



**PEO
DIGITAL**

PROGRAM EXECUTIVE OFFICE DIGITAL & ENTERPRISE SERVICES

United States Marine Corps

Global Enterprise Modernization Software & Support (GEMSS) Contract

Cisco Software Central
&
My Cisco Entitlements (MCE)
User Training

Revision Date: 26 April 2023

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Websites to Bookmark

FCN GEMSS: <https://usmc-gemss.com>

- Contains important GEMSS program resources, documents, training links, and user help.

Cisco: <https://cisco.com>

- Used to create a Cisco.com account required to login to Software Central and MCE.

Cisco Software Central: <https://software.cisco.com>

- Provides access for activating and managing your Cisco Smart Licenses.

My Cisco Entitlements (MCE): <https://mce.cisco.com>

- MCE Portal provides consolidated view and management of all your assets and entitlements.

Access & Roles

All users must have Cisco.com account (aka CCO ID). Sign up at Cisco.com to receive your account. More instructions on account creation can be found here. [USMC-GEMSS-Training-Account-Registration](#)

REMINDER:
The USMC GEMSS contract must be associated to your CCO ID account to download software or to open Technical Assistance Cases (TAC).

Email usmchtom@cisco.com requesting USMC GEMSS Contract # 204250592 be associated with your CCO ID.

After account creation is complete, navigate to software.cisco.com to associate your usmc.mil account to the USMC Smart Account. More instructions on this association can be found here. [USMC-GEMSS-Training-Smart-Account-Access](#)

Once the steps above are complete you can login to the Software Central or MCE portals.
<https://software.cisco.com>
<https://mce.cisco.com>

United States - English



Log in to your account

Email

Next

[Create a new account](#)

[Terms & Conditions](#) [Privacy](#) [Cookies](#)
[Trademarks](#)

Smart Account Administrator

Manages all aspects of the Smart Account and its Virtual Accounts. The Smart Account Administrator can view and manage license inventory for the entire Smart Account and perform Account management activities.

Smart Account User

Similar to a Smart Account Admin, this role allows access to all Virtual Accounts. A Smart Account User can perform licensing activities but cannot create new Virtual Accounts or perform User management activities.

Virtual Account Administrator

Similar to the Smart Account Administrator, but limited to selected Virtual Accounts. Can perform license management activities and User management for selected Virtual Accounts.

Virtual Account User

Similar to a Smart Account User but is limited to the Virtual Account the User is assigned to – they can perform license management activities but cannot add new users to their assigned Virtual Account.

Visit this link for more information on user roles.

https://usmc-gemss.com/wp-content/uploads/2021/08/Smart-Account-Roles-Overview_QRG_JANUARY-2021.pdf

Software Central

Overview

software.cisco.com is a centralized portal that allows the Marine Corps to manage access to MCE and allows consumption and utilization of licenses



Download and manage

| | | |
|---|--|---|
| <p>Smart Software Manager</p> <p>Track and manage your licenses. Convert traditional licenses to Smart Licenses.</p> <p>Manage licenses ></p> | <p>Download and Upgrade</p> <p>Download new software or updates to your current software.</p> <p>Access downloads ></p> | <p>Traditional Licenses</p> <p>Generate and manage PAK-based and other device licenses, including demo licenses.</p> <p>Access LRP ></p> |
| <p>Manage Smart Account</p> <p>Update your profile information and manage users.</p> <p>Manage account ></p> | <p>EA Workspace</p> <p>Generate and manage licenses purchased through a Cisco Enterprise Agreement.</p> <p>Access EA Workspace ></p> | <p>Manage Entitlements</p> <p>eDelivery, version upgrade, and more management functionality is now available in our new portal.</p> <p>Access MCE ></p> |

Smart Software Manager

- The Smart Software Manager allows users to consume licenses and software for new or existing hardware.

Manage Smart Account

- The Smart Account Management portal allows administrators to control access to MCE and manage the overall structure of the USMC Smart Account.

Download and Upgrade

- Allows for new software downloads or updates to your current software. (Requires GEMSS Contract # 204250592 to be associated to your Cisco.com account)

EA Workspace

- Allows generation and management of licenses made available through a Cisco Enterprise Agreement.

User Level Training

Manually Requesting Licenses

As new orders are placed, this process is automated. However; for existing devices on the network, licenses will need to be requested manually through a mailer.

Mailer: usmclicensing@external.cisco.com

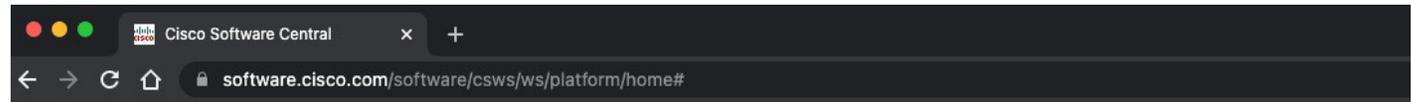
| | |
|----------|---|
| To: | <input type="text" value="usmclicensing@external.cisco.com"/> |
| Cc: | <input type="text"/> |
| Bcc: | <input type="text"/> |
| Subject: | USMC License Request |

 This message will be digitally signed.

To manually request licenses, the information needed will be:

- Model of device
- Quantity of licenses
- Virtual Account
- Unit/Command

Model Number:
Quantity:
Virtual Account:
Unit/Command:



Download and manage

To find and use your requested licenses, Navigate to software.cisco.com and select "Smart Software Manager"

Smart Software Manager

Track and manage your licenses. Convert traditional licenses to Smart Licenses.

[Manage licenses >](#)

Download and Upgrade

Download new software or updates to your current software.

[Access downloads >](#)

Traditional Licenses

Generate and manage PAK-based and other device licenses, including demo licenses.

[Access LRP >](#)

Manage Smart Account

Update your profile information and manage users.

[Manage account >](#)

EA Workspace

Generate and manage licenses purchased through a Cisco Enterprise Agreement.

[Access EA Workspace >](#)

Manage Entitlements

eDelivery, version upgrade, and more management functionality is now available in our new portal.

[Access MCE >](#)

If you have multiple smart accounts, verify you are using "USMC.mil"



USMC

[SL Product Details](#) [Support](#) [Help](#)

Verify your Virtual Account matches the requested Virtual Account

Cisco Software Central > Smart Software Licensing

Smart Software Licensing

[Alerts](#) | [Inventory](#) | [Convert to Smart Licensing](#) | [Reports](#) | [Preferences](#) | [On-Prem Accounts](#) | [Activity](#)

Virtual Account: **MCSC** ▼

General | Licenses | Product Instances | Event Log

Virtual Account

Description: Marine Corps Systems Command
Default Virtual Account: No

Product Instance Registration Tokens

The registration tokens below can be used to register new product instances to this virtual account.

| Token | Expiration Date | Uses | Export-Controlled | Description | Created By | Actions |
|------------------|-----------------|------|-------------------|-------------|------------|---------|
| No Records Found | | | | | | |

The token will be expired when either the expiration or the maximum uses is reached

No Records to Display

Select the licenses tab.

Cisco Software Central > Smart Software Licensing USMC

Smart Software Licensing SL Product Details Support Help

Alerts | **Inventory** | Convert to Smart Licensing | Reports | Preferences | On-Prem Accounts | Activity

Virtual Account: MCSC ▾

General | **Licenses** | Product Instances | Event Log

Available Actions ▾ | Manage License Tags | License Reservation... | Show License Transactions | Search by License 🔍

By Name | By Tag

Advanced Search ▾

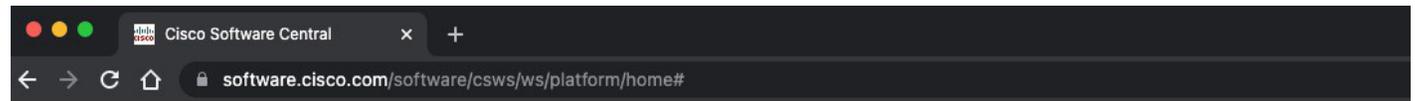
| <input type="checkbox"/> License | Billing | Available to Use | In Use | Substitution | Balance | Alerts | Actions |
|----------------------------------|---------|------------------|--------|--------------|---------|--------|-----------|
| Firepower 2100 ASA PERM UNIV | Prepaid | 1 | 0 | - | +1 | | Actions ▾ |

Showing 1 Record

You can now use your licenses

User Level Training

Downloading Software



Download and manage

Smart Software Manager

Track and manage your licenses. Convert traditional licenses to Smart Licenses.

[Manage licenses >](#)

Download and Upgrade

Download new software or updates to your current software.

[Access downloads >](#)

Traditional Licenses

Generate and manage PAK-based and other device licenses, including demo licenses.

[Access LRP >](#)

Manage Smart Account

Update your profile information and manage users.

[Manage account >](#)

EA Workspace

Generate and manage licenses purchased through a Cisco Enterprise Agreement.

[Access EA Workspace >](#)

Manage Entitlements

eDelivery, version upgrade, and more management functionality is now available in our new portal.

[Access MCE >](#)

To find software for your device, navigate to software.cisco.com and select "Download and Upgrade"

Software Download

My Previous Downloads

There are no images downloaded yet!

Most Popular

- AnyConnect Secure Mobility Client v4.x
- Identity Services Engine Software
- FindIT Network Discovery Utility
- Jabber for Windows
- CLI Analyzer
- Secure Firewall Management Center Virtual

Select a Product

Product Name e.g. 2911

Browse all

Enter a product name or select
"Browse all"

1. Select a product type

2. Select a device type

3. Select a device

My Previous Downloads
There are no images downloaded yet!

Most Popular

Most Popular for Campus LAN Switches - Access

- Catalyst 9300 Switch :Bengaluru-17.6.3 :IOS
- Catalyst 9200-48P Switch :Bengaluru-17.6.3
- Catalyst 2960X-24PS-L Switch :15.2.7E6 :IO
- Catalyst 9300 Switch :Amsterdam-17.3.5 :IO
- Catalyst 2960X-48FPS-L Switch :15.2.7E6 :K
- Catalyst 2960X-24TS-L Switch :15.2.7E6 :IO

Select a Product Browse all

Downloads Home / Switches / Campus LAN Switches - Access

- IOS and NX-OS Software
- Optical Networking
- Routers
- Security
- Servers - Unified Computing
- Storage Networking
- Switches
- Unified Communications
- Universal Gateways and Access Servers
- Video
- Wireless

Campus LAN Switches - Access

- Campus LAN Switches - Compact
- Campus LAN Switches - Core and Distribution
- Data Center Switches
- Energy and Asset Management
- Industrial Ethernet Switches
- LAN Network Management
- LAN Software
- LAN Switches - Small Business
- Server Fabric Software
- Service Provider Switches - Acquisition

- Catalyst 1000 Series Switches
- Catalyst 2918 Series Switches
- Catalyst 2960 Series Switches
- Catalyst 2960-L Series Switches
- Catalyst 2960-Plus Series Switches
- Catalyst 2960-S Series Switches
- Catalyst 2960-SF Series Switches
- Catalyst 2960-X Series Switches
- Catalyst 2960-XR Series Switches
- Catalyst 3560 Series Switches
- Catalyst 3560-X Series Switches

Breadcrumb trail allows for easy backup to a previous step.

Software Download

[Downloads Home](#) / [Switches](#) / [Campus LAN Switches - Core and Distribution](#) / [Catalyst 9600 Series Switches](#) / [Catalyst 9606R Switch](#) / [Catalyst 9600 Series 24-Port 40GE/12-Port 100GE line card](#)

Select a Software Type

[IOS XE Software](#)

[IOS XE Software Maintenance Upgrades \(SMU\)](#)

Select your software for download

Software Download

Downloads Home / Switches / Campus LAN Switches - Core and Distribution / Catalyst 9600 Series Switches / Catalyst 9606R Switch / Catalyst 9600 Series 24-Port 40GE/12-Port 100GE line card / IOS XE Software- Cupertino-17.8.1(ED)

Q Search...

Expand All Collapse All

Latest Release ∨

Cupertino-17.8.1(ED)

All Release ∨

17 >

Catalyst 9600 Series 24-Port 40GE/12-Port 100GE line card

Release Cupertino-17.8.1 **ED**

[My Notifications](#)

Related Links and Documentation

- No related links or documentation -

| File Information | Release Date | Size | |
|--|--------------|------------|-------------------------------------|
| CAT9300/9400/9500/9600 UNIVERSAL - NO PAYLOAD ENCRYPTION cat9k_iosxe_npe.17.08.01.SPA.bin Advisories | 09-Apr-2022 | 1168.31 MB | ↓ 🛒 |

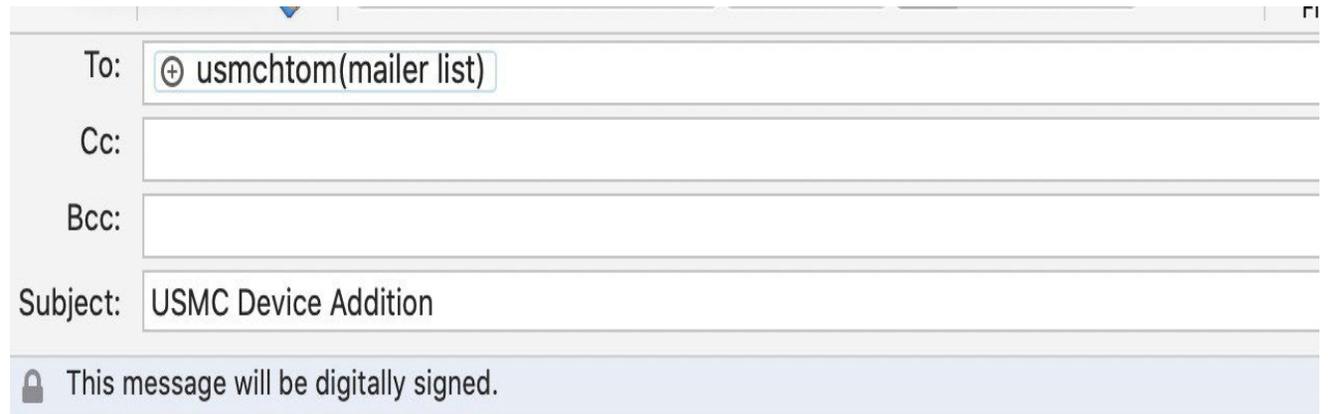
Download the selected software or add to cart for a later time.

