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

Agenda

- Important Websites
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  - User Roles
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  - Alerts
- Self-Paced Training
  - USMC Smart Account Training
  - GEMSS Quick Reference
- Administrator Level Training
  - Access Request Approval
  - Creating Groups
  - Managing Users

Important Websites

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

Portals Login
Access

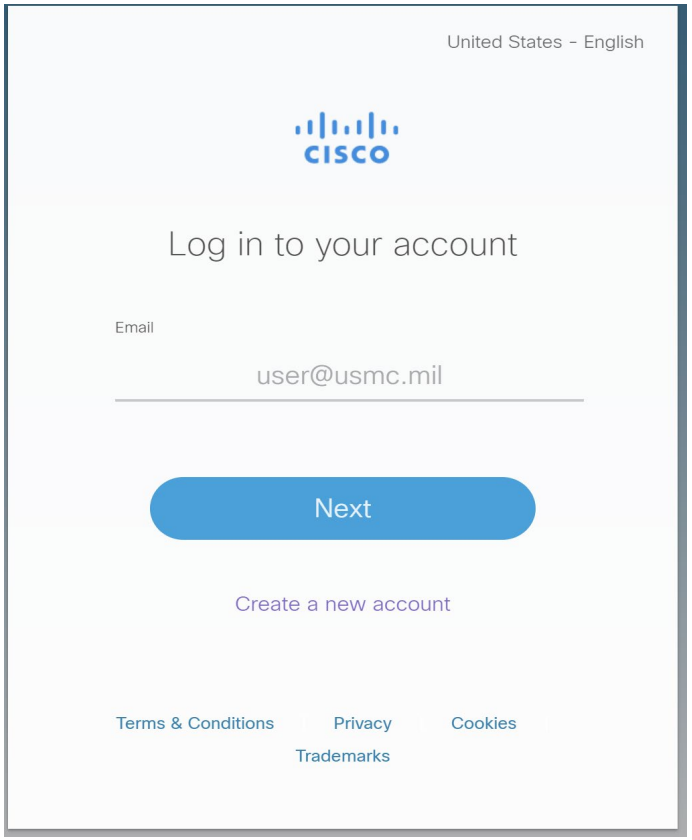
All users must have Cisco.com account (aka CCO ID). Sign up at Cisco.com to receive your account. More instructions on account creation can be found here. USMC-GEMSS-Training-Account-Registration

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



User Roles

Overview

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/cisco-smart-account-guide/

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Software Central

Overview

Software Central
Management Page

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

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 >

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

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 manually request licenses, the information needed will be:

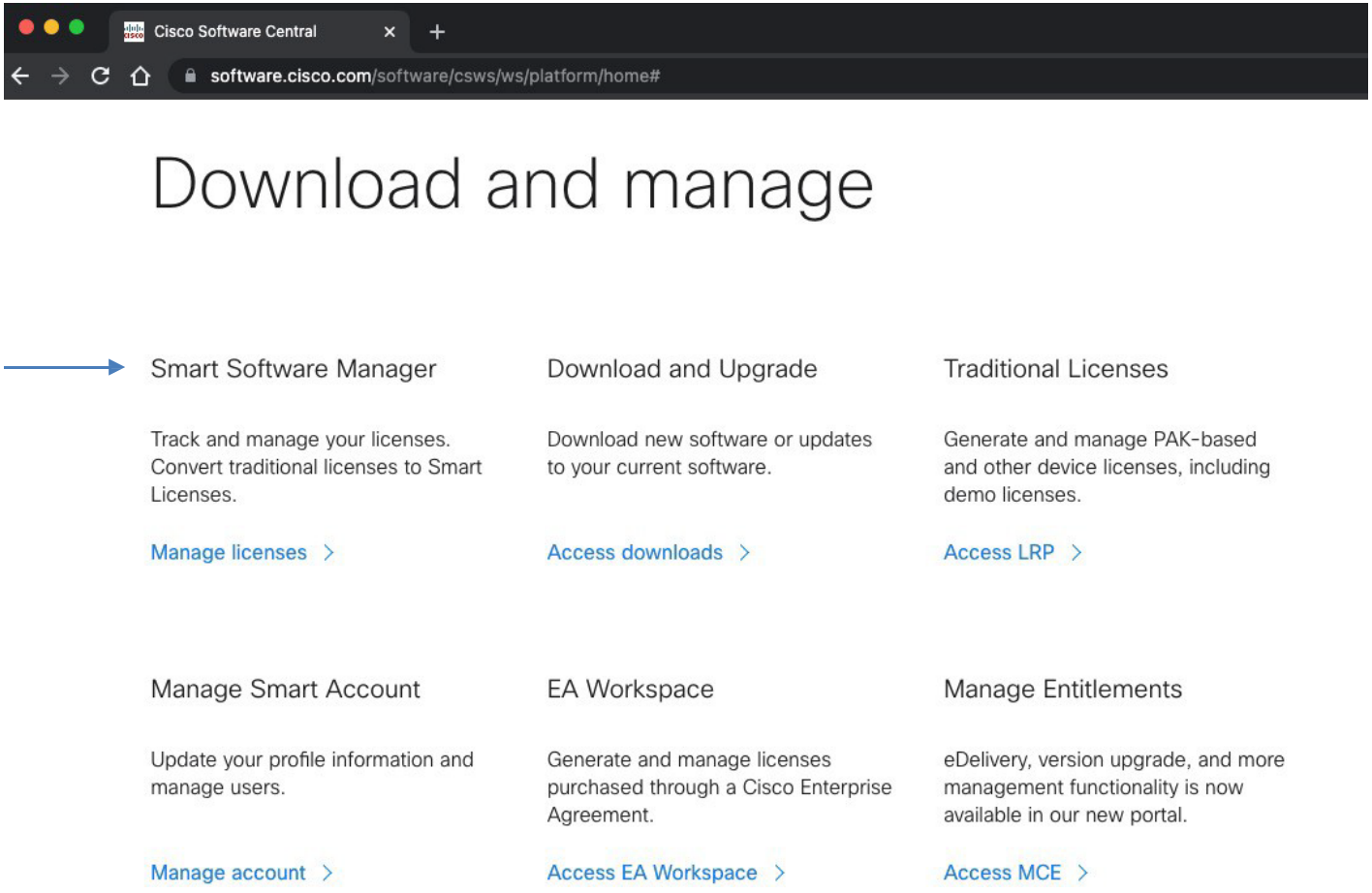
- Model of device
- Quantity of licenses
- Virtual Account
- Unit/Command

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

User Level Training

Manually Requesting Licenses

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



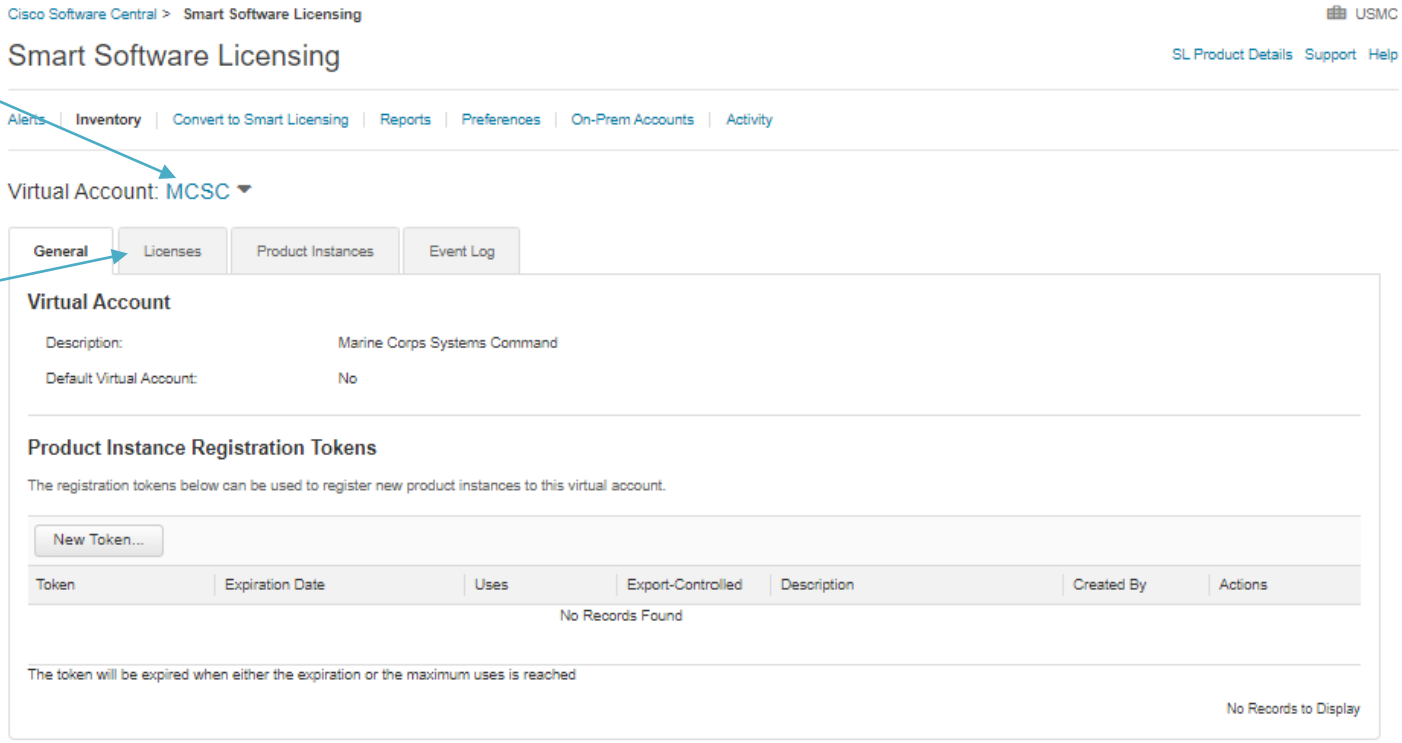
User Level Training

Manually Requesting Licenses

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

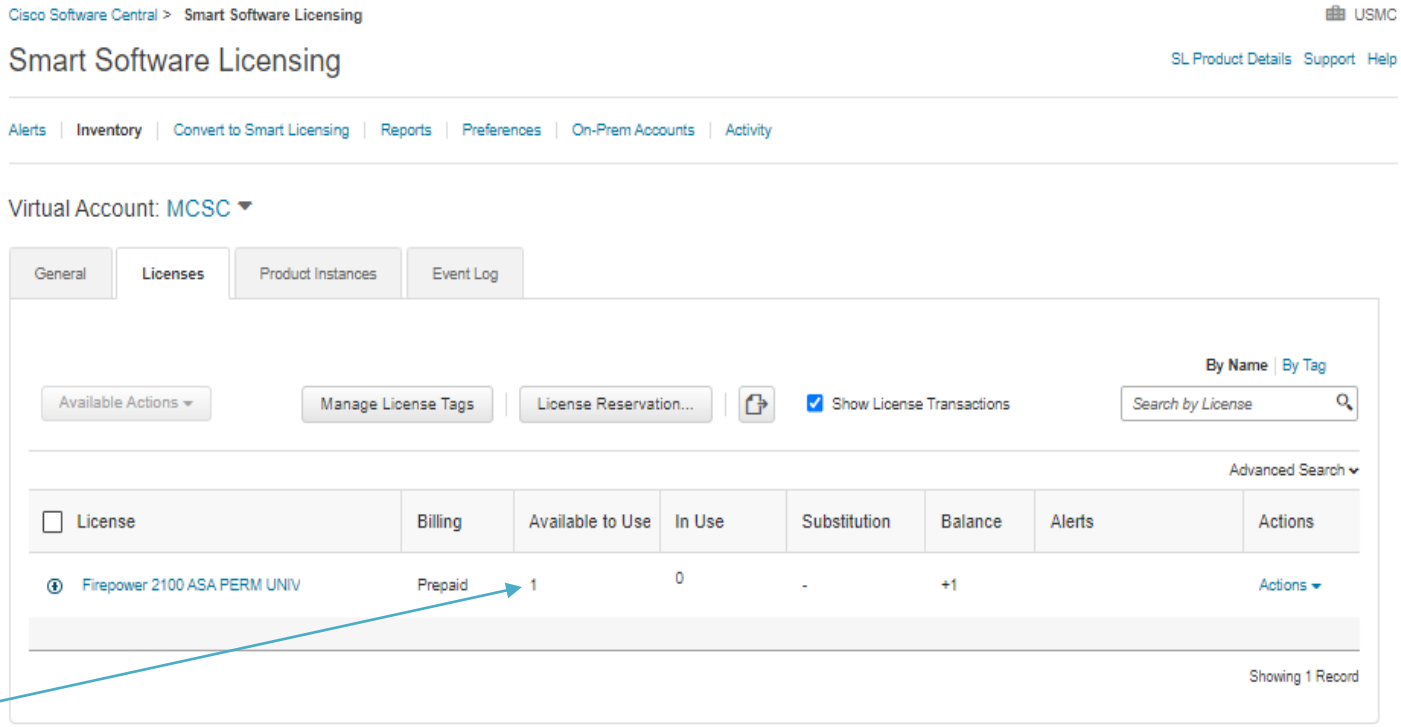
Verify your Virtual Account matches the requested Virtual Account

Select the licenses tab.



User Level Training

Manually Requesting Licenses



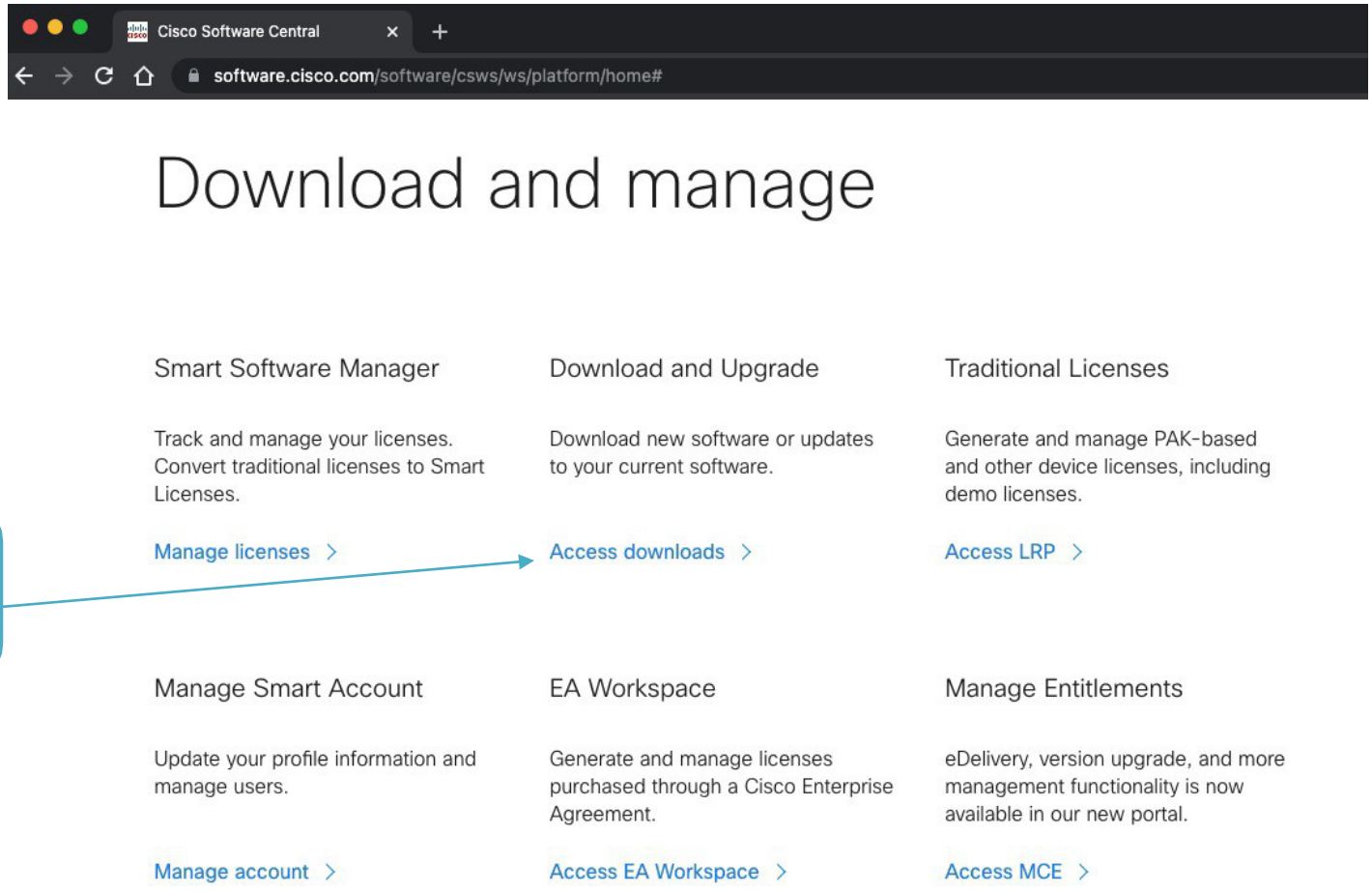
You can now use your licenses

User Level Training

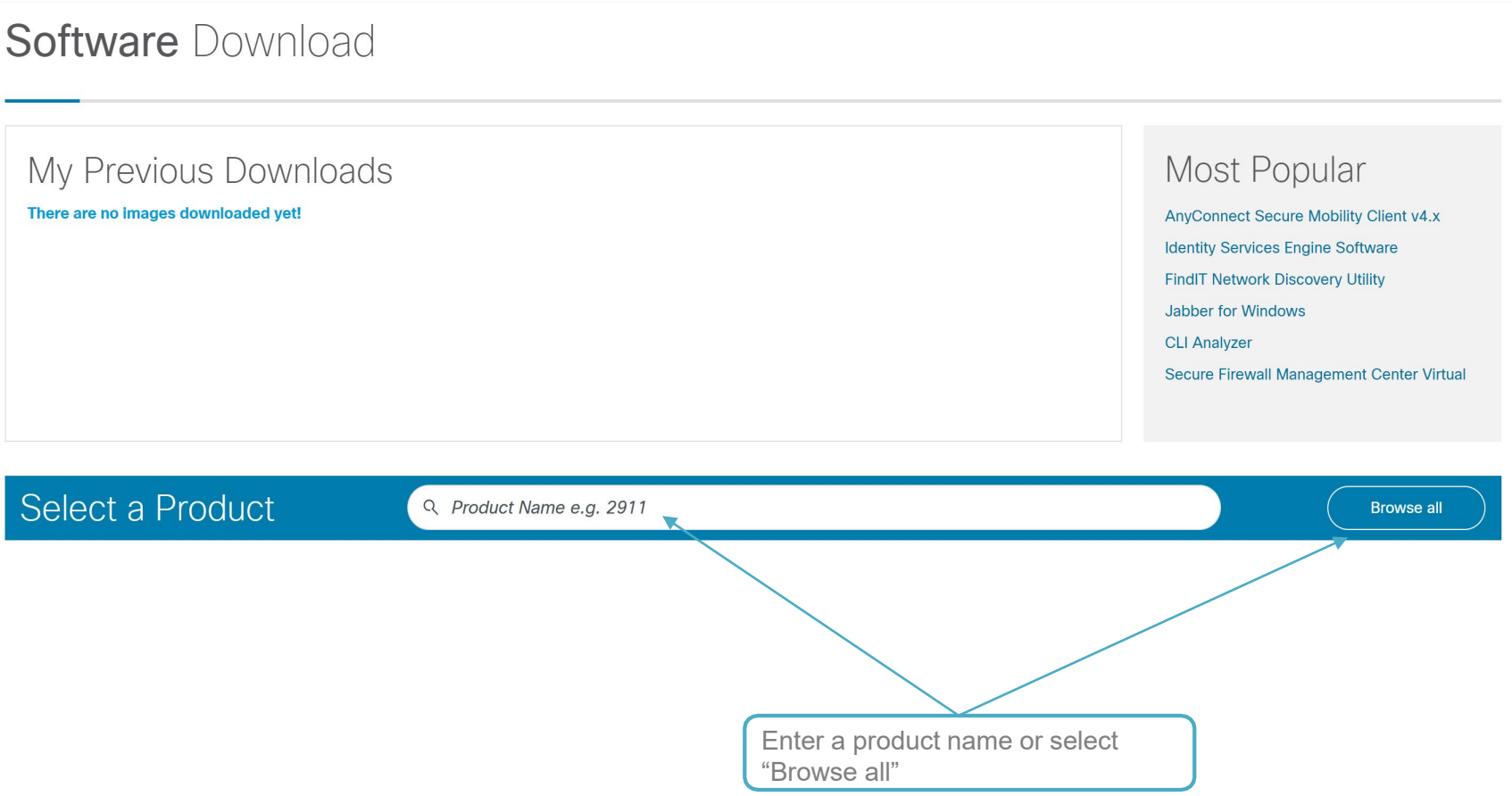
Downloading Software

User Training

Downloading Software

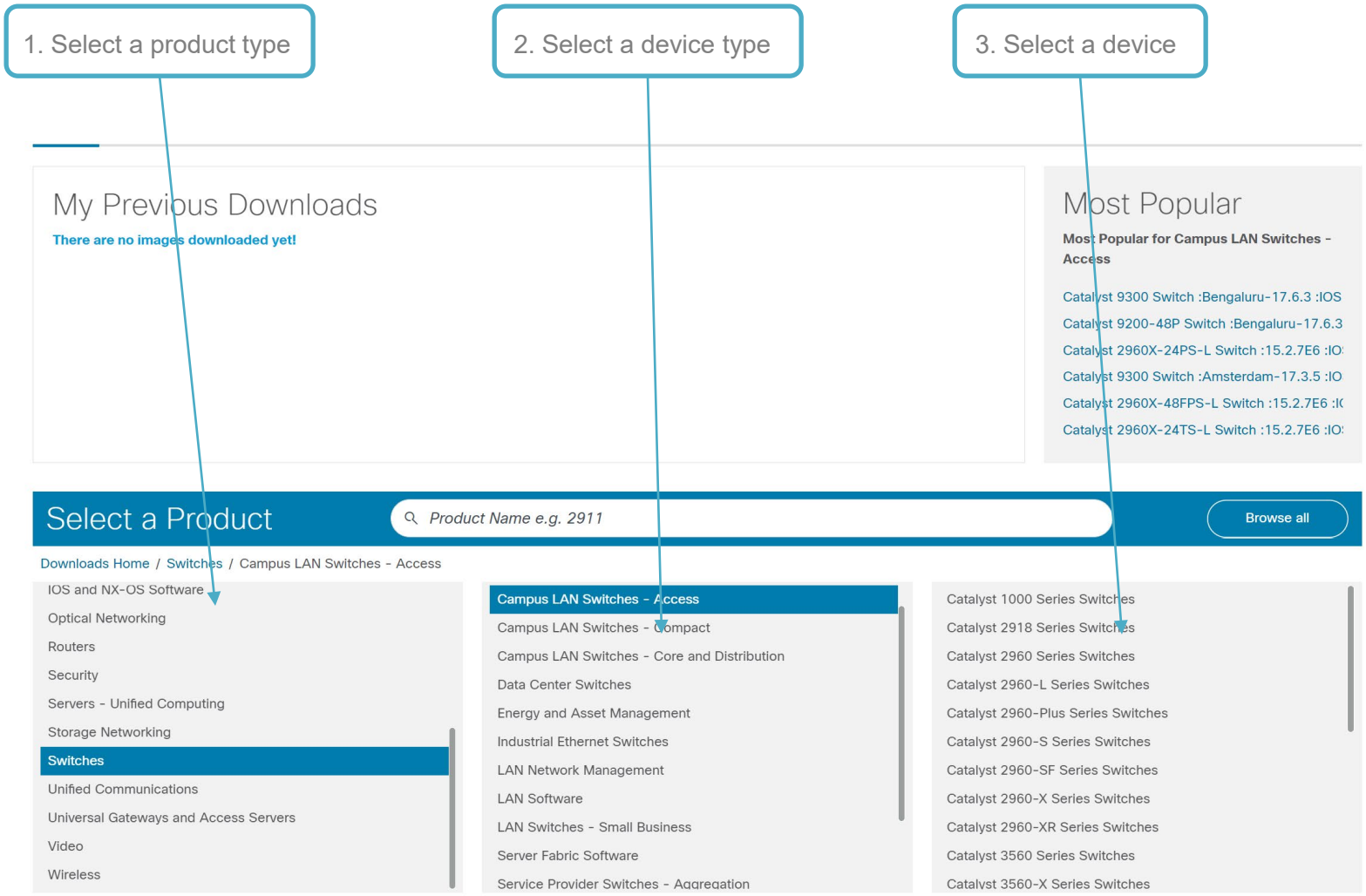


To find software for your device, Navigate to software.cisco.com and select "Download and Upgrade"


