

**FORMA DATA
MANAGEMENT
ESSENTIALS
TRAINING
WORKSHOP:
ATTENDEE
PREPARATION
GUIDE**

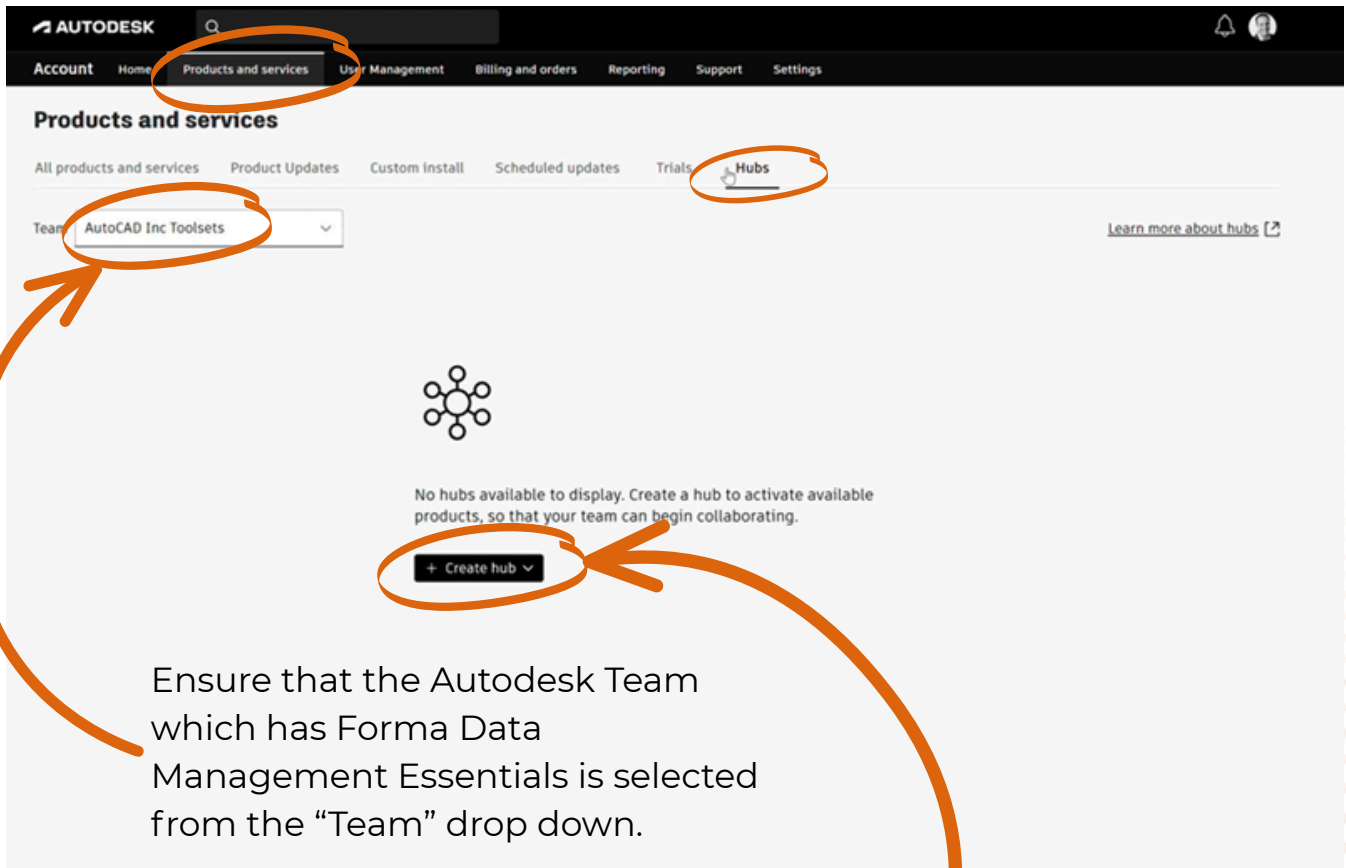
**20TH AUGUST
2026**



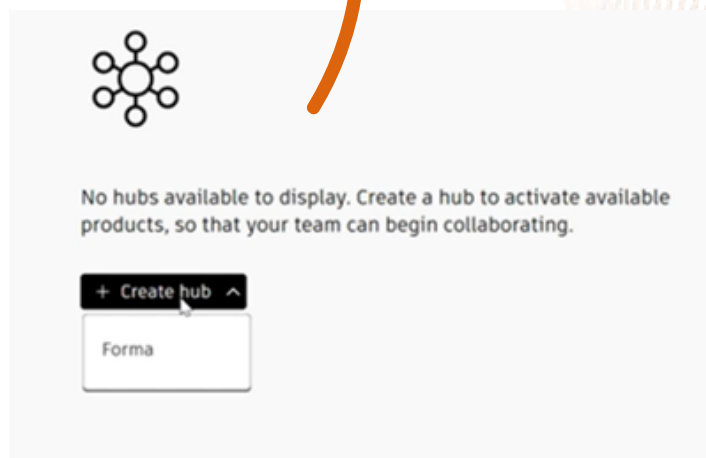
1

Your organisations Autodesk Administrator will need to login to the Autodesk Management Portal: <https://manage.autodesk.com>

Once logged in, head over to “Products and Services” followed by “Hubs”:



As long as you have selected a Team containing an entitlement to Forma Data Management Essentials, you will see the option to create a Forma Hub.