User Level Training

Adding Serial Numbers to Contract

As new orders are placed, and assigned to the correct smart account, they will populate in MCE. If serial numbers are not in MCE, you can email the USMC HTOM mailer and request that they be added.

Mailer: usmchtom@cisco.com

A screenshot of an email composition window. The "To:" field contains a plus sign icon followed by "usmchtom(mailer list)". The "Cc:" and "Bcc:" fields are empty. The "Subject:" field contains "USMC Device Addition". Below the fields is a blue bar with a lock icon and the text "This message will be digitally signed.".

To:

Cc:

Bcc:

Subject:

 This message will be digitally signed.

To manually add devices, provide the following information:

- Serial Numbers
- Smart Account
- Virtual Account

EXAMPLE

Request devices be added to the GEMSS Contract

Contract number: 204250592

Serial Number: XXX

Smart Account: usmc.mil

Virtual Account: 2nd MarDiv

Smart Account Management

New Virtual Account Request

All new Virtual Accounts must be approved by HQMC.

To view a listing of all Virtual Accounts, download the Hardware Request Template found here <https://usmc-gemss.com/usmc-gemss/gemss-getting-started/>

If you don't find your virtual account, send a request to USMC-GEMSS@fcnit.com for additional help.

MCE Overview

Total devices registered in the USMC.mil Smart Account

Total % of devices in last date of service (LDoS)

Total % of devices covered under Cisco contract

Smart Account USMC

Select your Virtual Account to filter devices

My Cisco Entitlements | Account Overview | Orders | Services & Subscriptions | Licenses | Devices | History | Reports

Account Overview

Smart Account USMC | Virtual Account All Selected

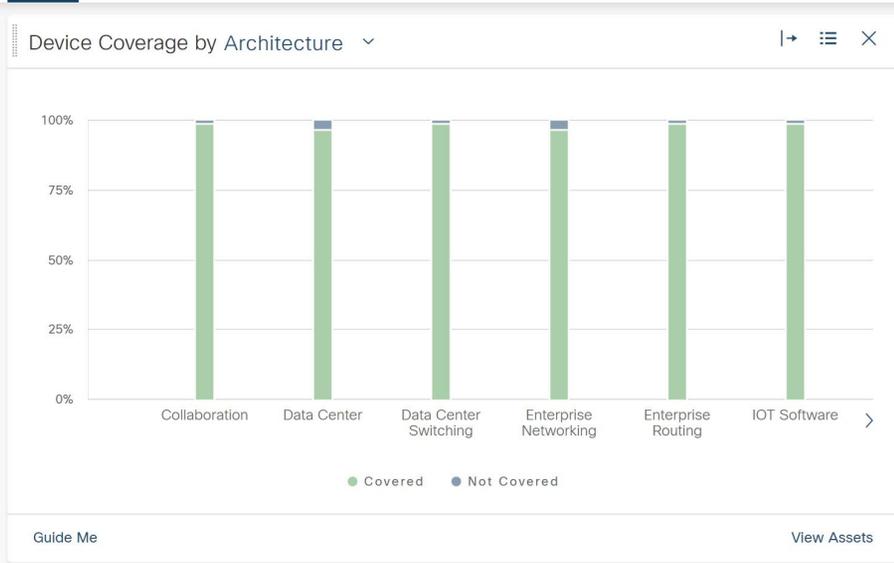


Total Devices: **154,929**

LDoS: 17% (27,828)

Service Coverage: 98% (61,829)

Overview



Select one of these tabs to view details on your assets and entitlements

Virtual Account filtered to Ex. MARFORRES

My Cisco Entitlements Account Overview Orders Services & Subscriptions Licenses Devices History Reports

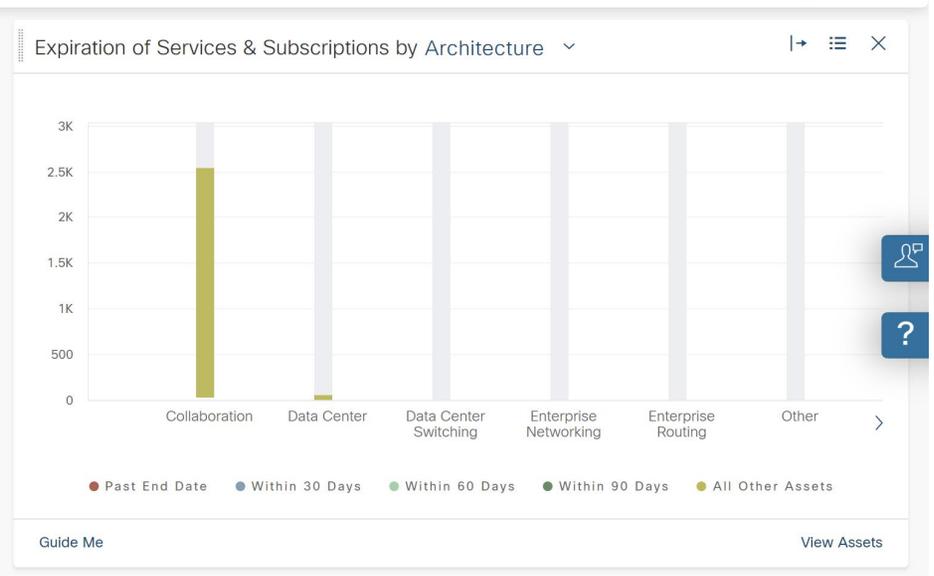
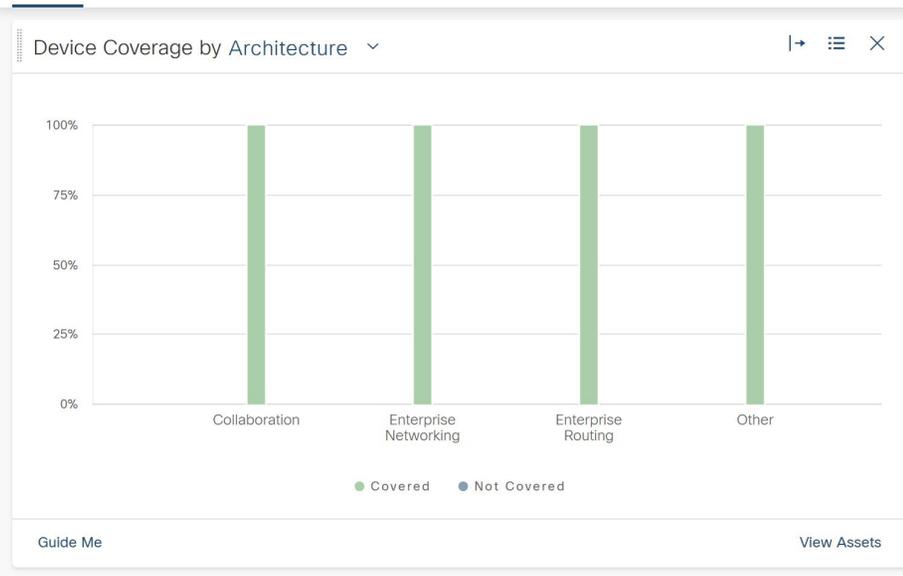
Account Overview

Smart Account USMC Virtual Account MARFORRES



Total Devices: **2,633** | LDoS: 1% (27) | Service Coverage: 100% (2,567) | Over Consumed Licenses: 0% (0)

Overview Export Settings Fullscreen



Annotations:

- Total results
- Device view shows Virtual Account devices currently assigned
- Virtual Account filtered to Ex. MARFORRES
- User navigation and results per page

The screenshot shows the 'My Cisco Entitlements' dashboard with the 'Devices' tab selected. The 'Virtual Account' is set to 'MARFORRES'. A filter for 'End of Support: Not Passed' is applied, resulting in 2606 results. The table below lists several devices, all assigned to the 'MARFORRES' virtual account.

| Device Name | Product Number | Product Description | End of Support | Device Identifier | Device Virtual Account(s) |
|-------------|----------------|-------------------------------------|----------------|-------------------|---------------------------|
| FCH2324FBU3 | CP-6901-C-K9= | Cisco UC Phone 6901, Charcoal, S... | | | MARFORRES |
| FCH2324FCJS | CP-6901-C-K9= | Cisco UC Phone 6901, Charcoal, S... | | | MARFORRES |
| FCH2324FC0T | CP-6901-C-K9= | Cisco UC Phone 6901, Charcoal, S... | | | MARFORRES |
| WMP233400VN | CP-7811-K9++= | Cisco UC Phone 7811, TAA | | | MARFORRES |
| WMP2334019T | CP-7811-K9++= | Cisco UC Phone 7811, TAA | | | MARFORRES |
| WMP2334013P | CP-7811-K9++= | Cisco UC Phone 7811, TAA | | | MARFORRES |
| WMP23170004 | CP-7811-K9++= | Cisco UC Phone 7811, TAA | | | MARFORRES |
| WMP2337Z0RL | CP-7811-K9++= | Cisco UC Phone 7811, TAA | | | MARFORRES |
| WMP2334015D | CP-7811-K9++= | Cisco UC Phone 7811, TAA | | | MARFORRES |
| WMP23340165 | CP-7811-K9++= | Cisco UC Phone 7811 TAA | | | MARFORRES |

License view shows license features available in the Virtual Account

License Status Purchased/In Use/Balance

Total license type results

The screenshot shows the Cisco MCE Dashboard interface for license management. The top navigation bar includes 'My Cisco Entitlements' and various menu items like 'Account Overview', 'Orders', 'Services & Subscriptions', 'Licenses', 'Devices', 'History', and 'Reports'. The 'Licenses' menu item is highlighted with a red box. Below the navigation bar, there are filters for 'View Licenses by' (License Feature, Version Upgrade, Enterprise Agreement), account information (Smart Account USMC, Virtual Account MARFORRES), and search options (Filters, Search All, MCE Default). A red box highlights '28 Results' in the search bar area. The main content is a table of licenses with columns for License Feature, Type, Billing Type, Purchased, In Use, Balance, Virtual Account, Architecture, and Sub-. The 'Purchased', 'In Use', and 'Balance' columns are highlighted with red boxes. The table lists various license features such as ACS Base, C3650_48_Lanbase, C3850_48_Ipbase, C3850_XS_12_Ipbase, C9300 24P Network Essentials, C9300 48P DNA Advantage, C9300 48P DNA Essentials, C9300 48P Network Advantage, C9300 48P Network Essentials, and C9500 48Y4C DNA Advantage. The bottom of the page shows pagination controls: 'Show 25 entries', 'Showing 1 of 2 pages', and navigation buttons for 'First', 'Previous', 'Next', 'Last', and 'Go To'.

| License Feature | Type | Billing Type | Purchased | In Use | Balance | Virtual Account | Architecture | Sub - |
|------------------------------|---------|--------------|-----------|--------|---------|-----------------|----------------------|-------|
| ACS Base | CLASSIC | PREPAID | 3000 | 0 | 3000 | MARFORRES | | |
| C3650_48_Lanbase | SMART | PREPAID | 10 | 0 | 10 | MARFORRES | Enterprise Switching | Ent. |
| C3850_48_Ipbase | SMART | PREPAID | 37 | 0 | 37 | MARFORRES | Enterprise Switching | Ent. |
| C3850_XS_12_Ipbase | SMART | PREPAID | 4 | 0 | 4 | MARFORRES | Enterprise Switching | Ent. |
| C9300 24P Network Essentials | SMART | PREPAID | 40 | 2 | 38 | MARFORRES | Enterprise Switching | Ent. |
| C9300 48P DNA Advantage | SMART | PREPAID | 36 | 0 | 0 | MARFORRES | Enterprise Switching | Ent. |
| C9300 48P DNA Essentials | SMART | PREPAID | 0 | 50 | -14 | MARFORRES | Enterprise Switching | Ent. |
| C9300 48P Network Advantage | SMART | PREPAID | 35 | 2 | 17 | MARFORRES | Enterprise Switching | Ent. |
| C9300 48P Network Essentials | SMART | PREPAID | 35 | 51 | 0 | MARFORRES | Enterprise Switching | Ent. |
| C9500 48Y4C DNA Advantage | SMART | PREPAID | 3 | 2 | 1 | MARFORRES | Enterprise Switching | Ent. |

This view shows device Service & Subscriptions statuses

Total results

My Cisco Entitlements

[Account Overview](#)
[Orders](#)
Services & Subscriptions
[Licenses](#)
[Devices](#)
[History](#)
[Reports](#)

