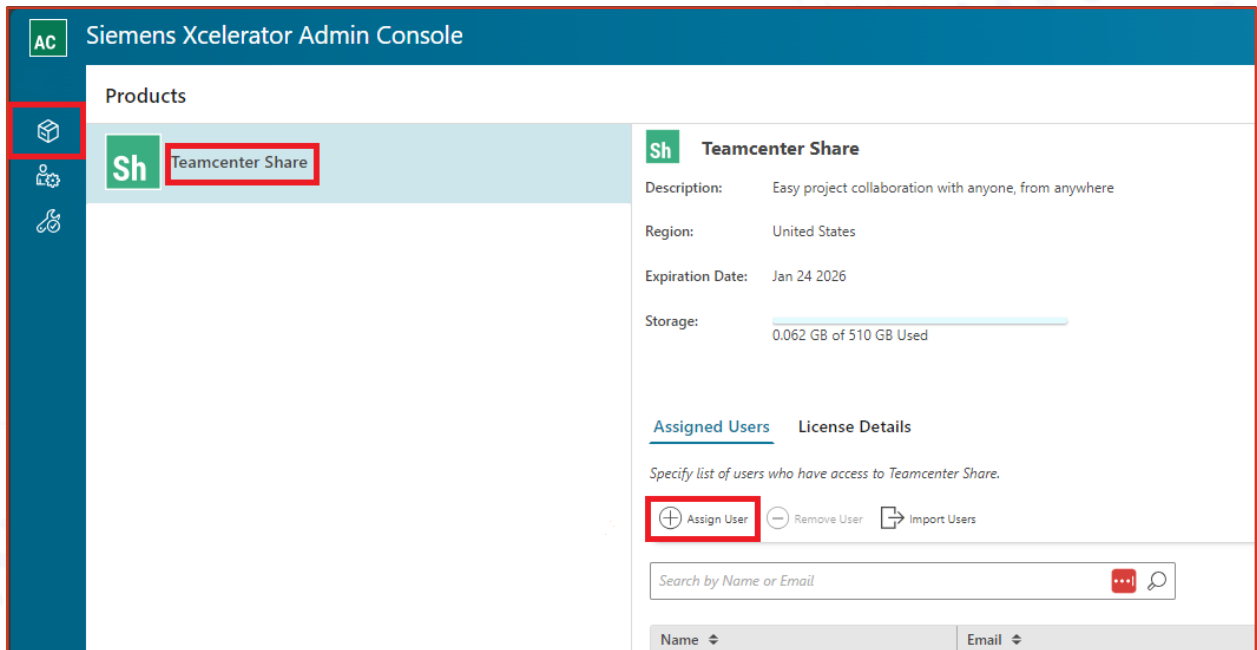


## ADMINISTRATORS

1. If you are an Administrator, you will receive an email with a header like the image below:

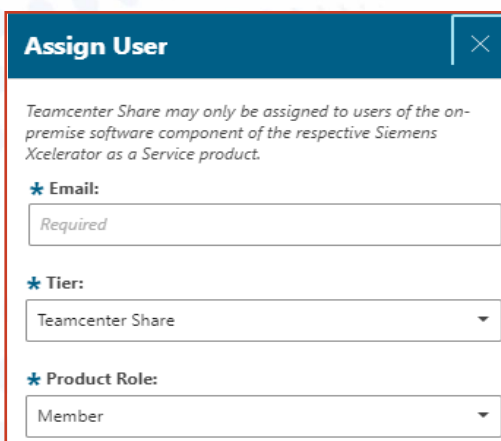
Siemens Storage for Site ID: 123456      WebKey Access Code: 123456  
 Enterprise Cloud Account: 123456  
 Enterprise Cloud Account Admin: example@company.com

2. Go to [Siemens Xcelerator Admin Console](#)
3. Click Sign In
4. You may need to create or finish creating your account before signing in.
5. Once you are signed in, Click the Products Tab.
6. Click on the Teamcenter Share product.
7. Click on Assign User.