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"

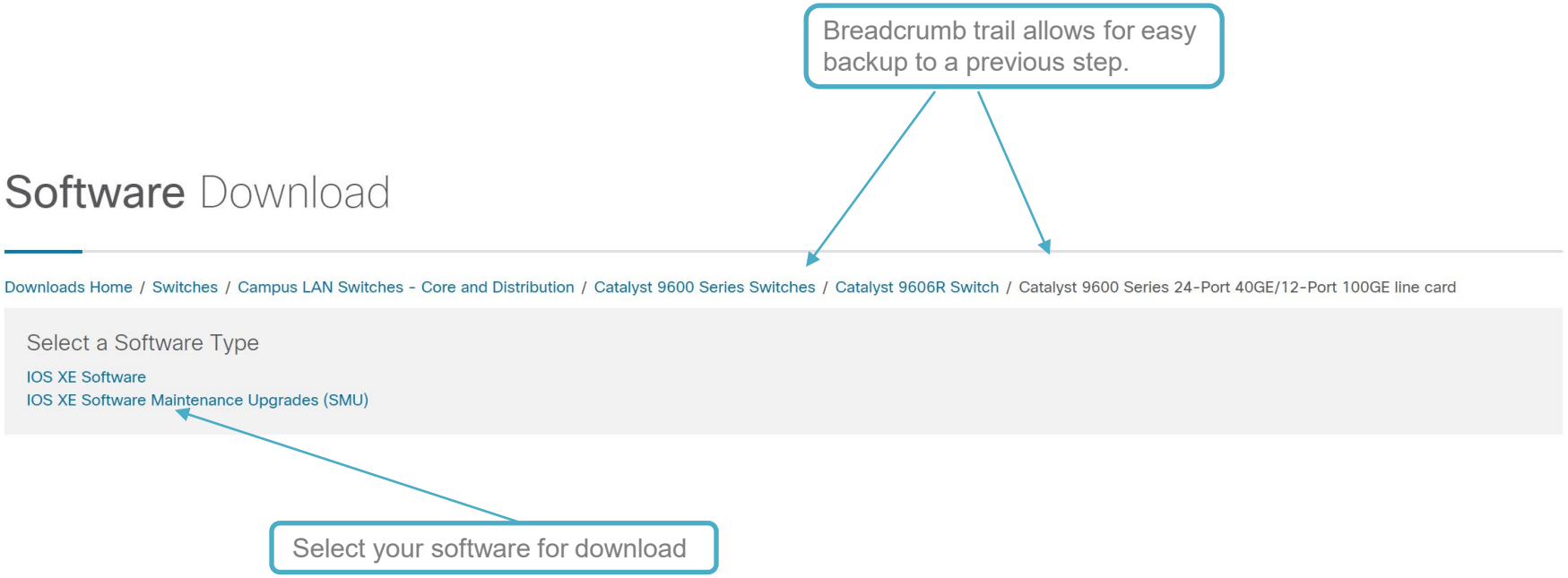
User Training

Downloading Software



User Training

Downloading Software



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)

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.

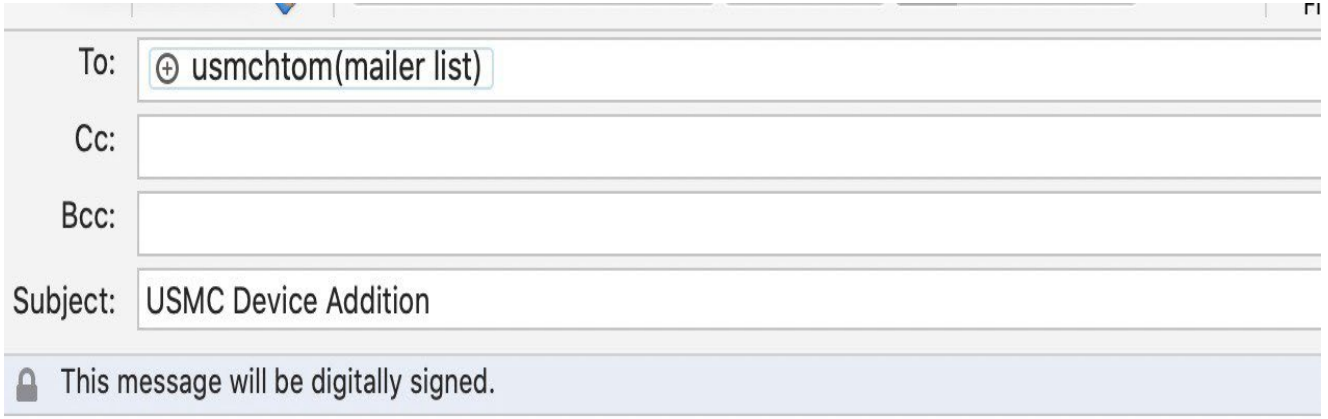
User Level Training

Adding Serial Numbers to Contract

User 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



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

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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/getting-started/

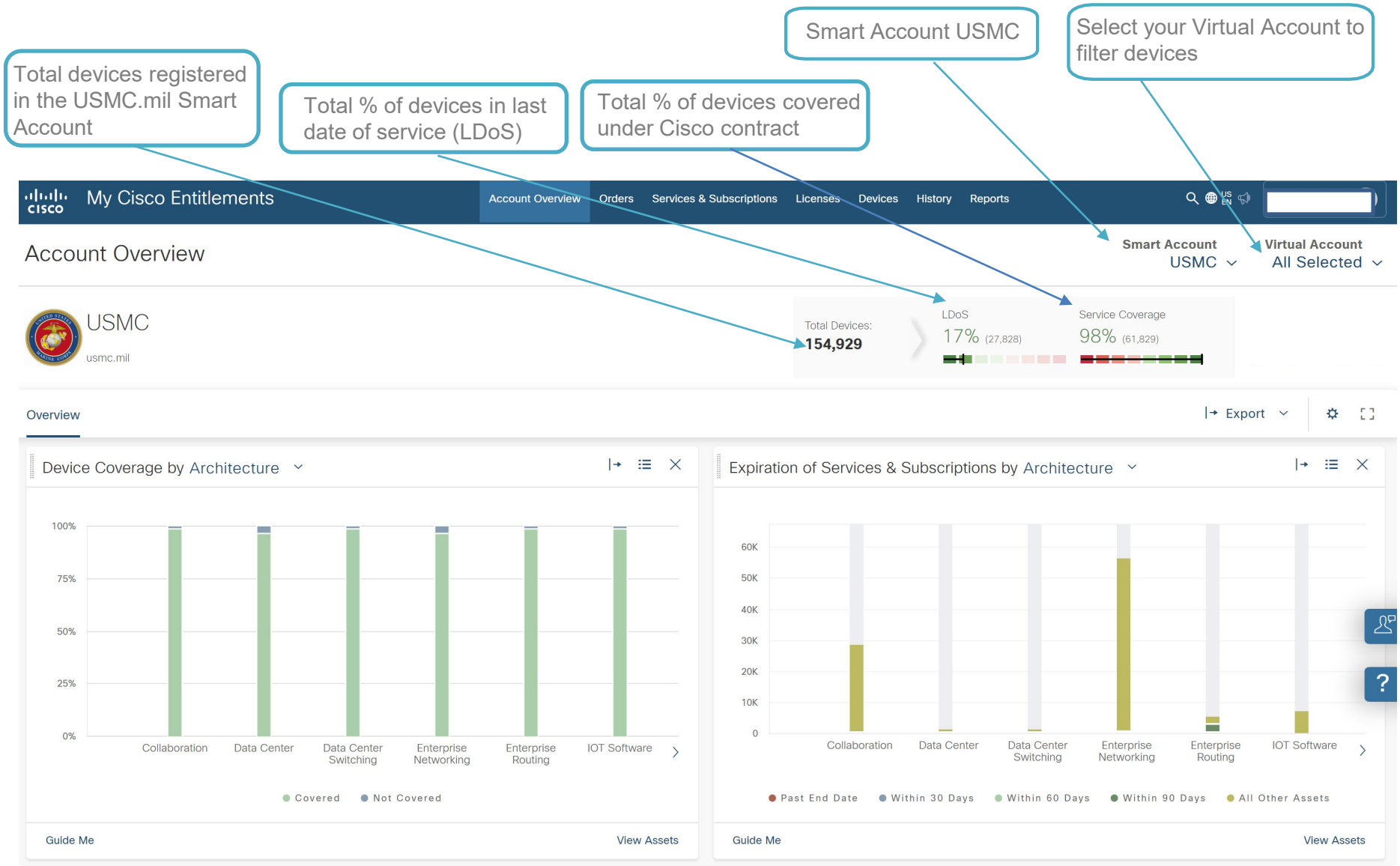
If you don't find your virtual account, send a request to USMC-GEMSS@fcnit.com

for additional help.

MCE Overview

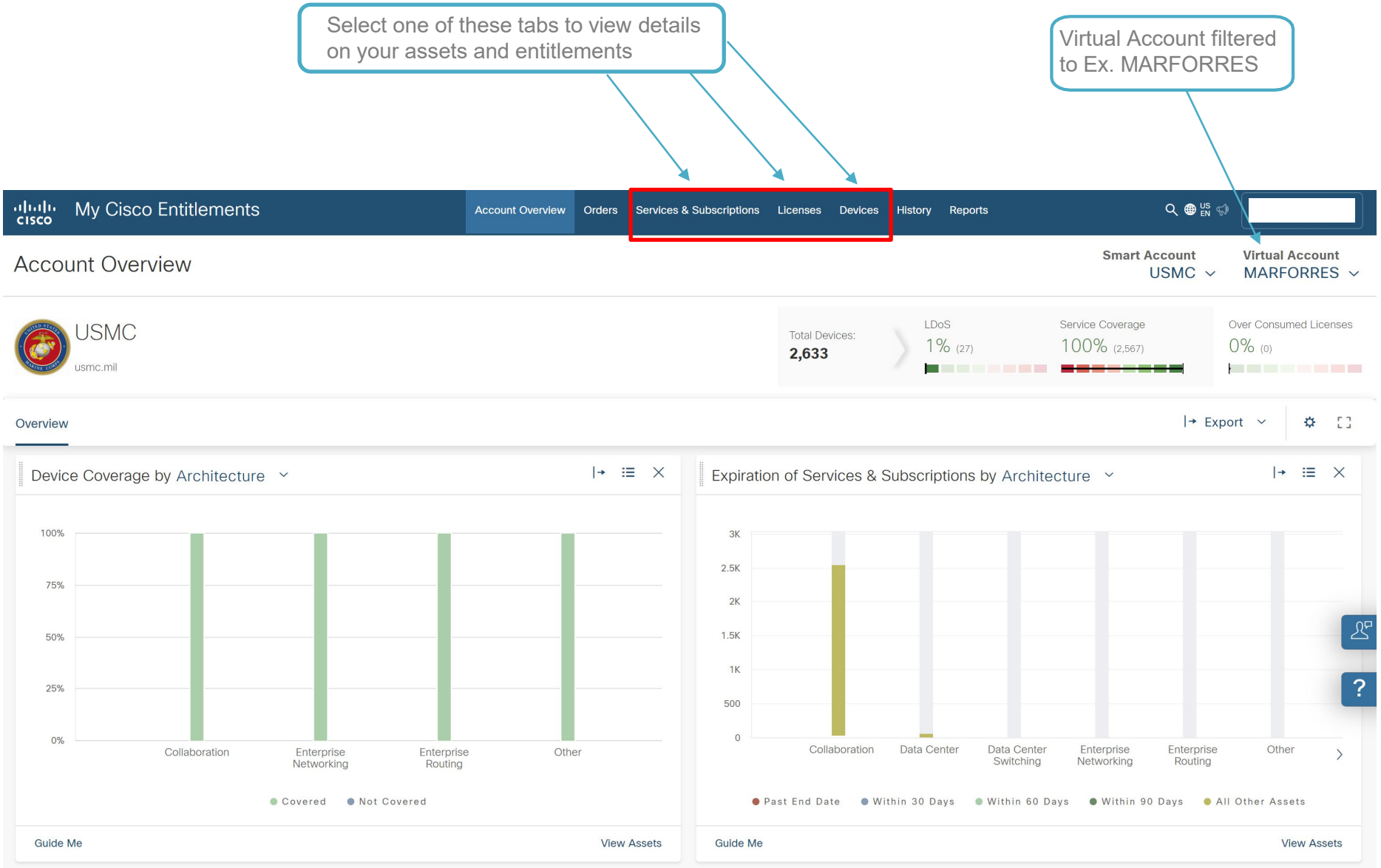
MCE Dashboard

Account Overview



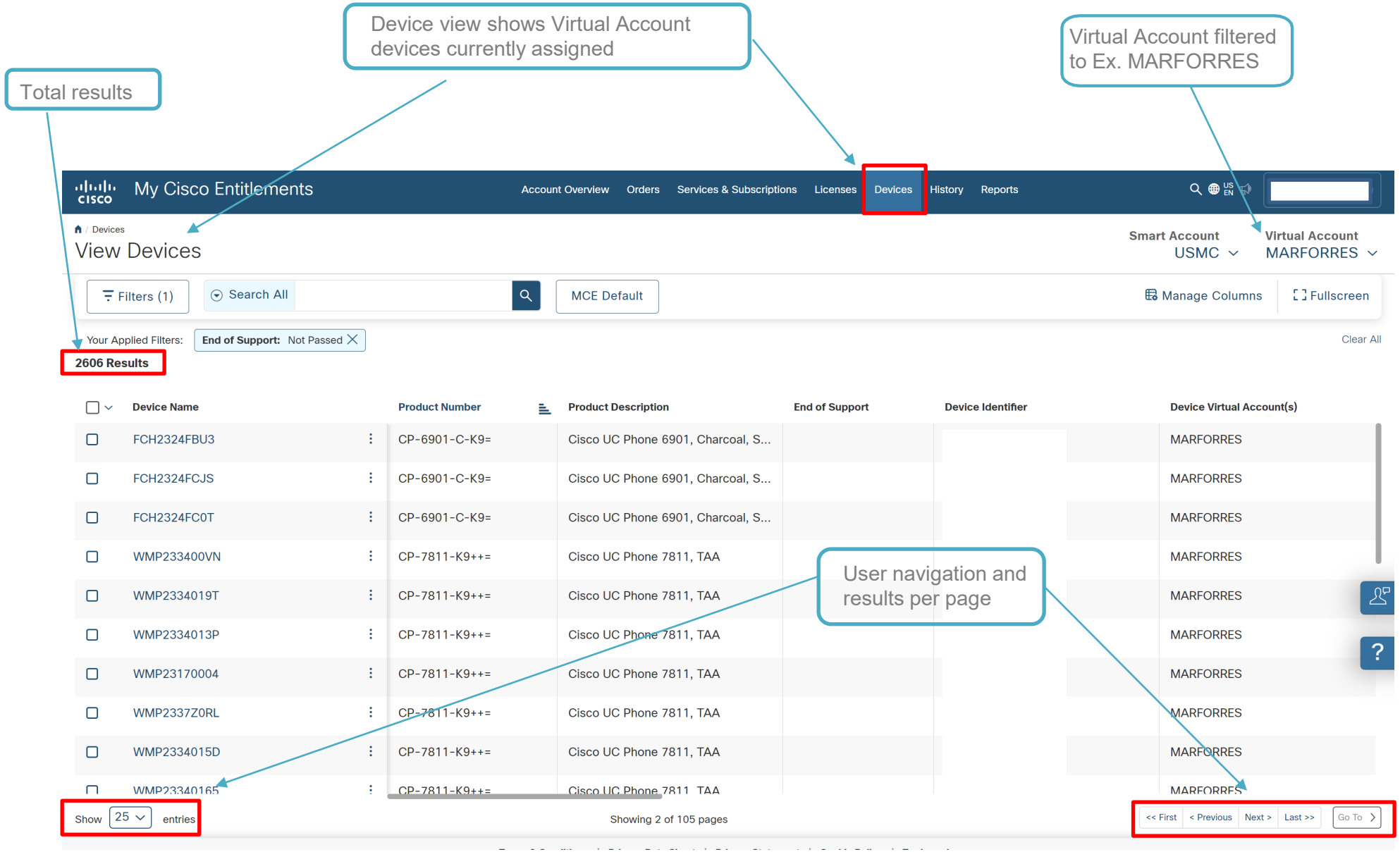
MCE Dashboard

User Functions



MCE Dashboard

Device View



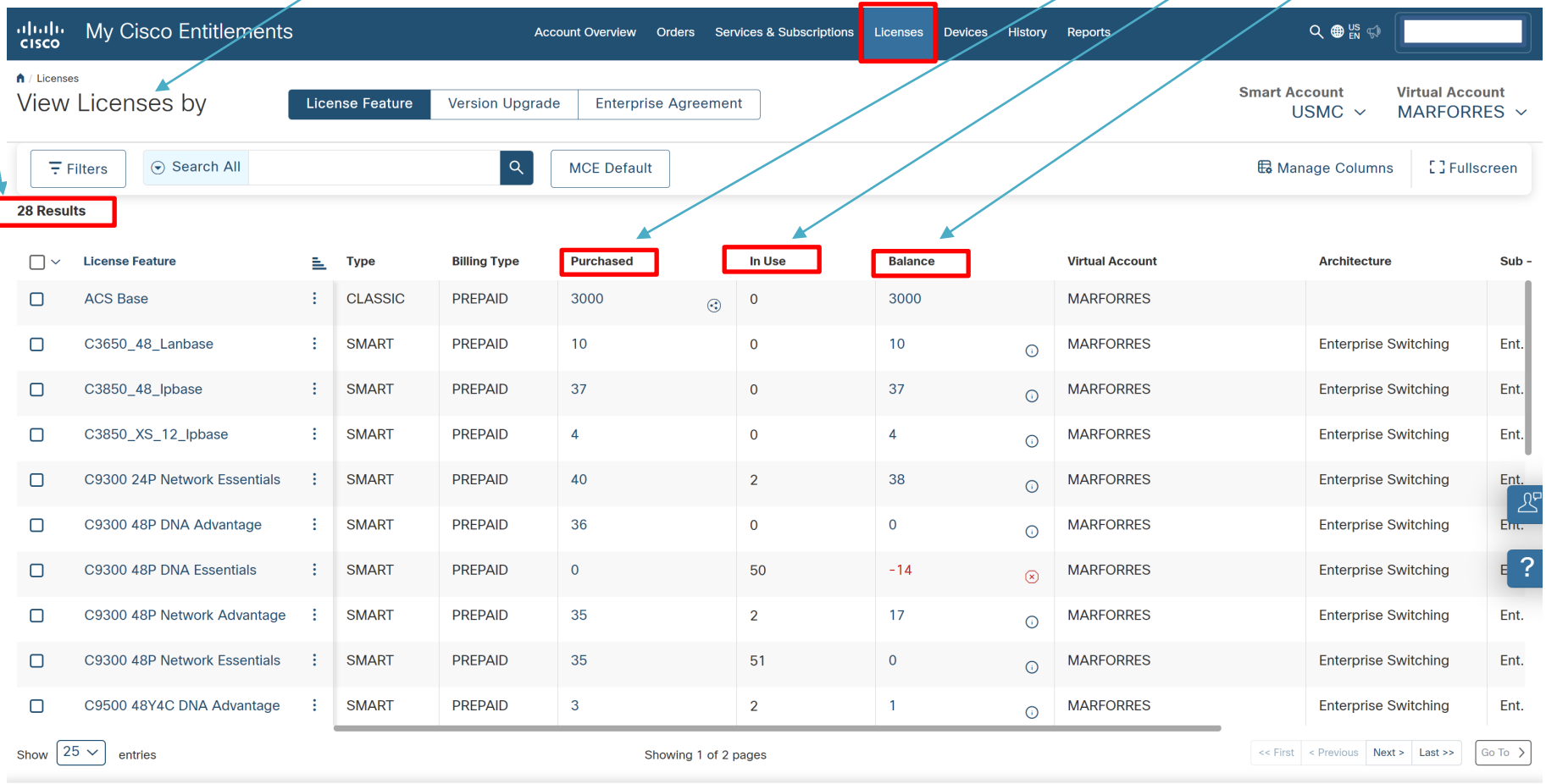
MCE Dashboard

License View

License view shows license features available in the Virtual Account

Total license type results

License Status
Purchased/In Use/Balance

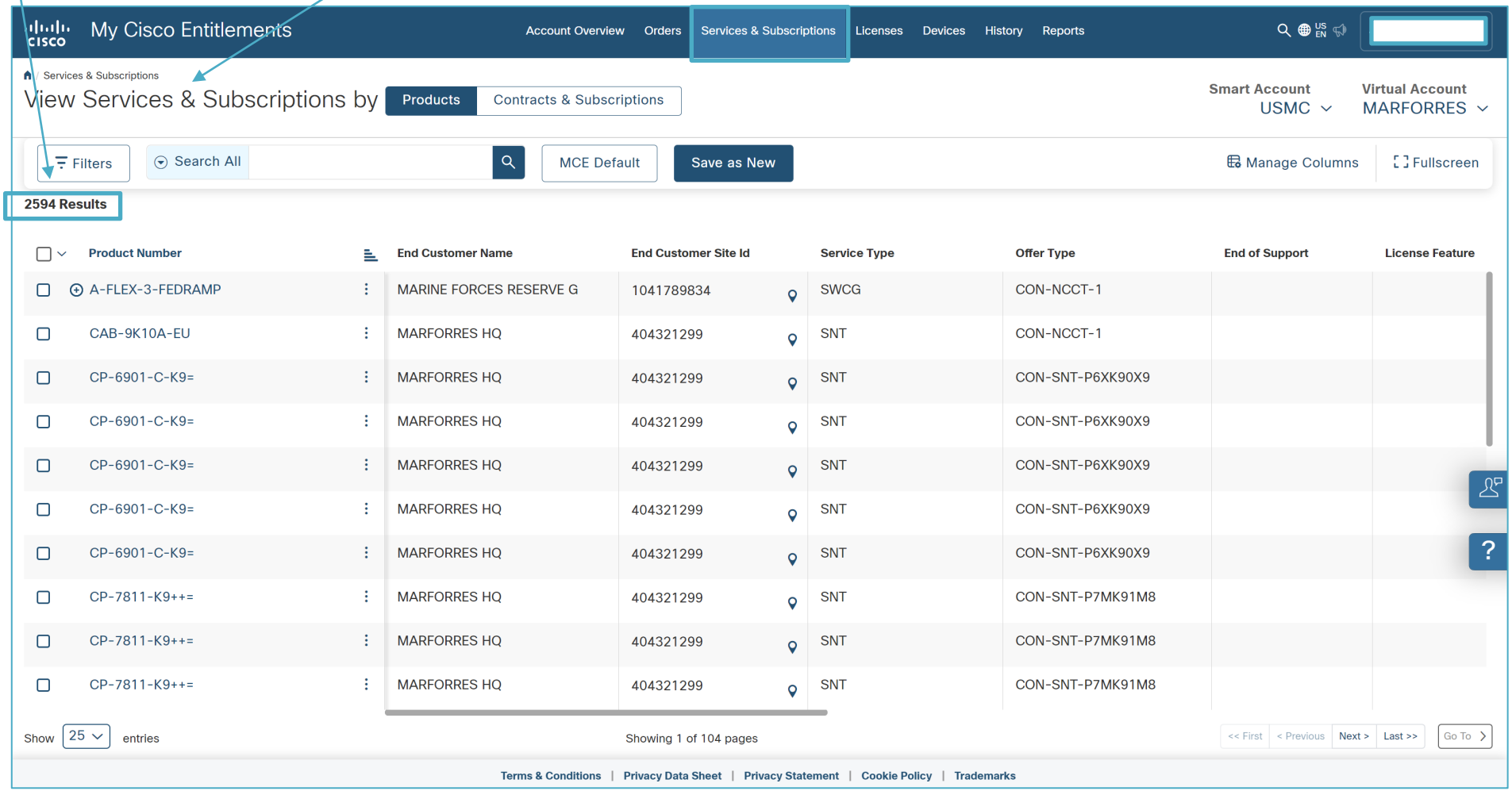


MCE Dashboard

Services & Subscriptions View

This view shows device Service & Subscriptions statuses

Total results



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Managing Assets (MCE)