View Services & Subscriptions by Products Contracts & Subscriptions

Filters
Search All
MCE Default
Save as New
Manage Columns
Fullscreen

2594 Results

| Product Number | End Customer Name | End Customer Site Id | Service Type | Offer Type | End of Support | License Feature |
|------------------|-------------------------|----------------------|--------------|------------------|----------------|-----------------|
| A-FLEX-3-FEDRAMP | MARINE FORCES RESERVE G | 1041789834 | SWCG | CON-NCCT-1 | | |
| CAB-9K10A-EU | MARFORRES HQ | 404321299 | SNT | CON-NCCT-1 | | |
| CP-6901-C-K9= | MARFORRES HQ | 404321299 | SNT | CON-SNT-P6XK90X9 | | |
| CP-6901-C-K9= | MARFORRES HQ | 404321299 | SNT | CON-SNT-P6XK90X9 | | |
| CP-6901-C-K9= | MARFORRES HQ | 404321299 | SNT | CON-SNT-P6XK90X9 | | |
| CP-6901-C-K9= | MARFORRES HQ | 404321299 | SNT | CON-SNT-P6XK90X9 | | |
| CP-6901-C-K9= | MARFORRES HQ | 404321299 | SNT | CON-SNT-P6XK90X9 | | |
| CP-7811-K9++= | MARFORRES HQ | 404321299 | SNT | CON-SNT-P7MK91M8 | | |
| CP-7811-K9++= | MARFORRES HQ | 404321299 | SNT | CON-SNT-P7MK91M8 | | |
| CP-7811-K9++= | MARFORRES HQ | 404321299 | SNT | CON-SNT-P7MK91M8 | | |

Show 25 entries
Showing 1 of 104 pages

<< First
< Previous
Next >
Last >>
Go To >

[Terms & Conditions](#) |
 [Privacy Data Sheet](#) |
 [Privacy Statement](#) |
 [Cookie Policy](#) |
 [Trademarks](#)

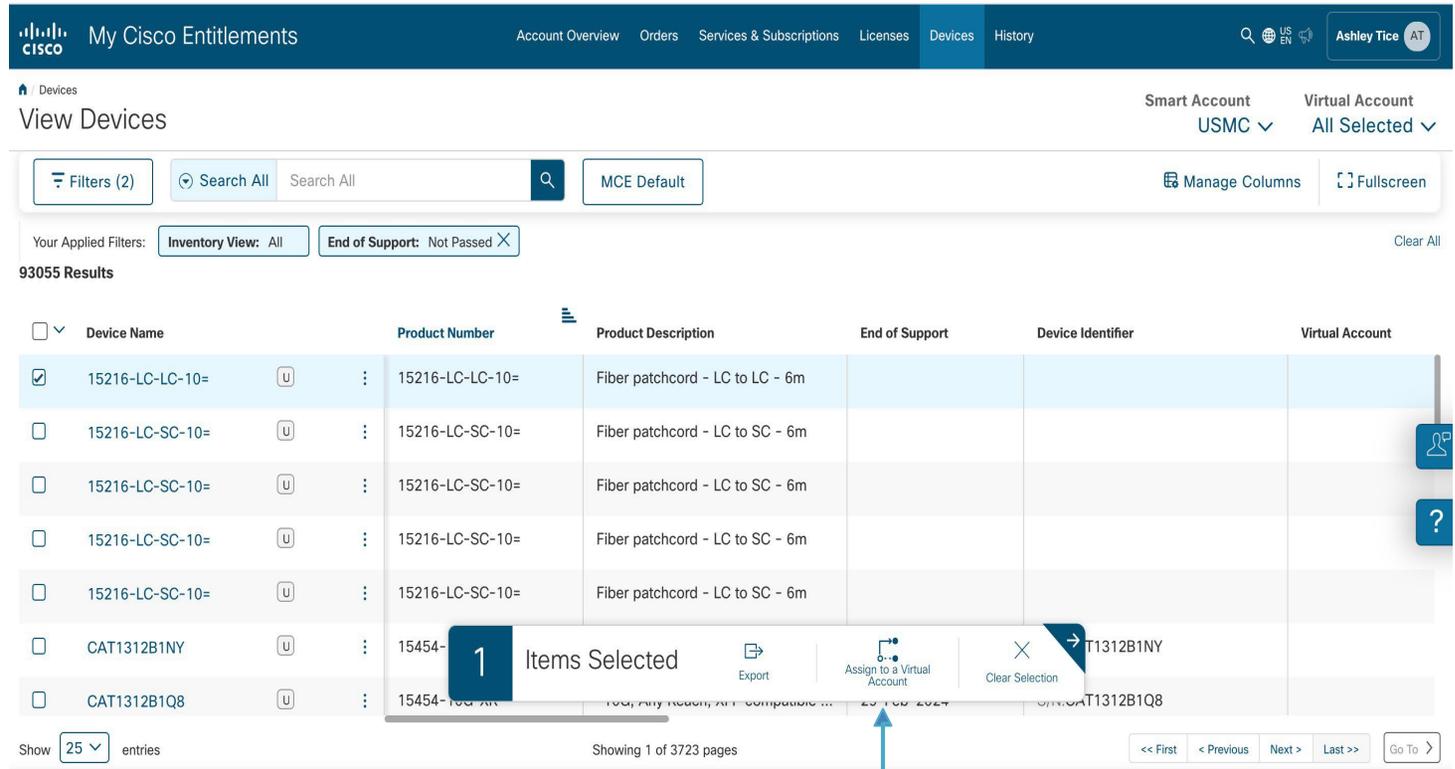
Managing Assets (MCE)

Move, Add, Change, and Remove

1. Select the devices tab.

2. Use the filter function to find the device or devices you need to move.

3. Select the device or devices you want to move.



My Cisco Entitlements

Account Overview Orders Services & Subscriptions Licenses **Devices** History

Smart Account USMC Virtual Account All Selected

Filters (2) Search All Search All MCE Default Manage Columns Fullscreen

Your Applied Filters: Inventory View: All End of Support: Not Passed X Clear All

93055 Results

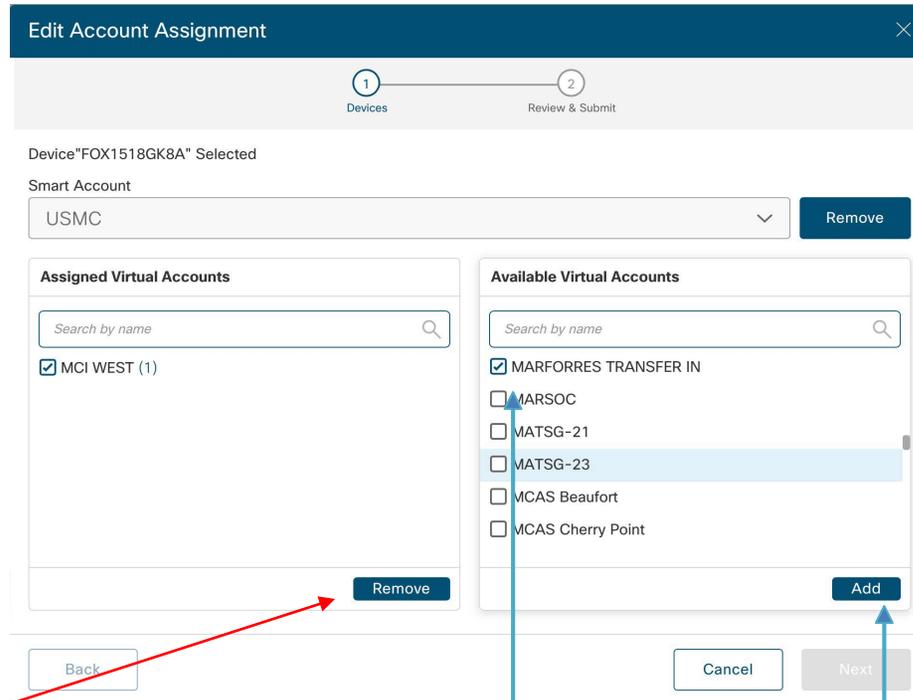
| Device Name | Product Number | Product Description | End of Support | Device Identifier | Virtual Account |
|---|-----------------|---------------------------------|----------------|-------------------|-----------------|
| <input checked="" type="checkbox"/> 15216-LC-LC-10= | 15216-LC-LC-10= | Fiber patchcord - LC to LC - 6m | | | |
| <input type="checkbox"/> 15216-LC-SC-10= | 15216-LC-SC-10= | Fiber patchcord - LC to SC - 6m | | | |
| <input type="checkbox"/> 15216-LC-SC-10= | 15216-LC-SC-10= | Fiber patchcord - LC to SC - 6m | | | |
| <input type="checkbox"/> 15216-LC-SC-10= | 15216-LC-SC-10= | Fiber patchcord - LC to SC - 6m | | | |
| <input type="checkbox"/> 15216-LC-SC-10= | 15216-LC-SC-10= | Fiber patchcord - LC to SC - 6m | | | |
| <input type="checkbox"/> CAT1312B1NY | 15454- | | | T1312B1NY | |
| <input type="checkbox"/> CAT1312B1Q8 | 15454- | | | CAT1312B1Q8 | |

1 Items Selected

Export Assign to a Virtual Account Clear Selection

Show 25 entries Showing 1 of 3723 pages << First < Previous Next > Last >> Go To >

4. A pop-up window will appear and Select "Assign to a Virtual Account" option.



The Edit Account Assignment Dialog box will pop up displaying the existing virtual account where the equipment is assigned

1. Users must first remove the assigned virtual account before moving the device to a new virtual account. Failure to do so will result in the device being assigned to both virtual accounts.

2. Devices can only be moved to "Transfer In" Virtual Accounts. Select the correct "Transfer In" Virtual Account that you want to move the device to. Example shown is MARFORRES TRANSFER IN

3. Select "Add" and then on the next screen select "Next".

Edit Account Assignment

Progress: 1. Devices (checked) — 2. Review & Submit

NOTE: Only Virtual Accounts on which actions have been performed are displayed below

⊖ **Devices** (1 lines) Edit

| Virtual Accounts | Action Performed |
|---------------------------|----------------------------------|
| MARFORRES TRANSFER IN (1) | Assigned to all selected records |

Notes

Enter notes

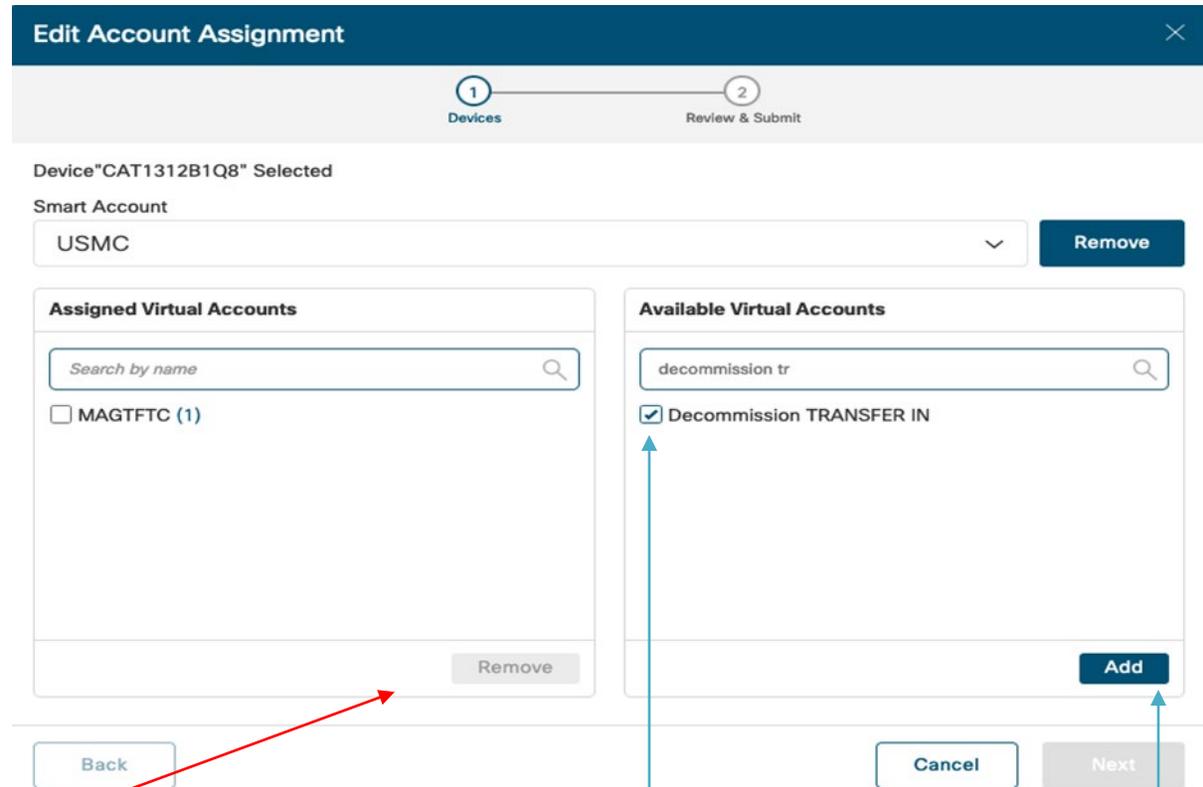
Back Cancel Submit

The next dialog box will display the virtual account where the equipment will be reassigned to

1. Enter Notes in the "Notes" Field for the justification for the transfer

2. Select Submit

To have a device removed from the asset list, we will follow the same process as a move, but we will assign the asset to the "Decommission TRANSFER IN" virtual account



1. Users must first remove the assigned virtual account before moving the device to Decommission TRANSFER IN. Failure to do so will result in the device being assigned to both virtual accounts.

2. Check the "Decommission TRANSFER IN".

3. Select "Add"

Note: Assets moved into the Decommission TRANSFER IN VA will be periodically scrubbed by the Cisco asset managers.

