

Manage Anaconda via Cloud Platform

STEP 1

Policies and channel setup (Page 48 & 67 of Onboarding Guide)

Admin works with Legal and SecOps to identify policies → applies those policies to the Anaconda Main Channels

STEP 2

Send Setup Request to your Anaconda CSM

Anaconda will use your admin credentials to create another account and build a configured installer with URL. Admin will receive the install URL.

STEP 3

Create Instructions to Users

Local Admin at your company will send out the Install URL and Channel Path to users

STEP 4 — ONGOING USER LIFECYCLE

CONTINUOUS LOOP — USER MANAGEMENT (Page 14 of Onboarding Guide)

Trigger: new hire joins or employee leaves

Add user

Manually add new user in Admin Portal
Assign seat
Send installer URL

User onboards

Admin emails user the configured installer and channel paths
User Starts on Step 5

Remove user

Manually remove user in Admin Portal
Revoke seat
Token access removed

loop repeats for every hire or departure

When to trigger this loop: New hire onboarding | Employee departure | Role / team changes | Access audits

STEP 5

NEW USER - NEVER USED CONDA

Run Install

Run the configured installer from URL provided

EXISTING USER - PREVIOUSLY INSTALLED CONDA

Export Environments

Use the [Conda Cheatsheet](#) to Export environments locally you would like to use in the new installation.

Run Install

Copy and paste the code snippet into your IDE or CLI.
(Note: This deletes the previous install and then completes a new installation.)

STEP 6

Anaconda login — IDE or CLI

Run anaconda login from your IDE or terminal to complete authentication

```
anaconda login
choose destination:
* anaconda.com [default]
  anaconda.org
```

You are already logged into Anaconda (anaconda.com). Would you like to force a new login? [y/n] (n): y

```
conda config --prepend channels <CHANNEL_PATH>
```

Important: This login launches a web browser where each user creates or signs into their Anaconda.com account. This step is critical — it binds their individual API token to the installation and authenticates them to your org's channel.

<CHANNEL_PATH> Will be replaced with the url provided by your administrator in the email with the installation link.