

# How Can I Setup an On-Prem Account?

## Contents

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**For External Customer / Partner Use Only:** These instructions are provided to help customers / partners perform the action themselves to resolve the issue. If the customer / partner runs into issues in the instructions, please have them open a case with licensing support (<https://www.cisco.com/go/scm>) To help resolve. Please **DO NOT** perform these actions yourself if you are an internal Cisco resource outside of the Licensing Support team.

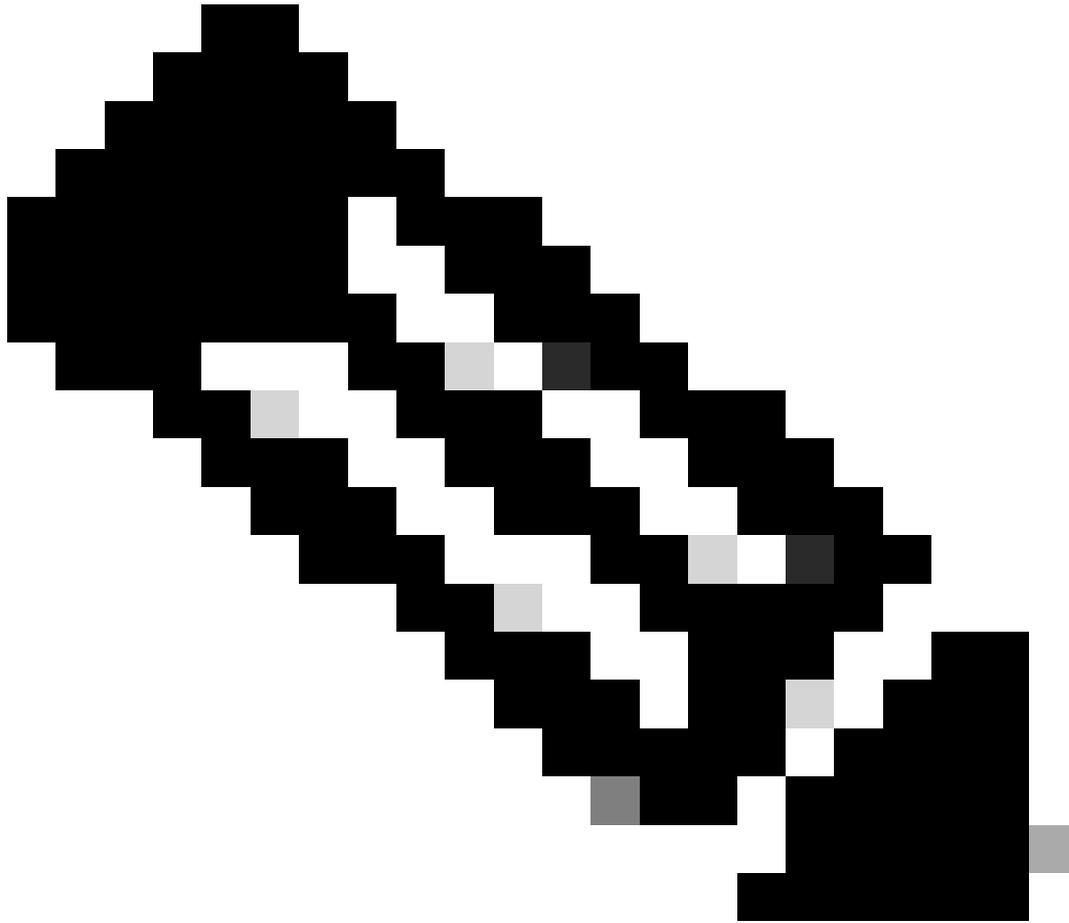
## Introduction

On-Prem synchronies with your Smart Account at a Virtual Account level, a Local Account must exist or be created on SSM On-Prem which maps to the Virtual Account on your Smart Account. Hence, this document explains the process to Setup Local Account in SSM On-Prem.