Edit Account Assignment ✕

✓ **Devices** ————— ② **Review & Submit**

NOTE: Only Virtual Accounts on which actions have been performed are displayed below

⊖ **Devices** (1 lines) ✎ Edit

| Virtual Accounts | Action Performed |
|------------------------------|-----------------------------------|
| MAGFTC | Removed from all selected records |
| Decommission TRANSFER IN (1) | Assigned to all selected records |

Notes

Enter notes

Back Cancel Submit

1. Enter justification for removing device



Note: Assets moved into the Decommission TRANSFER IN VA will be periodically scrubbed by the Cisco asset managers.

2. Select "Submit"



For advanced Asset Management changes to include bulk changes and splitting HW and SW assets into separate Virtual Accounts:

Contact: usmcassetmgr@cisco.com

Use the Hardware Request Template at the page linked below to assist in Move, Add, Change, and Remove request. <https://usmc-gemss.com/usmc-gemss/gemss-getting-started/>

More information on Move, Add, Change, and Remove processes can be found on the GEMSS website. <https://usmc-gemss.com/usmc-gemss/gemss-getting-started/>

Generating Reports

Software Central & MCE

1. Log into software.cisco.com, select Manage Licenses under Smart Software Licensing.

2. Select Reports

3. Select your report type

Cisco Software Central > Smart Software Licensing USMC

Smart Software Licensing

[SL Product Details](#) [Support](#) [Help](#)

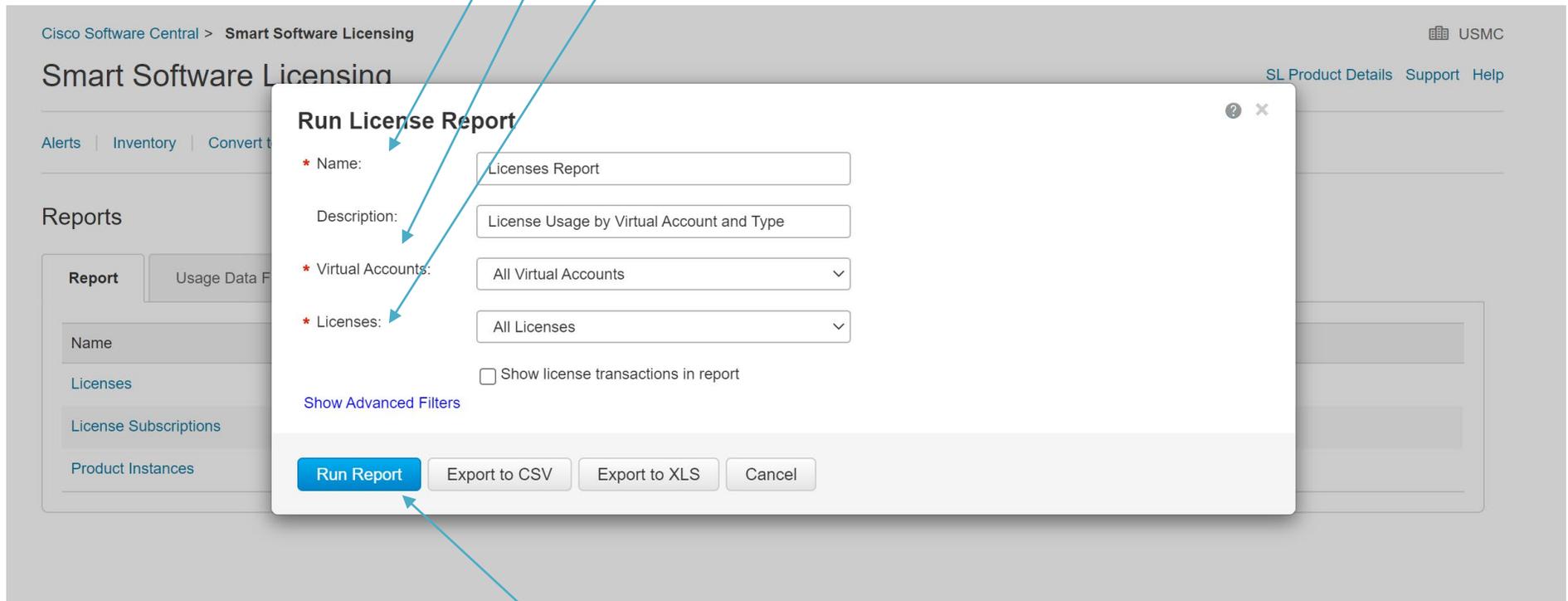
[Alerts](#) | [Inventory](#) | [Convert to Smart Licensing](#) | **Reports** | [Preferences](#) | [On-Prem Accounts](#) | [Activity](#)

Reports

Report | Usage Data Files | Reporting Policy | Synch File for Device Controllers

| Name | Description |
|---------------------------------------|---|
| Licenses | Includes a summary of current license counts and usage over selected virtual accounts. |
| License Subscriptions | Includes a summary of current subscription license counts and usage over selected virtual accounts. |
| Product Instances | Includes count and listing of current product instances for selected virtual accounts. |

1. A popup window will appear. Fill in and select the desired report filters in the required fields.



Cisco Software Central > Smart Software Licensing

Smart Software Licensing

Alerts | Inventory | Convert t

USMC

SL Product Details Support Help

Run License Report

* Name: Licenses Report

Description: License Usage by Virtual Account and Type

* Virtual Accounts: All Virtual Accounts

* Licenses: All Licenses

Show license transactions in report

[Show Advanced Filters](#)

Run Report Export to CSV Export to XLS Cancel

2. Select Run Report or Export to CSV or XLS

A report will open in a separate window like below. From here you can view the report or export to CSV or XLS.

Licenses Report

2022 Oct 15 13:42:27

USMC

[Export to CSV](#) | [Export to XLS](#)

Report Settings

Title: Licenses Report
 Description: License Usage by Virtual Account and Type
 Date: 2022 Oct 15 13:42:27
 User:

Selected Virtual Accounts:
 DEFAULT

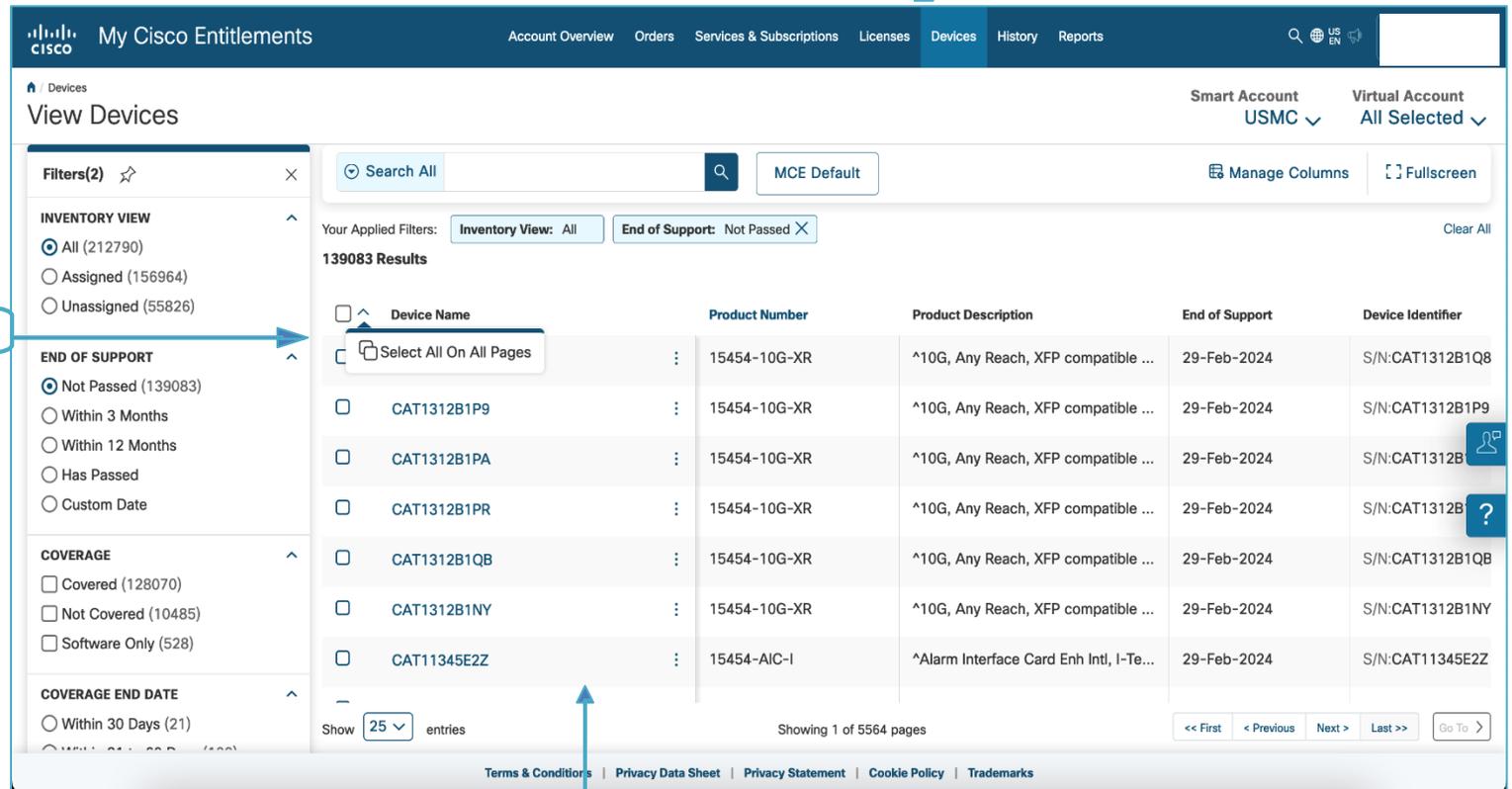
License Summary - All Virtual Accounts

| Licenses | License Tags | Purchased | Available To Use | In Use | Balance | Reserved | Pending Upgrade | Duplicates | Billing |
|---|--------------|-----------|------------------|--------|---------|----------|-----------------|------------|---------|
| Aironet DNA Advantage Term Licenses | | 70 | 10 | 0 | +10 | - | - | - | Prepaid |
| AP Perpetual Networkstack Advantage | | 70 | 70 | 0 | +70 | - | - | - | Prepaid |
| ASAv30 Standard - 2G | | 6 | 6 | 0 | +6 | - | - | - | Prepaid |
| Booster Performance License for 4460 Series | | 0 | 0 | 1 | -1 | - | - | - | Prepaid |
| C2960CX-8P DNA Essentials | | 1 | 1 | 0 | +1 | - | - | - | Prepaid |
| C2960X-48P DNA Essentials | | 2 | 2 | 0 | +2 | - | - | - | Prepaid |
| C3560CX-12P DNA Advantage | | 5 | 5 | 0 | +5 | - | - | - | Prepaid |

1. Select the devices tab.

2. Use the filter function to find the devices or device you need to move.

3. Select All Devices on All Pages



My Cisco Entitlements

Account Overview Orders Services & Subscriptions Licenses **Devices** History Reports

Smart Account USMC Virtual Account All Selected

View Devices

Filters(2)

INVENTORY VIEW

- All (212790)
- Assigned (156964)
- Unassigned (55826)

END OF SUPPORT

- Not Passed (139083)
- Within 3 Months
- Within 12 Months
- Has Passed
- Custom Date

COVERAGE

- Covered (128070)
- Not Covered (10485)
- Software Only (528)

COVERAGE END DATE

- Within 30 Days (21)

Your Applied Filters: Inventory View: All End of Support: Not Passed

139083 Results

| Device Name | Product Number | Product Description | End of Support | Device Identifier |
|--|----------------|---|----------------|-------------------|
| <input type="checkbox"/> ^ Select All On All Pages | 15454-10G-XR | ^10G, Any Reach, XFP compatible ... | 29-Feb-2024 | S/N:CAT1312B1QB |
| <input type="checkbox"/> CAT1312B1P9 | 15454-10G-XR | ^10G, Any Reach, XFP compatible ... | 29-Feb-2024 | S/N:CAT1312B1P9 |
| <input type="checkbox"/> CAT1312B1PA | 15454-10G-XR | ^10G, Any Reach, XFP compatible ... | 29-Feb-2024 | S/N:CAT1312B1PA |
| <input type="checkbox"/> CAT1312B1PR | 15454-10G-XR | ^10G, Any Reach, XFP compatible ... | 29-Feb-2024 | S/N:CAT1312B1PR |
| <input type="checkbox"/> CAT1312B1QB | 15454-10G-XR | ^10G, Any Reach, XFP compatible ... | 29-Feb-2024 | S/N:CAT1312B1QB |
| <input type="checkbox"/> CAT1312B1NY | 15454-10G-XR | ^10G, Any Reach, XFP compatible ... | 29-Feb-2024 | S/N:CAT1312B1NY |
| <input type="checkbox"/> CAT11345E2Z | 15454-AIC-I | ^Alarm Interface Card Enh Intl, I-Te... | 29-Feb-2024 | S/N:CAT11345E2Z |

Showing 1 of 5564 pages

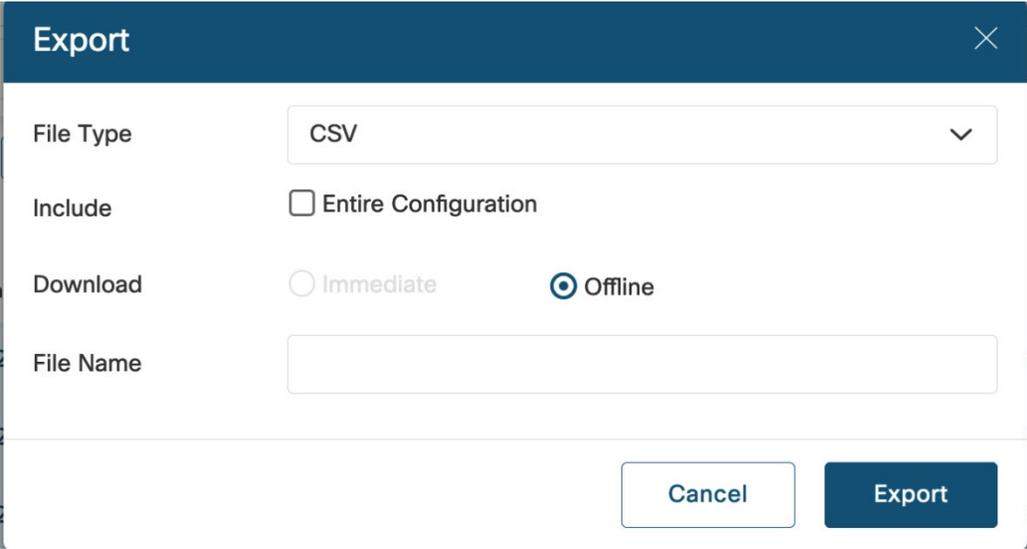
Terms & Conditions | Privacy Data Sheet | Privacy Statement | Cookie Policy | Trademarks

A pop-up window will appear and Select "Export" option.

