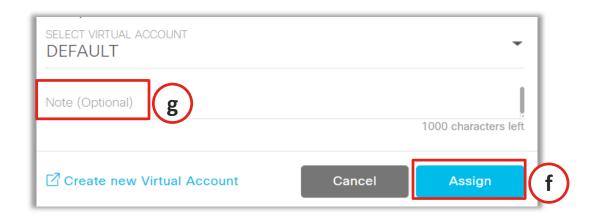
- d) To assign in bulk,
 - i. Select the assets by clicking on the checkboxes.
 - ii. Click Assign to a Virtual Account from the Actions drop-down.



- e) Clicking **Assign to Virtual Account** in step c or d, displays a pop-up window.
 - i. 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.

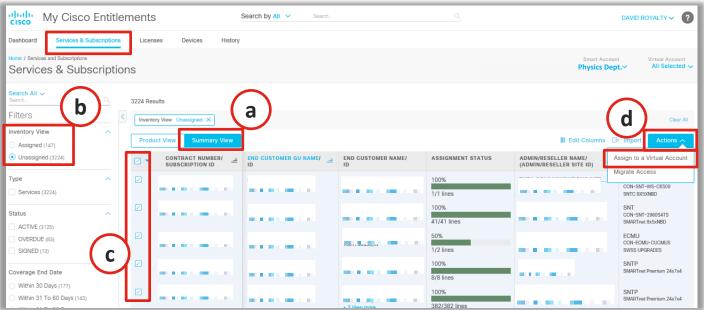


- f) Click **Assign** to assign to the VA.
- g) Add an optional Note to make any callouts about the assignment which can be referred to in the History tab at a later time.



To assign assets in Summary view,

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





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