Before you start, ensure that you have:

- A Cisco Smart Account
- A valid CCO User ID and Password which has access to the Smart Account or Virtual Account.
- A Virtual Account (with no products currently registered to it)

Step 1: Navigate to the SSM On-Prem Administration Workspace ([https://\(IP Address\):8443/admin/#/mainview](https://(IP Address):8443/admin/#/mainview))



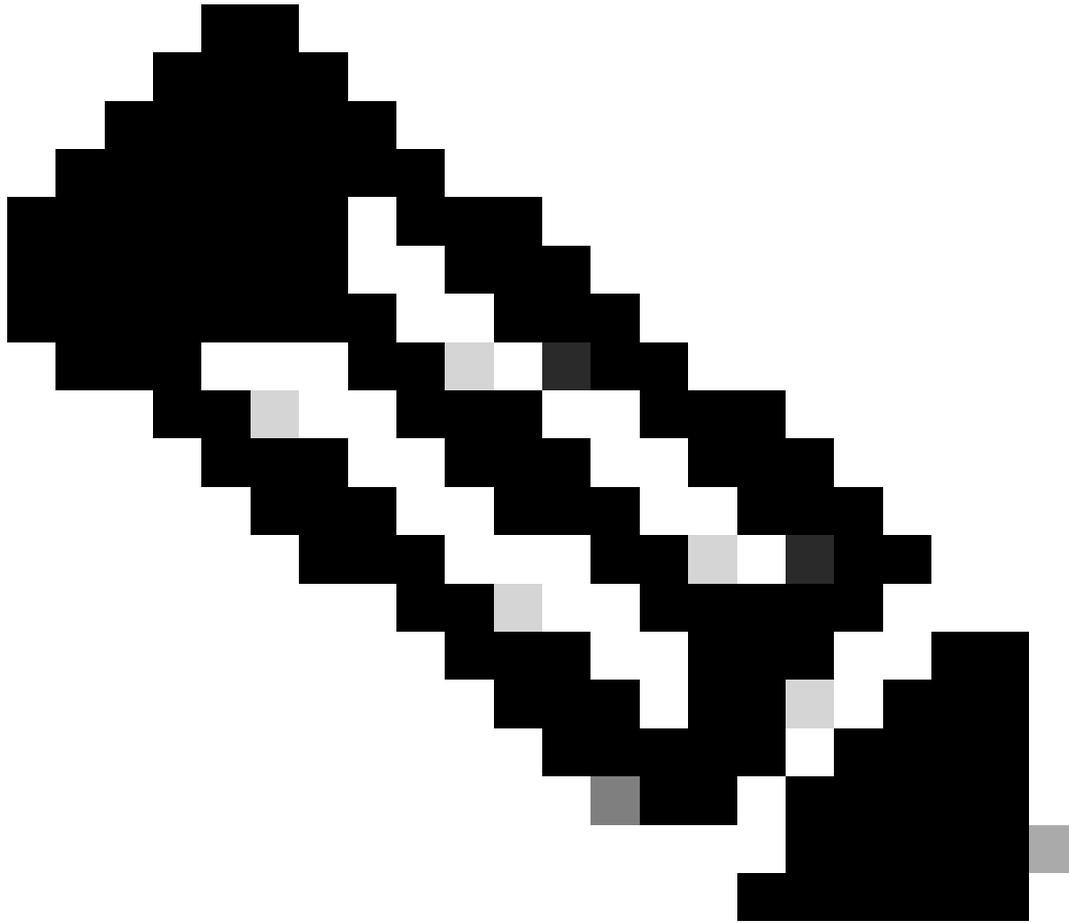
**Note:** Where the IP-address is the value used during installation of CSSM On-Prem. If IP Address is part of an HA cluster, this is the virtual IP address.

