



**MONTANA**

Department of Transportation

September  
2022

BIM 360 Design Project Manager  
Guide

PROJECT SETUP

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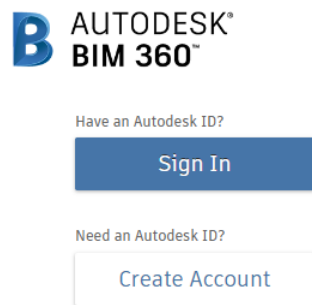
## OVERVIEW

This process describes the steps involved for Design Project Managers to setup their project in ACC - Autodesk Docs (BIM 360) and provide access to MDT staff.

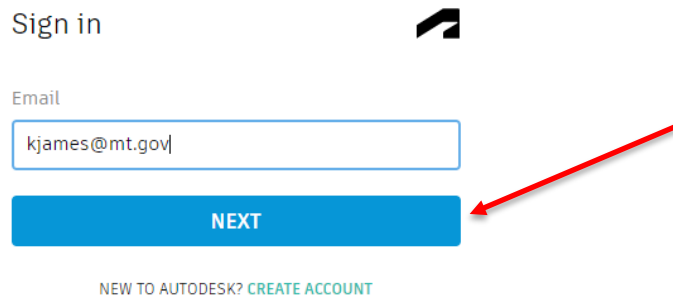
## PROJECT SETUP

### LOGIN TO ACC AUTODESK DOCS (BIM 360)

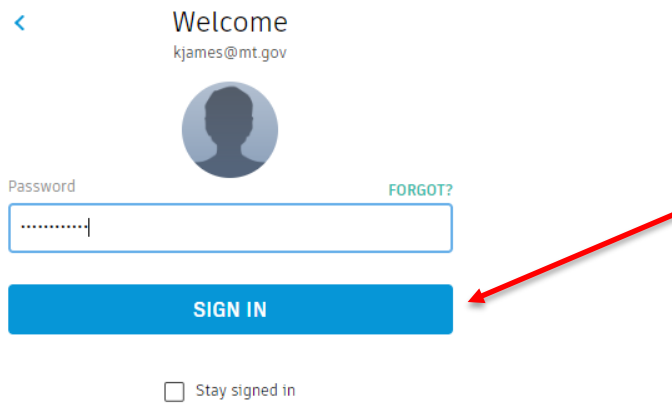
1. From your Internet browser, navigate to <https://admin.b360.autodesk.com/login>
  - a. Click Sign In



- b. Enter your email address and click NEXT



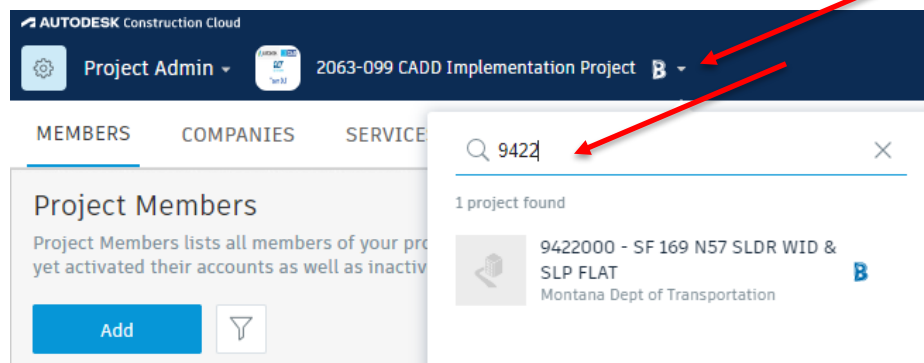
- c. Enter your password and click SIGN IN



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## SEARCH AND OPEN A PROJECT

1. From the Project List dropdown menu, search for your project
  - a. Click the drop down arrow and enter the UPN or project name to filter the list

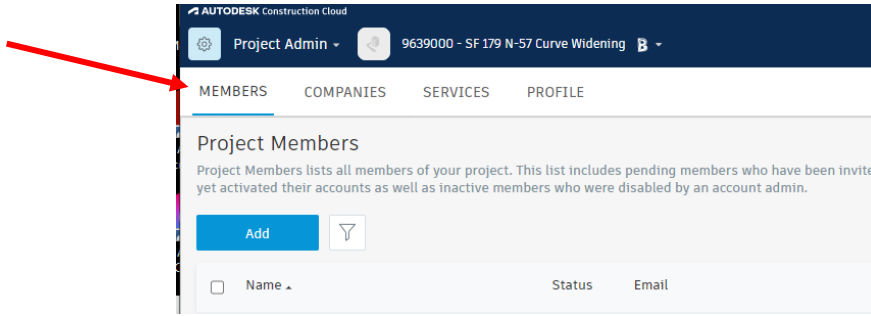


- b. Click on the project to select it

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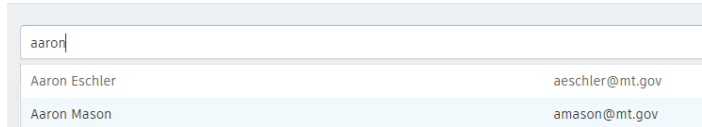
## ASSIGN A PROJECT ADMIN OTHER THAN THE DESIGN PROJECT MANAGER

