Minitab License Portal Administration Guide

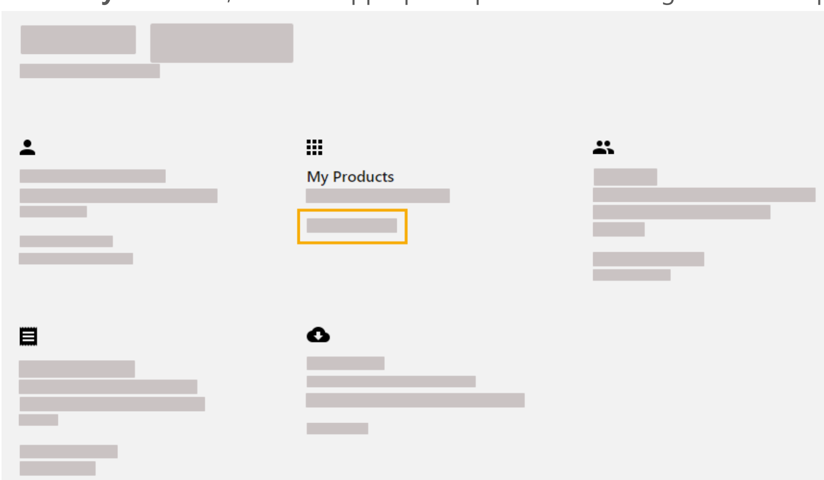
The Minitab License Portal is where License Administrators can set up their company's Minitab product subscriptions and manage users.

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.

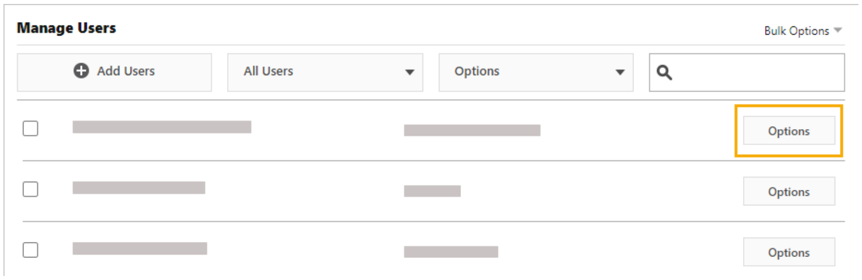
1. Go to www.minitab.com.
2. In the upper-right corner of the website, click **My Account**. If **My Account** does not appear, choose **Menu** > **My Account**.
3. Sign in with your Minitab account information.
4. Under **My Products**, click the appropriate product to manage the subscription.



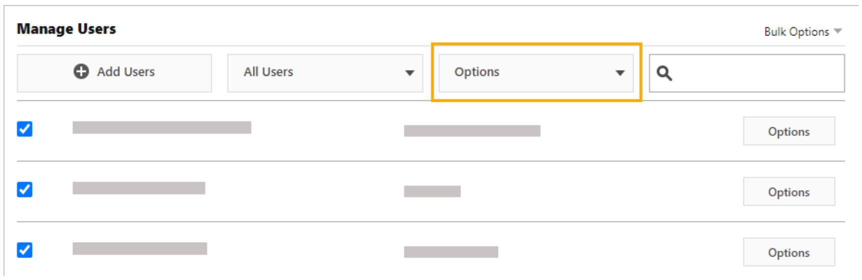
Manage users and roles

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.

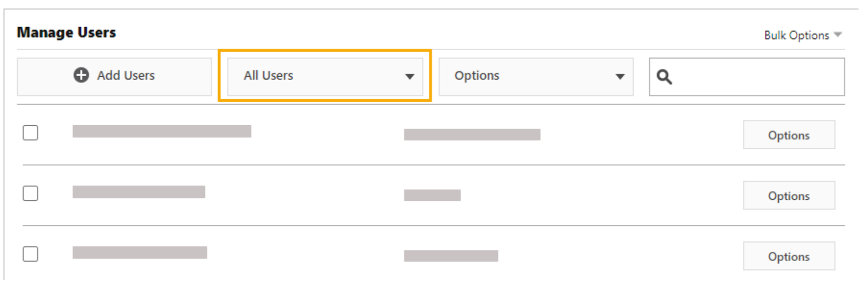
Click **Options** next to an individual user to view their account details or remove them from the subscription. Under **Options**, click **Update Roles** to add or remove **Product Roles** and **Add-On Roles**.



