# Minitab License Portal Administration Guide

The Minitab License Portal is where License Administrators can set up subscriptions and manage users.

## Access a subscription

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

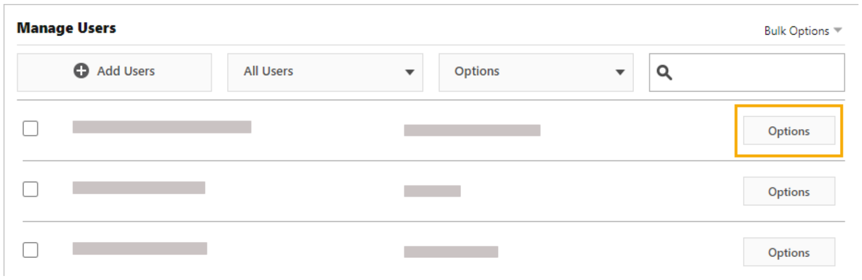
As a License Administrator, you can access the subscription from the Minitab website.

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.

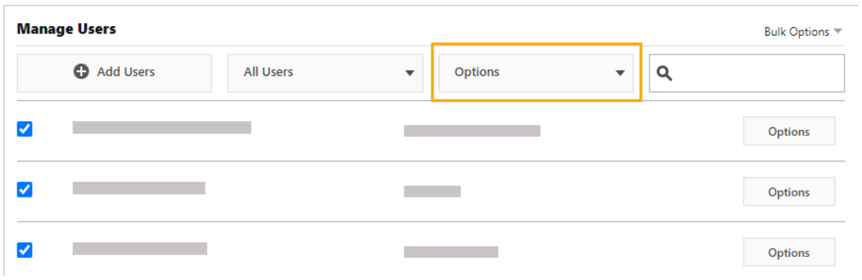

## Manage users and roles

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.

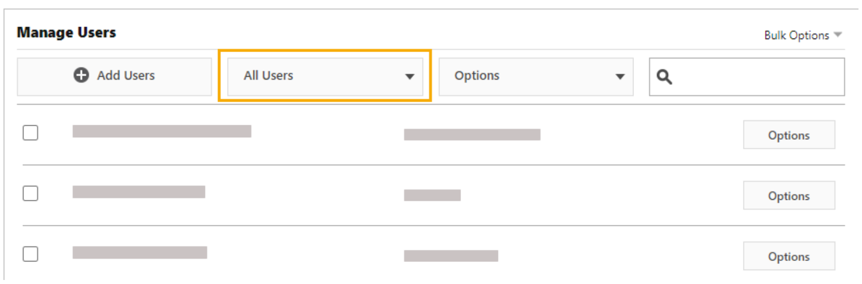
Click **Options** next to an individual user to view their account details or remove them from the subscription. Under **Options**, click **Update Roles** to add or remove **Product Roles** and **Add-On Roles**.




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



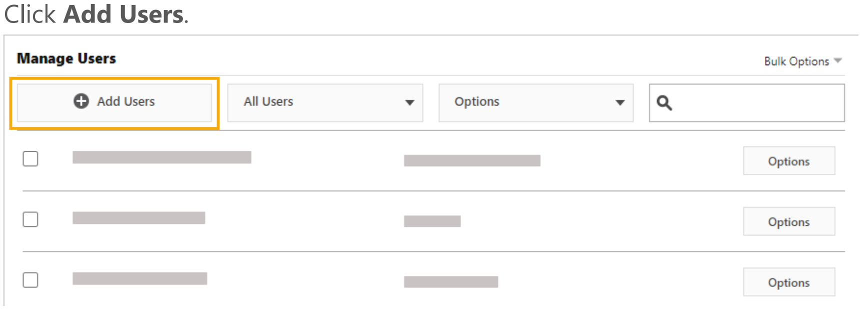

Click **All Users** to filter users by role or status. For example, you can show only users who are License Administrators or only users who have a pending status.



