

This document provides instructions on how to validate your Cisco entitlements in Cisco License Central (CLC) to verify assets.

Navy GEMSS users SHALL use the Validation process detailed below to validate their assets as either “Valid” or “Invalid”.

- 15 September 2025 – Cisco hardware will be moved to a virtual account labeled “Navy Unclaimed”
- 1 December 2025 – Remaining “Navy Unclaimed” virtual account will be moved to a virtual account labeled “Navy Pending Deletion”
- 1 March 2026 – Remaining “Navy Pending Deletion” will be removed

Note: Failure to validate your assets and hardware before they are removed from the Navy install base may result in permanent ineligibility for Cisco support under the current GEMSS agreement.

Getting Started

Step 1: Ensure you have a Cisco ID (CCOID/Cisco Account) that is aligned to the Navy Global Enterprise Modernization Software and Services (GEMSS) program (Cisco Contract # **204215489**) with access to the “Department of the Navy - Navy.mil” Smart Account and your unit’s Virtual Account (VA). If you are not aligned with the Cisco contract, please contact donhtom@cisco.com.

- Action: To register for an account and/or Smart Account Access, visit the World Wide Technology (WWT) Community Page (Smart Account tab under the “more” section of the top Box: [Navy Digital Modernization Community - WWT](#)).
- Scroll down to the **Obtaining and Using a Smart Account for Navy GEMSS** section to access the slide deck **Navy Smart Account Training** for instructions on how to obtain your Cisco ID and obtain a Cisco Account.
- If you have questions or need access to your command’s Virtual Account, contact DON Licensing: DoNLicensing@Cisco.com.

Step 2: Verify you can access CLC.

Step 2a: CLC education and training: Visit the Navy GEMSS Community Page, CLC Tab for additional resources: [Navy GEMSS Community Page CLC tab](#).

Cisco License Central (CLC) Resources

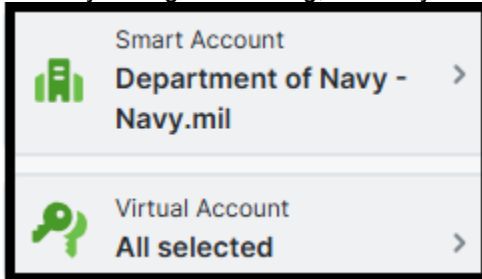
- [Cisco License Central \(CLC\) Overview](#)
- Additional resources will be added to the CLC tab on the Navy GEMSS Community page throughout the validation effort.

Validating Inventory

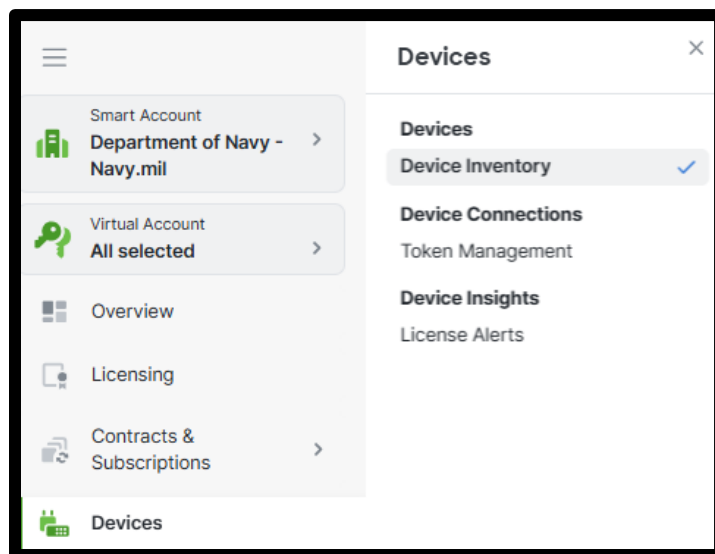
Accurate asset inventory is critical to operational readiness, security, and stewardship of Navy funds. A fully auditable inventory ensures the Navy's Cisco branded assets and entitlements are identified, supported, and tracked in the Navy's GEMSS program.