Move, Add, Change, and Remove

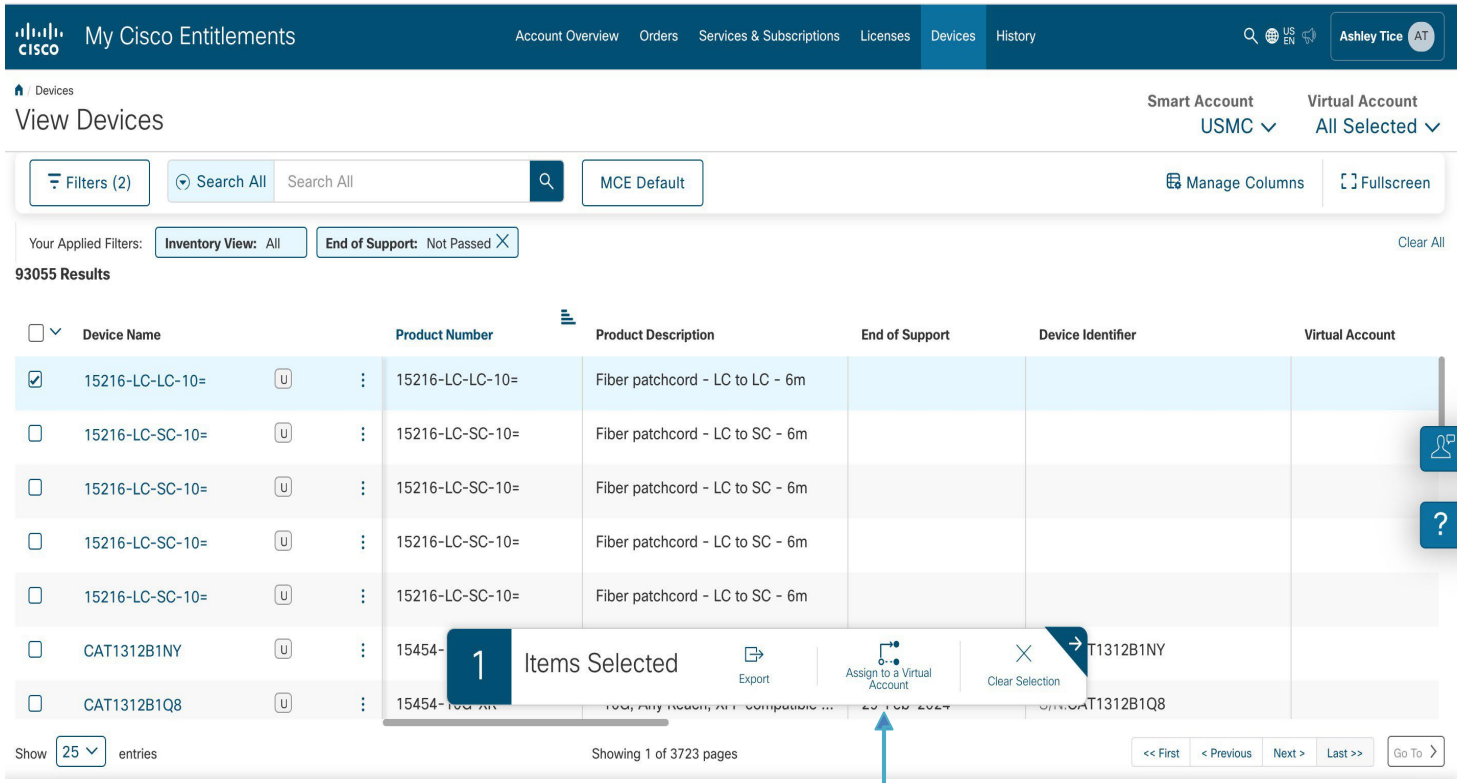
Managing Assets

Move

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.

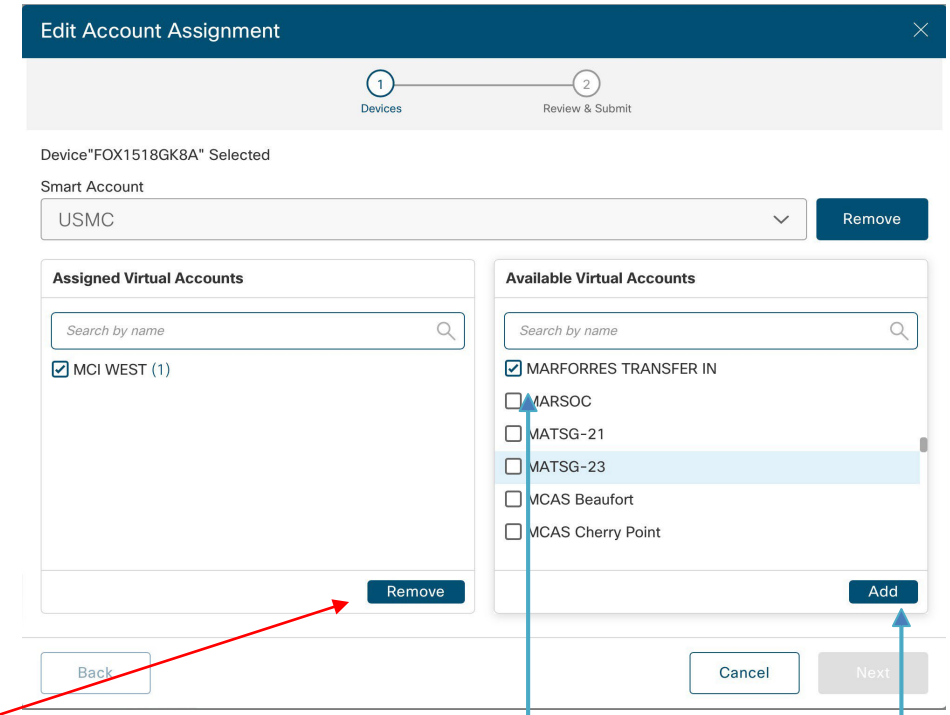


4. A pop-up window will appear and Select “Assign to a Virtual Account” option.

Managing Assets

Move

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



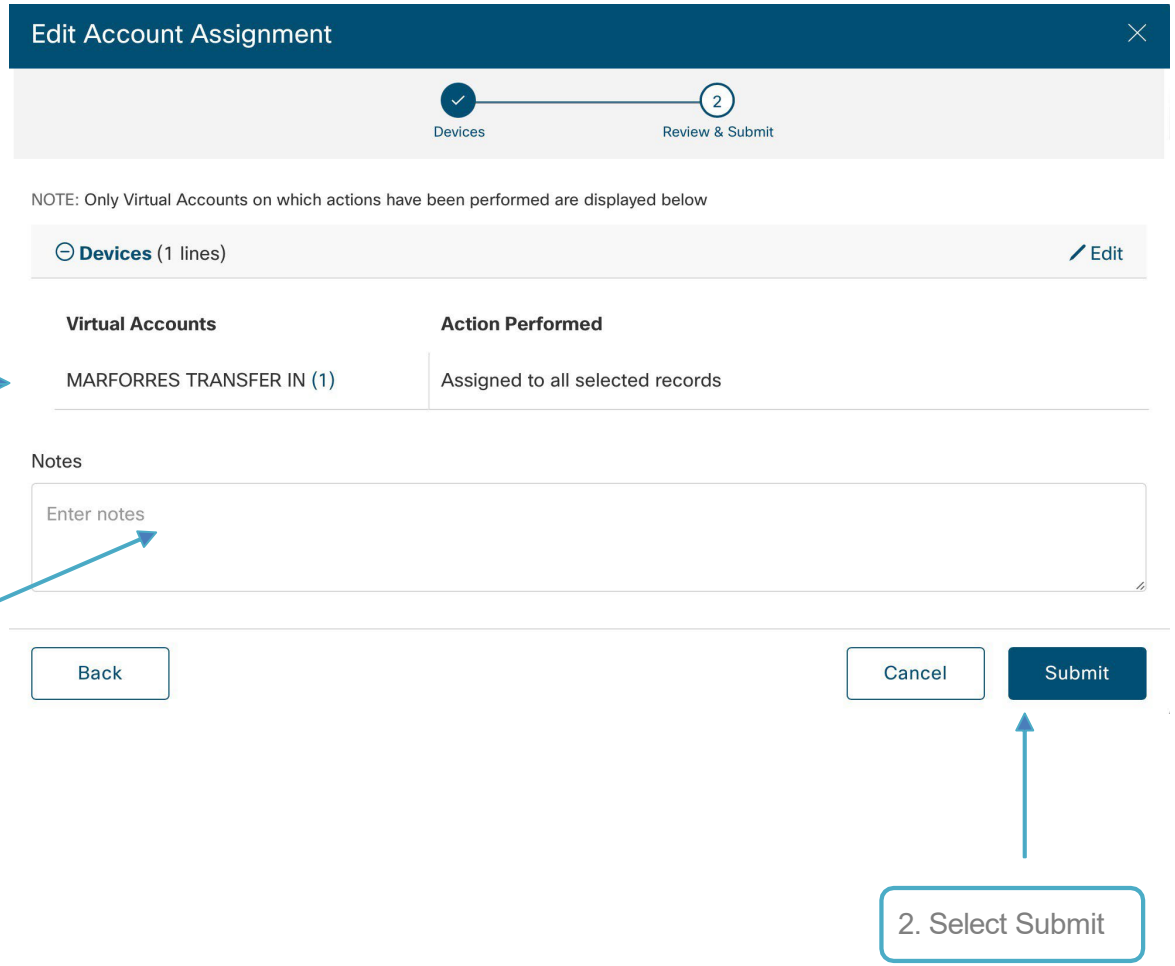
1. Users must first remove the assigned virtual account before moving the device to a new virtual account. Failure to due so will result in the device being assigned to both virtual accounts.

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”.

Managing Assets

Move



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

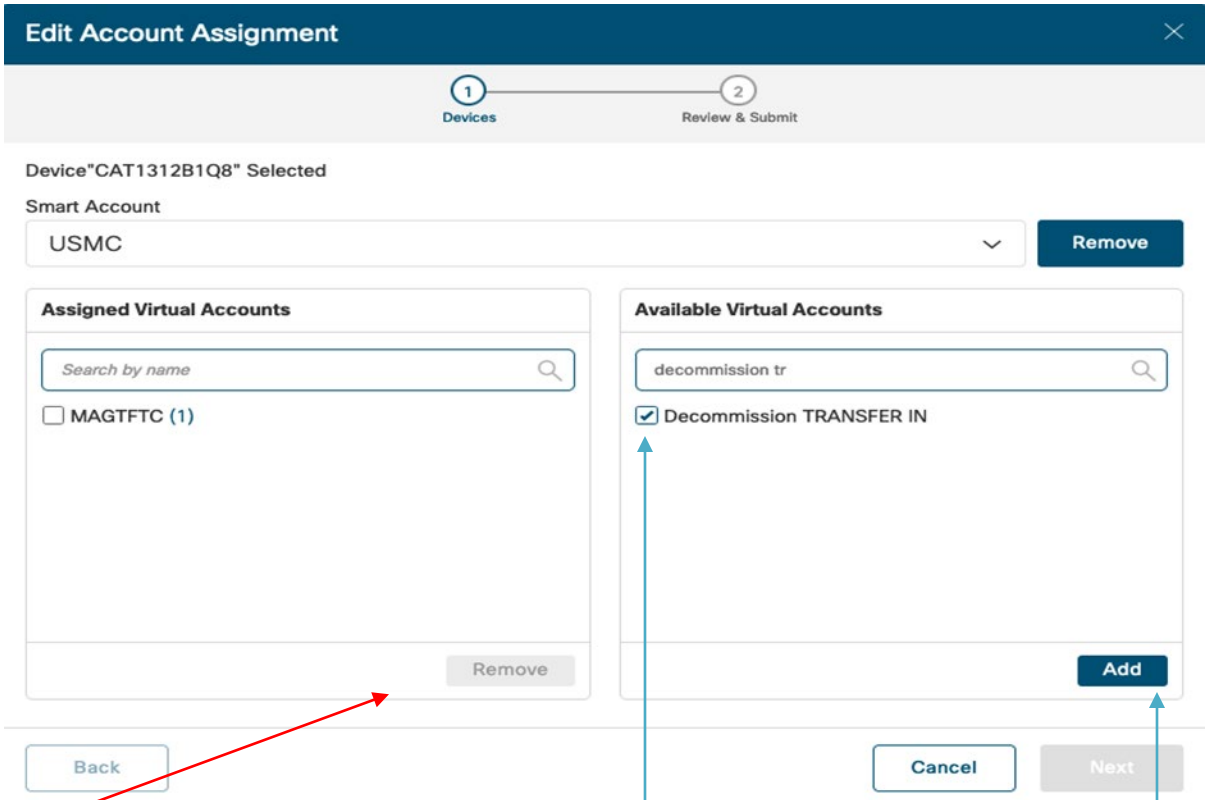
1. Enter Notes in the "Notes" Field for the justification for the transfer

2. Select Submit

Managing Assets

Remove

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 due so will result in the device being assigned to both virtual accounts.

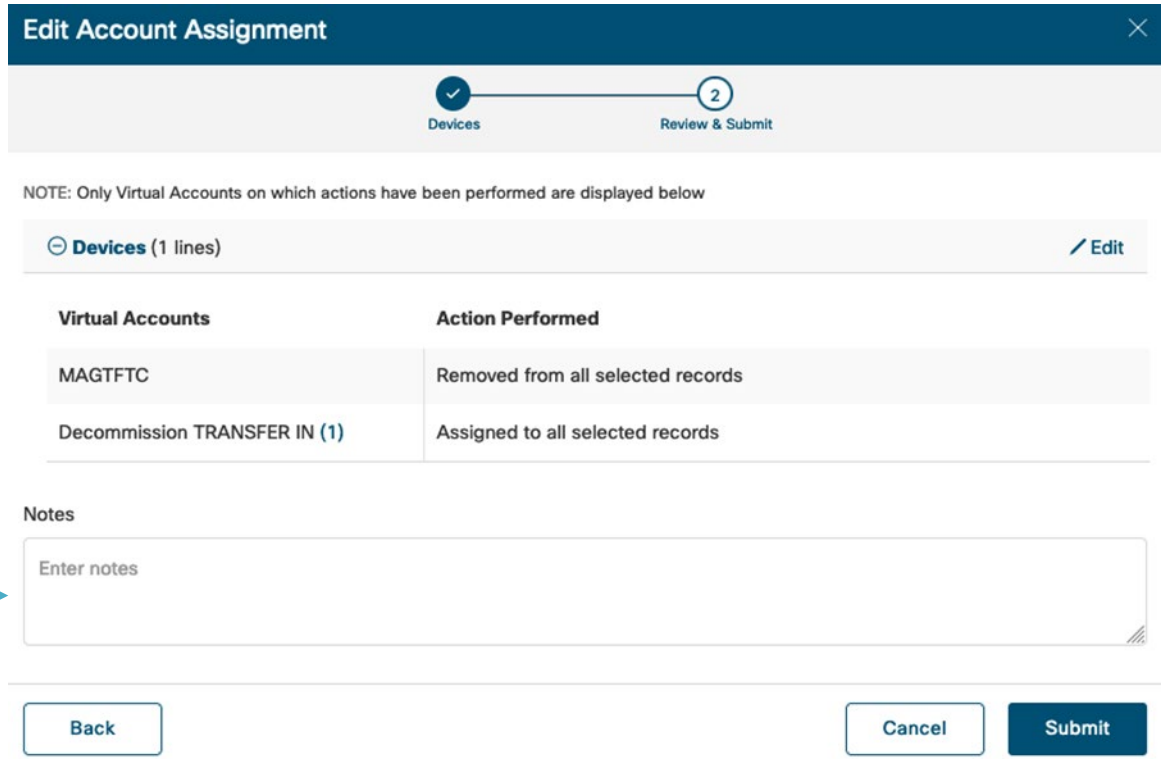
2. Check the "Decommission TRANSFER IN".

3.Select "Add"