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Step 2: Open the Accounts Widget

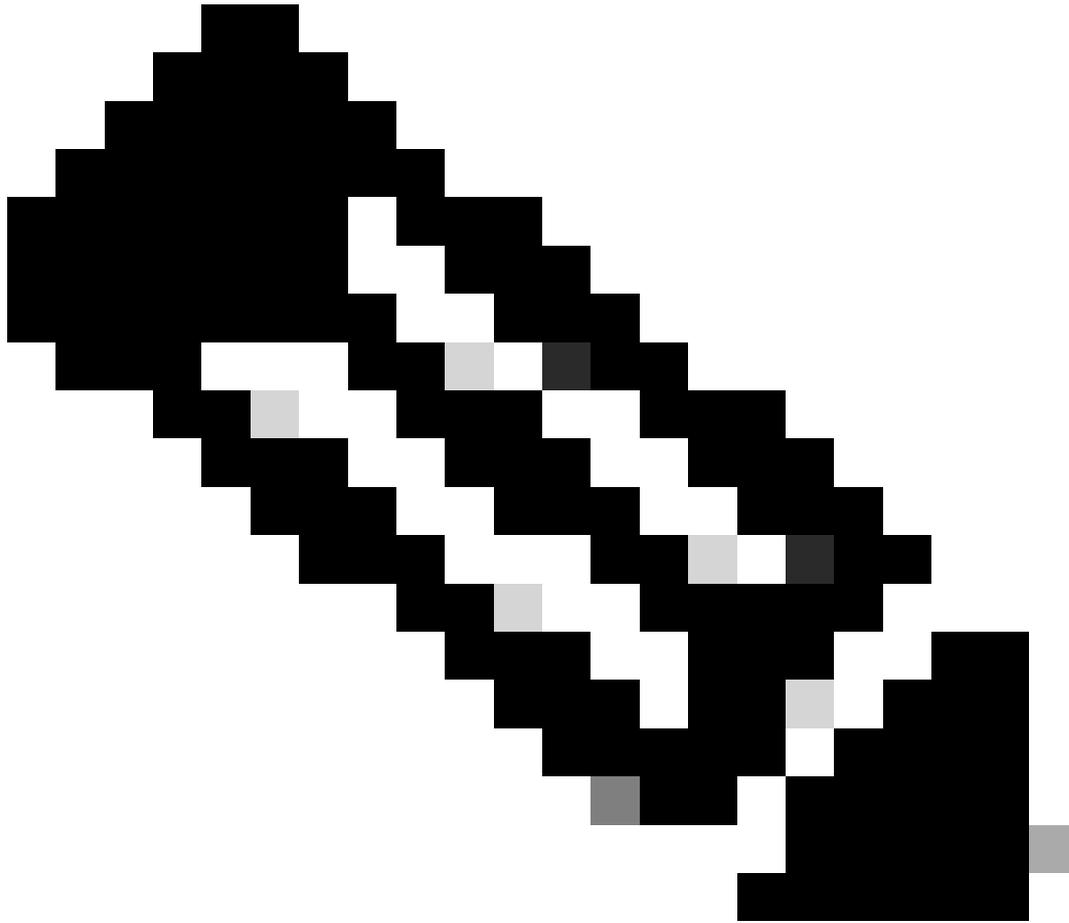
Step 3: Click on New Account

Step 4: Enter the required information: Local Account Name, Cisco Smart Account, Cisco Virtual Account, and Email for notification. The required fields are labelled with\*



**Note:** The Cisco Smart Account must exist on Cisco Smart Software Manager. A Cisco Virtual Account is created if it does not exist on Cisco Smart Software Manager. Each Local Account must be associated to a unique Cisco Virtual account. The Cisco Virtual Account must not have a product, or another Local Account registered to it

