How can I start receiving notifications on licensing activities, in Cisco License Central (CLC)?

Introduction

This document explains how to enable notifications in Cisco License Central (CLC) to stay updated on licensing activities.

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
- The user accessing the License Central must have at least one of the following:
  - Smart Account User/Admin/Viewer
  - Virtual Account User/Admin/Viewer

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 search for a Smart Account.

Step 4: Navigate to the Left Menu bar and click on "Account Management".

Step 5: Under Settings, click “Email Notification Settings”.

Step 6: Select the checkbox of Subscribe to summary emails.

Step 7: From drop-down menu, select the desired Virtual Accounts.

Note: You can select one or more Virtual accounts.

Step 8: Choose the Frequency (Daily/Weekly/Every Two Weeks/Monthly) for receiving notifications.

Step 9: Select the notifications to include in summary emails, such as License Name and Device details.

Note: You will receive email notifications based on your preferences.

Step 10: Click Apply.

Note:

- Internal users should open a case with the Licensing support team to resolve the customer view issue with the orders in License Central. There are no checks in place for internal users with a Cisco support role to restrict any unauthorized transactions from the Orders tab.

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.