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

Managing Assets

Remove



1. Enter justification for removing device

2. Select “Submit”

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

Managing Assets

Move, Add, Change, Remove

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/getting-started/

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

Generating Reports

Software Central & MCE

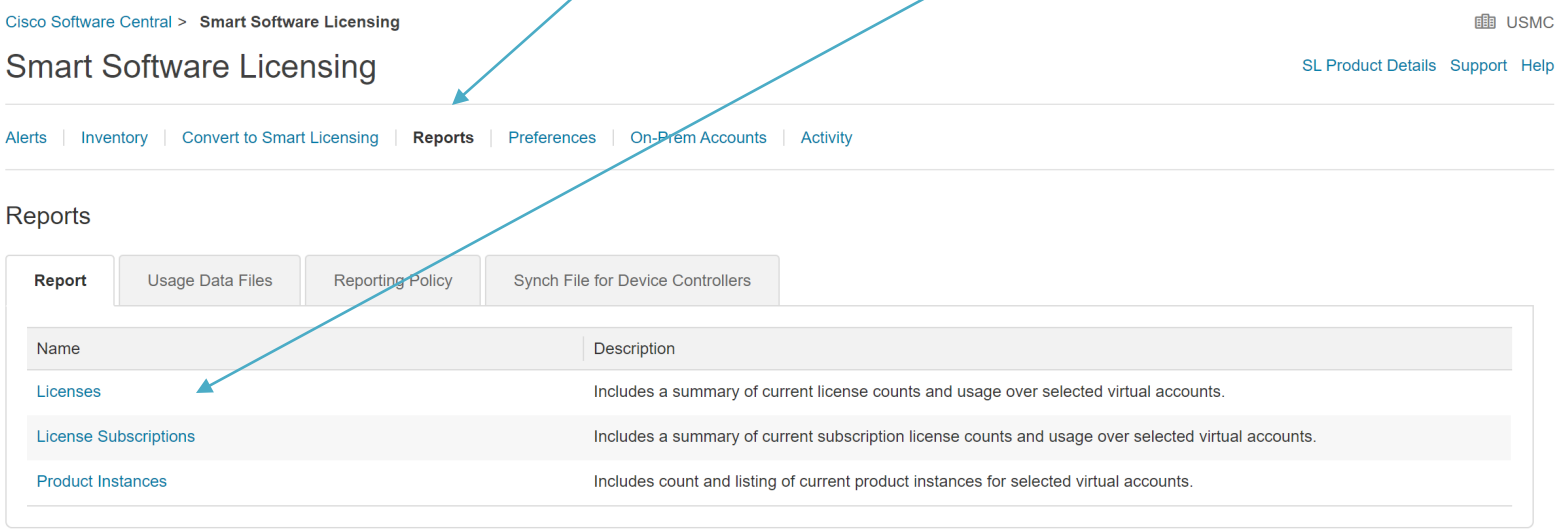
Generating Reports

Software Central

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

2. Select Reports

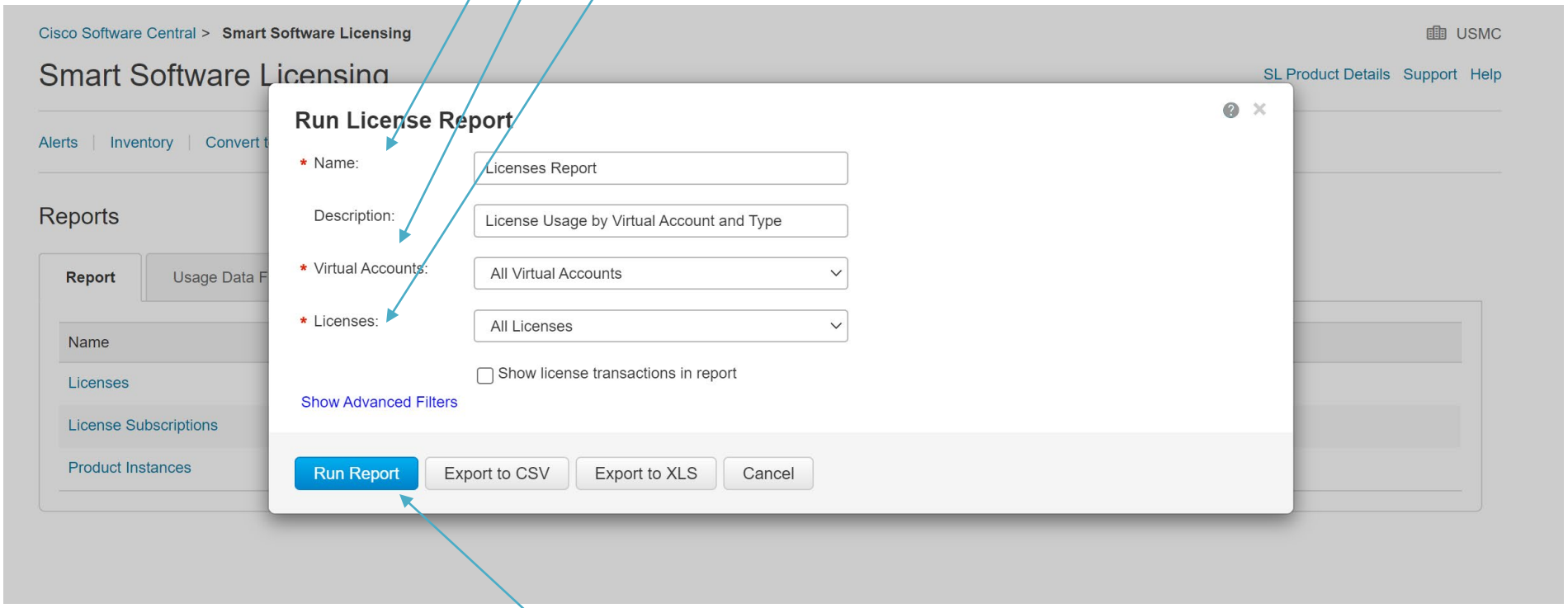
3. Select your report type



Generating Reports

Software Central

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



2. Select Run Report or Export to CSV or XLS

Generating Reports

Software Central

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

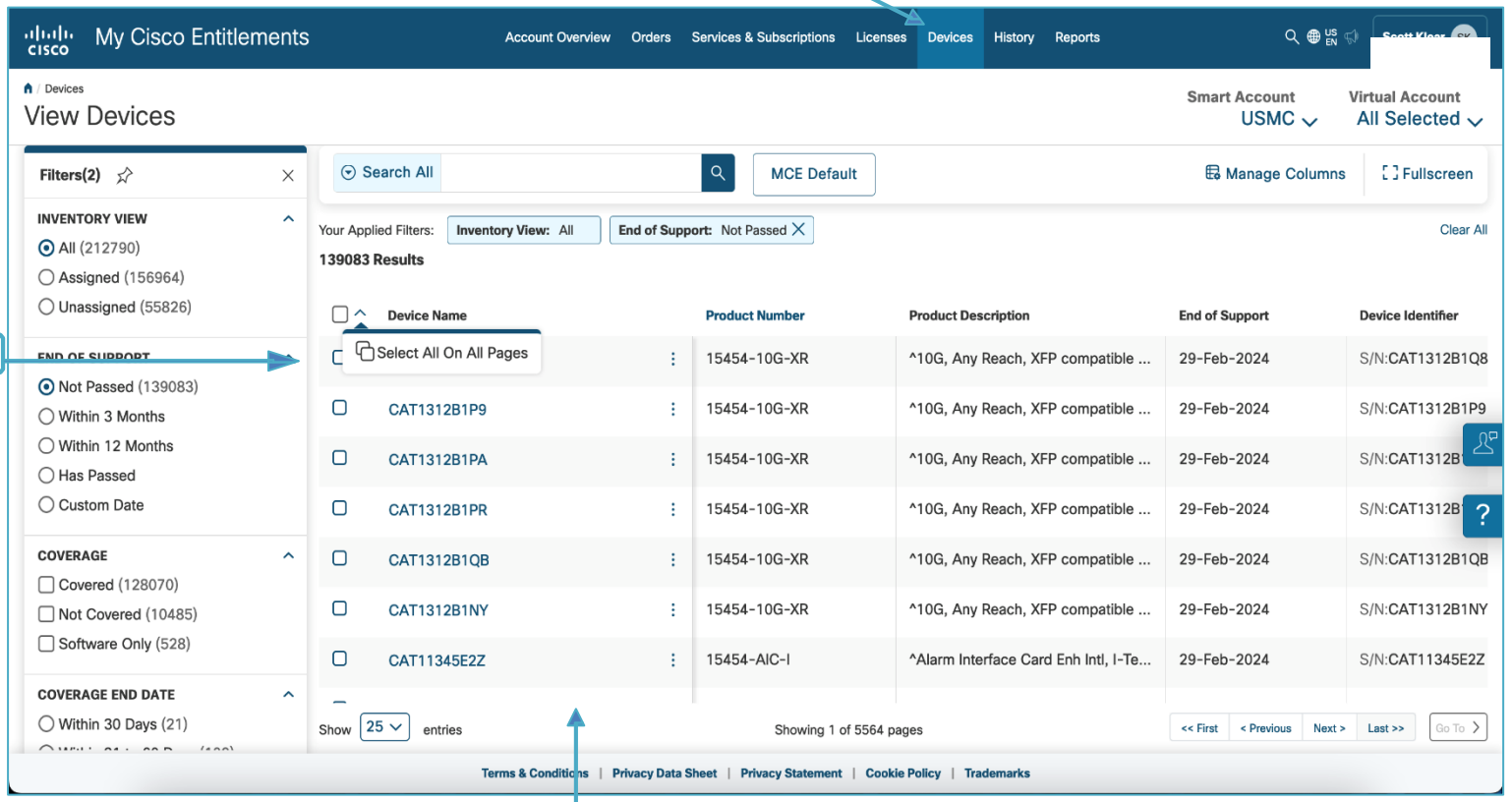
Generating Reports

MCE

1. Select the devices tab.

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

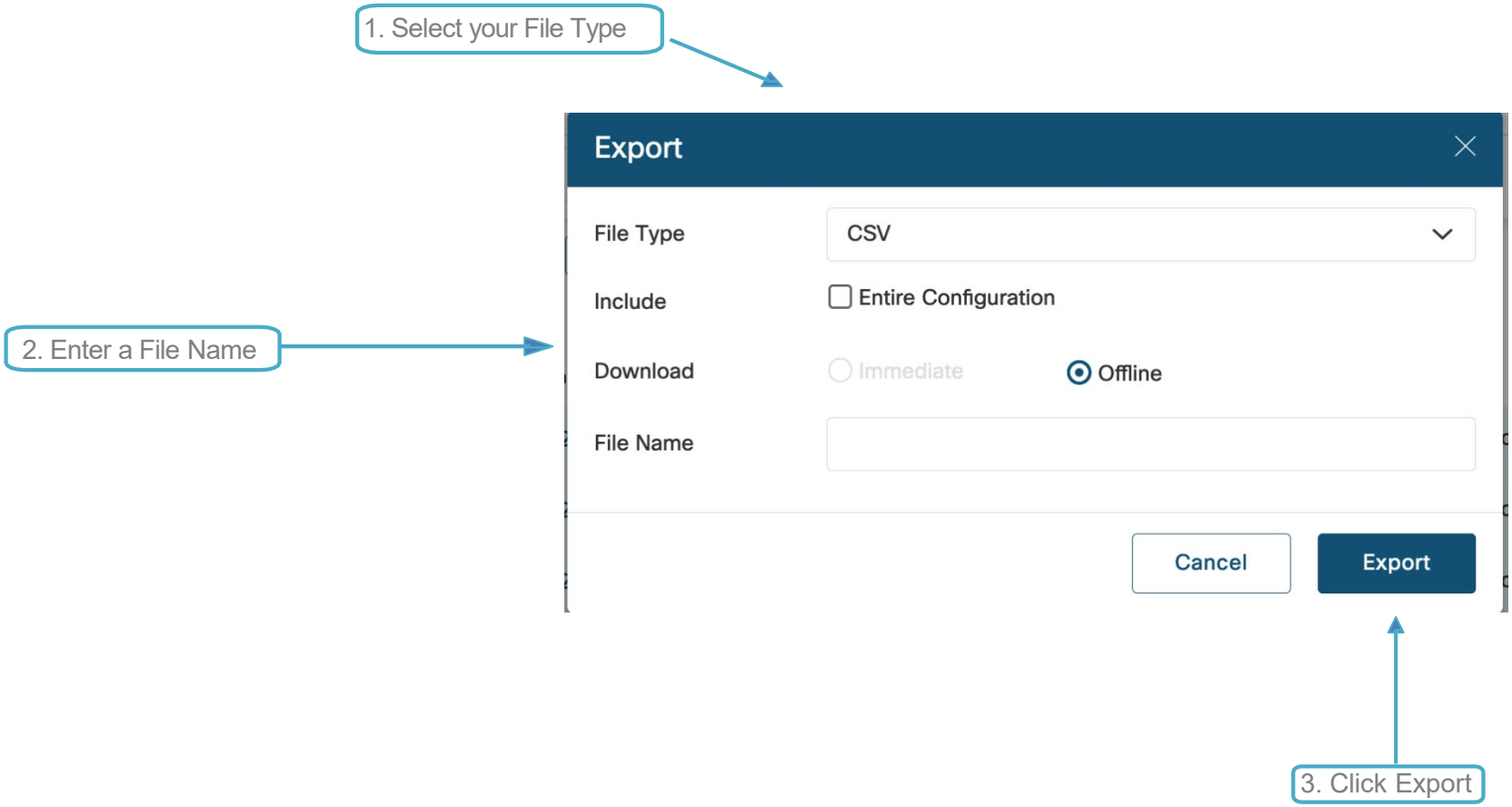
3. Select All Devices on All Pages



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

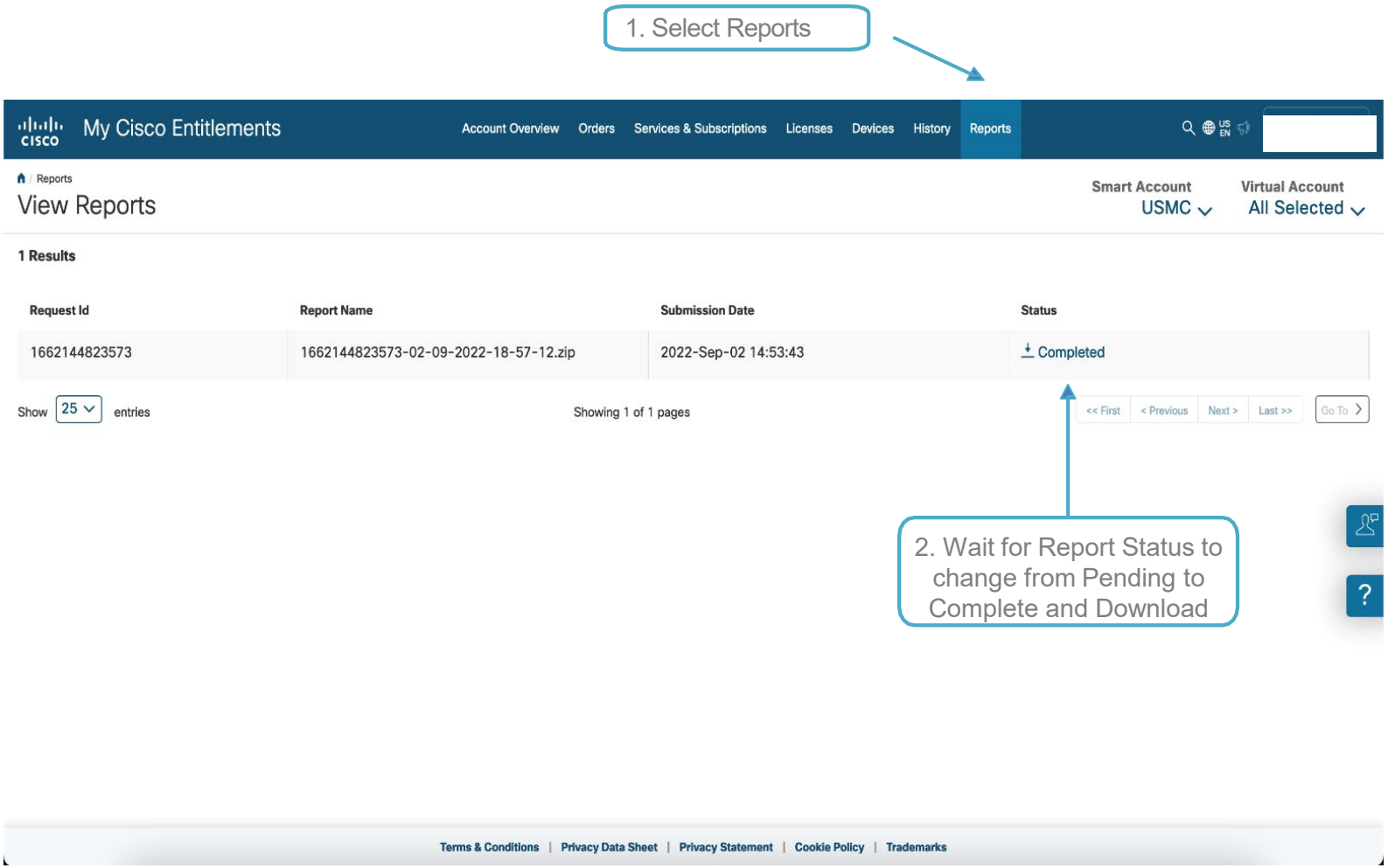
Generating Reports

MCE



Generating Reports

MCE



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

History View

MCE

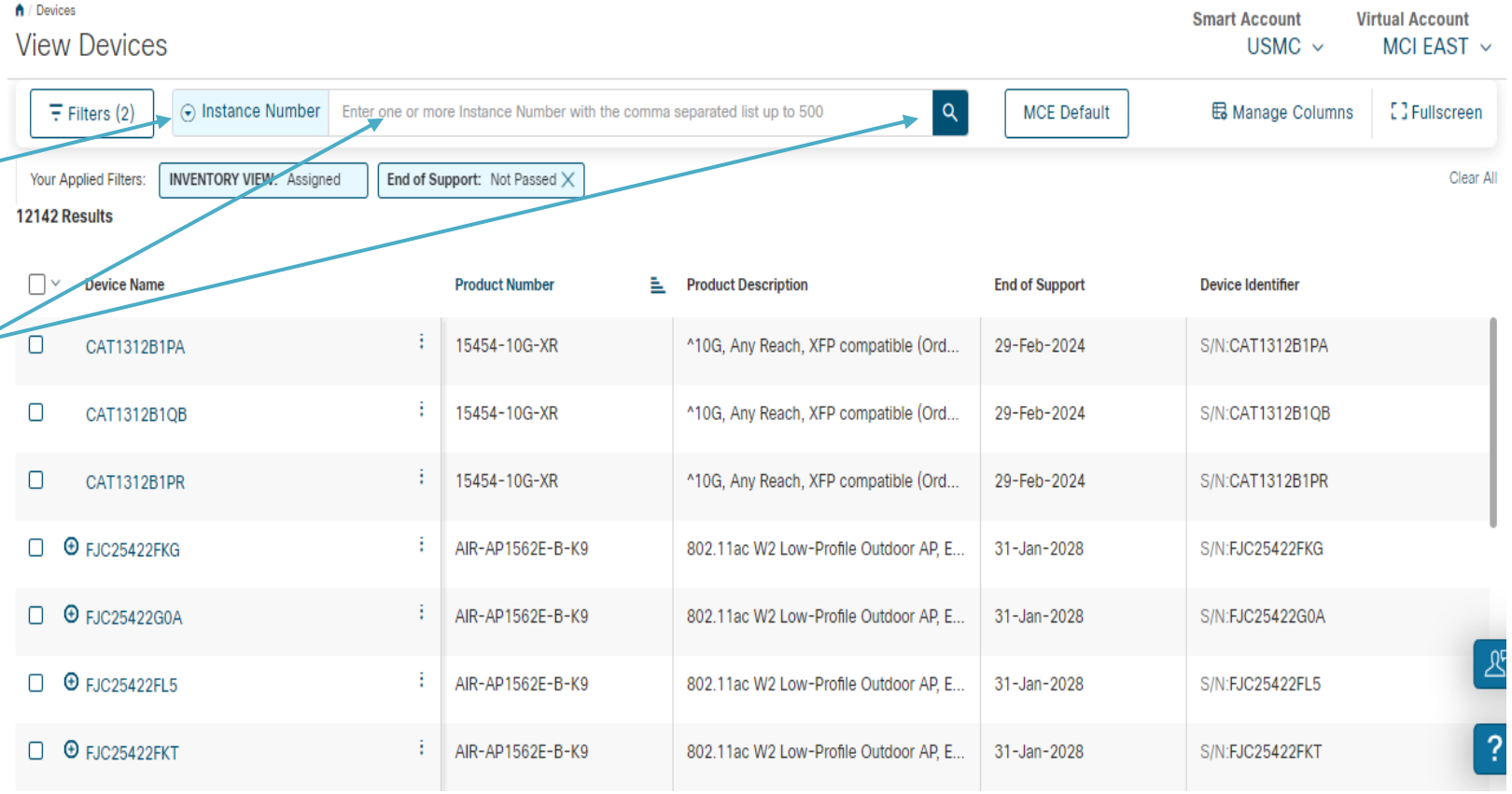
History View

MCE

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

Click the dropdown and then select Instance Number.

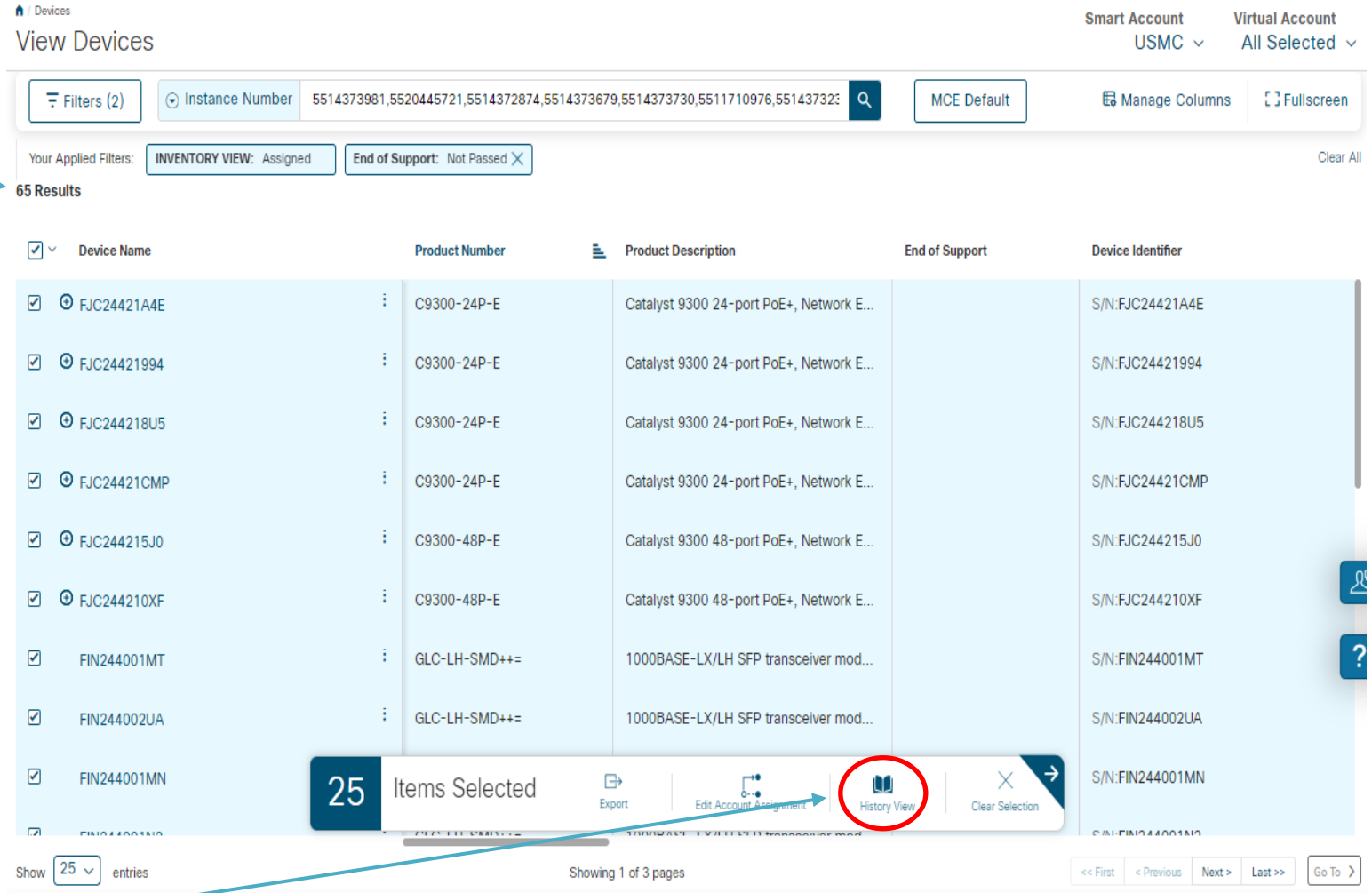
Paste comma separated serial numbers in the the field, and click the search icon.



History View

MCE

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

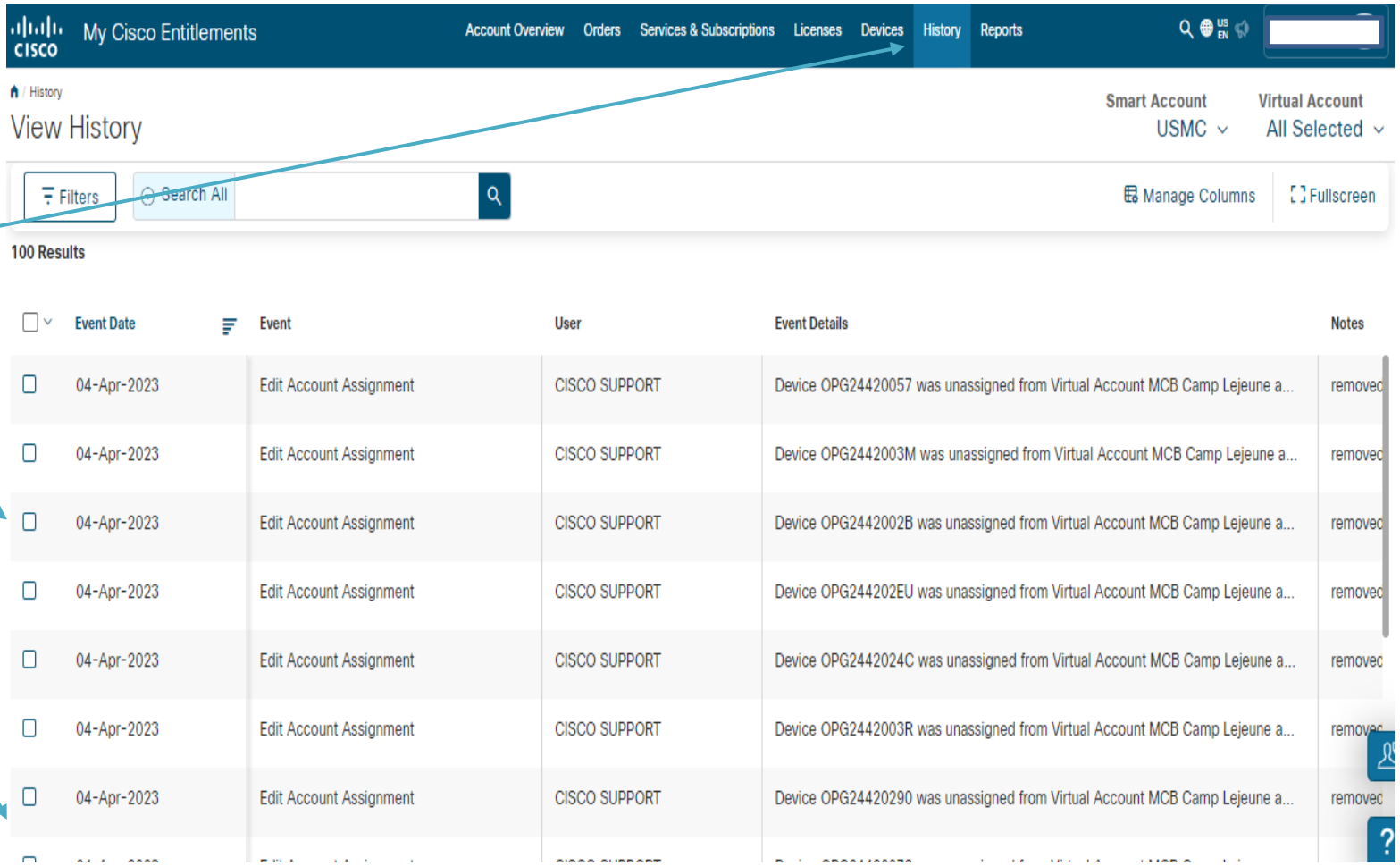


After selecting the devices the History View option will be visible.