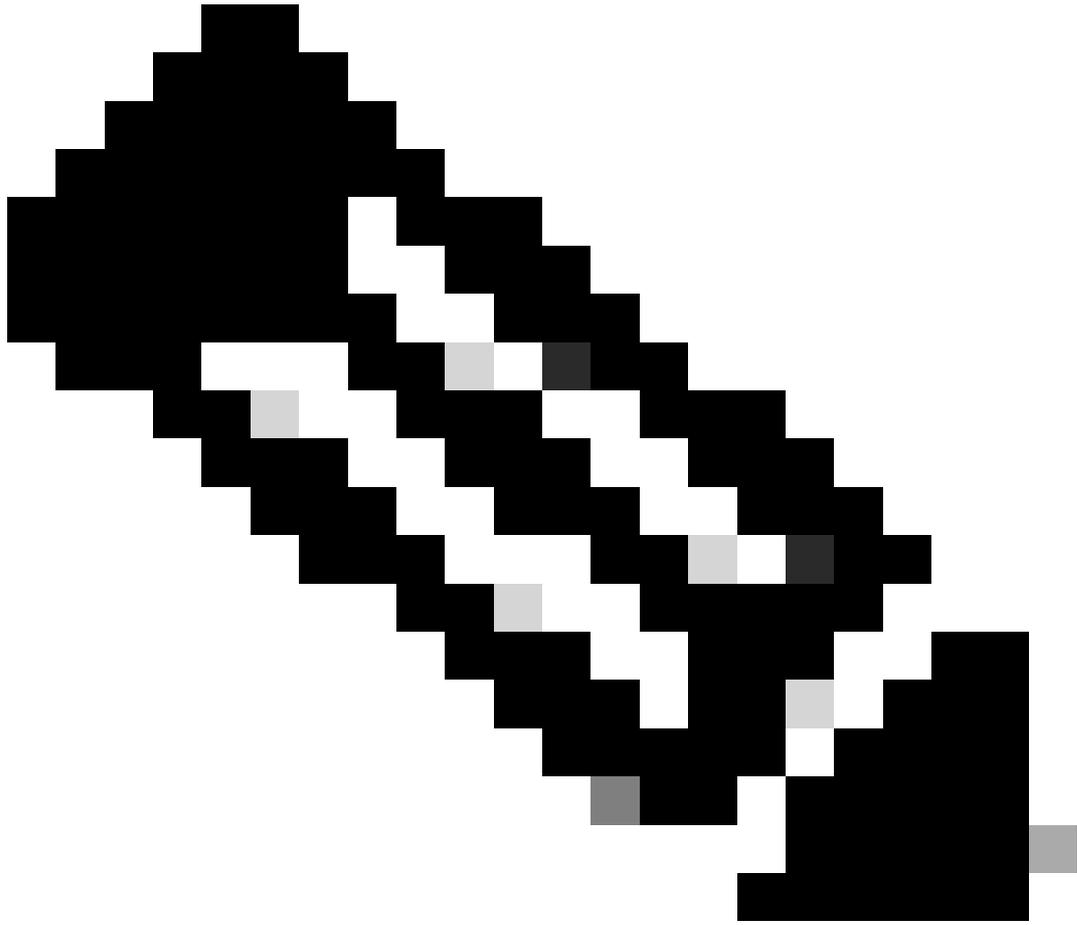
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**Note:** Smart Account/Virtual Account in the account creation tab should match with CSSM's Smart Account/Virtual Account name.