The screenshot shows the Siemens Xcelerator Admin Console interface. The top navigation bar is blue with 'AC' and 'Siemens Xcelerator Admin Console'. Below it, the 'Products' section is visible, with 'Teamcenter Share' selected and highlighted by a red box. On the right, the 'Teamcenter Share' product details are shown, including a description, region (United States), expiration date (Jan 24 2026), and a storage usage bar (0.062 GB of 510 GB Used). At the bottom of the product details panel, the 'Assigned Users' tab is active, and the 'Assign User' button is highlighted with a red box. Below the button are fields for 'Search by Name or Email' and a table with columns for 'Name' and 'Email'.

8. On the right, Enter the User's Email Address, Select a Tier, and Product role.
9. Click the Assign Button at the bottom of the panel.



**Assign User**

*Teamcenter Share may only be assigned to users of the on-premise software component of the respective Siemens Xcelerator as a Service product.*

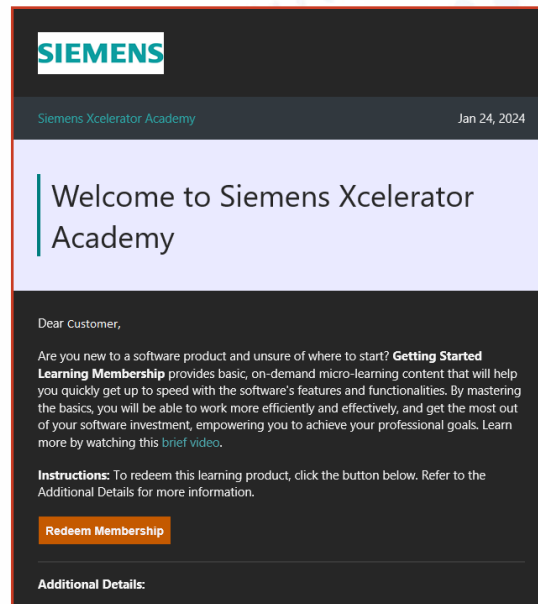
\* **Email:**

\* **Tier:**

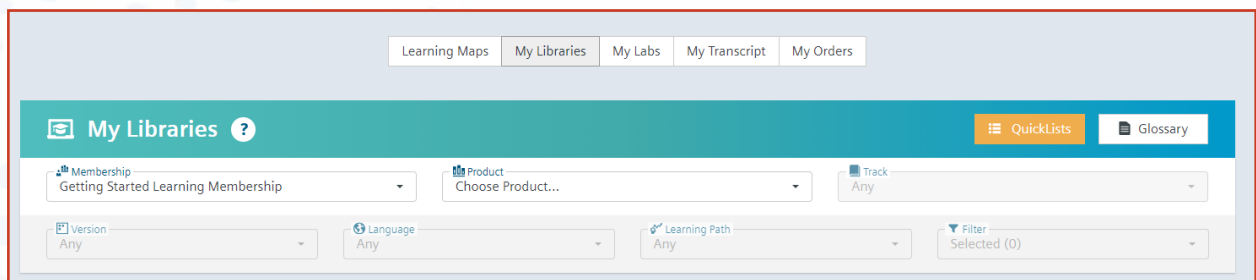
\* **Product Role:**

## USERS

1. After the administrator has assigned you the Teamcenter Share product. You will receive an email like the image below:



2. Click the Redeem Membership button.
3. Create a Siemens account if you don't already have one.
4. Sign into Xcelerator Academy with your Siemens Account.
5. Click on the Memberships Tab.
6. Click on My Libraries.
7. Set the Membership dropdown to "Getting Started Learning Memberships".



8. Choose the product you would like to learn about

The training available in "Getting Started Learning Memberships" is roughly 10% of the material available for each product. If you are interested in further training, please contact us.

Email: [sales@camlogic.com](mailto:sales@camlogic.com)

Phone: 248-969-9201