1. Select your File Type

2. Enter a File Name

3. Click Export

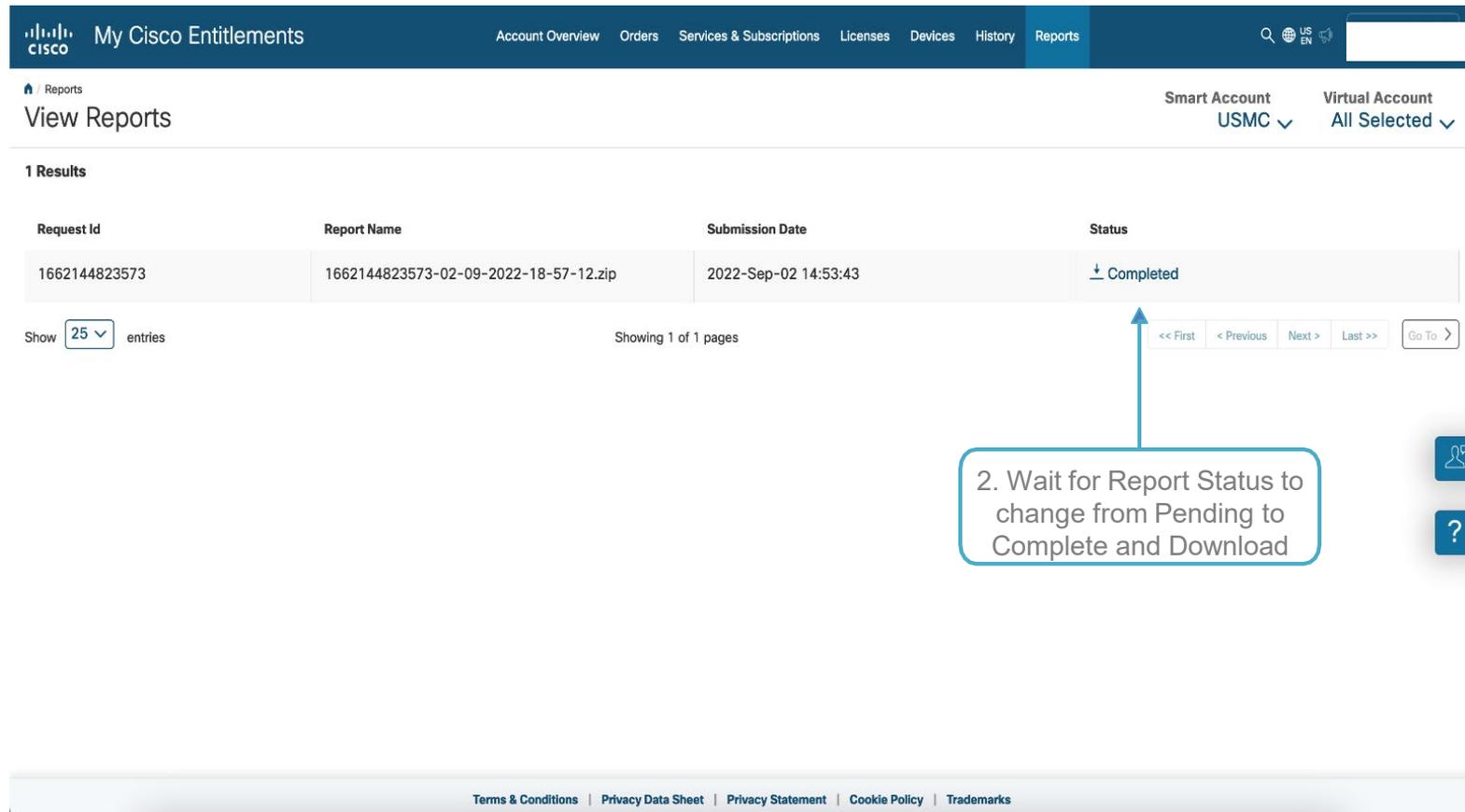


The screenshot shows an 'Export' dialog box with the following fields and options:

- File Type:** A dropdown menu currently set to 'CSV'.
- Include:** A checkbox labeled 'Entire Configuration' which is currently unchecked.
- Download:** Two radio buttons: 'Immediate' (unchecked) and 'Offline' (checked).
- File Name:** An empty text input field.

At the bottom right of the dialog are two buttons: 'Cancel' and 'Export'.

1. Select Reports



My Cisco Entitlements

Account Overview Orders Services & Subscriptions Licenses Devices History Reports

Search US EN

Reports

Smart Account USMC Virtual Account All Selected

View Reports

1 Results

| Request Id | Report Name | Submission Date | Status |
|---------------|---------------------------------------|----------------------|-----------|
| 1662144823573 | 1662144823573-02-09-2022-18-57-12.zip | 2022-Sep-02 14:53:43 | Completed |

Show 25 entries Showing 1 of 1 pages

<< First < Previous Next > Last >> Go To

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The USMC MCE Data Dictionary found at the bottom of this page can help explain report field definitions.
<https://usmc-gemss.com/usmc-gemss/gemss-getting-started/>

History View

MCE

Users can now search for up to 500 devices in MCE using the serial number.

Click the dropdown and then select Instance Number.

Paste comma separated serial numbers in the the field, and click the search icon.

Home / Devices

View Devices

Smart Account: USMC | Virtual Account: MCI EAST

Filters (2) | Instance Number: Enter one or more Instance Number with the comma separated list up to 500 | MCE Default | Manage Columns | Fullscreen

Your Applied Filters: INVENTORY VIEW: Assigned | End of Support: Not Passed X | Clear All

12142 Results

| Device Name | Product Number | Product Description | End of Support | Device Identifier |
|---|------------------|--|----------------|-------------------|
| <input type="checkbox"/> CAT1312B1PA | 15454-10G-XR | ^10G, Any Reach, XFP compatible (Ord... | 29-Feb-2024 | S/N:CAT1312B1PA |
| <input type="checkbox"/> CAT1312B1QB | 15454-10G-XR | ^10G, Any Reach, XFP compatible (Ord... | 29-Feb-2024 | S/N:CAT1312B1QB |
| <input type="checkbox"/> CAT1312B1PR | 15454-10G-XR | ^10G, Any Reach, XFP compatible (Ord... | 29-Feb-2024 | S/N:CAT1312B1PR |
| <input checked="" type="checkbox"/> FJC25422FKG | AIR-AP1562E-B-K9 | 802.11ac W2 Low-Profile Outdoor AP, E... | 31-Jan-2028 | S/N:FJC25422FKG |
| <input checked="" type="checkbox"/> FJC25422G0A | AIR-AP1562E-B-K9 | 802.11ac W2 Low-Profile Outdoor AP, E... | 31-Jan-2028 | S/N:FJC25422G0A |
| <input checked="" type="checkbox"/> FJC25422FL5 | AIR-AP1562E-B-K9 | 802.11ac W2 Low-Profile Outdoor AP, E... | 31-Jan-2028 | S/N:FJC25422FL5 |
| <input checked="" type="checkbox"/> FJC25422FKT | AIR-AP1562E-B-K9 | 802.11ac W2 Low-Profile Outdoor AP, E... | 31-Jan-2028 | S/N:FJC25422FKT |

The search results will display. You can select some or all of the devices.

Devices

View Devices

Smart Account: USMC | Virtual Account: All Selected

Filters (2) | Instance Number: 5514373981,5520445721,5514372874,5514373679,5514373730,5511710976,55143732: | MCE Default | Manage Columns | Fullscreen

Your Applied Filters: INVENTORY VIEW: Assigned | End of Support: Not Passed X | Clear All

65 Results

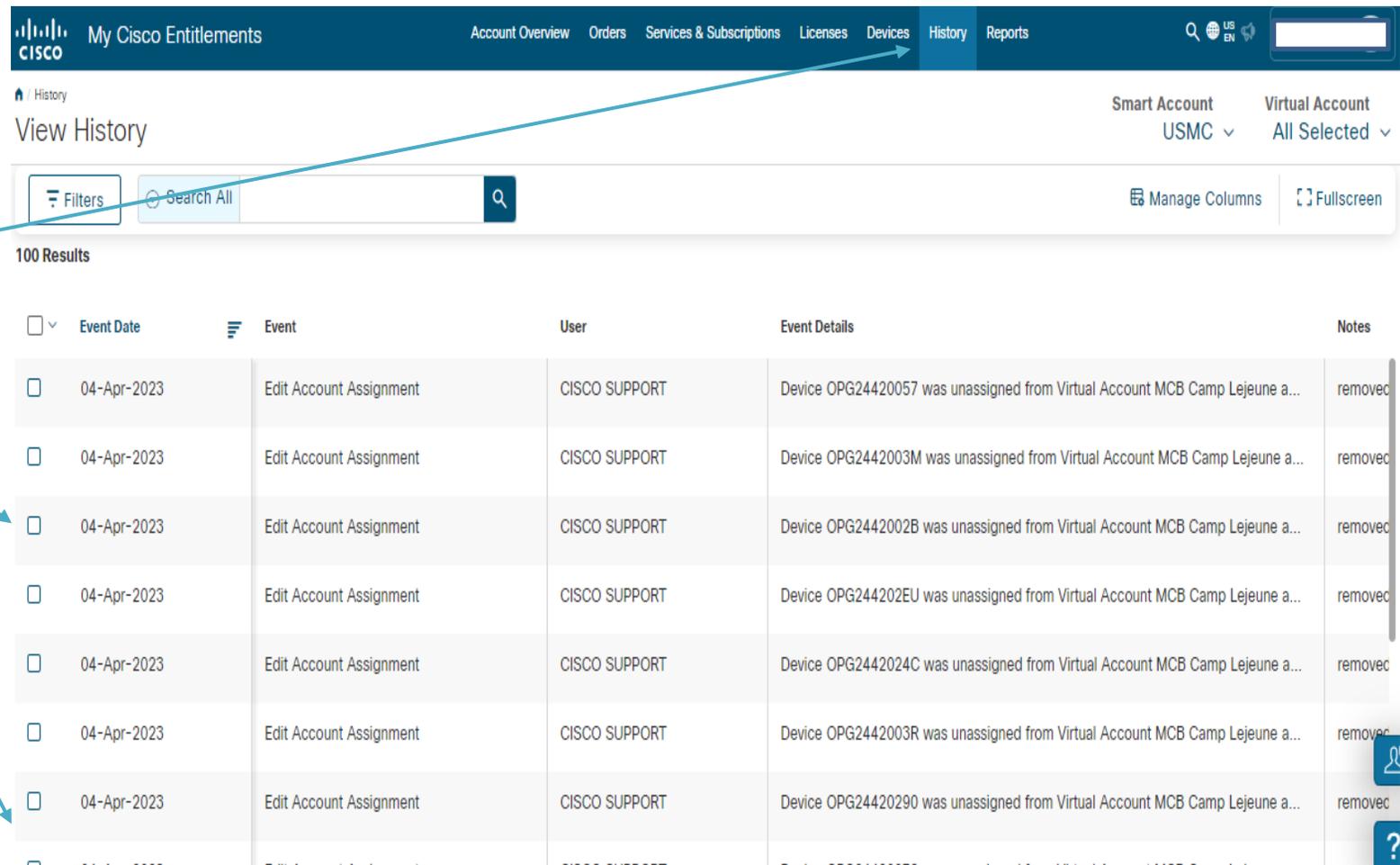
| <input checked="" type="checkbox"/> Device Name | Product Number | Product Description | End of Support | Device Identifier |
|---|----------------|--|----------------|-------------------|
| <input checked="" type="checkbox"/> FJC24421A4E | C9300-24P-E | Catalyst 9300 24-port PoE+, Network E... | | S/N:FJC24421A4E |
| <input checked="" type="checkbox"/> FJC24421994 | C9300-24P-E | Catalyst 9300 24-port PoE+, Network E... | | S/N:FJC24421994 |
| <input checked="" type="checkbox"/> FJC244218U5 | C9300-24P-E | Catalyst 9300 24-port PoE+, Network E... | | S/N:FJC244218U5 |
| <input checked="" type="checkbox"/> FJC24421CMP | C9300-24P-E | Catalyst 9300 24-port PoE+, Network E... | | S/N:FJC24421CMP |
| <input checked="" type="checkbox"/> FJC244215J0 | C9300-48P-E | Catalyst 9300 48-port PoE+, Network E... | | S/N:FJC244215J0 |
| <input checked="" type="checkbox"/> FJC244210XF | C9300-48P-E | Catalyst 9300 48-port PoE+, Network E... | | S/N:FJC244210XF |
| <input checked="" type="checkbox"/> FIN244001MT | GLC-LH-SMD++ | 1000BASE-LX/LH SFP transceiver mod... | | S/N:FIN244001MT |
| <input checked="" type="checkbox"/> FIN244002UA | GLC-LH-SMD++ | 1000BASE-LX/LH SFP transceiver mod... | | S/N:FIN244002UA |
| <input checked="" type="checkbox"/> FIN244001MN | | | | S/N:FIN244001MN |

25 Items Selected | Export | Edit Account Assignment | History View | Clear Selection

Show 25 entries | Showing 1 of 3 pages | << First | < Previous | Next > | Last >> | Go To >

After selecting the devices the History View option will be visible.

