

# Minitab License Portal Administration Guide

The Minitab License Portal is where License Administrators can set up their company's Minitab product subscriptions and manage users.

## Access a subscription

License Administrators use the Minitab License Portal to access and add users to their company's product subscription. This role is typically held by an IT help desk coordinator, a technical operations manager, or a similar position.

As a License Administrator, you can access your product subscription from the Minitab website.

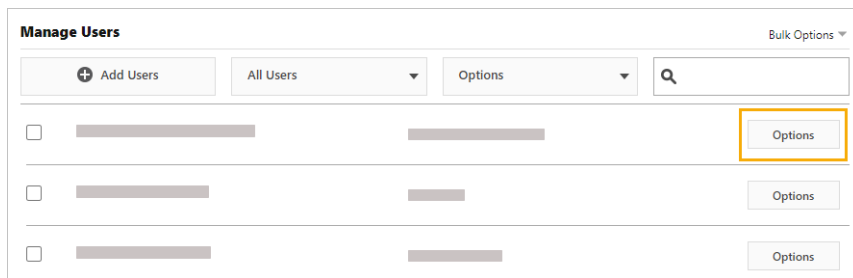
1. Go to [www.minitab.com](http://www.minitab.com).
2. In the upper-right corner of the website, click **My Account**. If **My Account** does not appear, choose **Menu > My Account**.
3. Sign in with your Minitab account information.
4. Under **My Products**, click the appropriate product to manage the subscription.



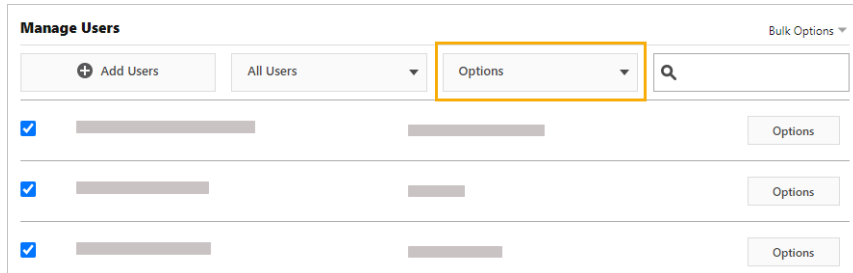
## Manage users and roles

Under **Manage Users**, you can view all current users associated with your subscription and search for users by keywords or phrases. You can manage users individually or multiple users at the same time.

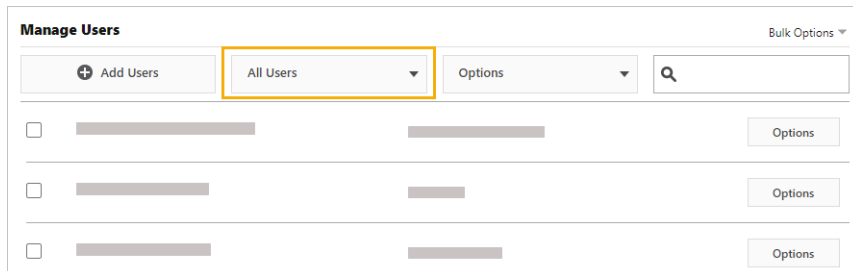
Click **Options** next to an individual user to view their account details or remove them from the subscription. Under **Options**, click **Update Roles** to add or remove **Product Roles** and **Add-On Roles**.



Select multiple users in the list and click **Options** to send an email, resend the welcome email, or remove selected users from the subscription.



Click **All Users** to filter users by role or status. For example, you can show only users who are License Administrators or only users who have a pending status.

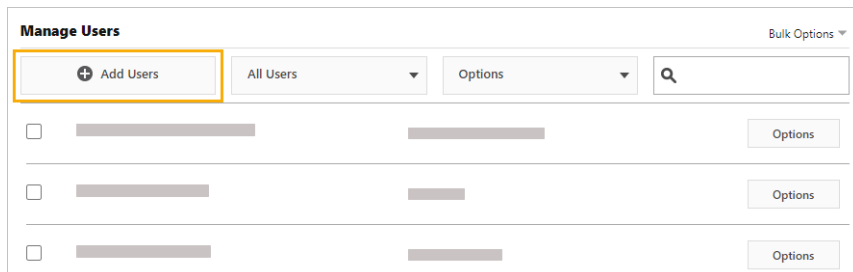


## Add users

Under **Manage Users**, you can add users to your subscription and assign roles.