How to create and export reports of your Cisco entitlements:

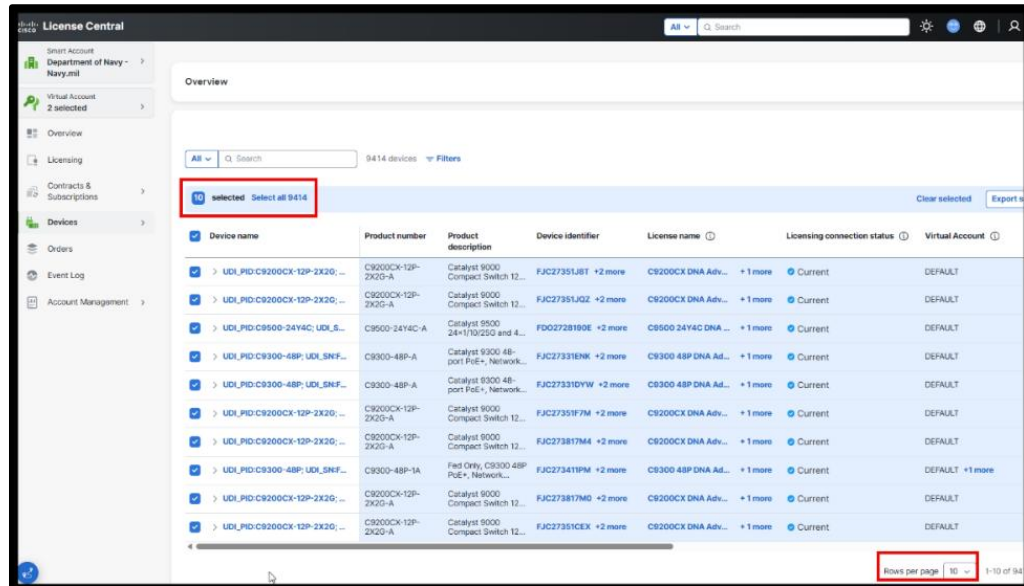
1. Log in to CLC: <https://software.cisco.com/clc/overview/>.
2. Before you begin validating, ensure your Smart Account (SA) and Virtual Account(s) (VA) are selected.



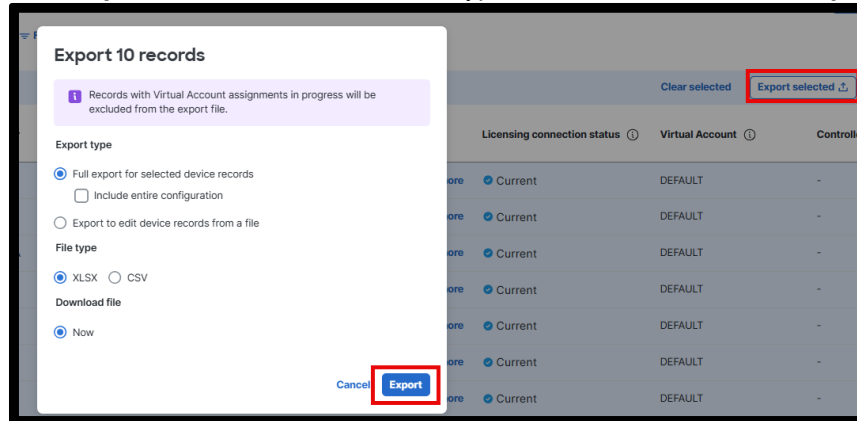
- a. Go to the **Devices** and select **Device Inventory**.



- b. Next to **Device Name**, check the box for assets on this page. To include all assets in the virtual account check, **Select All XXX**. Use the **Rows per page** drop down to display maximum rows per page.



- c. Click **Export selected**, choose the file type XLSX or CSV, and click **Export**.



