

How to Assign Users Your LEARN Online Subscription (Site Admin Task)

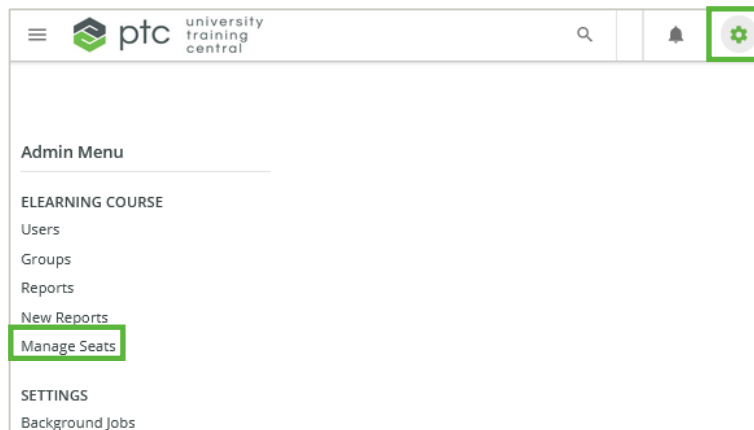
There are two options:

Fill out the [bulk user upload form](#) and email it to trainingcentral@ptc.com and we will create the users on your behalf and assign them to your subscription or you can assign them following the steps below:

Step 1) Sign in to [Training Central](#).

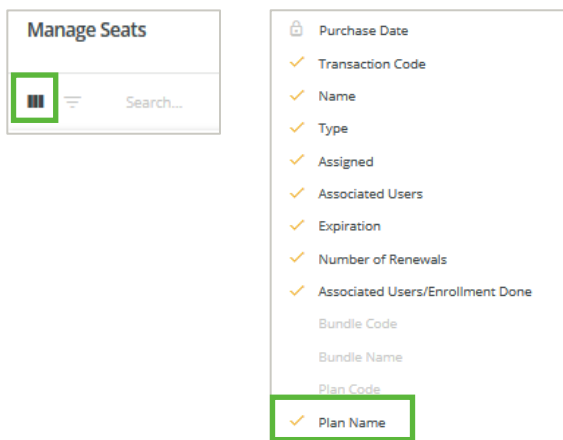
Step 2) Navigate to the Admin Menu:

- a. Click the gear icon on the upper right side of the page.
- b. Click Manage Seats.



Step 3) Display "Plan Name":

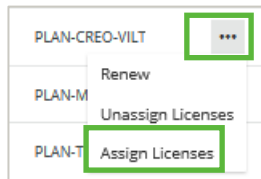
- a. Click the three vertical lines on the left side.
- b. Click Plan Name.
- c. The plan name you are looking for is PLAN-PRODUCT-VILT.



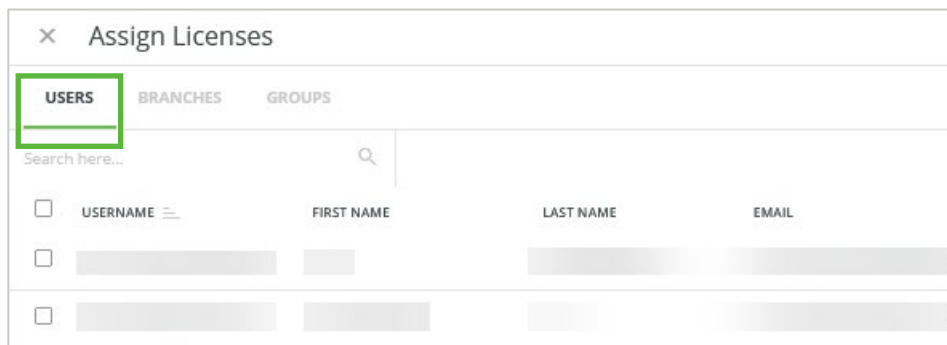
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Step 4) Assign your users to the correct subscription

- You'll need to search by Sales Order Number (column "Transaction code")
- Hover over the plan name and click the "3 dots" that will appear on the right.
- Click Assign Licenses.



- Click the Users tab, and you will be able to assign users associated with your organization.



Pro Tips:

- The Assign Licenses section shows users who have not been assigned to the subscription and refers to the action you wish to complete.
- The Unassign Licenses section shows users that have already been assigned to the subscription.
- If you don't see a user in the Assign Licenses section, please check the unassign license section to ensure that they haven't already been assigned to the subscription. If the user isn't in either section, you will need to create their account in Training Central. Please review our [How to Create Users in Training Central](#) job aid.