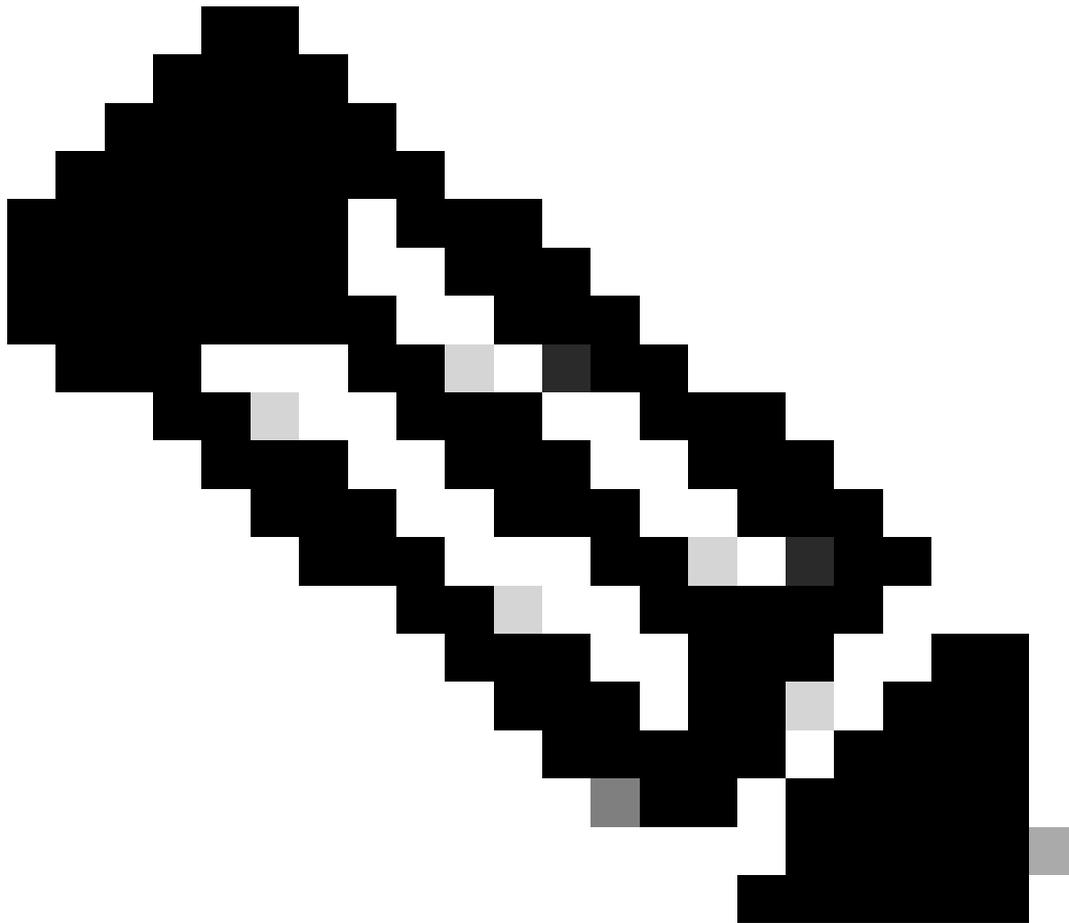
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Step 5: Click Submit. (The Account request then is listed on the Account Requests tab in the Accounts Widget waiting for the System Administrator to approve, and register.)



**Note:** User having access to CSSM's SA can approve the request

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**Note:** Once a new Local Account has been requested, the Local Account request shows up in the Administration workspace in the Accounts Widget Account Requests Tab, waiting for the System Administrator to approve, and register, the Local Account to your Cisco Smart Account