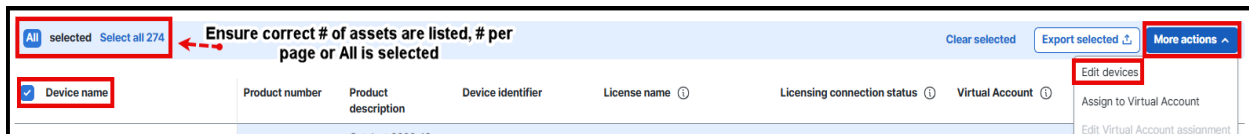
- e. The exported report can be found on the download folder as a Zip file. Select the report and extract to open Zip file. Two files will be in the zip file (Data, and summary). The data file contains the full report needed.

Name	Type	Compressed size
Department_of_Navy_20250904_133702_data.xlsx	Microsoft Excel Worksheet	4,683 KB
Department_of_Navy_20250904_133702_summary.xlsx	Microsoft Excel Worksheet	3 KB

- f. Best practice:
- Hide columns that do not help conduct inventory.
 - Utilize data points to determine organization ownership; (e.g. Serial Number, End Customer Name, End Customer Address etc).
 - Add a blank column to mark if asset is on-site, or its location is known.
 - Filter the spreadsheet by **Column U "Parent"**.

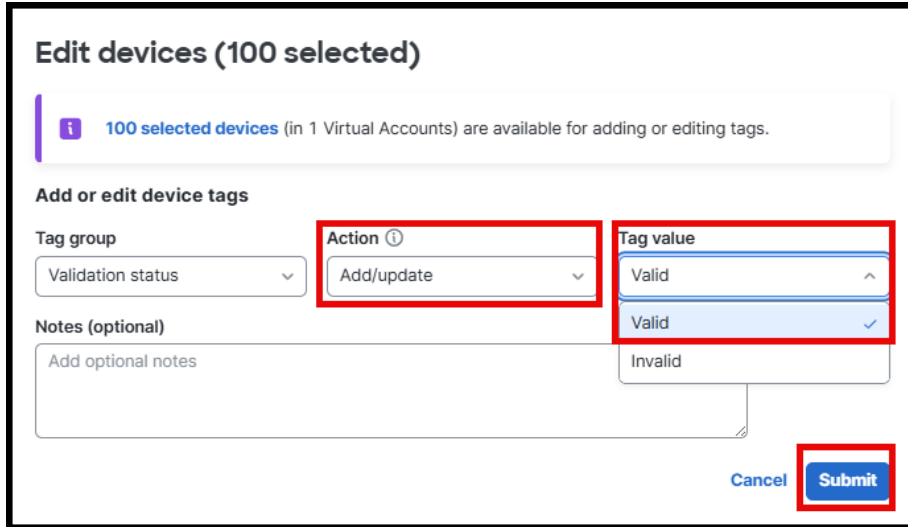
Device Name	Product ID	Product Description	Instance Number	Device Identifier 1 Name	Device Identifier 1 Value	SKU	List Dollars	Quantity	Product Type	Product Family	Architecture	Sub-Architecture
FCH2038V2PB	HX-SP-240M458P1-1A	4UCS SP HX240c Hyperflex System w/2xES2690v4,16x32Gmem,1yrSW	1840854085	Serial Number	FCH2038V2PB		42804.47	1	SERVER	UCSHX	Data Center	Hyper Converged
A1AR42J00176	CTS-EX90-K9	4EX90 - NPP, Touch UI	1852401932	Serial Number	A1AR42J00176		12934.35	1	FUNCTIONALITY	CTSPS	Collaboration	TP Endpoints
A1AR28G00137	CTS-EX90-K9	4EX90 - NPP, Touch UI	1566355536	Serial Number	A1AR28G00137		12934.35	1	FUNCTIONALITY	CTSPS	Collaboration	TP Endpoints
FJC2437Q08X	CS-KIT-MINI-K9++	Room Kit Mini with Navigator - TAA	5502566490	Serial Number	FJC2437Q08X		6622.95	1	FUNCTIONALITY	CTSOS	Collaboration	TP Endpoints
FJC2437Q0F7	CS-KIT-MINI-K9++	Room Kit Mini with Navigator - TAA	5502566590	Serial Number	FJC2437Q0F7		6622.95	1	FUNCTIONALITY	CTSOS	Collaboration	TP Endpoints
FJC2437Q0AR	CS-KIT-MINI-K9++	Room Kit Mini with Navigator - TAA	5502566337	Serial Number	FJC2437Q0AR		6622.95	1	FUNCTIONALITY	CTSOS	Collaboration	TP Endpoints