After selecting the History View option, MCE will display the History Tab and show the history information for the devices selected.



My Cisco Entitlements Account Overview Orders Services & Subscriptions Licenses Devices **History** Reports

View History Smart Account USMC Virtual Account All Selected

Filters Search All Manage Columns Fullscreen

100 Results

| <input type="checkbox"/> | Event Date | Event | User | Event Details | Notes |
|--------------------------|-------------|-------------------------|---------------|--|---------|
| <input type="checkbox"/> | 04-Apr-2023 | Edit Account Assignment | CISCO SUPPORT | Device OPG24420057 was unassigned from Virtual Account MCB Camp Lejeune a... | removed |
| <input type="checkbox"/> | 04-Apr-2023 | Edit Account Assignment | CISCO SUPPORT | Device OPG2442003M was unassigned from Virtual Account MCB Camp Lejeune a... | removed |
| <input type="checkbox"/> | 04-Apr-2023 | Edit Account Assignment | CISCO SUPPORT | Device OPG2442002B was unassigned from Virtual Account MCB Camp Lejeune a... | removed |
| <input type="checkbox"/> | 04-Apr-2023 | Edit Account Assignment | CISCO SUPPORT | Device OPG244202EU was unassigned from Virtual Account MCB Camp Lejeune a... | removed |
| <input type="checkbox"/> | 04-Apr-2023 | Edit Account Assignment | CISCO SUPPORT | Device OPG2442024C was unassigned from Virtual Account MCB Camp Lejeune a... | removed |
| <input type="checkbox"/> | 04-Apr-2023 | Edit Account Assignment | CISCO SUPPORT | Device OPG2442003R was unassigned from Virtual Account MCB Camp Lejeune a... | removed |
| <input type="checkbox"/> | 04-Apr-2023 | Edit Account Assignment | CISCO SUPPORT | Device OPG24420290 was unassigned from Virtual Account MCB Camp Lejeune a... | removed |

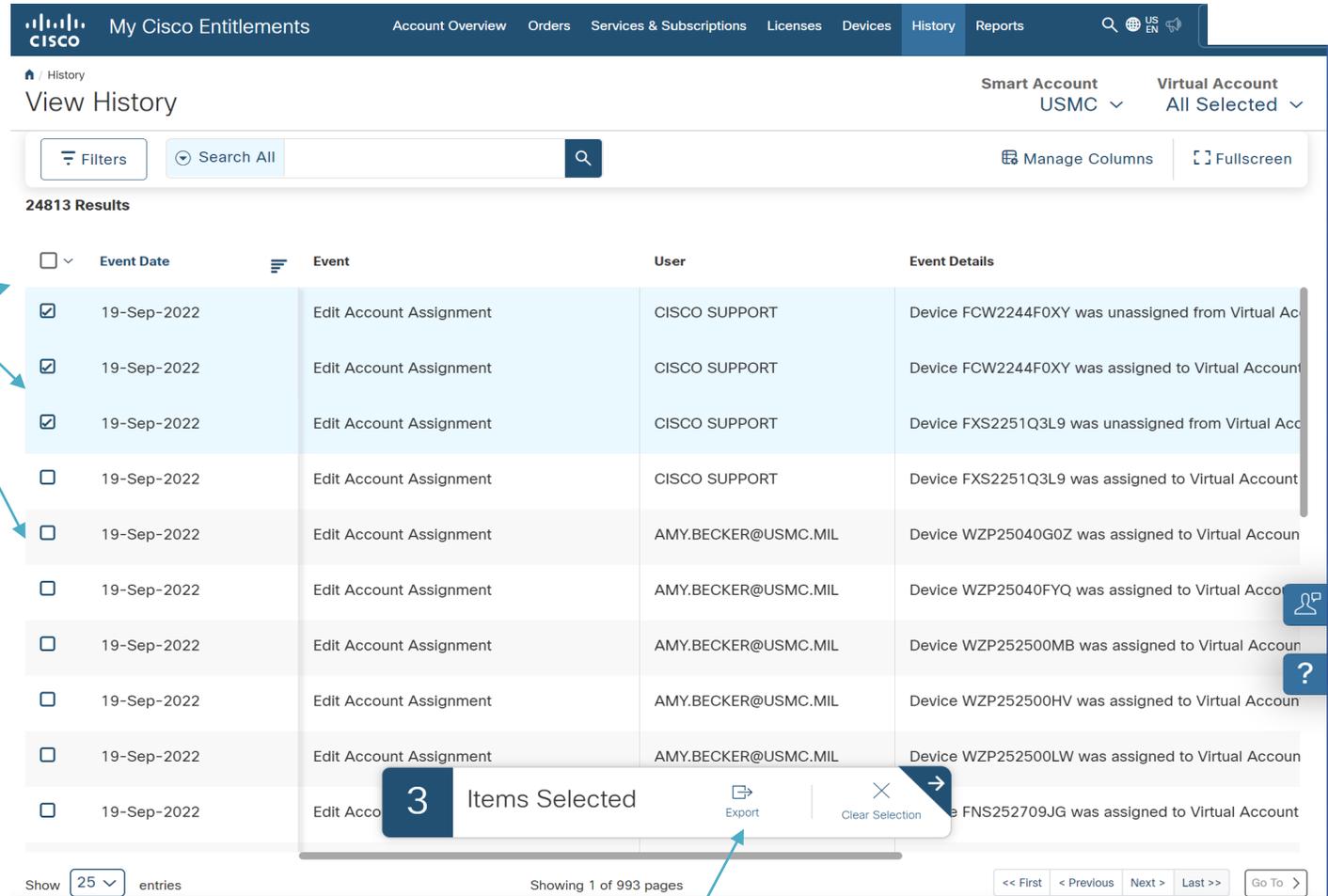
History Export

MCE

1. Select the History tab.

2. Use the filter function to find the events.

3. Select the Events



My Cisco Entitlements Account Overview Orders Services & Subscriptions Licenses Devices **History** Reports

History View History Smart Account USMC Virtual Account All Selected

Filters Search All Manage Columns Fullscreen

24813 Results

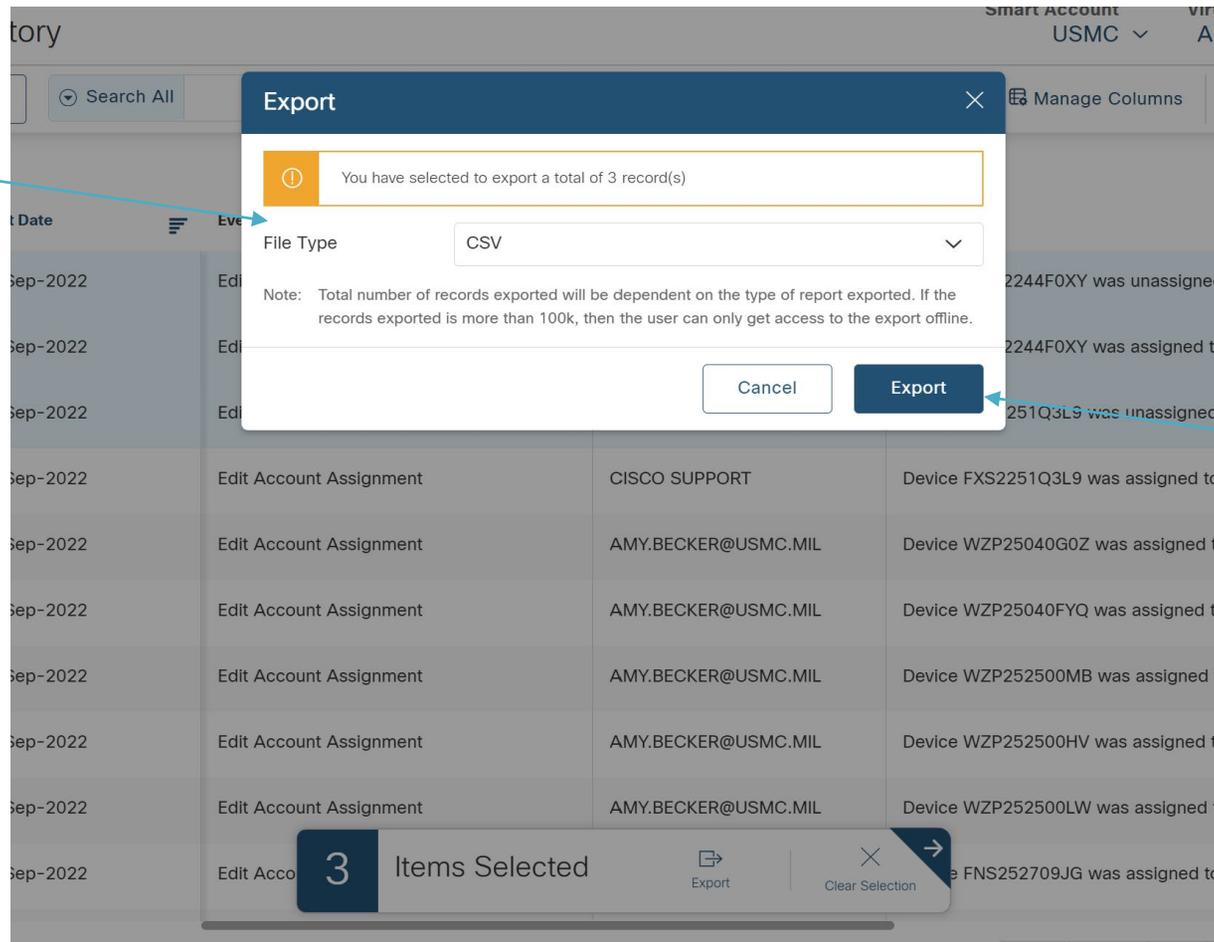
| <input type="checkbox"/> | Event Date | Event | User | Event Details |
|-------------------------------------|-------------|-------------------------|---------------------|--|
| <input checked="" type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | CISCO SUPPORT | Device FCW2244F0XY was unassigned from Virtual Ac |
| <input checked="" type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | CISCO SUPPORT | Device FCW2244F0XY was assigned to Virtual Account |
| <input checked="" type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | CISCO SUPPORT | Device FXS2251Q3L9 was unassigned from Virtual Acc |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | CISCO SUPPORT | Device FXS2251Q3L9 was assigned to Virtual Account |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | AMY.BECKER@USMC.MIL | Device WZP25040G0Z was assigned to Virtual Account |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | AMY.BECKER@USMC.MIL | Device WZP25040FYQ was assigned to Virtual Account |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | AMY.BECKER@USMC.MIL | Device WZP252500MB was assigned to Virtual Account |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | AMY.BECKER@USMC.MIL | Device WZP252500HV was assigned to Virtual Account |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | AMY.BECKER@USMC.MIL | Device WZP252500LW was assigned to Virtual Account |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | AMY.BECKER@USMC.MIL | Device FNS252709JG was assigned to Virtual Account |

3 Items Selected Export Clear Selection

Show 25 entries Showing 1 of 993 pages << First < Previous Next > Last >> Go To

A pop-up window will appear and Select "Export" option.

1. Select your File type



The screenshot shows a web application interface with a table of history records. An 'Export' dialog box is open in the center. The dialog has a title bar 'Export' and a close button. Below the title bar, there is a message: 'You have selected to export a total of 3 record(s)'. Underneath, there is a 'File Type' dropdown menu currently set to 'CSV'. A note below the dropdown reads: 'Note: Total number of records exported will be dependent on the type of report exported. If the records exported is more than 100k, then the user can only get access to the export offline.' At the bottom of the dialog are two buttons: 'Cancel' and 'Export'. A blue callout box with the number '1' points to the 'File Type' dropdown. Another blue callout box with the number '2' points to the 'Export' button. At the bottom of the screen, a dark blue bar shows '3 Items Selected' with an 'Export' button and a 'Clear Selection' button.