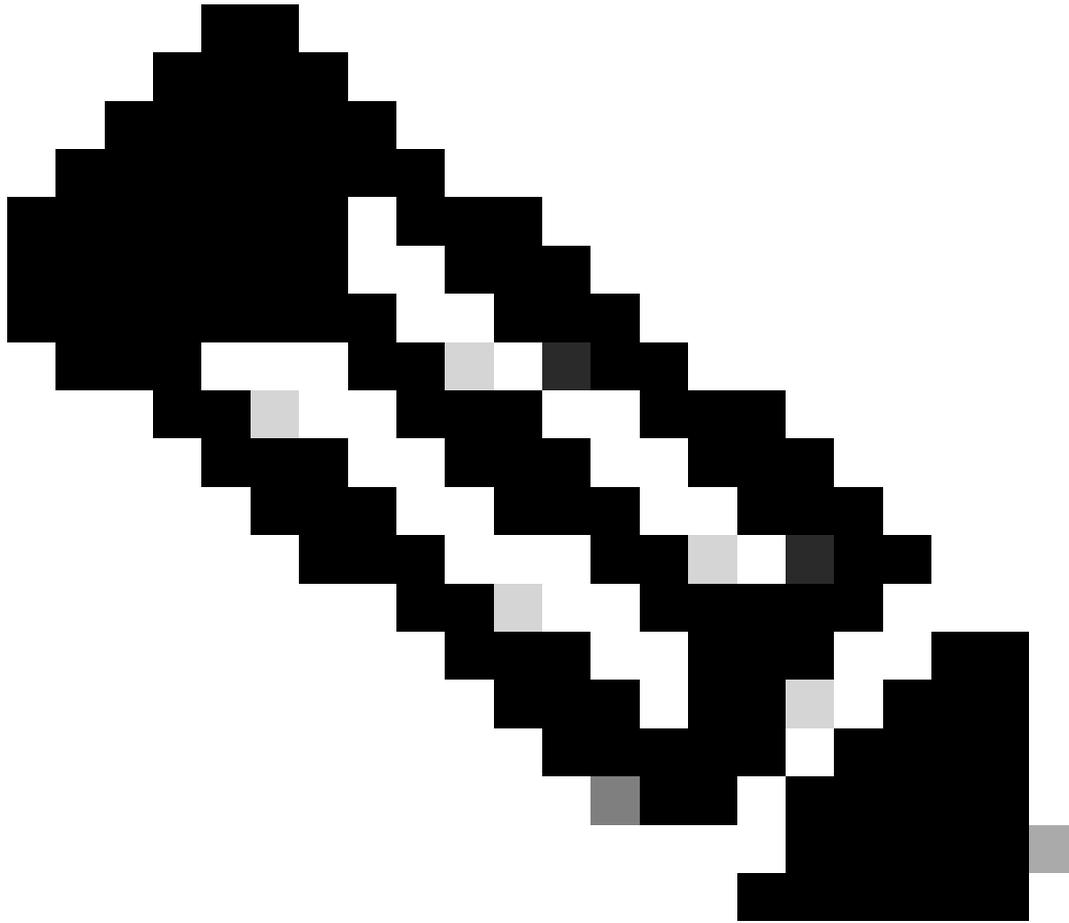
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Step 6: Registration could be done in two ways, Manual On-Prem Account Registration or Network registration

#### Manual On-Prem Account Registration

Step 6a: In the Administration workspace, for the account requesting approval in the Account Requests tab of the Accounts widget use the Actions drop-down to click Manual Registration

Step 6b: Click Generate Account Registration File to generate and save the file to your local file directory. Click outside the dialog box or press the Esc key to dismiss the dialog