3. Compare the exported asset report with your physical on-site inventory.
 - a. Assets in VA report and in physical, on-site inventory:
 - i. **Action:** None. Item is correctly assigned to your command's virtual account.
 - b. Asset on-site and not in VA:
 - i. **Action:** Add serial # to Navy GEMSS Hardware Request Form and send to nvassetmgr@cisco.com:
<https://www.wwt.com/api-new/attachments/68af4fcb90ee9e79401c3468/file>
 - c. Assets are in the VA report but not on-site:
 - i. **Action:** Remove or transfer Asset from your Virtual Account (VA) by transferring.
 - ii. Copy serial # to Navy GEMSS Hardware Request Form and send to nvassetmgr@cisco.com:
<https://www.wwt.com/api-new/attachments/68af4fcb90ee9e79401c3468/file>
 - d. Assets are not in the correct VA but should belong in another VA, should be transferred to the correct virtual account if known.
 - i. **Action:** Compile a list and provide to your Virtual Account Administrator (BSO Admin) and send to: nvassetmgr@cisco.com
<https://www.wwt.com/api-new/attachments/68af4fcb90ee9e79401c3468/file>
4. After verifying that assets in your virtual accounts are accurate, the next step is to **Validate** the items in your virtual account. Completion can be done in two ways.
 - a. For smaller quantities (fewer than 1,000 items) follow these steps.
 - i. Next to **Device Name**, check the box for assets on this page. To include all assets in the virtual account check, **Select All XXX**.
 - ii. Click on **More actions**
 - iii. Select **Edit devices**



The screenshot shows a table with columns: Device name, Product number, Product description, Device identifier, License name, Licensing connection status, and Virtual Account. A red box highlights the 'All' button in the top left corner of the table, which is labeled 'selected Select all 274'. Another red box highlights the 'More actions' button in the top right corner of the table. A third red box highlights the 'Edit devices' option in the dropdown menu that appears when 'More actions' is clicked. The dropdown menu also includes 'Assign to Virtual Account' and 'Edit Virtual Account assignment'.

- iv. Select Action: **Add/update**, and **Tag value** Valid or Invalid (for items that do not belong in your virtual account)
- v. Click **Submit**, and the items that you have tagged, will now show selected status Valid or Invalid in both the CLC export reports and onscreen under tags.



Edit devices (100 selected)

100 selected devices (in 1 Virtual Accounts) are available for adding or editing tags.