History View

MCE

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



History Export

MCE

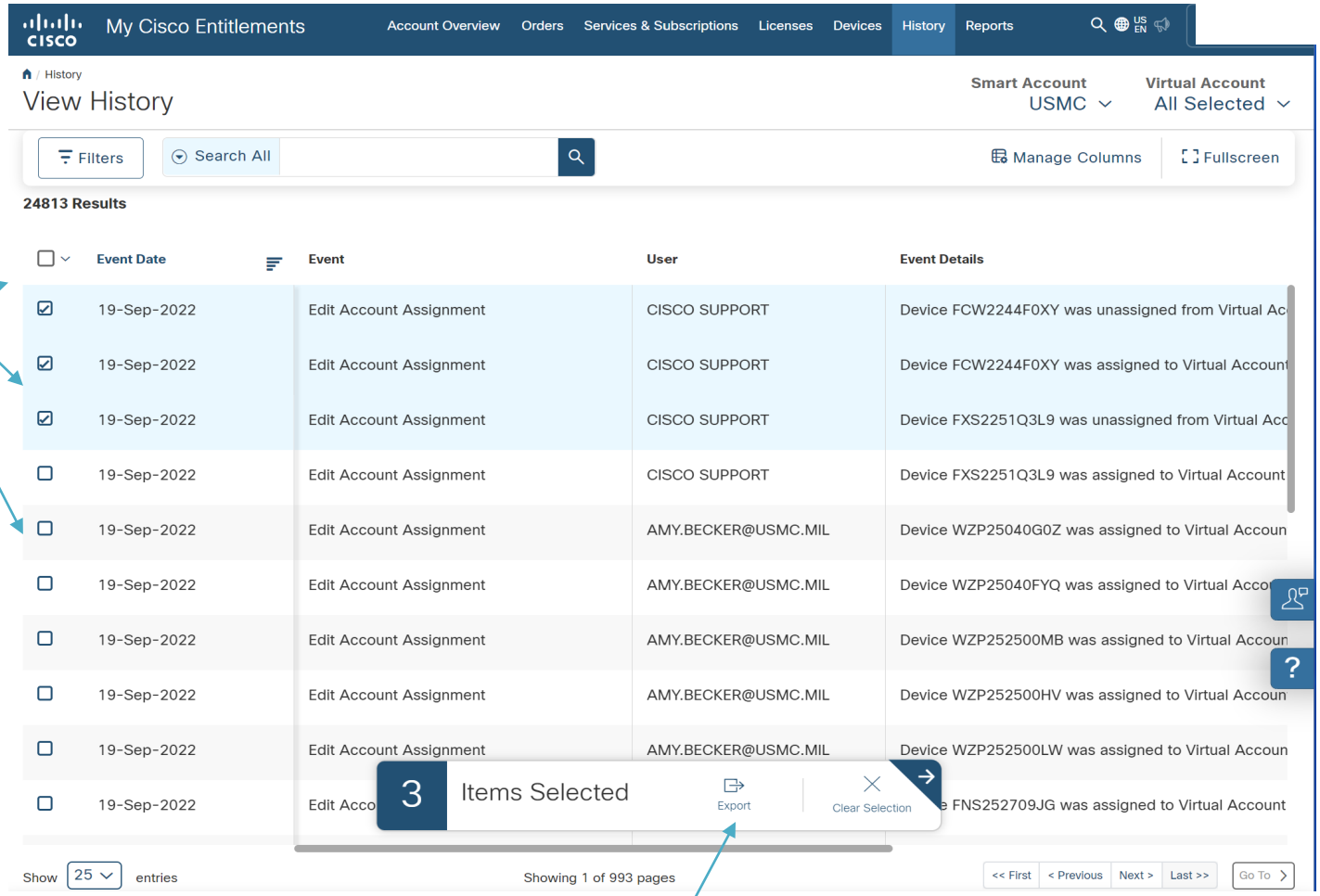
History Export

MCE

1. Select the History tab.

2. Use the filter function to find the events.

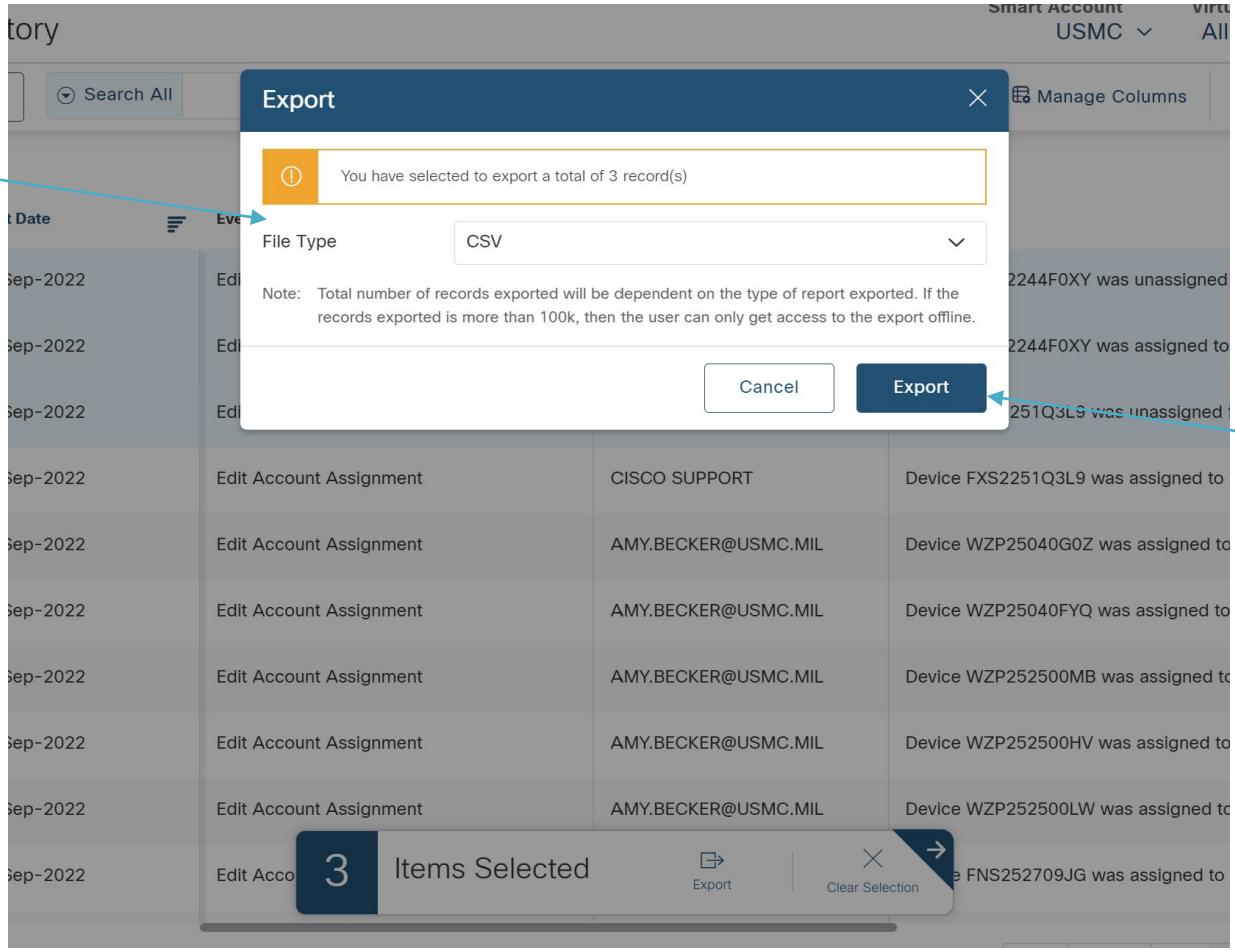
3. Select the Events



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

History Export

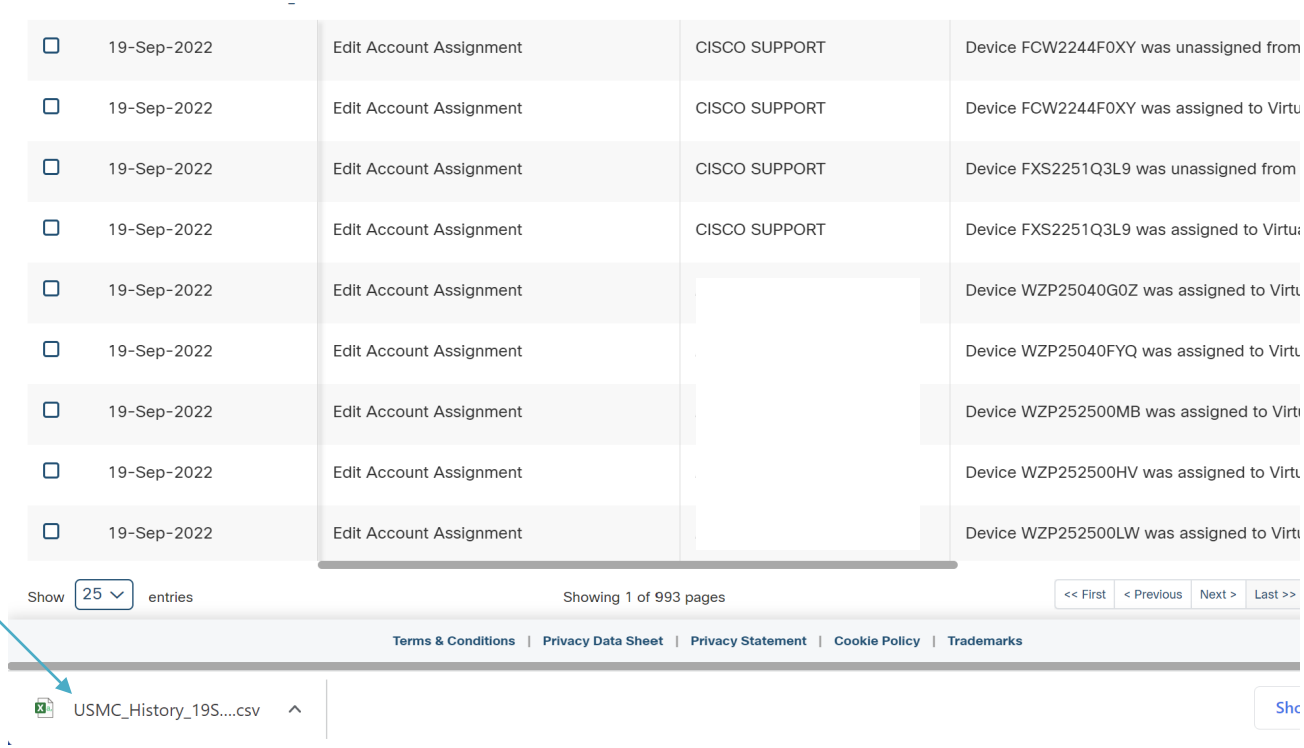
MCE



History Export

MCE

The file will automatically download



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Smart Software Licensing

Alerts

Smart Software Licensing

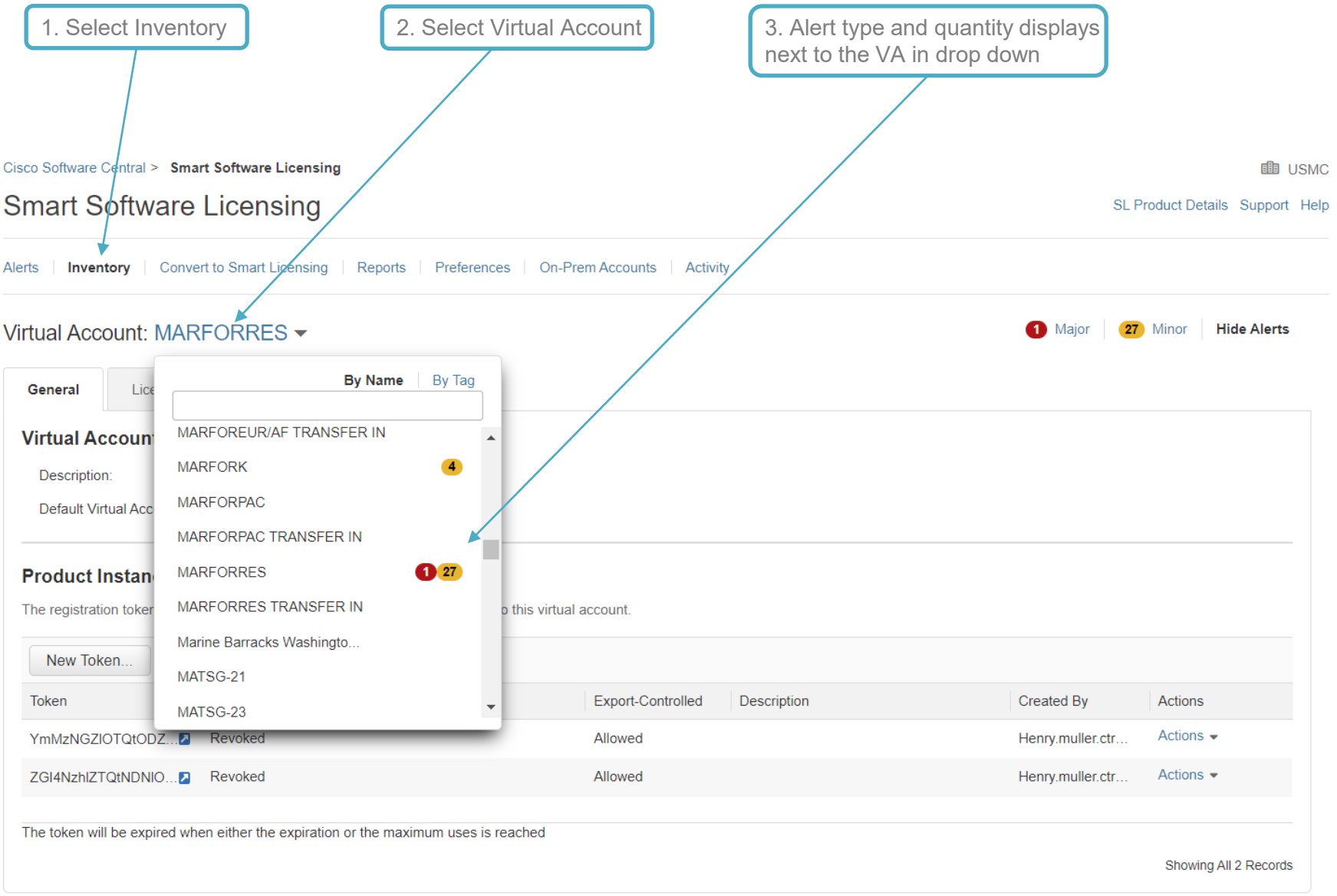
Alert Guidance

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

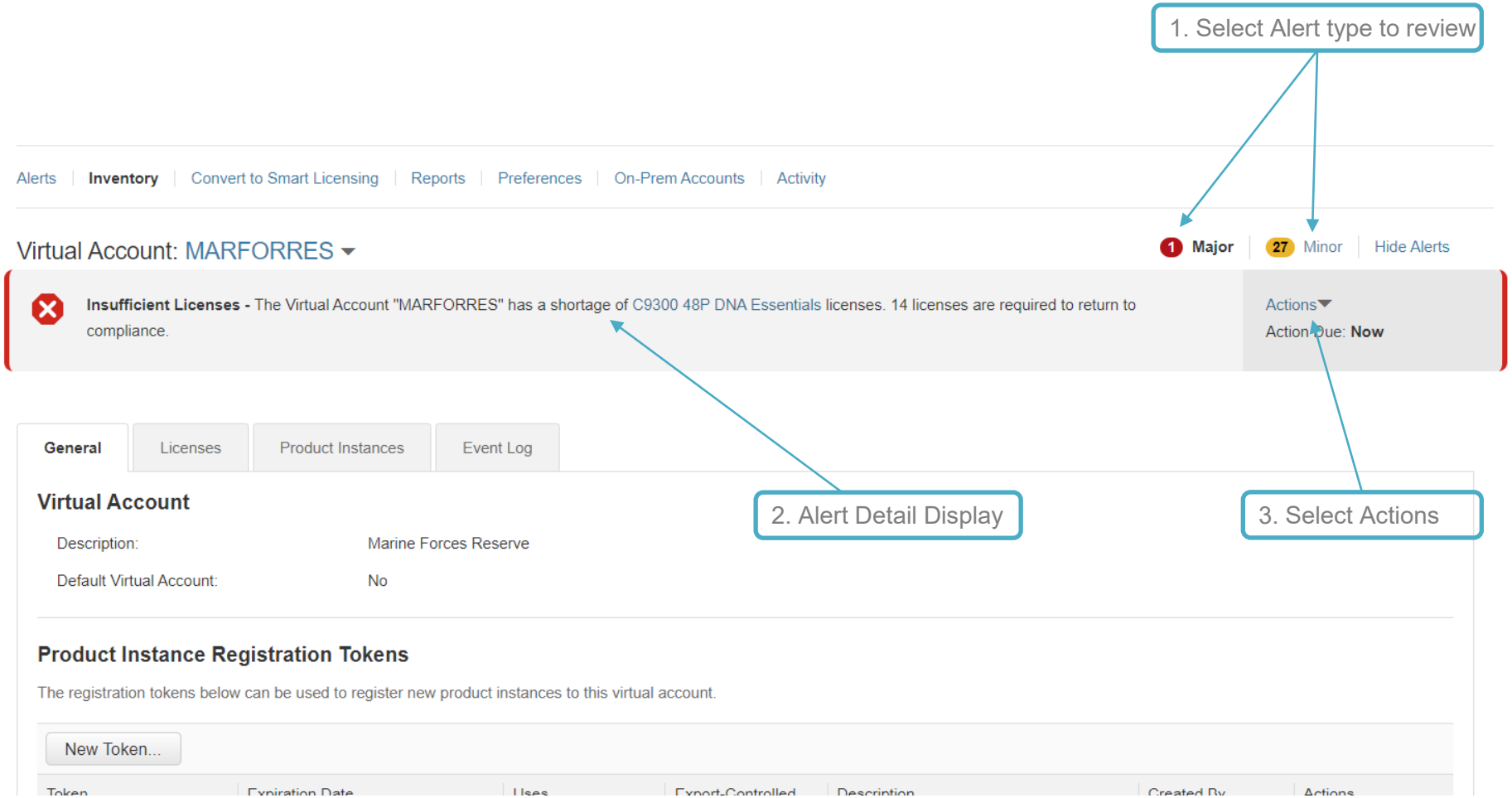
Smart Software Licensing

Alerts Review



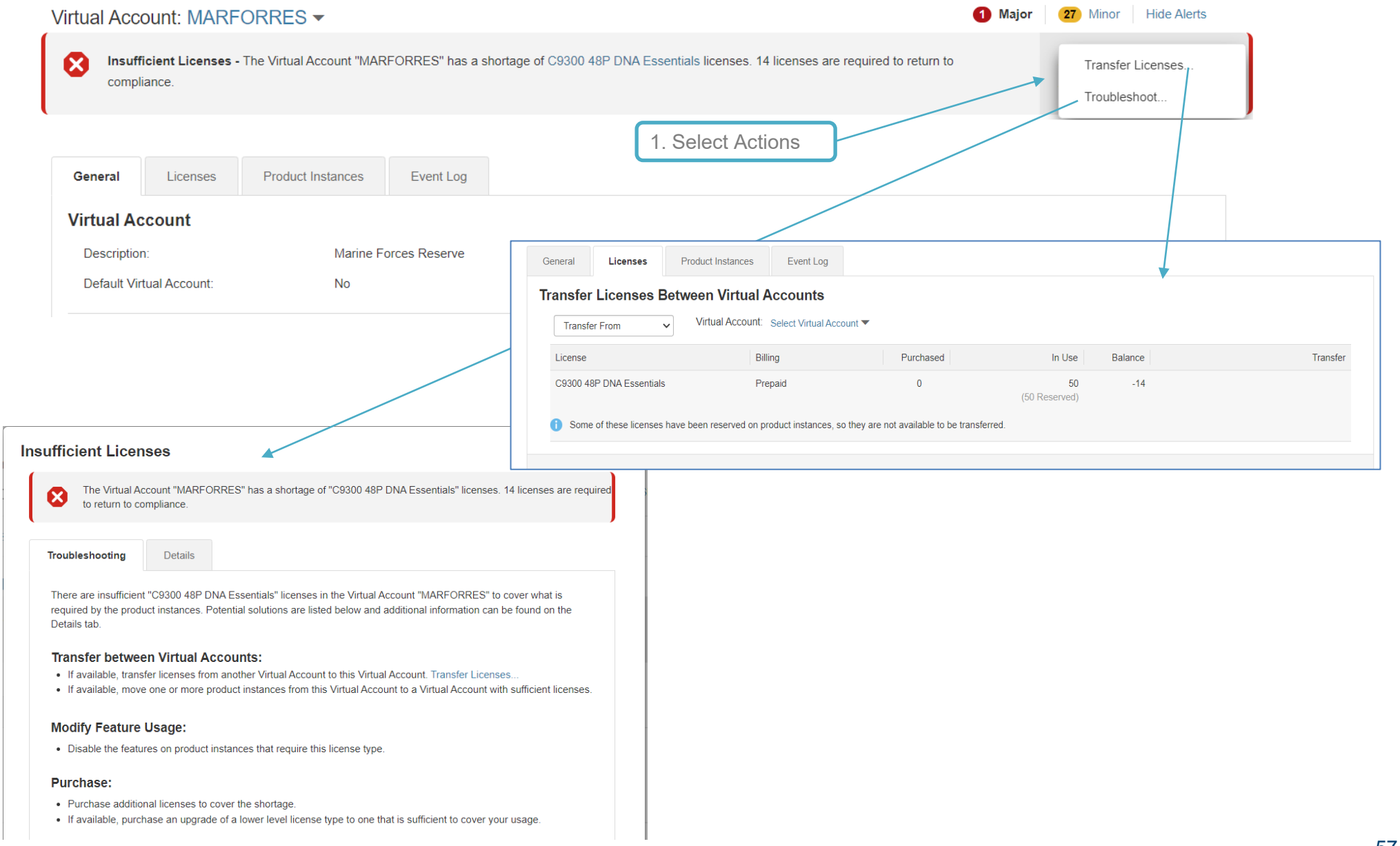
Smart Software Licensing

Alerts Review



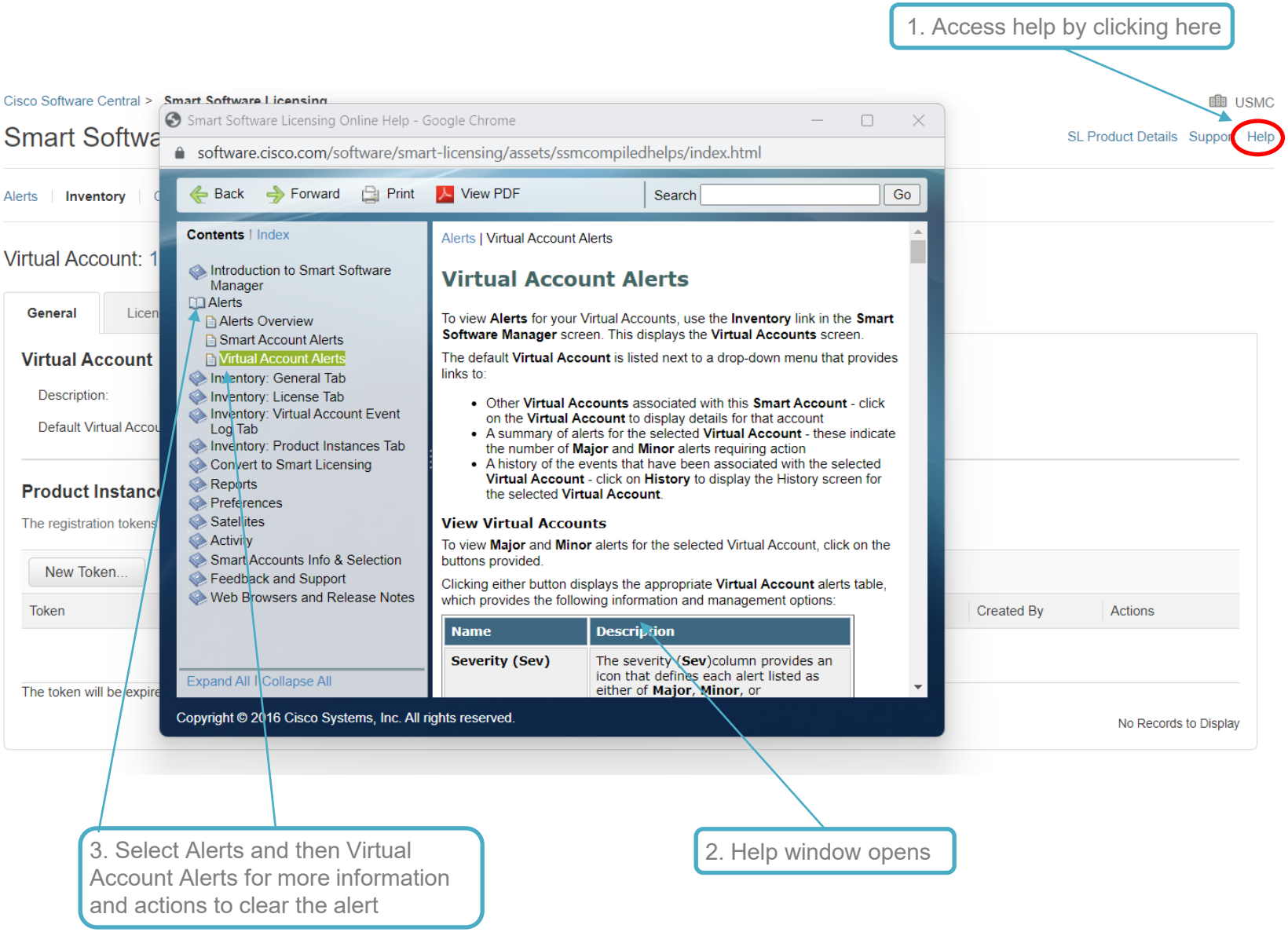
Smart Software Licensing

Alerts Action



Smart Software Licensing

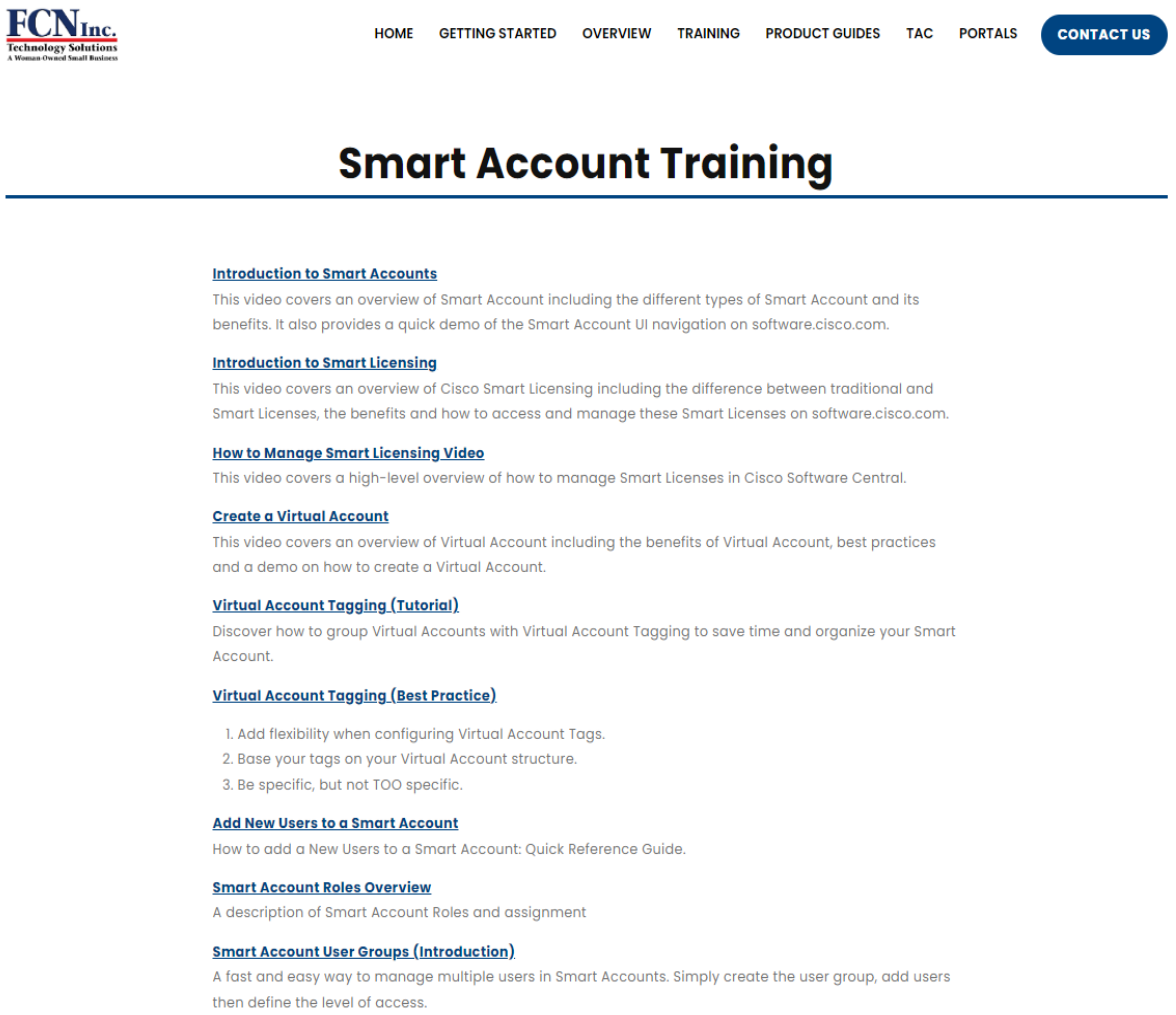
Alerts Help



PEO DIGITAL

Self-Paced Training

GEMSS Self-Paced Training



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

