How can I setup an Cisco License On-Prem (CLP) Account in Cisco License Central (CLC)?

Introduction

This document explains the process for setting up a new local account in the Cisco License On-Prem (CLP) environment. An On-Prem account synchronizes with your Smart Account at the virtual account level, mapping a local account to a specific virtual account 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:

- A Cisco Smart Account
- A valid CCO User ID and password with access to the relevant Smart or Virtual Account.
- Admin access to Cisco License On-Prem (CLP) portal.
- A Virtual Account (with no products currently registered to it).
- The user accessing License Central must have at least one of the following:
- Smart Account Admin
- Virtual Account Admin

Steps

Step 1: Access the Cisco License On-Prem (CLP) portal at: https://<IP_Address>:8443/admin/#/mainview.

Step 2: Navigate to the *Licensing* workspace from the left-hand menu.

Step 3: You will be directed to the *On-Prem Account Overview* page, which provides a comprehensive view of all accounts associated with the User. The dashboard includes:

- On-Prem Account
- Sync Status
- Last Sync
- Smart Account
- Virtual Account
- Licenses
- Devices and others

Step Results: You will find all the On-Prem Accounts to which the user has access in the dashboard, and the user can perform inline and bulk actions from this Page.

Step 4: Click the *Actions* button in the top-right corner and select *Request new On-Prem account* in the drop-down menu.

Step 5: In the pop-up window, provide the required details:

- On-Prem Account name
- Smart Account
- Virtual Account
- Primary contact email address

Note:

- The Cisco Smart Account must exist in Cisco License Central. Each local account must be associated with a unique virtual account that does not already have other products or local accounts registered to it.
- The names provided for the Smart/Virtual Account must match those in Cisco License Central.

Step 6: Click on the *Request On-Prem Account* button in the bottom right corner.



Note:

- The request will be listed under Admin > On-Prem Accounts > Pending On-Prem Account requests, awaiting approval by a System Administrator.
- Users with admin access to a Cisco License Central Smart Account can approve the request.

Account registration can be performed via Network (Online) or Manual (Offline) methods.

1. **Network Registration**

Step 7: Navigate to the Admin workspace from the left menu bar

Step 8: Click on the *On-Prem Accounts* Tab, then select the *Pending On-Prem Account Requests* Tab from the top.

Step 9: Locate the request, click the three-dot icon, and select *Approve*.

Step 10: Select Approve from the drop-down menu

Step 12: When the authentication prompt appears, click Authenticate and provide your credentials if requested.

Step Results: The account is registered, and an initial synchronization will be performed.

Step 13: Click *Accept and Register*.

1. **Manual Registration**

Step 7: Navigate to *Admin* Workspace > *On-Prem Accounts* > *Pending On-Prem Account Requests*.

Step 8: Locate the request, click the three-dot icon, and select *Register Manually* from the drop-down.

Step 9: Register requested On-Prem Account manually pop-up will appear. Click the Generate an On-Prem account registration file hyperlink to download the file to your local directory.

Step 10: Log in to Cisco Software Central and click *Access Cisco License Central*.

Step 11: Locate your *Smart Account*, navigate to the *Devices* tab, and select *Manual Synchronization* under *Device Connections*.

Step 12: Click *Upload sync file*, select the registration file downloaded in Step 3, and click *Next.*

Step 13: Enter the *On-Prem account name* and *Virtual Account name*, then click *Submit*.

Step 14: Once the confirmation page appears, click *Close*.

Step 15: Back on the Manual Synchronization page, locate the latest request, click the three-dot icon, and select *Download Response file*.

Step Results: The response file will be downloaded to your local directory.

Step 16: Return to the CLP portal (Admin workspace > On-Prem Accounts > Pending On-Prem Account Requests).

Step 17: Select the original request, click the three-dot icon, and select **Register Manually**.

Step 18: Upload the response file and click Register On-Prem Account.

Step Results: The New On-Prem Account will be created.

Troubleshooting

For External Customer/Partner Use Only: Follow these instructions to resolve your issue. If you need further assistance, please initiate a request for License Support via Cisco Support Case Manager.