Add or edit device tags

Tag group: Validation status

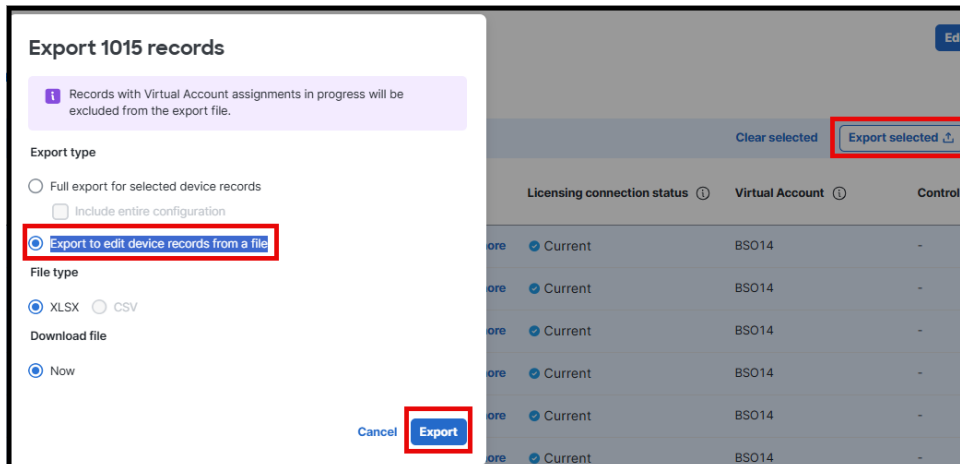
Action: Add/update

Tag value: Valid

Notes (optional): Add optional notes

Buttons: Cancel, Submit

- b. For larger quantities (Greater than 1,000 items) follow these steps.
 - i. Next to **Device Name**, check the box for assets on this page. To include all assets in the virtual account check, **Select All XXX**.
 - ii. Click on **Export selected**
 - iii. Select **Export to edit device records from a file**, and click **Export**



Export 1015 records

Records with Virtual Account assignments in progress will be excluded from the export file.

Export type

☐ Full export for selected device records
☐ Include entire configuration
☒ **Export to edit device records from a file**

File type

☒ XLSX ☐ CSV

Download file

☒ Now

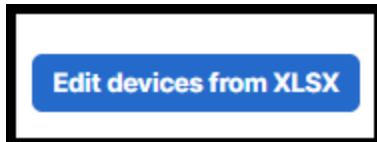
Buttons: Cancel, Export

Licensing connection status	Virtual Account	Controlle
Current	BS014	-
Current	BS014	-
Current	BS014	-
Current	BS014	-
Current	BS014	-
Current	BS014	-
Current	BS014	-

- iv. The exported report can be found on the download folder as an XLSX. Select the report and open the file.
- v. Go to the first blank cell under column E (Action) and use the drop down to select Add/update or remove.
- vi. Go to the first blank cell under column F (Validation Status) and use the drop down to select Valid, or Invalid.

	A	B	C	D	E	F
1	Primary Key	Instance Number	Serial Number	Virtual Account(s)	Action	Validation Status
2	SFP-10G-SR--FIN1743010Q	1479749527	FIN1743010Q	BSO14 Transfer In		
3	SFP-10G-SR--FIN1743008Y	1479749565	FIN1743008Y	BSO14 Transfer In		

- vii. Save the file and rename it as appropriate
- viii. On the CLC page, go to **Edit devices from XLSX**




- ix. Click or drag file here to be uploaded

Edit devices from an XLSX file

Upload an export file intended for editing devices.

[Export instructions](#)



Click or drag file here to upload

XLSX only. Max size per file: 20 MB

Cancel

Submit

- x. After the document is uploaded, please select **Submit**, and the items that you have tagged, will now show selected status Valid or Invalid in both the CLC export reports and onscreen under tags.

Edit devices from an XLSX file

Upload an export file intended for editing devices.

[Export instructions](#)

Department of Navy - Navy.mil_Devices_05Sep25042123.xlsx

Cancel

Submit

Points of Contact

For help establishing your Smart Account/Virtual Account, please reach out to:

Primary Points of Contact:

- Melany Davis melany.h.davis.civ@us.navy.mil
- Jeff Cusumano Jeff.Cusumanojr@wwt.com

Secondary Points of Contact:

- Amelia Summers amelia.v.summers.ctr@us.navy.mil
- Bill Coleman Bill.Coleman@wwt.com

For any transferring of asset questions or concerns, please reach out to:

Navy Asset Management Team nvassetmgr@cisco.com