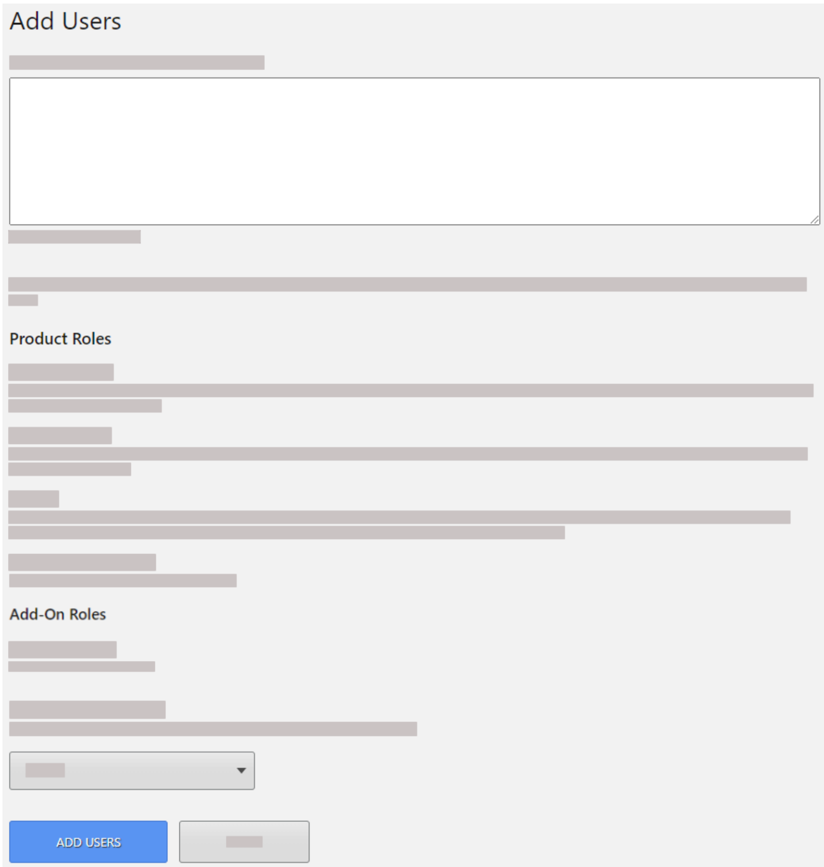

# Add users

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.



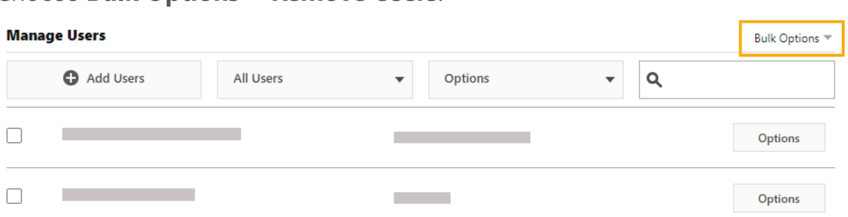

3. Select a **Product Role** or an **Add-On Role**, but not both.  When you add multiple users at the same time, the selected role is assigned to all users.
4. Click **Add Users**.

New users receive a welcome email so they can validate their account and create a password. Users without an account have a pending status until they create an account. To turn off the welcome email, under **Subscription Summary**, choose **Subscription Preferences** > **Disable Subscription Emails**.

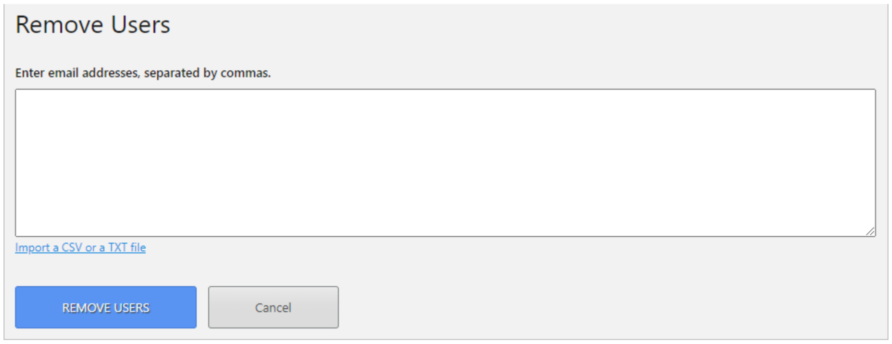
# Remove users

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.



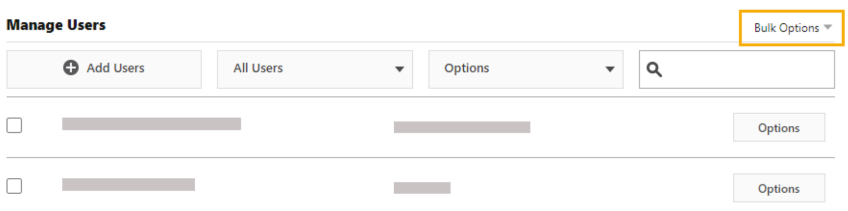

3. Click **Remove Users**.

# Manage users through automated provisioning

Under **Manage Users**, you can create a SCIM token to automate user provisioning. The token provides authentication and a link to the subscription, so you can add, update, and remove users through a single user management system or application.

**Note** The License Administrator who creates the token must remain on the subscription for the token to function.

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




2. Click **Create Token**.
3. Click **Copy Token** to copy the token to the clipboard.
4. Open the user management application of your choice and import the token.

The token cannot be stored or saved, and it expires after 180 days. If the token is lost, deleted, or expired, sign into the Minitab License Portal and create a new token so you can continue to provision users.

## After you create the SCIM token

The Minitab License Portal supports automated user provisioning through SCIM (System for Cross-Domain Identity Management) 2.0 protocol. SCIM integration with the Minitab License Portal is limited to the /Users endpoint. The Groups/ endpoint is not supported. For details about setup, contact Minitab Technical Support.