2. Click Export

| | | | | |
|--------------------------|-------------|-------------------------|---------------|--|
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | CISCO SUPPORT | Device FCW2244F0XY was unassigned from |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | CISCO SUPPORT | Device FCW2244F0XY was assigned to Virtu |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | CISCO SUPPORT | Device FXS2251Q3L9 was unassigned from |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | CISCO SUPPORT | Device FXS2251Q3L9 was assigned to Virtu |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | | Device WZP25040G0Z was assigned to Virtu |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | | Device WZP25040FYQ was assigned to Virtu |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | | Device WZP252500MB was assigned to Virtu |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | | Device WZP252500HV was assigned to Virtu |
| <input type="checkbox"/> | 19-Sep-2022 | Edit Account Assignment | | Device WZP252500LW was assigned to Virtu |

The file will automatically download

Show entries Showing 1 of 993 pages << First < Previous Next > Last >>

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 USMC_History_19S....csv [Shc](#)

Smart Software Licensing

Alerts

User(s) must review and respond to their assigned Virtual Account alerts.

Additional support is available by contacting USMCHTOM@Cisco.com or USMC-GEMSS@fcnit.com

1. Select Inventory

2. Select Virtual Account

3. Alert type and quantity displays next to the VA in drop down

Cisco Software Central > Smart Software Licensing

USMC

Smart Software Licensing

[SL Product Details](#) [Support](#) [Help](#)

Alerts | **Inventory** | [Convert to Smart Licensing](#) | [Reports](#) | [Preferences](#) | [On-Prem Accounts](#) | [Activity](#)

Virtual Account: **MARFORRES** ▾

1 Major | **27** Minor | [Hide Alerts](#)

General

Virtual Account

Description:

Default Virtual Account:

Product Instance

The registration token...

[New Token...](#)

Token

YmMzNGZlOTQ0ODZ... [Revoked](#)

ZGI4NzhlZlZlZlZlZlZl... [Revoked](#)

The token will be expired when either the expiration or the maximum uses is reached

By Name | By Tag

- MARFOREUR/AF TRANSFER IN
- MARFORK 4
- MARFORPAC
- MARFORPAC TRANSFER IN
- MARFORRES 1 27
- MARFORRES TRANSFER IN
- Marine Barracks Washingto...
- MATSG-21
- MATSG-23

| Export-Controlled | Description | Created By | Actions |
|-------------------|-------------|---------------------|---------------------------|
| Allowed | | Henry.muller.ctr... | Actions ▾ |
| Allowed | | Henry.muller.ctr... | Actions ▾ |

Showing All 2 Records

Alerts | **Inventory** | Convert to Smart Licensing | Reports | Preferences | On-Prem Accounts | Activity

Virtual Account: **MARFORRES** ▼

1 Major | 27 Minor | Hide Alerts

Insufficient Licenses - The Virtual Account "MARFORRES" has a shortage of C9300 48P DNA Essentials licenses. 14 licenses are required to return to compliance.

Actions
Action Due: Now

2. Alert Detail Display

3. Select Actions

General | Licenses | Product Instances | Event Log

Virtual Account

Description: Marine Forces Reserve

Default Virtual Account: No

Product Instance Registration Tokens

The registration tokens below can be used to register new product instances to this virtual account.

New Token...

| Token | Expiration Date | Uses | Export-Controlled | Description | Created By | Actions |
|-------|-----------------|------|-------------------|-------------|------------|---------|
|-------|-----------------|------|-------------------|-------------|------------|---------|

Virtual Account: MARFORRES ▾

1 Major | 27 Minor | Hide Alerts

✖ Insufficient Licenses - The Virtual Account "MARFORRES" has a shortage of C9300 48P DNA Essentials licenses. 14 licenses are required to return to compliance.

Transfer Licenses...
Troubleshoot...

1. Select Actions

General | Licenses | Product Instances | Event Log

Virtual Account

Description: Marine Forces Reserve

Default Virtual Account: No

General | Licenses | Product Instances | Event Log

Transfer Licenses Between Virtual Accounts

Transfer From ▾ Virtual Account: Select Virtual Account ▾

| License | Billing | Purchased | In Use | Balance | Transfer |
|--------------------------|---------|-----------|---------------------|---------|----------|
| C9300 48P DNA Essentials | Prepaid | 0 | 50 (50 Reserved) | -14 | |

i Some of these licenses have been reserved on product instances, so they are not available to be transferred.

Insufficient Licenses

✖ The Virtual Account "MARFORRES" has a shortage of "C9300 48P DNA Essentials" licenses. 14 licenses are required to return to compliance.

Troubleshooting | Details

There are insufficient "C9300 48P DNA Essentials" licenses in the Virtual Account "MARFORRES" to cover what is required by the product instances. Potential solutions are listed below and additional information can be found on the Details tab.

Transfer between Virtual Accounts:

- If available, transfer licenses from another Virtual Account to this Virtual Account. [Transfer Licenses...](#)
- If available, move one or more product instances from this Virtual Account to a Virtual Account with sufficient licenses.

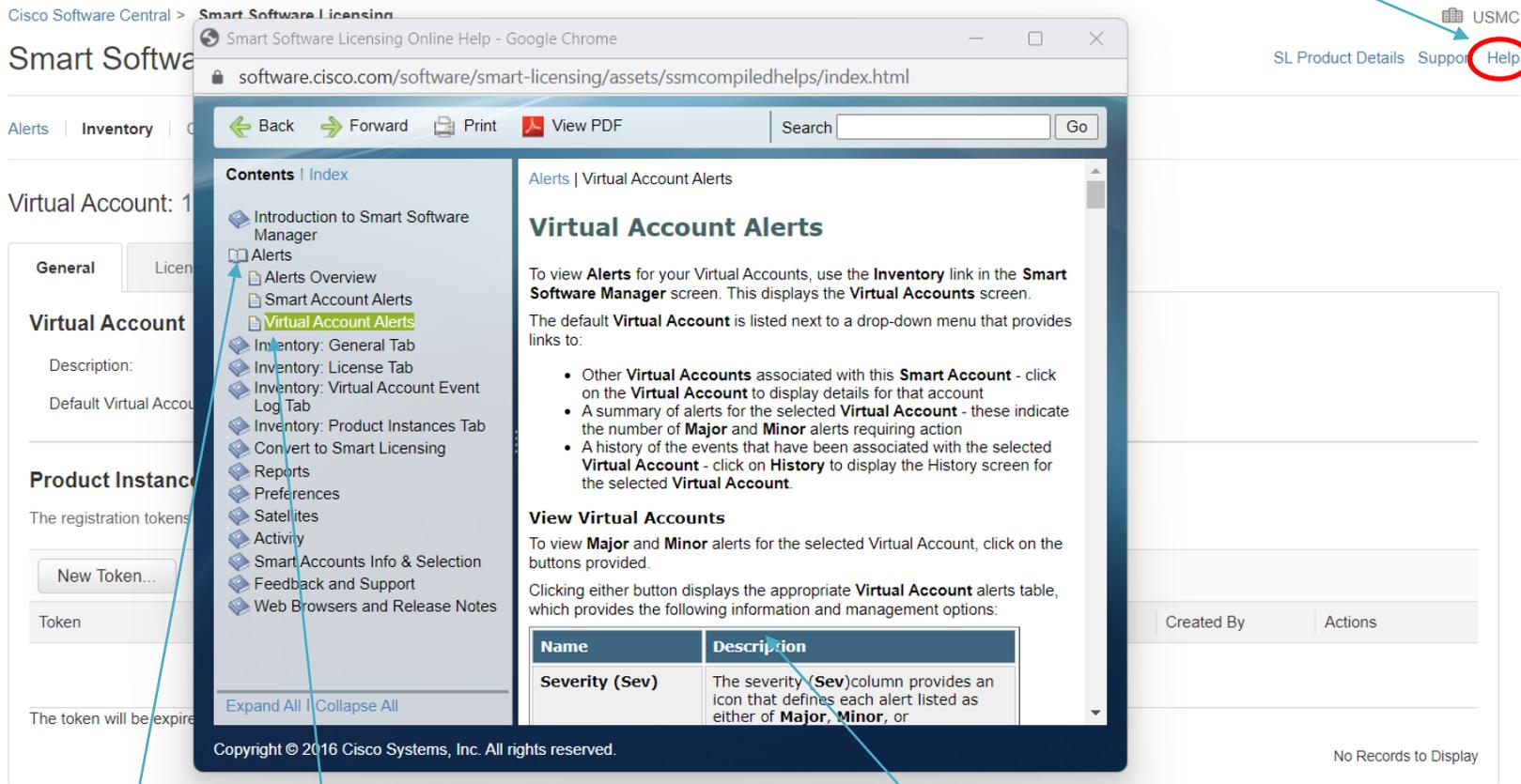
Modify Feature Usage:

- Disable the features on product instances that require this license type.

Purchase:

- Purchase additional licenses to cover the shortage.
- If available, purchase an upgrade of a lower level license type to one that is sufficient to cover your usage.

1. Access help by clicking here



USMC
SL Product Details Support **Help**

Alerts | Inventory | C

Virtual Account: 1

General | Licen

Virtual Account

Description:

Default Virtual Accou

Product Instance

The registration tokens

New Token...

Token

The token will be expire

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Alerts | Virtual Account Alerts

Virtual Account Alerts

To view **Alerts** for your Virtual Accounts, use the **Inventory** link in the **Smart Software Manager** screen. This displays the **Virtual Accounts** screen.

The default **Virtual Account** is listed next to a drop-down menu that provides links to:

- Other **Virtual Accounts** associated with this **Smart Account** - click on the **Virtual Account** to display details for that account
- A summary of alerts for the selected **Virtual Account** - these indicate the number of **Major** and **Minor** alerts requiring action
- A history of the events that have been associated with the selected **Virtual Account** - click on **History** to display the History screen for the selected **Virtual Account**.

View Virtual Accounts

To view **Major** and **Minor** alerts for the selected Virtual Account, click on the buttons provided.

Clicking either button displays the appropriate **Virtual Account** alerts table, which provides the following information and management options:

| Name | Description |
|----------------|--|
| Severity (Sev) | The severity (Sev) column provides an icon that defines each alert listed as either of Major , Minor , or |

Created By | Actions

No Records to Display

3. Select Alerts and then Virtual Account Alerts for more information and actions to clear the alert

2. Help window opens

Self-Paced Training



U.S. Marine Corps – Smart Account Training

Smart Account Self-Paced Training



Introduction to Smart Accounts

This video covers an overview of Smart Account including the different types of Smart Account and its benefits. It also provides a quick demo of the Smart Account UI navigation on software.cisco.com.



Introduction to Smart Licensing

This video covers an overview of Cisco Smart Licensing including the difference between traditional and Smart Licenses, the benefits and how to access and manage these Smart Licenses on software.cisco.com.



How to Manage Smart Licensing Video

This video covers a high-level overview of how to manage Smart Licenses in Cisco Software Central.



Create a Virtual Account

This video covers an overview of Virtual Account including the benefits of Virtual Account, best practices and a demo on how to create a Virtual Account.



Virtual Account Tagging (Tutorial)

Discover how to group Virtual Accounts with Virtual Account Tagging to save time and organize your Smart Account.



Virtual Account Tagging (Best Practice)

1. Add flexibility when configuring Virtual Account Tags.
2. Base your tags on your Virtual Account structure.
3. Be specific, but not TOO specific.

USMC GEMSS Website: <https://usmc-gemss.com/usmc-gemss/gemss-smart-account-training/>

GEMSS Contract # 204250592

Quick Links

- GEMSS Website (Getting Started):
<https://usmc-gemss.com/usmc-gemss/gemss-getting-started/>
- Cisco.com <https://cisco.com>
- My Cisco Entitlements: <https://mce.cisco.com>
- Smart Licensing: <https://software.cisco.com>
- GEMSS Move, Add, Change, and Remove (MACR) document
<https://usmc-gemss.com/usmc-gemss/gemss-getting-started/>

Escalation Support:

- HTOM: usmchtom@cisco.com
- Licensing Support: usmclicensing@external.cisco.com
- After Hours: ggsghtom@epage.cisco.com

Questions / More Information / Process Guides:

- USMC GEMSS Website: <https://usmc-gemss.com>
- FCN Support Email: USMC-GEMSS@fcnit.com

Technical Assistance Center (TAC):

- USMC GEMSS Cisco Support:
<https://usmc-gemss.com/usmc-gemss/gemss-program-support-cisco/>

Questions?

Administrator Level Training

Access Request Approval

Cisco Software Central > Manage Smart Account

USMC

Manage Smart Accounts

Help

Account Properties | Virtual Accounts | Users | Custom Tags | **Requests** | Notifications **125** | Event Log

As a Smart Account administrator, you have the option to approve requests for access under the "Requests" tab.

Access Requests 7 | Request Automation | Block

Search

| Requestor | Cisco.com ID | Email | Company | Date of Request | Type | Status | Action By | Advice |
|-----------|--------------|-------|---------------------|--------------------|------|-------------------------|-----------|--------|
| | | | Department of Na... | 2021-Jul-08, 16:00 | - | Approved | Ivangink | - |
| | | | US DEPT OF TH... | 2021-Jun-17, 17:44 | - | Declined | Ivangink | - |
| | | | SPAWAR HQ | 2021-Jun-17, 10:58 | - | Approved | Ivangink | - |
| | | | SPAWAR HQ | 2021-Jun-17, 10:58 | - | Declined | Ivangink | - |
| | | | US FLEET FORC... | 2021-Jun-02, 16:20 | - | Approved | Ivangink | - |
| | | | Department of Na... | 2021-May-20, 14:28 | - | Pending | - | ? |

Under the "requests" tab you will see a list of individuals requesting access to the account and their status. If a status is "pending", you can click the link to approve or deny a request.