GEMSS Quick Reference

GEMSS Contract # 204250592

Quick Links

- GEMSS Website (Getting Started): https://usmc-gemss.com/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/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/program-support/

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Questions?

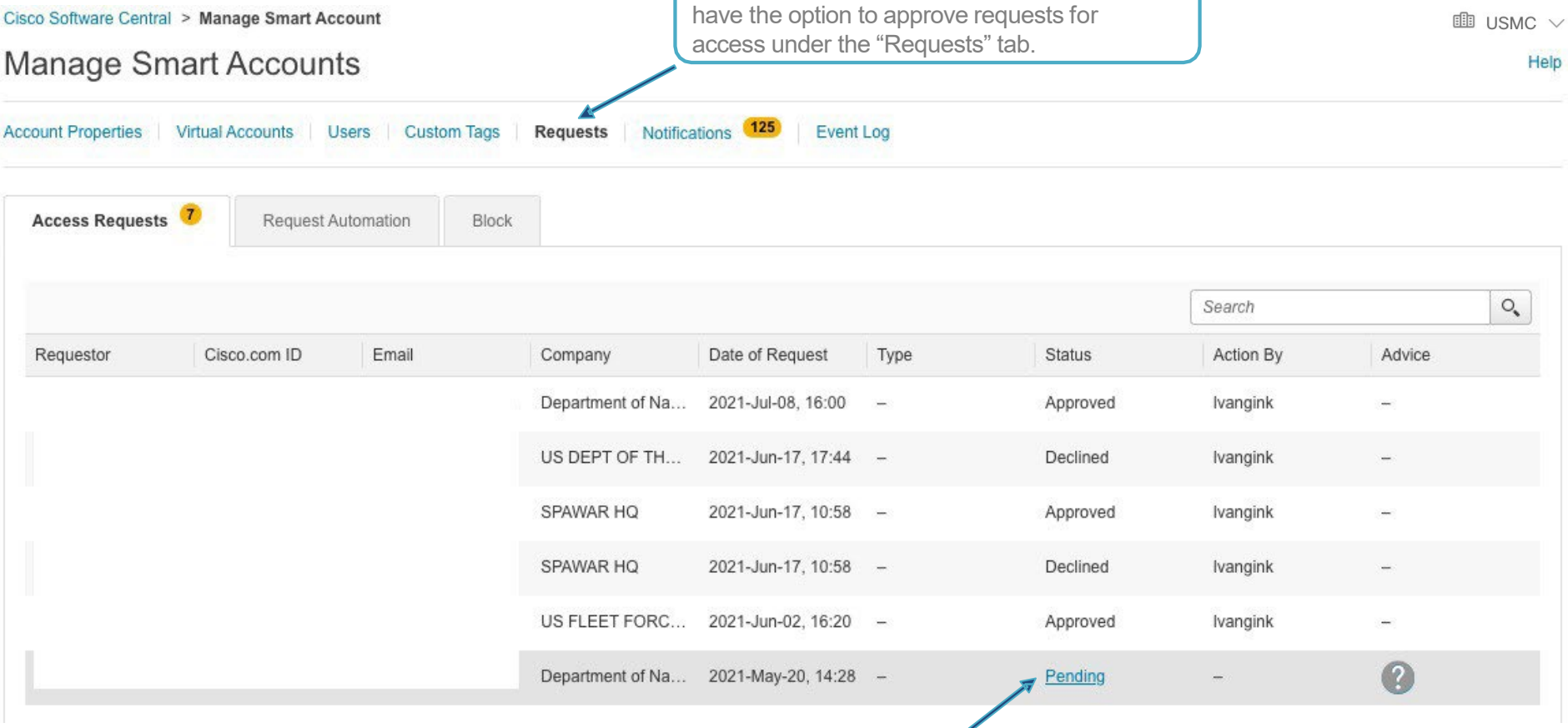
Administrator Level Training

Access Request Approval

Administrator Training

Access Request Approval

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



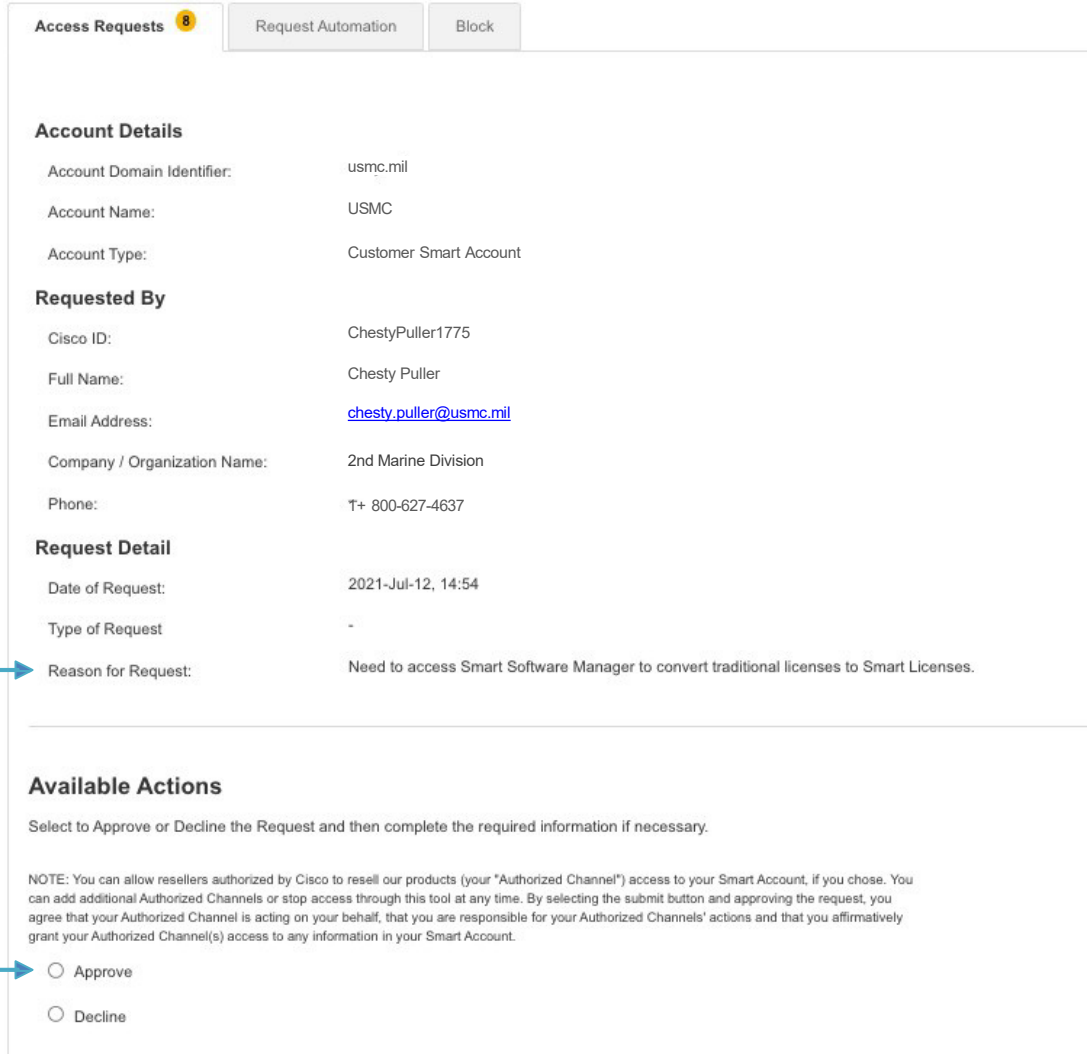
Under the “requests” tab you will see a list of individuals requesting access to the account and their status. If a status is “pending”, you can click the link to approve or deny a request.

Administrator Training

Access Request Approval

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

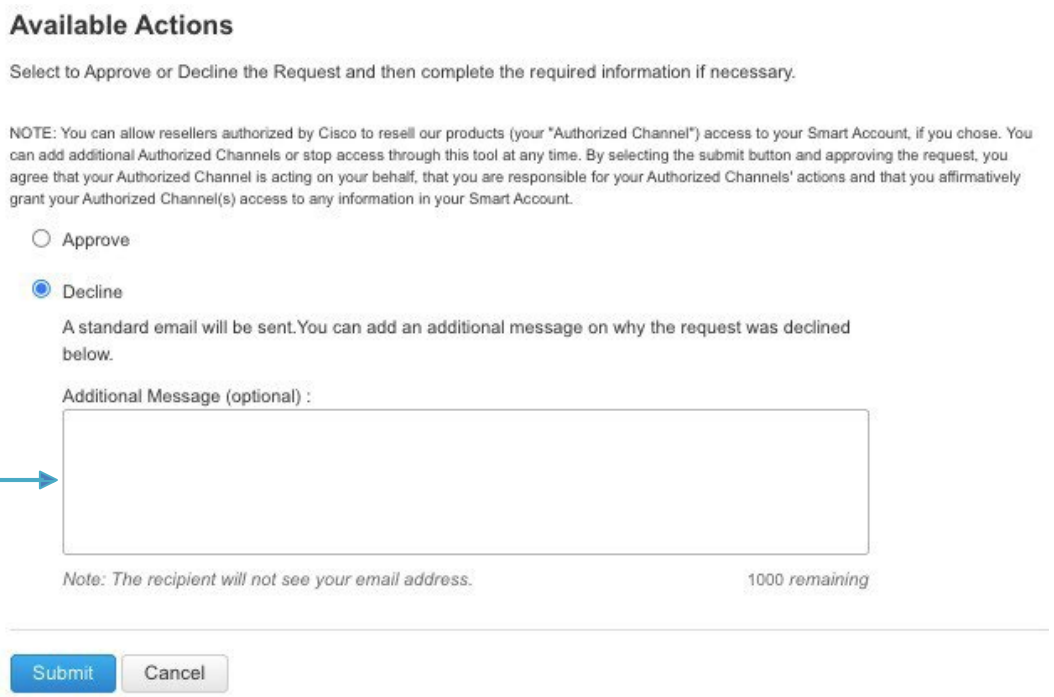
Select ”Approve” or “Decline” based on the reason for request provided.



Administrator Training

Access Request Approval

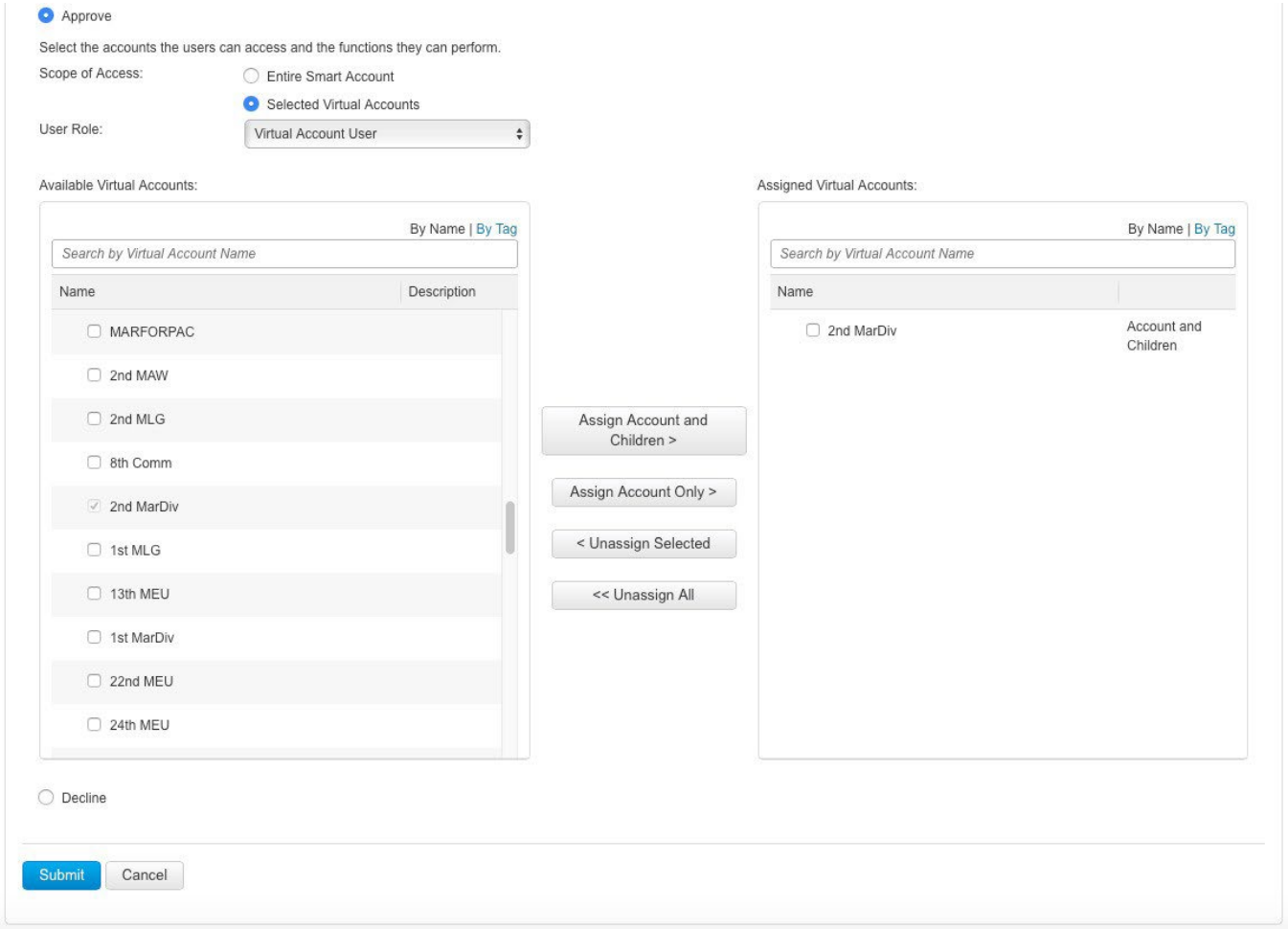
If Declined, fill in additional notes for the user to correct the information and re-submit.