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 on the Members tab

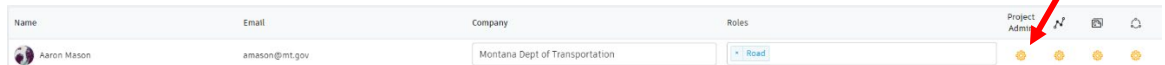


- b. Click the Add button to search and select the designated Project Admin

Add Project Members



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



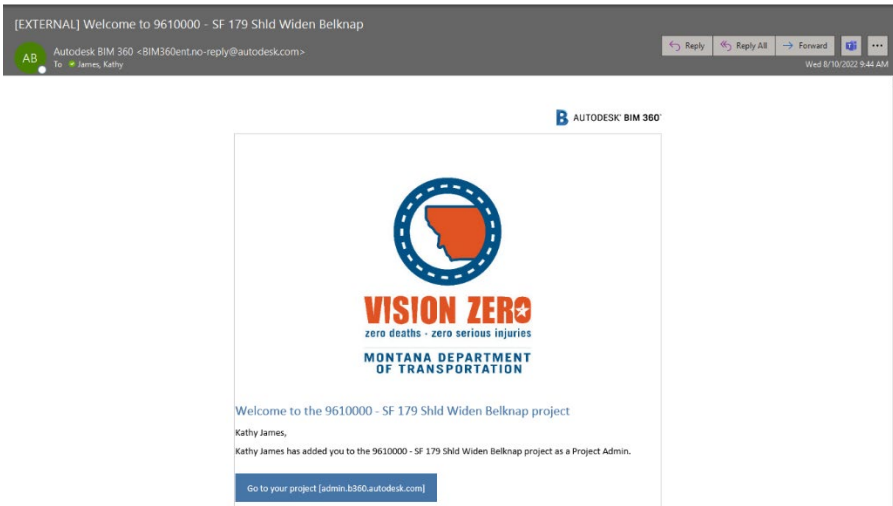
- d. Click the Add to Project button
- e. The designated Project Admin will receive an email from Autodesk BIM 360 that they have been added to the project



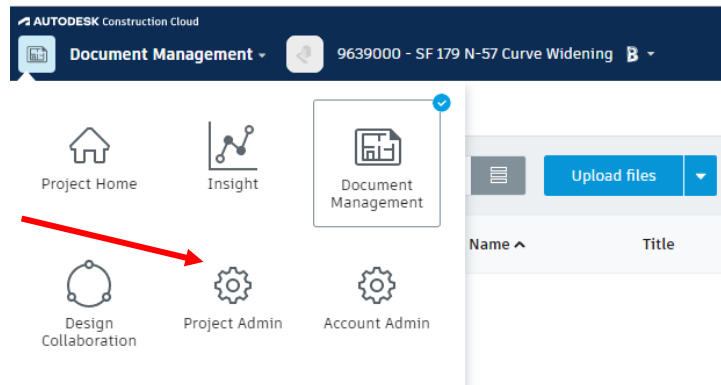
The designated Project Admin can now continue with the next 2 procedures (Update Project Information and Add Members to the Project)