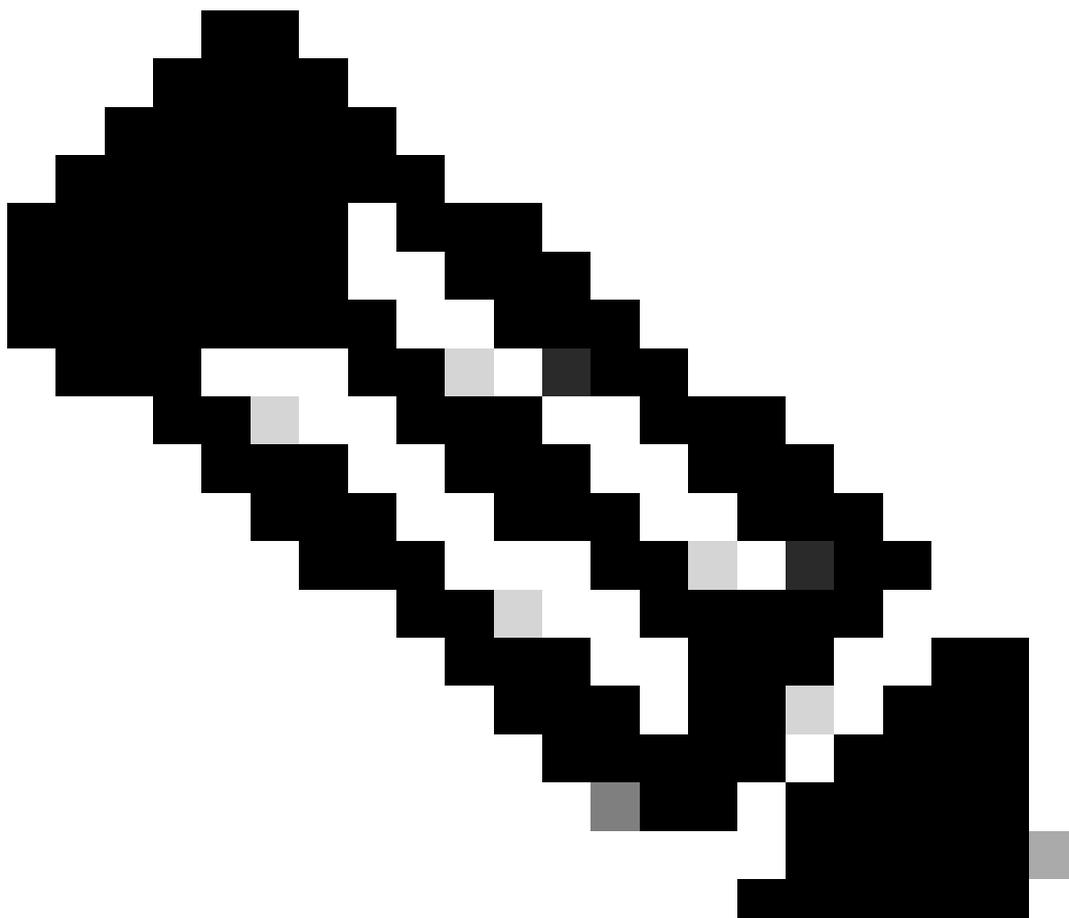


**Note:** After this step, you are required to open a new tab in the browser and log into Smart Software Manager to authorize the registration file. Follow the steps 3-11 to log on and continue the process.

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Step 6c: Go to Smart Software Manager and log in with your Cisco.com credentials

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**Note:** You must have access to a Smart Account for this link to be functional

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Step 6d: On the Smart Software Manager screen, click the On-Prem Accounts tab

Step 6e: In the On-Prem Accounts tab, click New On-Prem

Step 6f: In the New On-Prem dialog box, enter the On-Prem Name

Step 6g: Click Choose File to select the registration file that was generated in the Cisco SSM On-Prem Setup Tool.

Step 6h: In the Virtual Accounts field, specify the Cisco Virtual Account that you want to add to the new SSM On-Prem installation

Step 6i: Click Generate Authorization File to proceed

Step 6j: Click the Download Authorization File Button and download the authorization file to a local directory on your hard drive. Go to SSM On-Prem and upload the authorization file. Continue with the setup process

Step 6k: Click Upload to upload the authorized SSM On-Prem file

Step 6l: Click Next to proceed to the Synchronization Widget. A periodical synchronization must happen between the On-Prem and the Cisco licensing servers to update the licenses and reauthorize any product instances

OR

### **SSM OnPrem Account Network Registration:**

Step 7a: Click on Accounts tab and go to Account requests tab

Step 7b: Click on Actions for the account that you want to approve and click Approve

Step 7c: Enter your Cisco Credentials in dialogue shown. (Note: This account needs to have access to the Virtual Account that is going to be registered)

Step 7d: Verify the Account information in the screen that shows and click on Next

Step 7e: Account is registered, and synchronization is preformed

### **Troubleshooting:**

1. I do not have access to SA/VA, how can i create On-Prem account. User can request for an account in OnPrem using Admin Workspace > Accounts > Account > New Account even if they don't have access to SA/VA. But the user who have access to SA/VA can then approve the request by going into Admin Workspace > Accounts > Account Requests > Actions> Approve

If you experience an issue with this process, that you cannot address, please open a case with TAC team by writing to TAC on [SCM](#)

For feedback on the content of this document, please submit [here](#).