Administrator Training

Access Request Approval

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



Administrator Level Training

Creating Groups

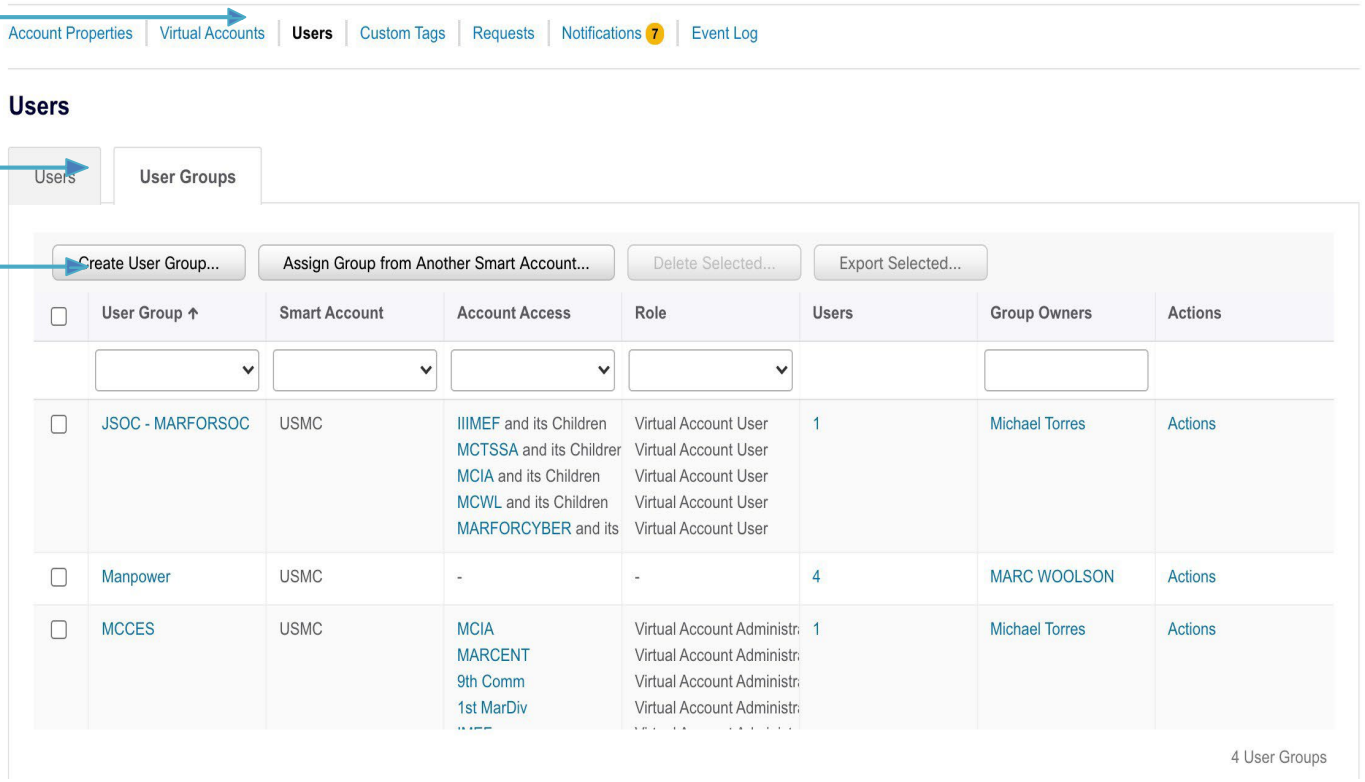
Administrator Training

Creating Groups

Navigate to the “Users” tab.

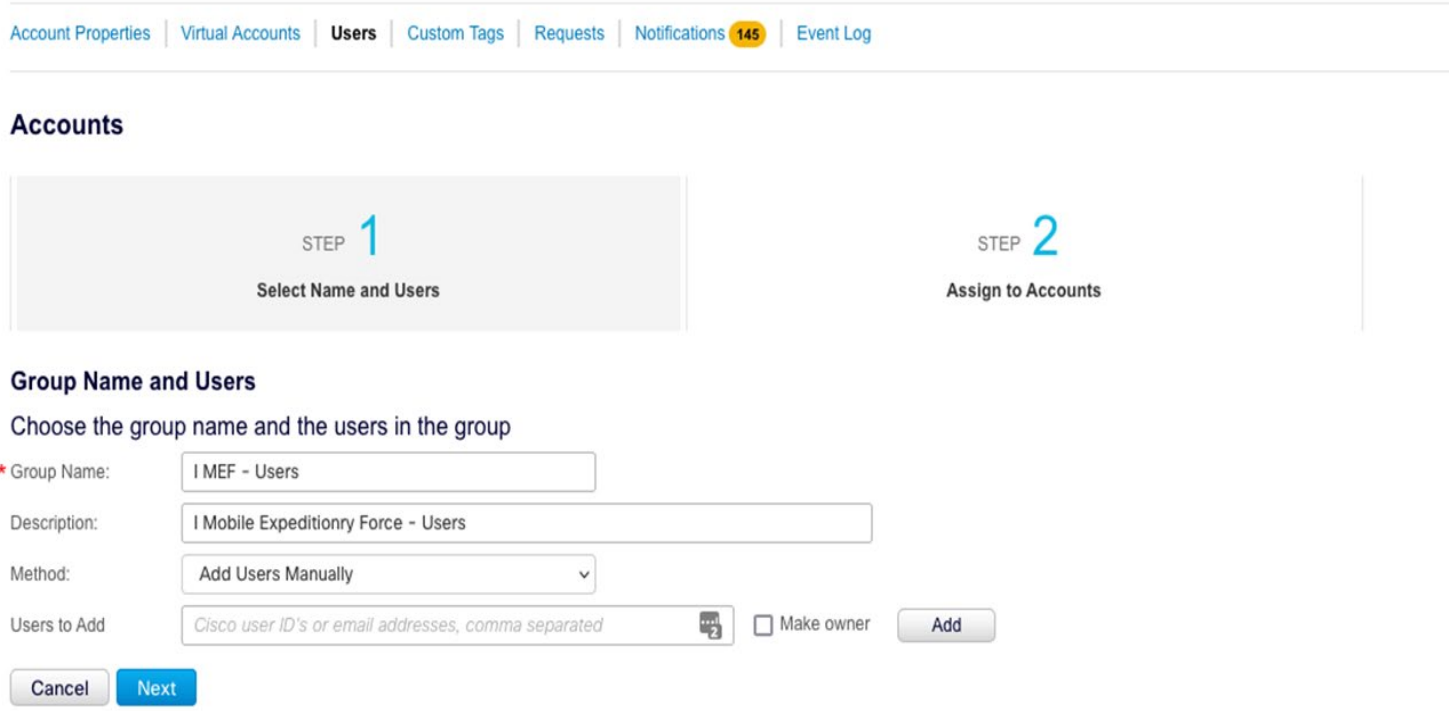
Select “User Groups”

Select “Create User Group”



Administrator Training

Creating Groups



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

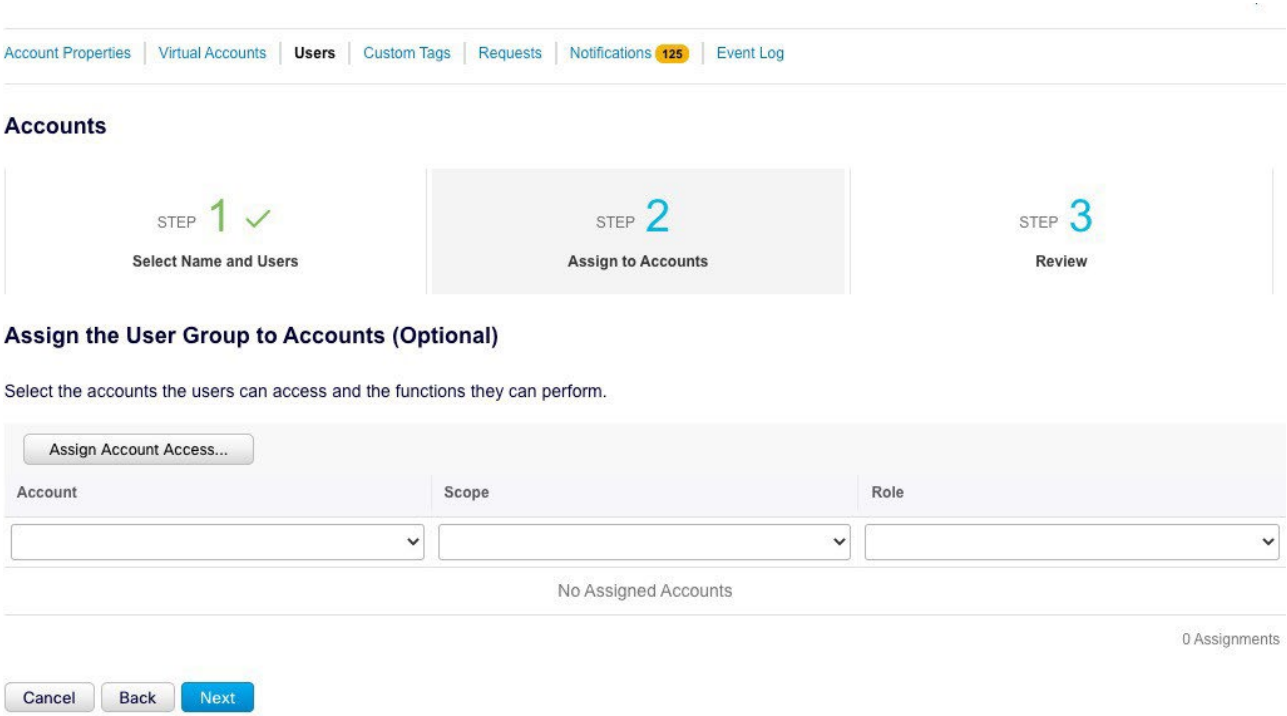
The "Description" will be "Virtual Account Name - Users" or "Virtual Account Name – Admin".

Select "Next"

Administrator Training

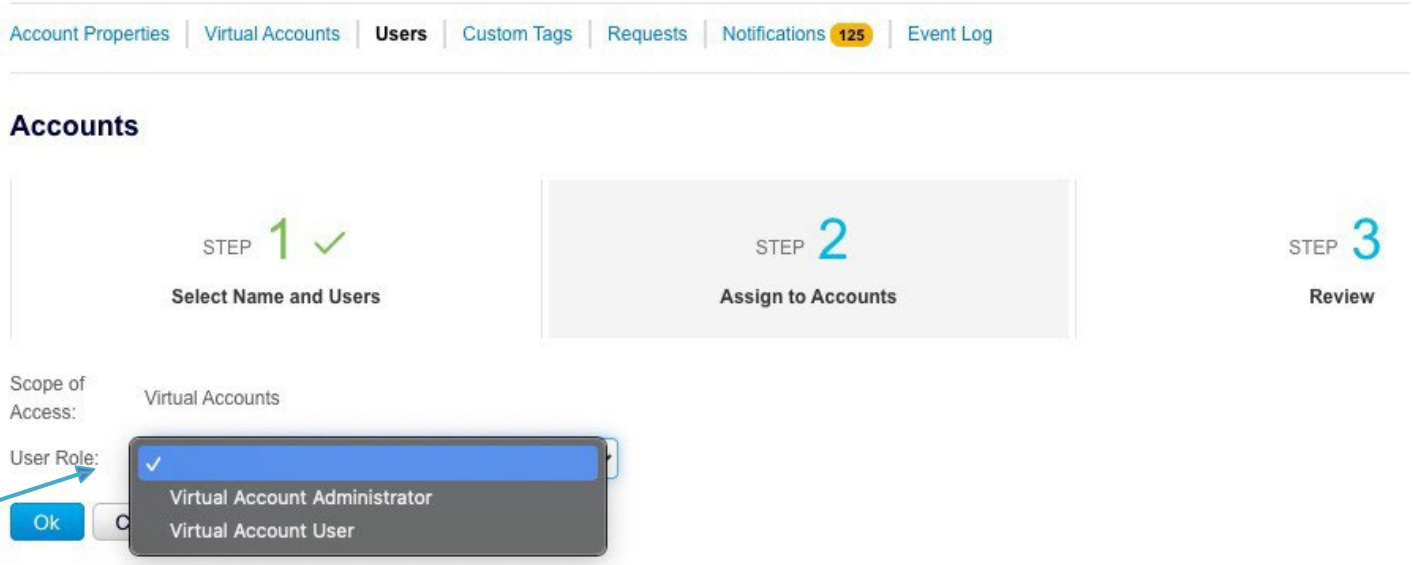
Creating Groups

Select “Assign Account Access”



Administrator Training

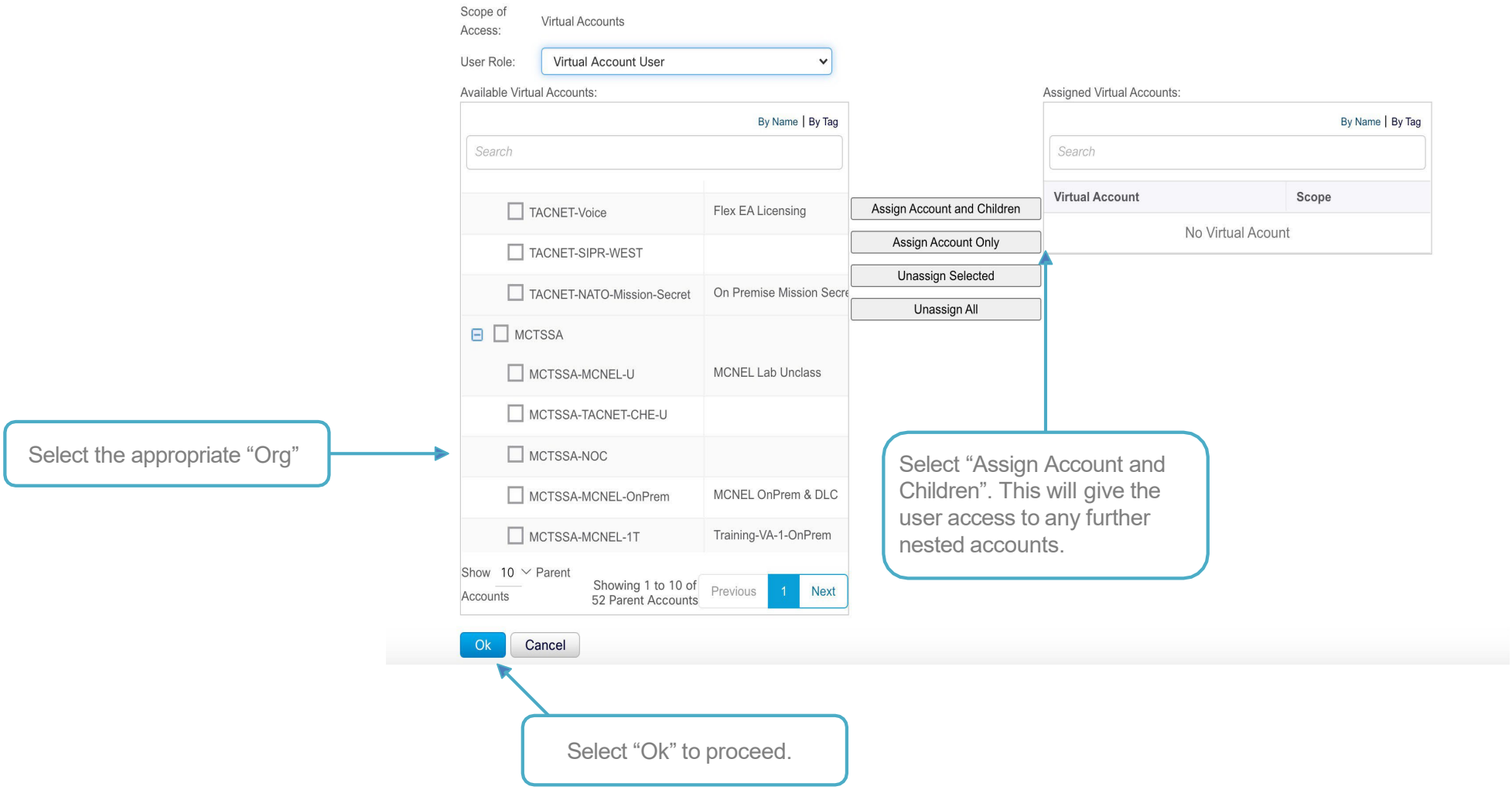
Creating Groups

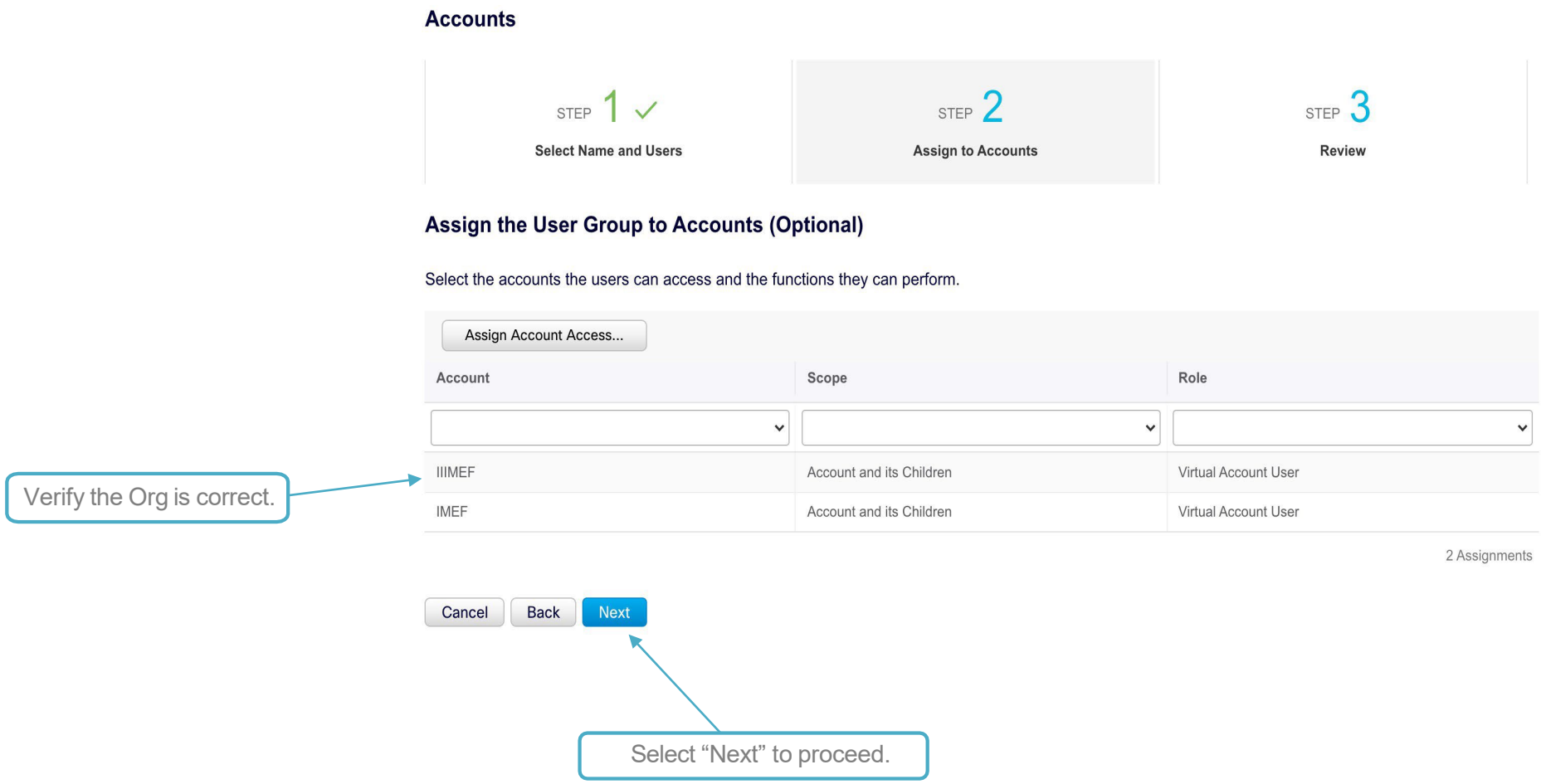


Select the type of access you want the users to have. In this example, we are assigning “Virtual Account User”. This group will only have user privileges.

Administrator Training

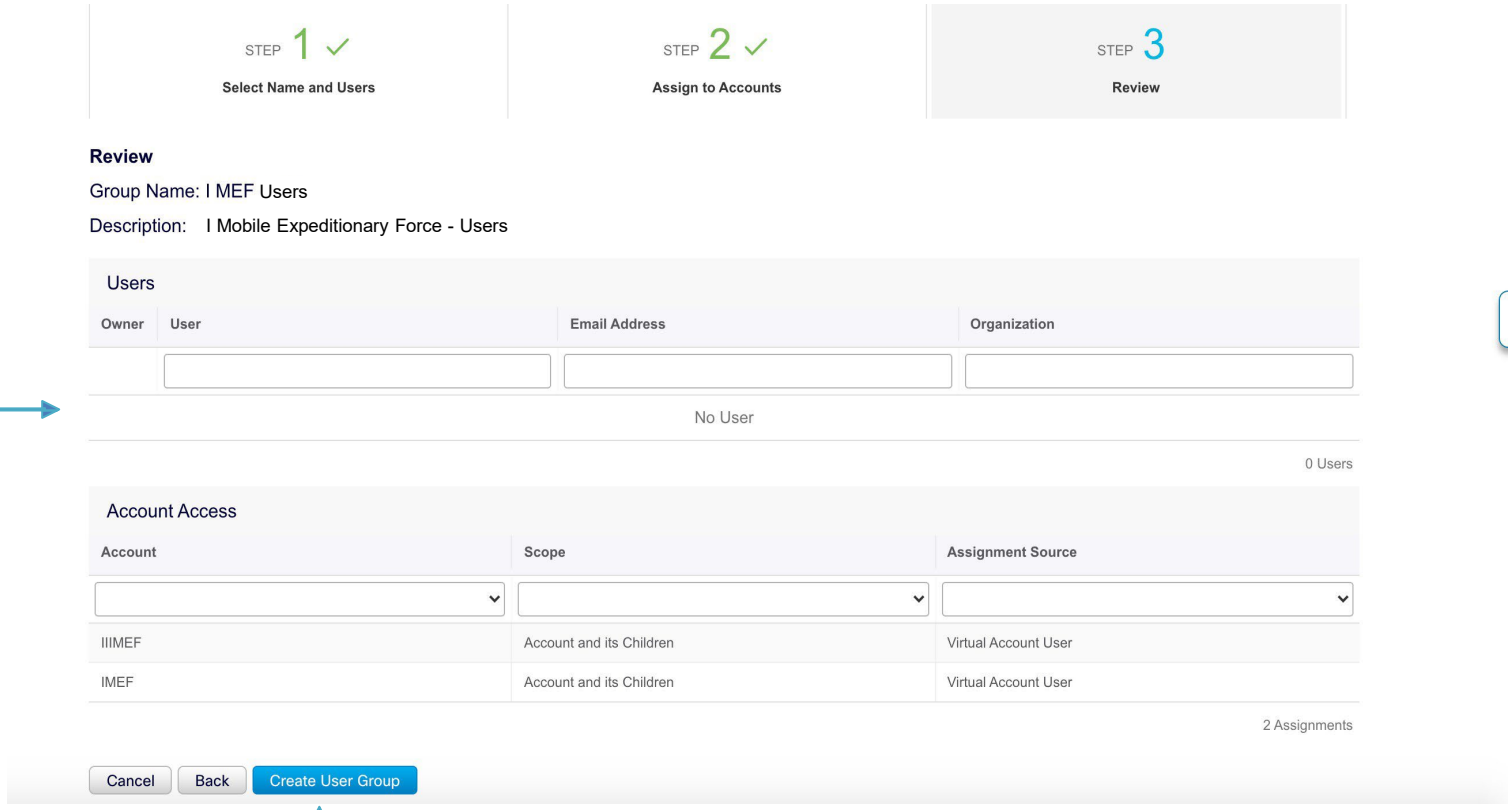
Creating Groups




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
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.

