How can I send/resend the device reservation authorization code, in Cisco License Central (CLC)?

Introduction

This document explains how to find and send/resend a specific device reservation authorization code in Cisco License Central (CLC).

Video

The purpose of this content is to share information for educational and/or informational use. You may choose to watch the video or read the content below-both provide the same material, so feel free to engage with whichever format you prefer.

Prerequisites

Before you start, ensure that you have the following:

- Active Cisco.com account.
- Access to the smart account in which the device exists.
- The user accessing License Central must have at least one of the following:
  - Smart Account User/Admin
  - Virtual Account User/Admin

Steps

Step 1: Go to Cisco Software Central and log in with your Cisco.com credentials.

Step 2: Click on Access Cisco License Central under the Cisco License Central section.

Step 3: Enter your Smart Account or use the Search function to find it.

Step 4: Navigate to the left menu bar, click the *Devices* tab, then select *Device Inventory* under Devices.

Step Results: The dashboard provides a consolidated view of all the devices associated with the Smart Account.

Step 5: Use the *Filter* option to select devices with reserved licenses under the Reserved licenses section.

Step 6: Use the search bar to locate the device by Device identifier, Product number, Device name, etc., to send/resend the reservation authorization code.

Step 7: Select the device, then in the rightmost column, click the 3 dots.

Or

Step 7: Click on the device name hyperlink -> in the top right corner, click on the *More Actions* button.

Step 8: Select the option *Download Reservation Authorization Code* from the drop-down list.

Step Results: A pop-up *Download Reservation Authorization Code* will appear

Step 9: Select the Reservation Authorization Code that you want to download and click the *Mail* button. You can also select multiple and click on the *Mail* button to send/resend the Reservation Authorization Code.

Step Results: The Reservation Authorization Code will be sent to the email with which you have logged in.

Step 10: Click *Send.*

Troubleshooting

If you experience an issue during the process explained in this document, open a case in Support Case Manager (SCM).

For feedback on the content of this document, please submit here.

For External Customer / Partner Use Only: These instructions are provided to help customers / partners perform the following action themselves to resolve the issue. If the customer / partner runs into issues following the instructions, please have them open a case with licensing support (https://www.cisco.com/go/scm) to help resolve.