2

You will be asked to give some basic information regarding the hub you are creating. Choose a name for the hub, and a region where you would like the data hosted.



There are several regional options for your hubs data storage locations. Typically speaking, US hubs receive new functionality quicker but are hosted on US soil.

Choosing the correct one is crucial, as it cannot be changed later.

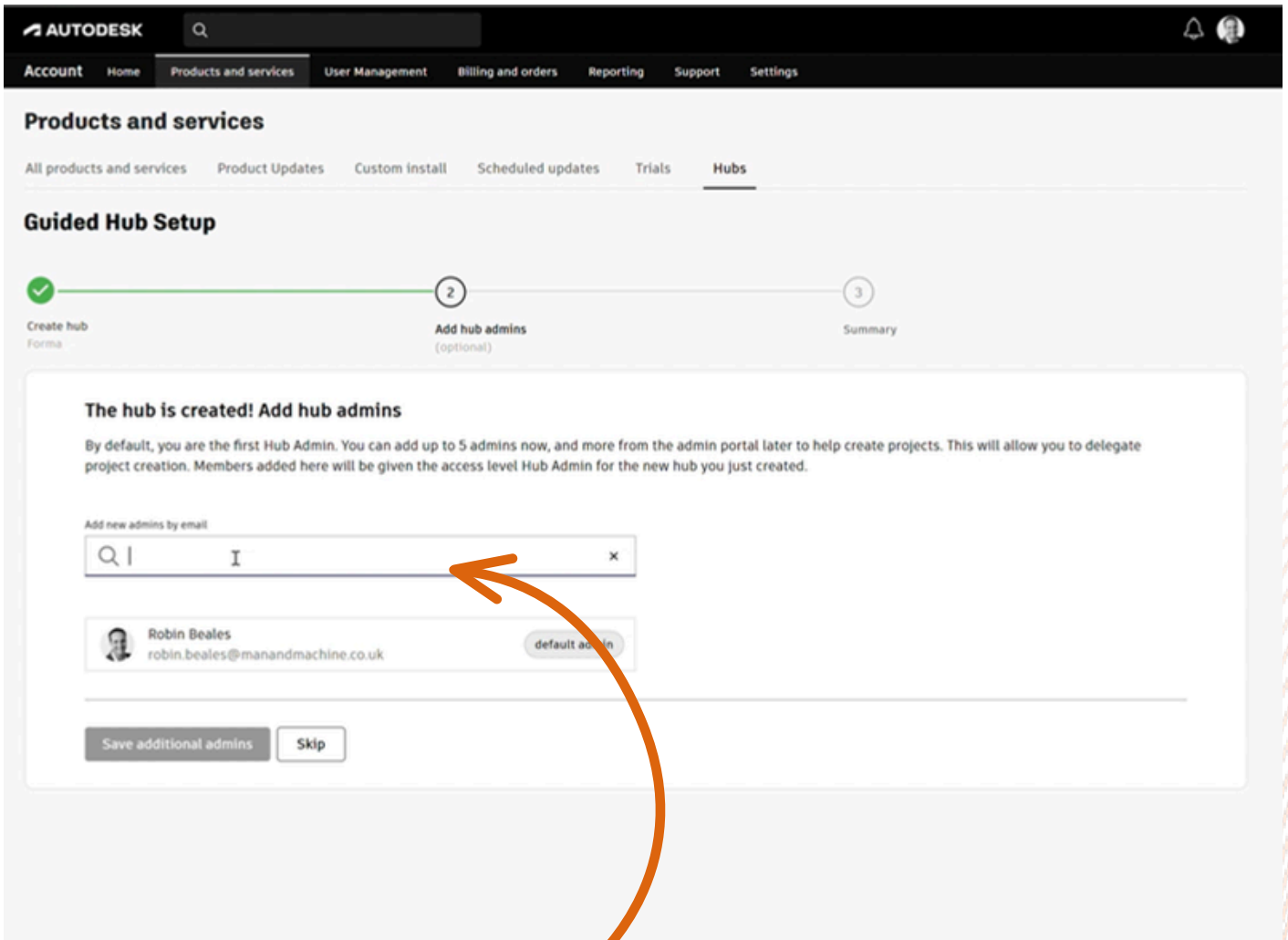
Therefore we recommend choosing your local region.