Administrator Training

Creating Groups

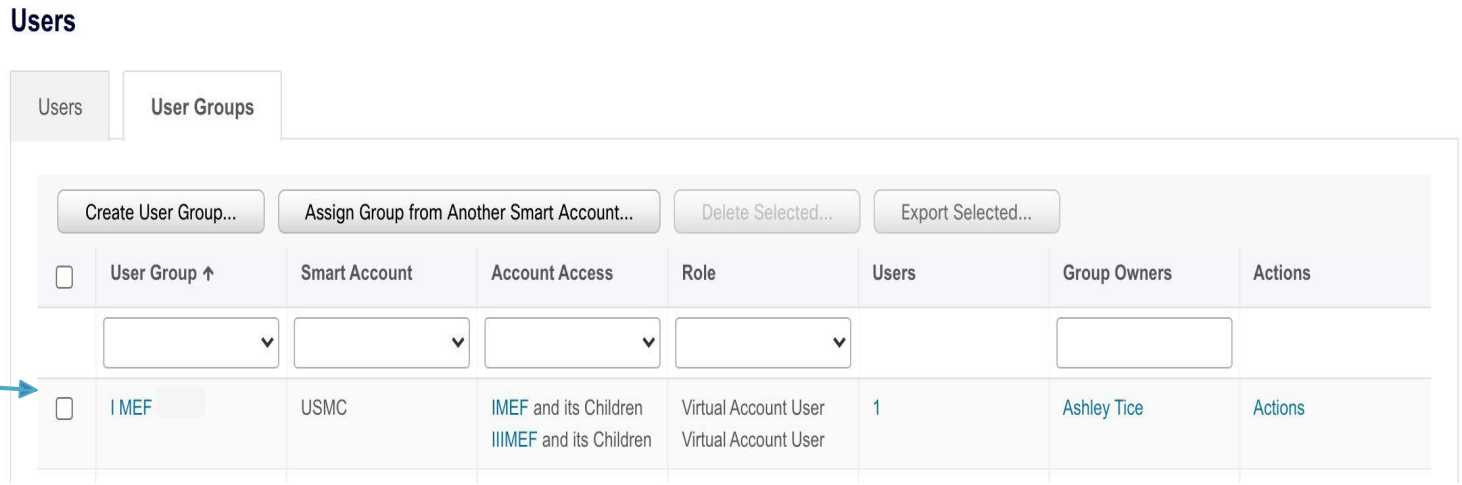


We will add users in another step. This section should remain blank for new groups.

Select “Create User Group” to proceed.

Administrator Training

Creating Groups



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

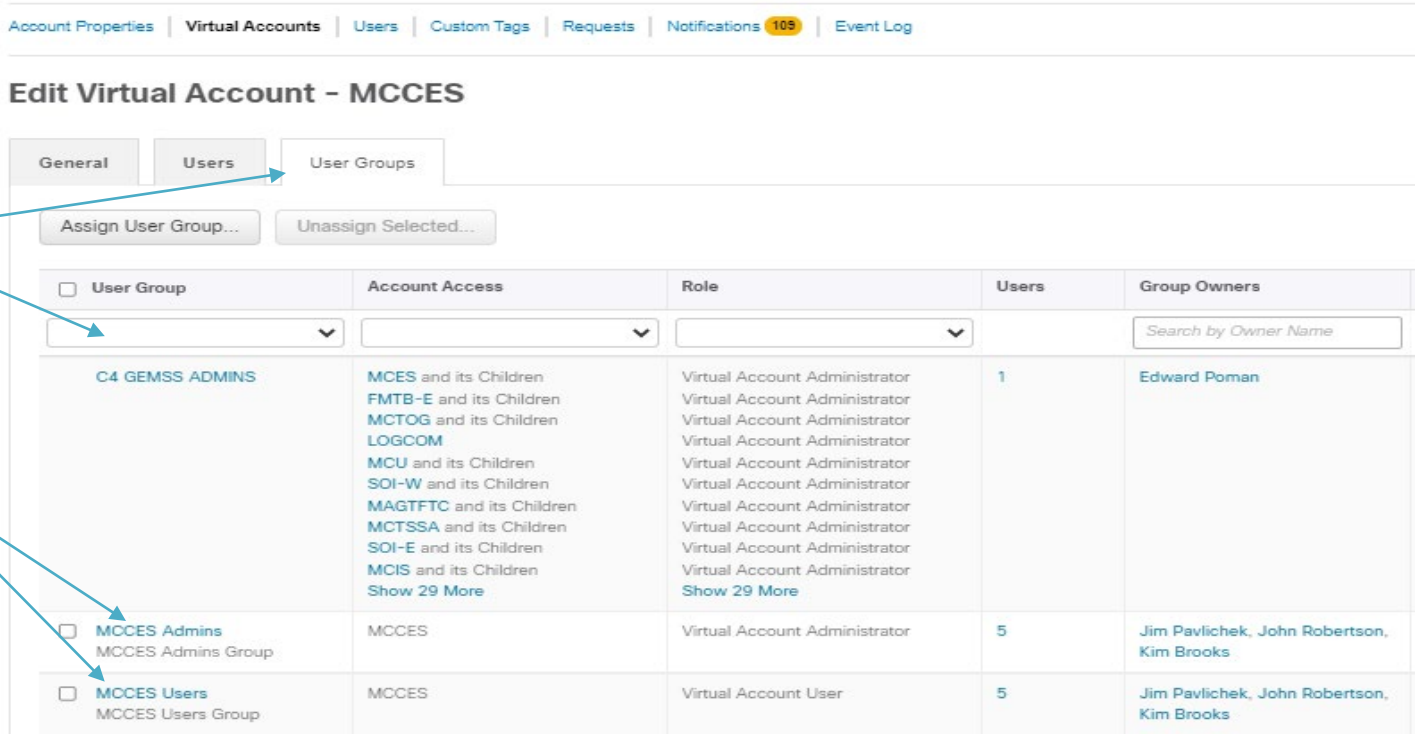
Managing Users

Administrator Training

Adding Users

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

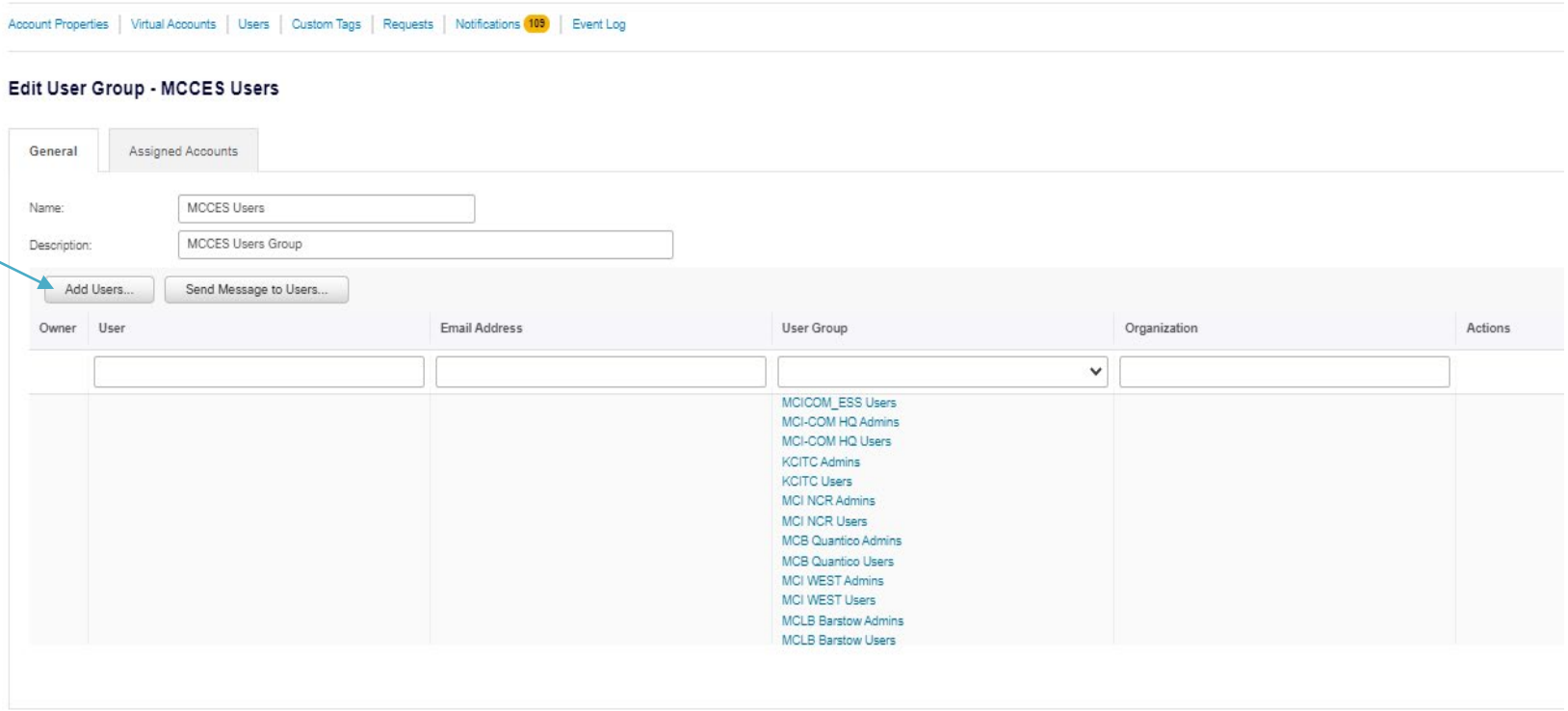
Click the link for the user group.



Administrator Training

Adding Users

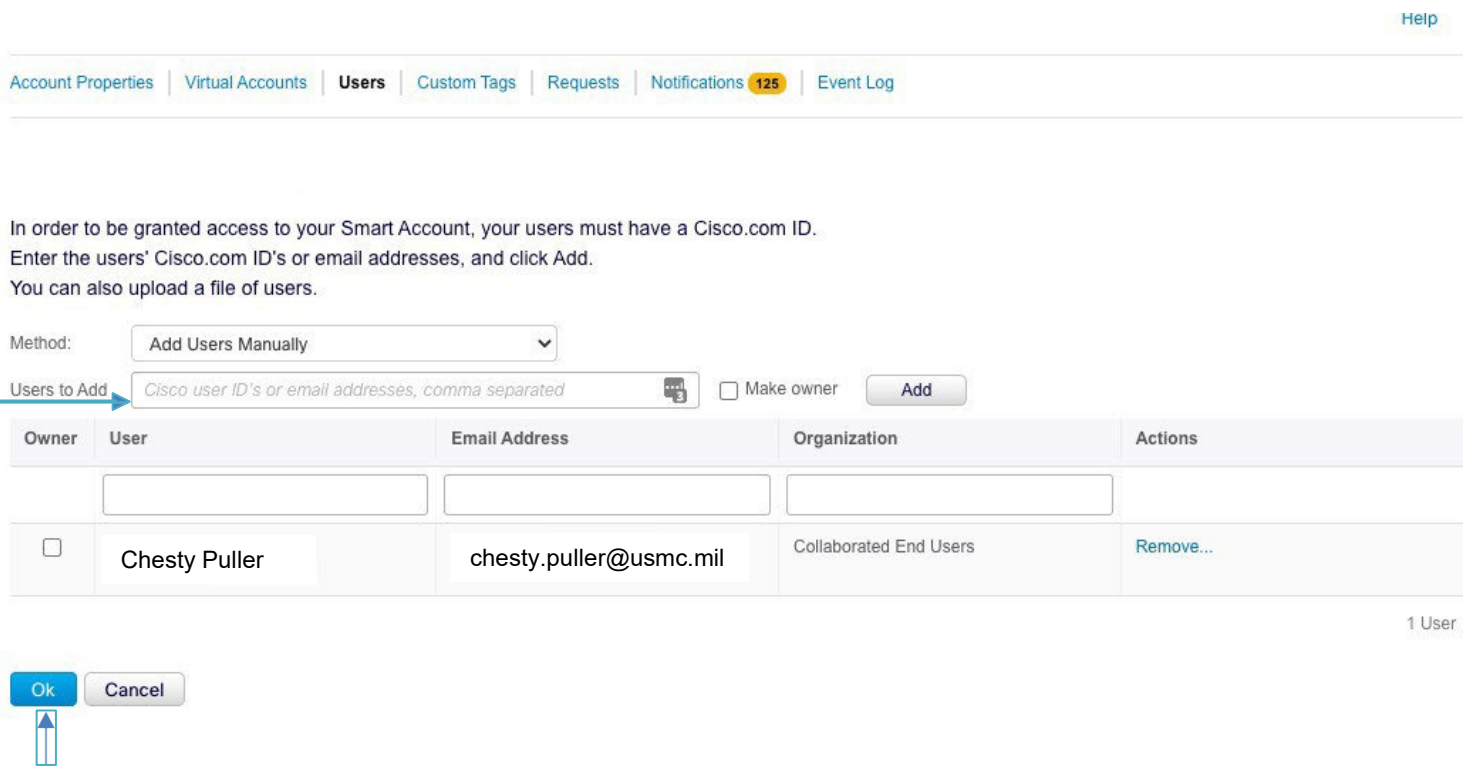
Select “Add Users”



Administrator Training

Adding Users

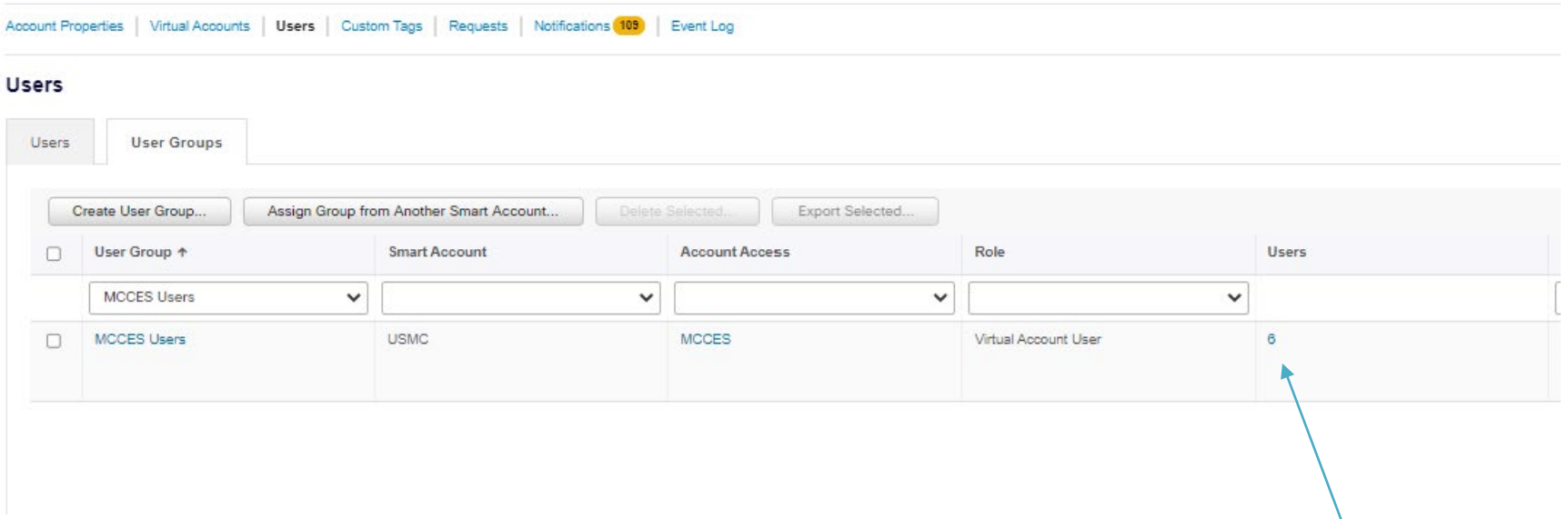
Enter the users cisco.com ID or email address and select “Add”.



Once user has been added, select “Ok”.

Administrator Training

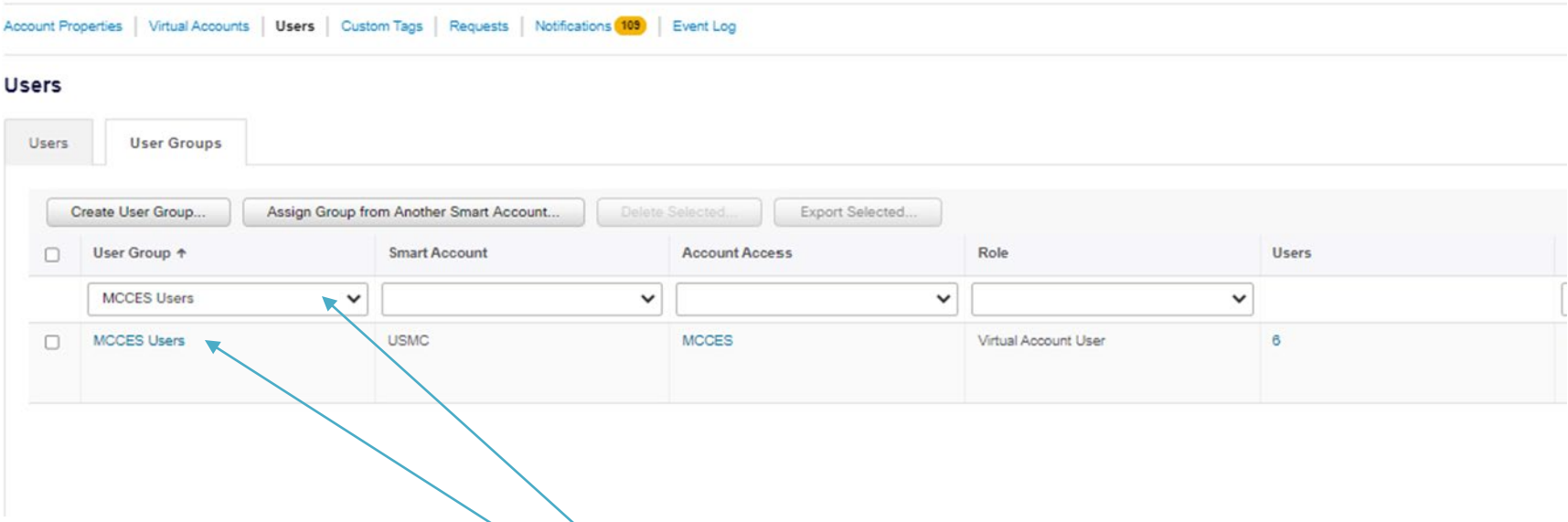
Adding Users



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

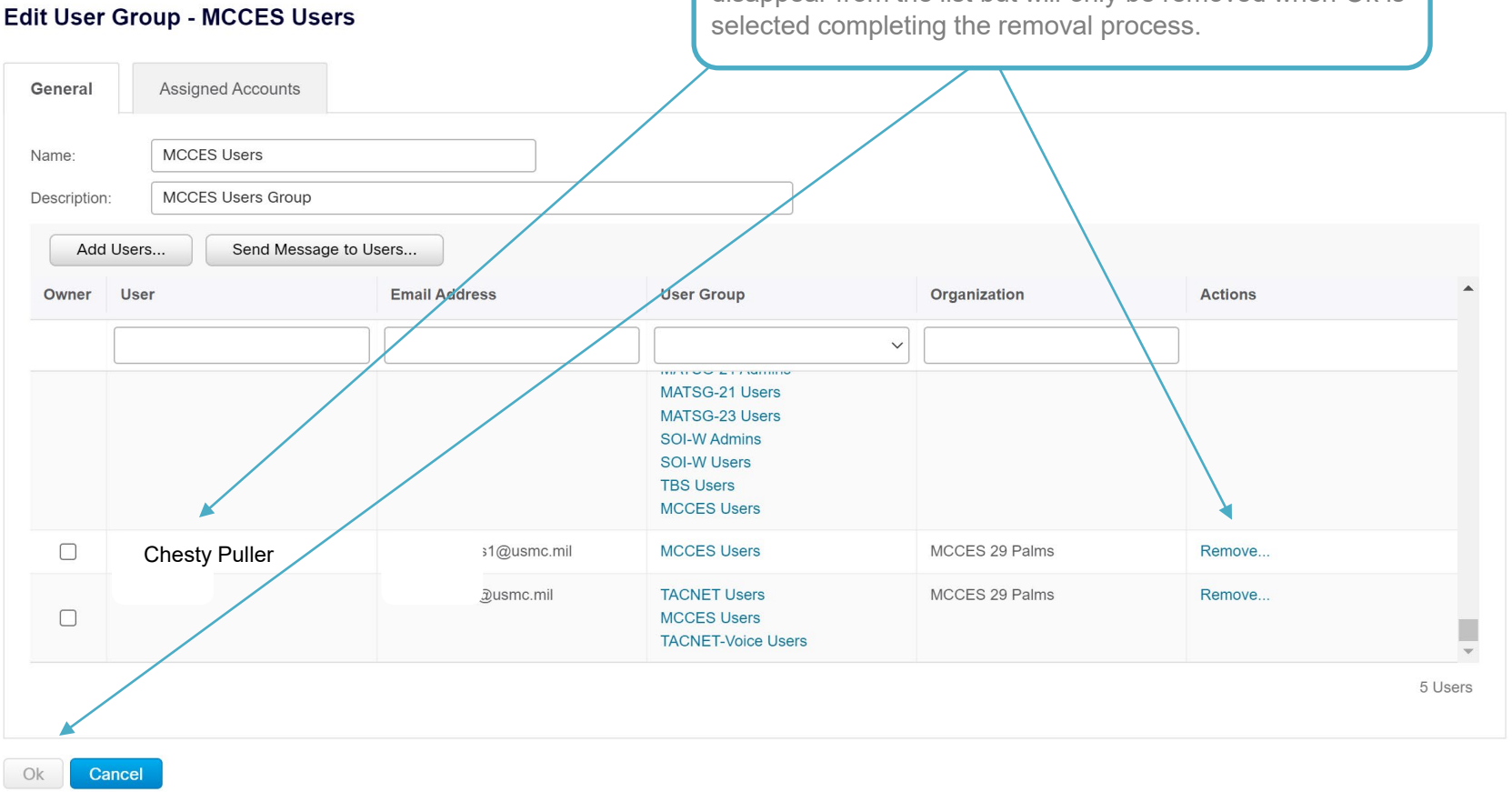
Administrator Training

Removing Users



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

Administrator Training

Removing 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.