## UPDATE PROJECT INFORMATION

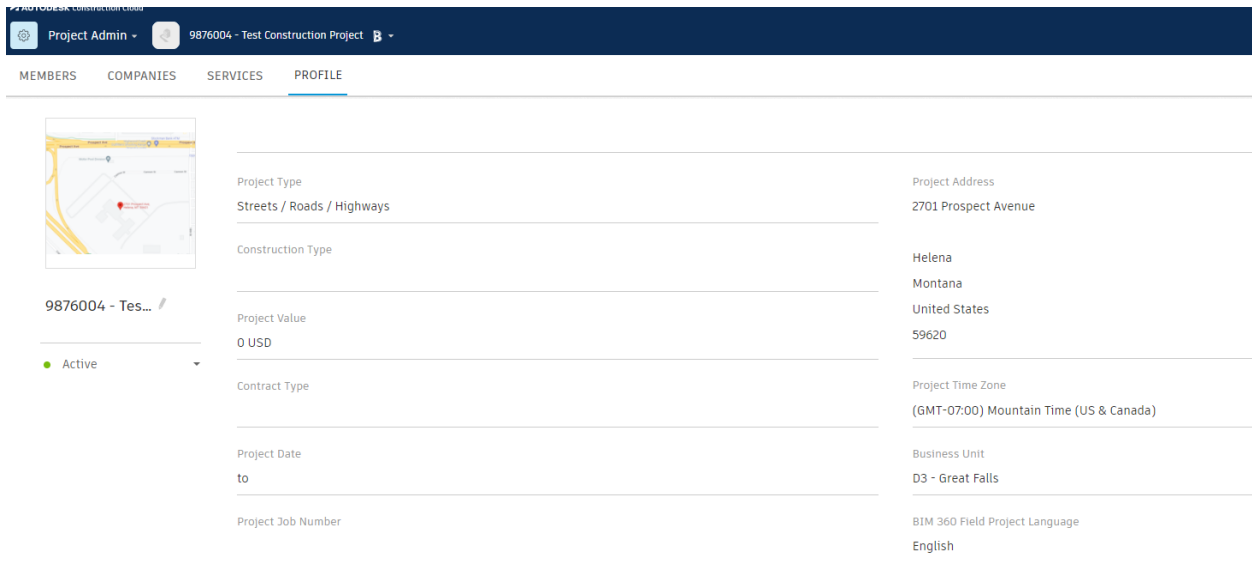
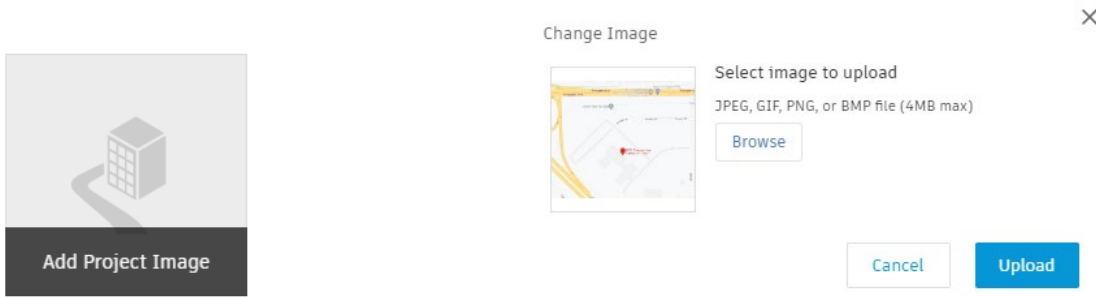
1. When the project is created in ACC – Autodesk Docs (BIM 360), the Design Project Manager will be added and will receive a notification from Autodesk BIM 360.



2. The Design Project Manager (or designated Project Admin) can now add details of the project.
  - 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 ACC – Autodesk Docs (BIM 360)
  - b. Click on the action menu drop down and select Project Admin



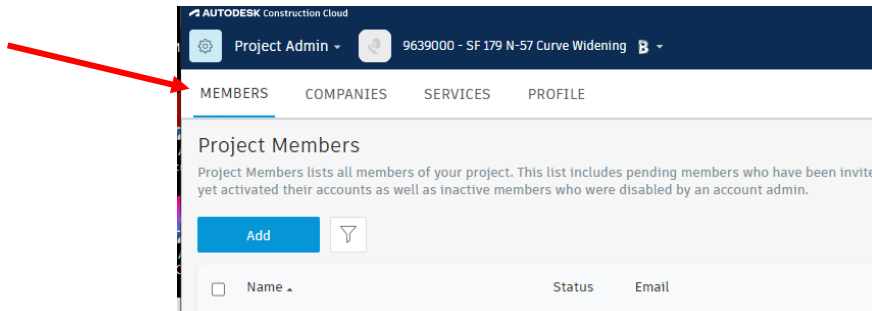
- c. Click on the Profile tab
- d. Click the Edit button
- e. Enter the following information and Save:
  - i. Project Address
  - ii. Business Unit
  - iii. Add an image
    1. Click on Add Project Image and browse to an image file



## ADD MEMBERS TO THE PROJECT

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

a. Click on the Members tab



b. Click the Add button to search and select for one or more members to add

## Add Project Members

✕ Caitlyn Murphy ✕ Beth Pointer nath ✕

Nathan Styren	nstyren@mt.gov
Nathaniel Walters	nwalters@mt.gov
Jonathan Ries	jories@mt.gov

- 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 ACC – Autodesk Docs (BIM 360)

<input type="checkbox"/>	Name	Status	Email	Company	Role	Project Admin			
<input type="checkbox"/>	DG Dustin Gregory	Active	dugregory@mt.gov	Montana Dept of Transportation	District Automation Specialist	⌵	👤	👤	👤
<input type="checkbox"/>	RM Rob Mihalovich	Active	rmihalovich@mt.gov	Montana Dept of Transportation	Survey	⌵	👤	👤	👤
<input type="checkbox"/>	TP Tristan Pierce	Active	tpierce@mt.gov	Montana Dept of Transportation	Geometrics Design, Traffic Safety	⌵	👤	👤	👤

- d. Add members to the project for the following roles:
- Design team
  - District Automation Specialist
  - District Survey team
  - Functional design teams