**Note** When you add a new user, the new user receives a welcome email so they can validate their account and create a password. However, you can turn off the welcome email. Under **Subscription Summary**, choose **Subscription Preferences** > **Disable Subscription Emails**.

1. Click **Add Users**.



2. Manually enter email addresses separated by commas, or import a list of user emails from a .csv file or a .txt file.

The screenshot shows the 'Add Users' interface. It features a large text input field for email addresses. Below this are two sections: 'Product Roles' and 'Add-On Roles'. Each section contains a list of role names and a corresponding selection button. At the bottom of the form, there is a prominent blue button labeled 'ADD USERS' and a smaller, greyed-out button.

3. Select a **Product Role** or an **Add-On Role**, but not both. When you add multiple users at the same time, the selected role is assigned to all users.
4. Click **Add Users**. New users receive a welcome email. Users without an account have a pending status until they create an account.

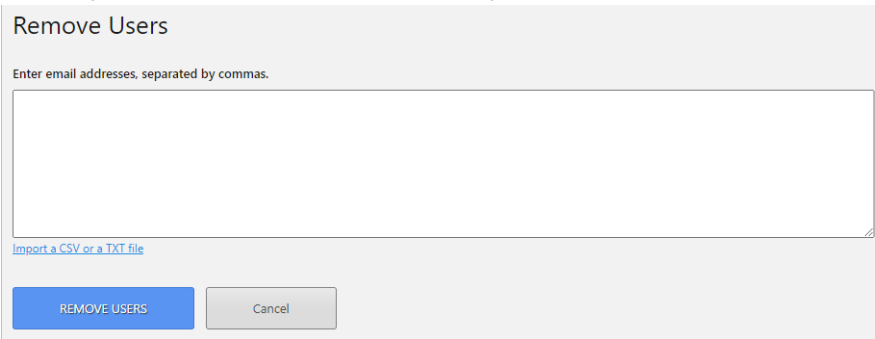
## Remove users

Under **Manage Users**, you can remove multiple users at the same time by entering email addresses or importing a list.

1. Choose **Bulk Options > Remove Users**.

The screenshot displays the 'Manage Users' section. At the top left, the text 'Manage Users' is visible. To its right, a 'Bulk Options' dropdown menu is highlighted with a yellow border. Below this are four controls: a '+ Add Users' button, an 'All Users' dropdown menu, an 'Options' dropdown menu, and a search icon. The main content area shows a list of users, each with a checkbox on the left and an 'Options' button on the right.

2. Manually enter email addresses separated by commas, or import a list of user emails from a .csv file or a .txt file.



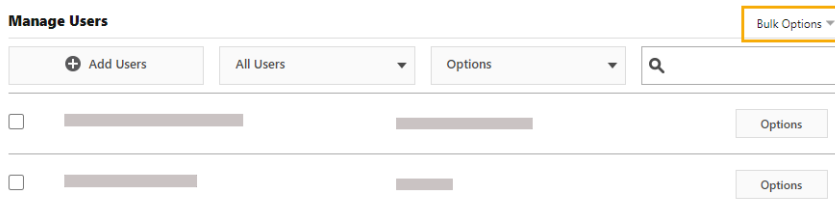
3. Click **Remove Users**.

## Manage users through automated provisioning

Under **Manage Users**, you can add and remove users through a single user management system or application. To automate user provisioning through SCIM (System for Cross-Domain Identity Management), create a SCIM token that you can export to other applications.

**Note** When you add a new user, the new user receives a welcome email so they can validate their account and create a password. However, you can turn off the welcome email. Under **Subscription Summary**, choose **Subscription Preferences** > **Disable Subscription Emails**.

1. Choose **Bulk Options** > **Provision Users**.



2. Click **Create Token**.
3. Click **Copy Token** to copy the token to the clipboard. The token cannot be stored or saved. If you lose or delete the token, repeat steps 1 through 3 to create a new one.
4. Open the user management application of your choice and import the token.

**Note** For security, the token expires after 180 days. When the token expires, sign in to the Minitab License Portal and repeat this procedure.