3

Next you will be able to define any additional hub administrators, if you are the Autodesk Administrator you can likely skip this step.

If an Autodesk Administrator is following this guide on your behalf, get them to add you to the list.

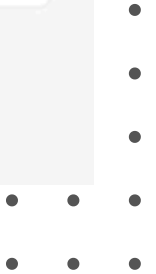
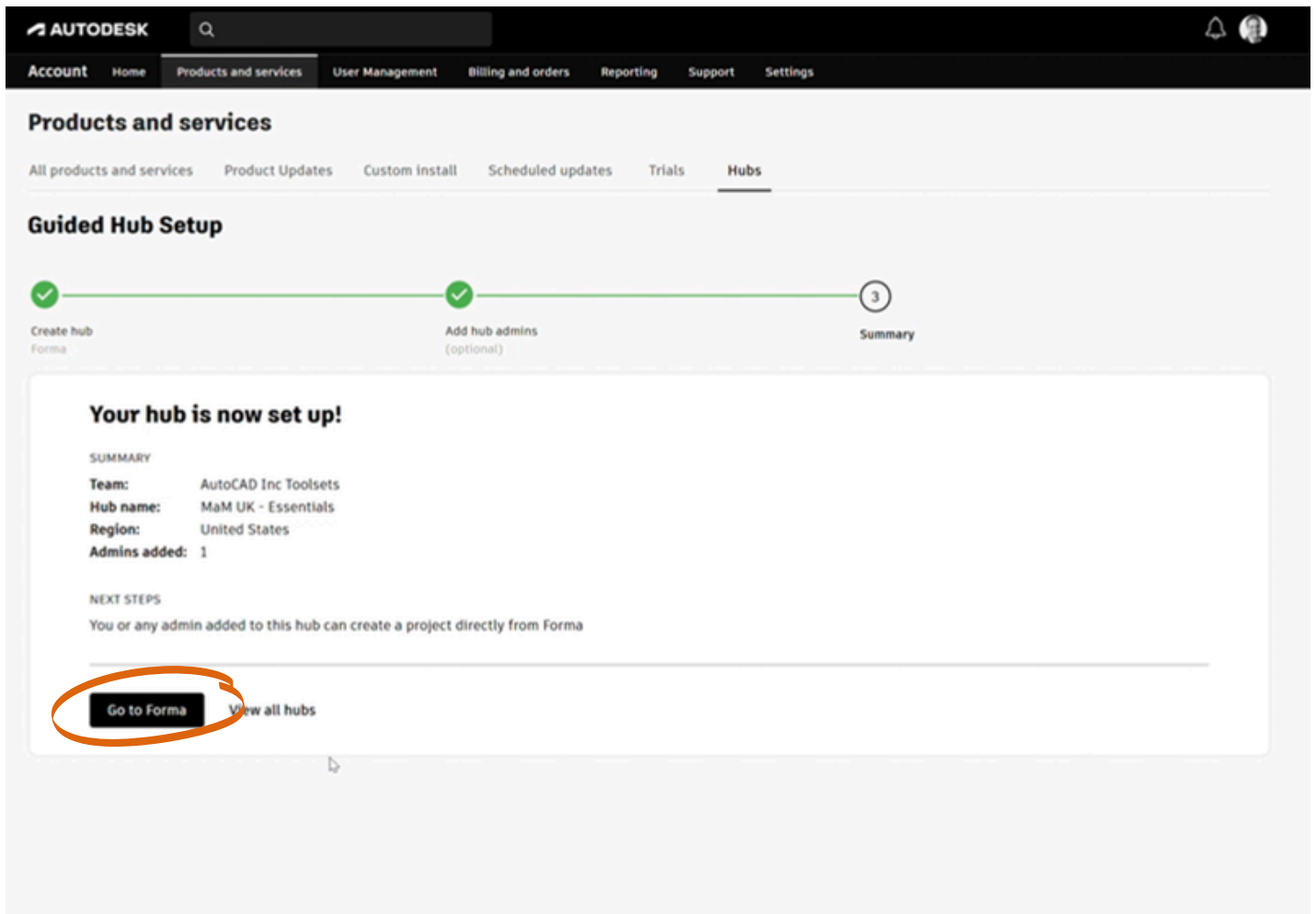
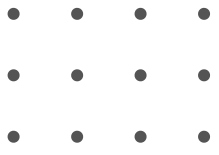


Add administrators for the hub here.

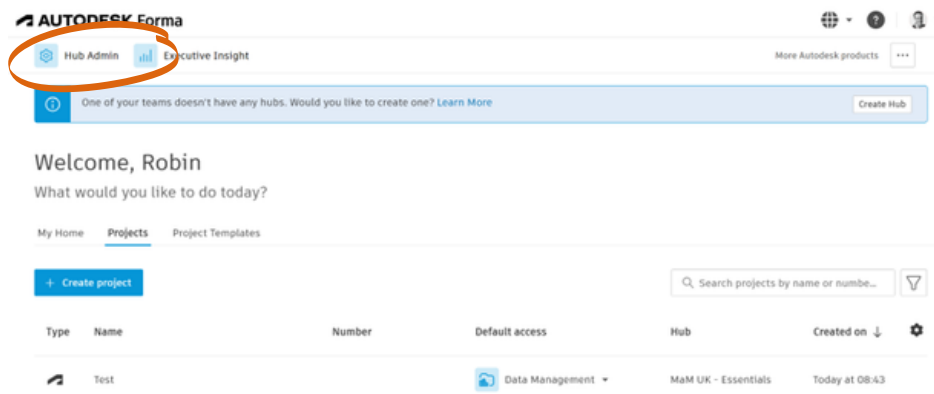
4

Congratulations! Your Forma Data Management Essentials Hub is ready!