Access Requests 8 Request Automation Block

Account Details

| | |
|----------------------------|------------------------|
| Account Domain Identifier: | usmc.mil |
| Account Name: | USMC |
| Account Type: | Customer Smart Account |

Requested By

| | |
|------------------------------|--|
| Cisco ID: | ChestyPuller1775 |
| Full Name: | Chesty Puller |
| Email Address: | chesty.puller@usmc.mil |
| Company / Organization Name: | 2nd Marine Division |
| Phone: | T+ 800-627-4637 |

Request Detail

| | |
|---------------------|--|
| Date of Request: | 2021-Jul-12, 14:54 |
| Type of Request | - |
| Reason for Request: | Need to access Smart Software Manager to convert traditional licenses to Smart Licenses. |

Available Actions

Select to Approve or Decline the Request and then complete the required information if necessary.

NOTE: You can allow resellers authorized by Cisco to resell our products (your "Authorized Channel") access to your Smart Account, if you chose. You can add additional Authorized Channels or stop access through this tool at any time. By selecting the submit button and approving the request, you agree that your Authorized Channel is acting on your behalf, that you are responsible for your Authorized Channels' actions and that you affirmatively grant your Authorized Channel(s) access to any information in your Smart Account.

Approve

Decline

Review the reason for request and verify the correct information is included.

Select "Approve" or "Decline" based on the reason for request provided.

Available Actions

Select to Approve or Decline the Request and then complete the required information if necessary.

NOTE: You can allow resellers authorized by Cisco to resell our products (your "Authorized Channel") access to your Smart Account, if you chose. You can add additional Authorized Channels or stop access through this tool at any time. By selecting the submit button and approving the request, you agree that your Authorized Channel is acting on your behalf, that you are responsible for your Authorized Channels' actions and that you affirmatively grant your Authorized Channel(s) access to any information in your Smart Account.

Approve

Decline

A standard email will be sent. You can add an additional message on why the request was declined below.

Additional Message (optional) :

Note: The recipient will not see your email address.

1000 remaining

If Declined, fill in additional notes for the user to correct the information and re-submit.

Submit

Cancel

If Approved, you can select the Virtual Account to assign based on the information provided in the request.

Approve

Select the accounts the users can access and the functions they can perform.

Scope of Access: Entire Smart Account Selected Virtual Accounts

User Role:

Available Virtual Accounts:

By Name | By Tag

| Name | Description |
|--|-------------|
| <input type="checkbox"/> MARFORPAC | |
| <input type="checkbox"/> 2nd MAW | |
| <input type="checkbox"/> 2nd MLG | |
| <input type="checkbox"/> 8th Comm | |
| <input checked="" type="checkbox"/> 2nd MarDiv | |
| <input type="checkbox"/> 1st MLG | |
| <input type="checkbox"/> 13th MEU | |
| <input type="checkbox"/> 1st MarDiv | |
| <input type="checkbox"/> 22nd MEU | |
| <input type="checkbox"/> 24th MEU | |

Assigned Virtual Accounts:

By Name | By Tag

| Name | Description |
|-------------------------------------|----------------------|
| <input type="checkbox"/> 2nd MarDiv | Account and Children |

Decline

Administrator Level Training

Creating Groups

Navigate to the "Users" tab.

Account Properties | Virtual Accounts | **Users** | Custom Tags | Requests | Notifications 7 | Event Log

Users

Select "User Groups"

Users | **User Groups**

Select "Create User Group"

Create User Group... | Assign Group from Another Smart Account... | Delete Selected... | Export Selected...

| <input type="checkbox"/> | User Group ↑ | Smart Account | Account Access | Role | Users | Group Owners | Actions |
|--------------------------|----------------------|----------------------|---|--|-------|----------------------|---------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | |
| <input type="checkbox"/> | JSOC - MARFORSOC | USMC | IIIMEF and its Children MCTSSA and its Childrer MCIA and its Children MCWL and its Children MARFORCYBER and its | Virtual Account User Virtual Account User Virtual Account User Virtual Account User Virtual Account User | 1 | Michael Torres | Actions |
| <input type="checkbox"/> | Manpower | USMC | - | - | 4 | MARC WOOLSON | Actions |
| <input type="checkbox"/> | MCCES | USMC | MCIA MARCENT 9th Comm 1st MarDiv | Virtual Account Administr Virtual Account Administr Virtual Account Administr Virtual Account Administr | 1 | Michael Torres | Actions |

4 User Groups

Account Properties | Virtual Accounts | **Users** | Custom Tags | Requests | Notifications **145** | Event Log

Accounts

STEP 1

Select Name and Users

STEP 2

Assign to Accounts

Group Name and Users

Choose the group name and the users in the group

* Group Name:

Description:

Method:

Users to Add: Make owner

The "Group Name" will be "Virtual Account Name – Users" or "Virtual Account Name – Admin" depending on the type of access the group will have.

The "Description" will be "Virtual Account Name - Users" or "Virtual Account Name – Admin".

Select "Next"

[Account Properties](#) | [Virtual Accounts](#) | **Users** | [Custom Tags](#) | [Requests](#) | [Notifications](#) 125 | [Event Log](#)

Accounts

STEP 1 ✓
Select Name and Users

STEP 2
Assign to Accounts

STEP 3
Review

Assign the User Group to Accounts (Optional)

Select the accounts the users can access and the functions they can perform.

Select "Assign Account Access"

| Account | Scope | Role |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

No Assigned Accounts

0 Assignments

Account Properties | Virtual Accounts | **Users** | Custom Tags | Requests | Notifications 125 | Event Log

Accounts

STEP 1 ✓

Select Name and Users

STEP 2

Assign to Accounts

STEP 3

Review

Scope of Access:

Virtual Accounts

User Role:

- ✓ Virtual Account Administrator
- Virtual Account User

Ok

Select the type of access you want the users to have. In this example, we are assigning "Virtual Account User". This group will only have user privileges.

Scope of Access: Virtual Accounts

User Role:

Available Virtual Accounts:

| By Name By Tag | |
|---|---------------------------|
| <input type="text" value="Search"/> | |
| <input type="checkbox"/> TACNET-Voice | Flex EA Licensing |
| <input type="checkbox"/> TACNET-SIPR-WEST | |
| <input type="checkbox"/> TACNET-NATO-Mission-Secret | On Premise Mission Secret |
| <input checked="" type="checkbox"/> MCTSSA | |
| <input type="checkbox"/> MCTSSA-MCNEL-U | MCNEL Lab Unclass |
| <input type="checkbox"/> MCTSSA-TACNET-CHE-U | |
| <input type="checkbox"/> MCTSSA-NOC | |
| <input type="checkbox"/> MCTSSA-MCNEL-OnPrem | MCNEL OnPrem & DLC |
| <input type="checkbox"/> MCTSSA-MCNEL-1T | Training-VA-1-OnPrem |

Show 10 Accounts Parent Showing 1 to 10 of 52 Parent Accounts Previous **1** Next

Assigned Virtual Accounts:

| By Name By Tag | |
|-------------------------------------|-------|
| <input type="text" value="Search"/> | |
| Virtual Account | Scope |
| No Virtual Account | |

Select the appropriate "Org"

Select "Assign Account and Children". This will give the user access to any further nested accounts.

Select "Ok" to proceed.

Accounts

STEP 1 ✓
Select Name and Users

STEP 2
Assign to Accounts

STEP 3
Review

Assign the User Group to Accounts (Optional)

Select the accounts the users can access and the functions they can perform.

Assign Account Access...

| Account | Scope | Role |
|----------------------|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| IIIMEF | Account and its Children | Virtual Account User |
| IMEF | Account and its Children | Virtual Account User |

2 Assignments

Cancel Back Next

Verify the Org is correct.

Select "Next" to proceed.

STEP 1 ✓
Select Name and Users

STEP 2 ✓
Assign to Accounts

STEP 3
Review

Review

Group Name: I MEF Users

Description: I Mobile Expeditionary Force - Users

| Users | | | |
|---------|----------------------|----------------------|----------------------|
| Owner | User | Email Address | Organization |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| No User | | | |
| 0 Users | | | |

We will add users in another step. This section should remain blank for new groups.

| Account Access | | |
|----------------------|--------------------------|----------------------|
| Account | Scope | Assignment Source |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| IIIMEF | Account and its Children | Virtual Account User |
| IMEF | Account and its Children | Virtual Account User |
| 2 Assignments | | |

Select "Create User Group" to proceed.

Users

Users
User Groups

Create User Group...
Assign Group from Another Smart Account...
Delete Selected...
Export Selected...

| <input type="checkbox"/> | User Group ↑ | Smart Account | Account Access | Role | Users | Group Owners | Actions |
|--------------------------|--------------|---------------|--|--|-------|--------------|---------|
| <input type="checkbox"/> | ▼ | ▼ | ▼ | ▼ | | | |
| <input type="checkbox"/> | I MEF | USMC | IMEF and its Children IIIMEF and its Children | Virtual Account User Virtual Account User | 1 | Ashley Tice | Actions |

Verify information is correct.

Congratulations! Your User Group is now created.

To create an Admin Group, repeat the same steps starting from the beginning of this section . Admin groups are appended with - Admins.
Example: I MEF - Admins

Administrator Level Training

Managing Users

Account Properties | Virtual Accounts | Users | Custom Tags | Requests | Notifications 105 | Event Log

Edit Virtual Account - MCCES

General | Users | **User Groups**

Assign User Group... Unassign Selected...

| <input type="checkbox"/> User Group | Account Access | Role | Users | Group Owners |
|---|---|--|-------|---|
| <input type="checkbox"/> C4 GEMSS ADMINS | MCCES and its Children FMTB-E and its Children MCTOG and its Children LOGCOM MCU and its Children SOI-W and its Children MAGTFTC and its Children MCTSSA and its Children SOI-E and its Children MCIS and its Children Show 29 More | Virtual Account Administrator Virtual Account Administrator | 1 | Edward Poman |
| <input type="checkbox"/> MCCES Admins MCCES Admins Group | MCCES | Virtual Account Administrator | 5 | Jim Pavlichek , John Robertson , Kim Brooks |
| <input type="checkbox"/> MCCES Users MCCES Users Group | MCCES | Virtual Account User | 5 | Jim Pavlichek , John Robertson , Kim Brooks |

Under the "User Group" tab, search for the group you want to add users to.

Click the link for the user group.

Account Properties | Virtual Accounts | Users | Custom Tags | Requests | Notifications 109 | Event Log

Edit User Group - MCCES Users

General

Assigned Accounts

Name:

Description:

Add Users...

Send Message to Users...

| Owner | User | Email Address | User Group | Organization | Actions |
|----------------------|----------------------|----------------------|---|----------------------|---------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="MCCES Users"/> | <input type="text"/> | |
| | | | <ul style="list-style-type: none"> MCI/COM_ESS Users MCI-COM HQ Admins MCI-COM HQ Users KCITC Admins KCITC Users MCI NCR Admins MCI NCR Users MCB Quantico Admins MCB Quantico Users MCI WEST Admins MCI WEST Users MCLB Barstow Admins MCLB Barstow Users | | |

Select "Add Users"



[Help](#)

Account Properties | Virtual Accounts | **Users** | Custom Tags | Requests | Notifications 125 | Event Log

In order to be granted access to your Smart Account, your users must have a Cisco.com ID.
 Enter the users' Cisco.com ID's or email addresses, and click Add.
 You can also upload a file of users.

Method:

Users to Add: Make owner

Enter the users cisco.com ID or email address and select "Add".

| Owner | User | Email Address | Organization | Actions |
|--------------------------|----------------------|------------------------|------------------------|---------------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> | Cesty Puller | chesty.puller@usmc.mil | Collaborated End Users | Remove... |

1 User

Once user has been added, select "Ok".

Account Properties | Virtual Accounts | **Users** | Custom Tags | Requests | Notifications 103 | Event Log

Users

Users | User Groups

Create User Group... Assign Group from Another Smart Account... Delete Selected... Export Selected...

| <input type="checkbox"/> | User Group ↑ | Smart Account | Account Access | Role | Users |
|--------------------------|--------------|---------------|----------------|----------------------|-------|
| <input type="checkbox"/> | MCCES Users | | | | |
| <input type="checkbox"/> | MCCES Users | USMC | MCCES | Virtual Account User | 6 |

On the main screen you can see the user has been added. Click the number to see all the users assigned to the account.

Account Properties | Virtual Accounts | **Users** | Custom Tags | Requests | Notifications 109 | Event Log

Users

Users | User Groups

Create User Group... Assign Group from Another Smart Account... Delete Selected... Export Selected...

| <input type="checkbox"/> | User Group ↑ | Smart Account | Account Access | Role | Users |
|--------------------------|--------------|---------------|----------------|----------------------|-------|
| <input type="checkbox"/> | MCCES Users | | | | |
| <input type="checkbox"/> | MCCES Users | USMC | MCCES | Virtual Account User | 6 |

To remove a user, navigate to the user group and select the user group name.

Edit User Group - MCCES Users

Locate the user in the list and select Remove. The user will disappear from the list but will only be removed when Ok is selected completing the removal process.

General Assigned Accounts

Name:

Description:

| Owner | User | Email Address | User Group | Organization | Actions |
|--------------------------|---------------|---------------|--|----------------|-----------|
| | | | <ul style="list-style-type: none"> MCCES 21 Admins MATSG-21 Users MATSG-23 Users SOI-W Admins SOI-W Users TBS Users MCCES Users | | |
| <input type="checkbox"/> | Chesty Puller | s1@usmc.mil | MCCES Users | MCCES 29 Palms | Remove... |
| <input type="checkbox"/> | | @usmc.mil | <ul style="list-style-type: none"> TACNET Users MCCES Users TACNET-Voice Users | MCCES 29 Palms | Remove... |

5 Users