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



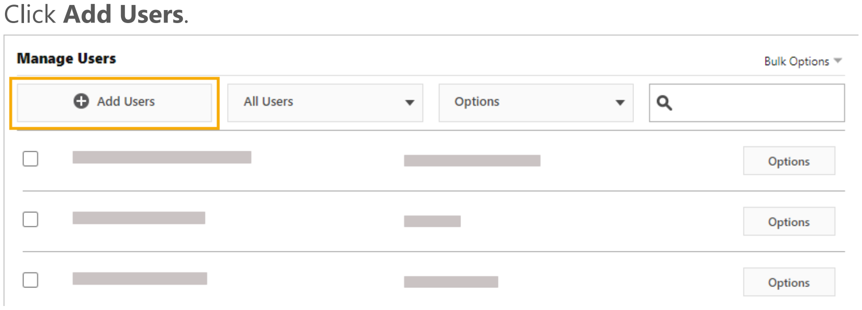
Click **All Users** to filter users by role or status. For example, you can show only users who are License Administrators or only users who have a pending status.



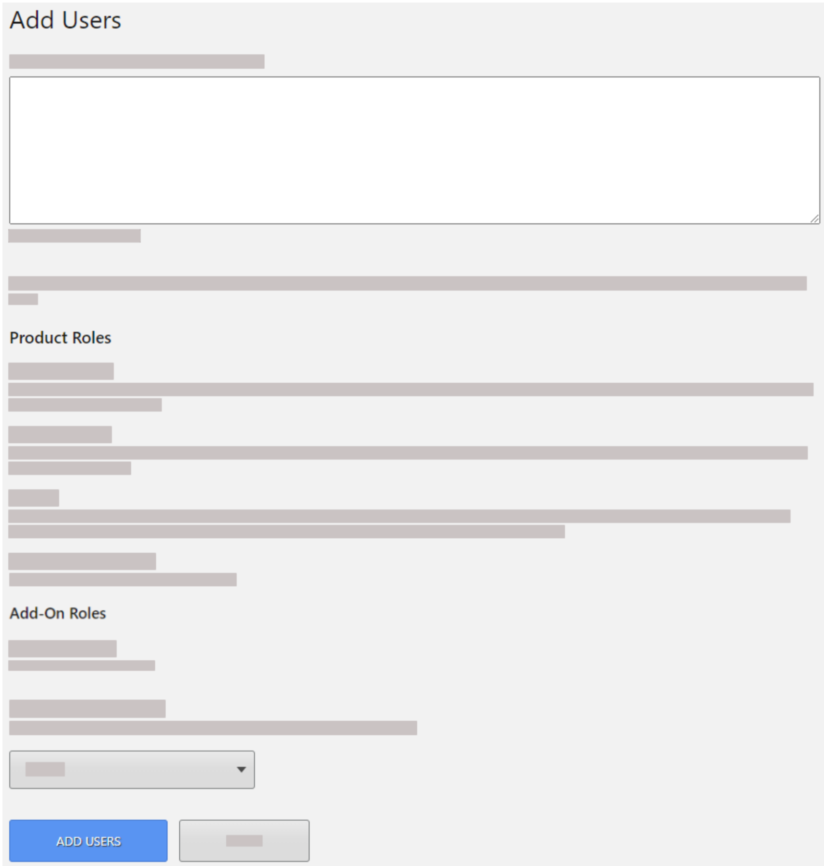
Add users

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

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.

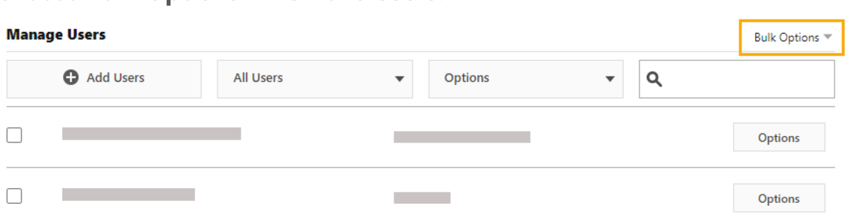


3. Select a **Product Role** or an **Add-On Role**, but not both. When you add multiple users at the same time, the selected role is assigned to all users.
4. Click **Add Users**. New users receive a welcome email. Users without an account have a pending status until they create an account.

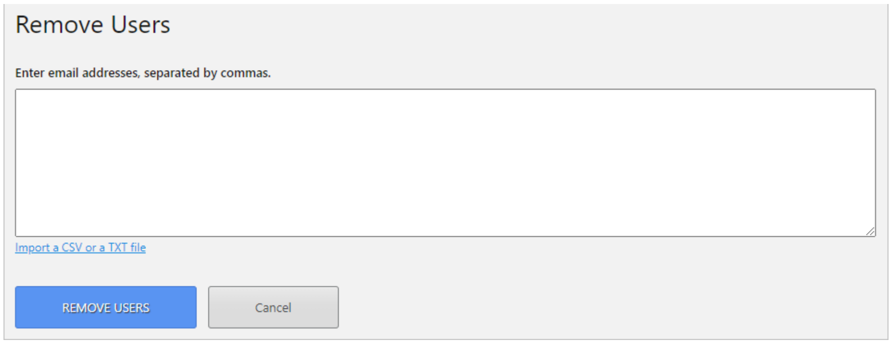
Remove users

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**.



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**.