Either follow the “Go to Forma” link, or access via <https://acc.autodesk.com>

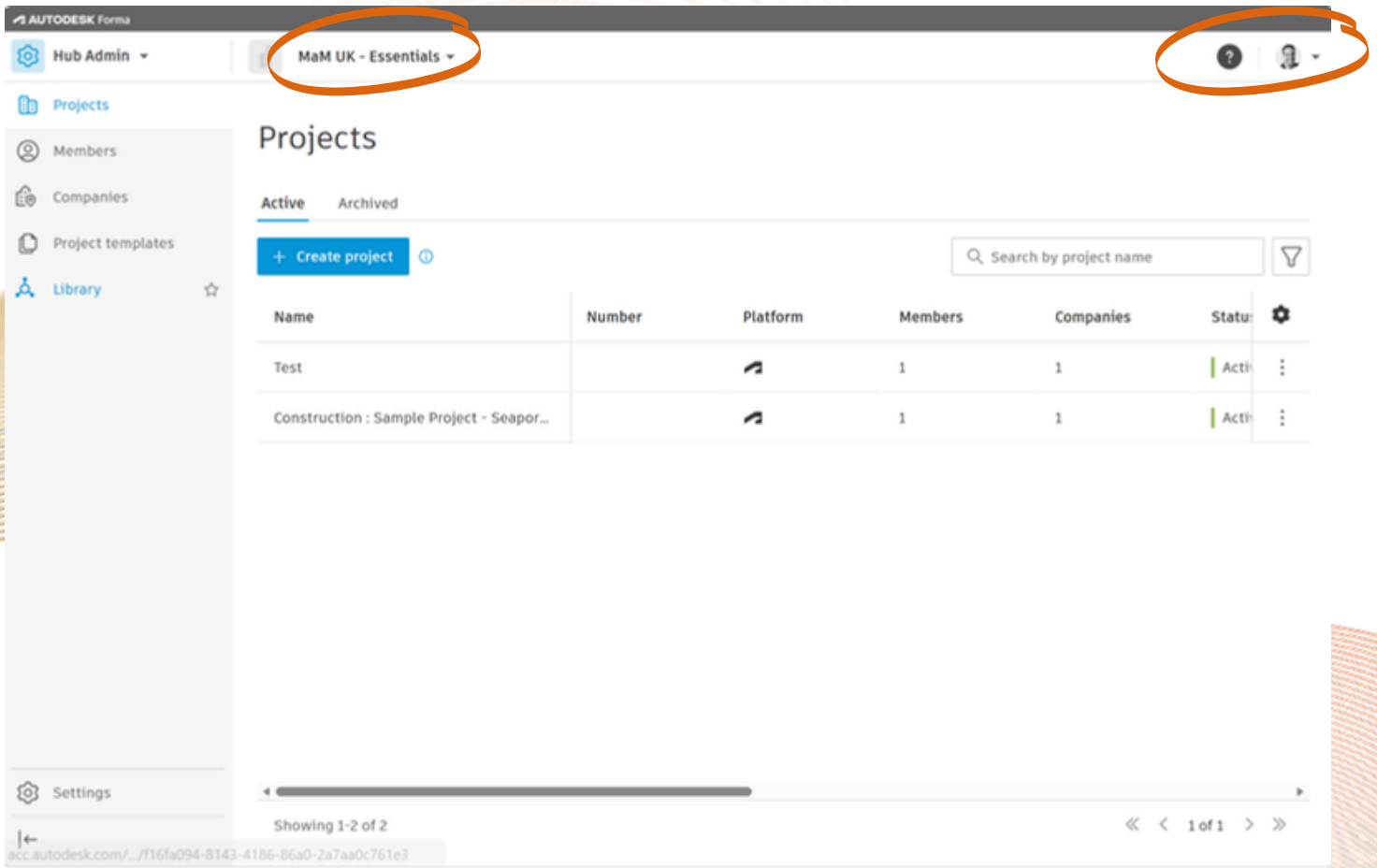


Once logged into Forma, head over to the Hub Administration page to confirm your access:



5

If your hub name is showing correctly against your login, and you have access to the Hub Admin page as seen below you have successfully setup your Forma Data Management Essentials product.



If you have any questions or experience any issues completing the steps in this guide, please contact Man and Machine prior to your training session so that we can assist you and ensure you are fully prepared for the training.

Telephone: 01844 263700

Email: enquiries@manandmachine.co.uk

We look forward to welcoming you on the 15th July.

