

Managing Your LEARN License Seats (Site Admin Task)

ASSIGN USERS TO YOUR LICENSE/SUBSCRIPTION

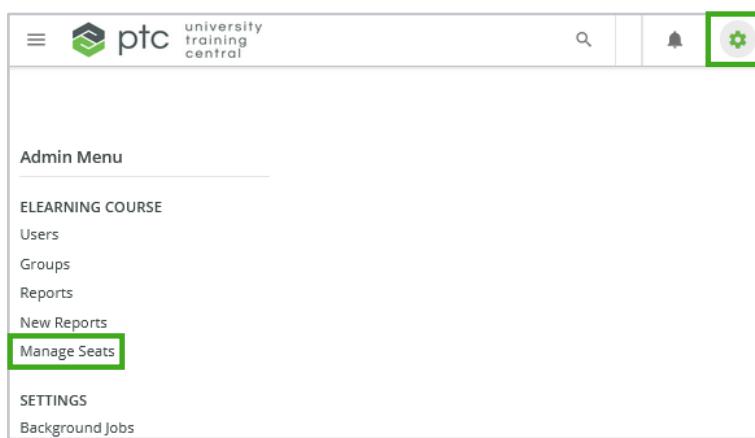
If you'd like to assign users to your licenses, there are two options.

The first option is to fill out the [bulk user upload form](#) and email it to trainingcentral@ptc.com. We will create the users on your behalf and assign them to your subscription. Please be sure to indicate which SON you'd like users assigned to if your organization has multiple.

The second option is to assign users by following the steps below:

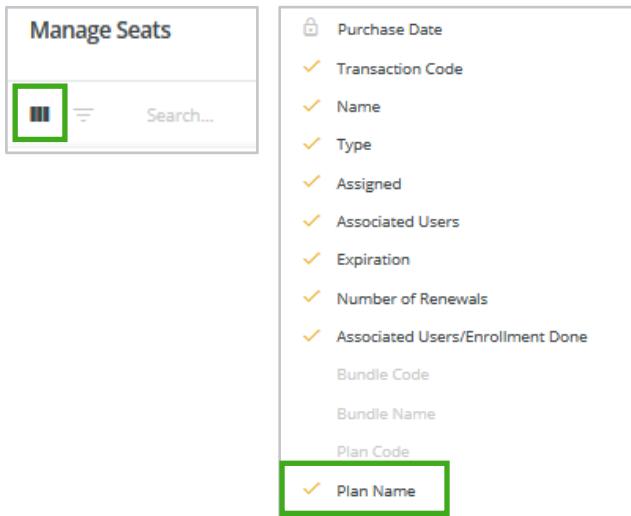
Note: Before using this option, please read through our [Populating Users](#) guide to ensure your users' accounts populate in your user list.

- 1) Sign in to [Training Central](#).
- 2) Navigate to the Admin Menu:
 - a) Click the gear icon in the upper-right corner of the page.
 - b) Click **Manage Seats**.



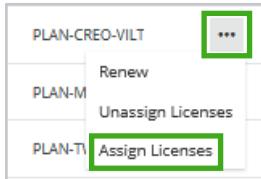
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- 3) Display the plan name:
 - a) Click the three vertical lines on the left side.
 - b) Click **Plan Name**.
 - c) Look for a plan name titled PLAN-PRODUCT-VILT.

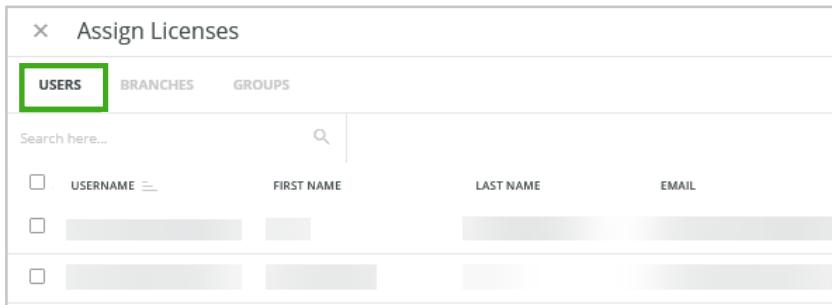


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- 4) Assign your users to the correct subscription.
 - a) Hover over the plan name and click the three dots that appear on the right.
 - b) Click **Assign Licenses**.



- c) Click the **Users** tab. Assign the users associated with your organization.



Pro Tips:

- The Assign Licenses section shows users who have not been assigned to the subscription.
- 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, check the Unassign License section to verify they haven't already been assigned to the subscription. If the user isn't in either section, please review our [How to Create Users in Training Central](#) job aid or reach out to trainingcentral@ptc.com.

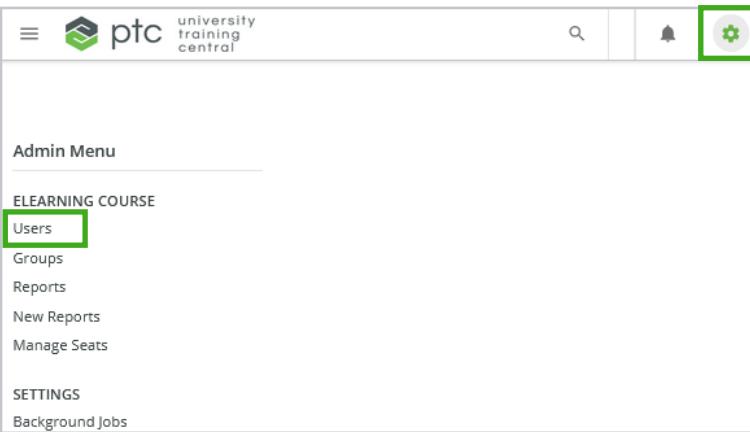
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UNASSIGNING USERS FROM YOUR LICENSE/SUBSCRIPTION

If a user no longer works for your organization, you can remove them from the subscription and deactivate their Training Central account by following the steps below:

Navigate to the Admin Menu:

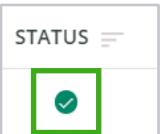
- 1) Click the gear icon in the upper-right corner of the page.



The screenshot shows the 'Admin Menu' interface. On the left, there is a sidebar with the following categories and links:

- ELEARNING COURSE**
 - Users** (highlighted with a green box)
 - Groups
 - Reports
 - New Reports
 - Manage Seats
- SETTINGS**
 - Background Jobs

- 2) Click **Users**.
- 3) Under the STATUS column, click the green icon to turn it gray. This disables the account and instantly removes the user from the subscription.



STATUS


Pro Tips:

- Please note that by disabling the Training Central account, this does not deactivate the user from your organization's other PTC entitlements. Please open [an eSupport ticket](#) to remove the user from your organization's customer number.
- If you'd like to remove an existing user from your Named LEARN subscription according to the Terms and Conditions for other reasons, please reach out to trainingcentral@ptc.com.