

Administrator Guide for Academic Teaching License and Community and Technical College License

As license administrator, your role is to maintain the list of people who can access and use your organization's license. You use the License Center to add and remove users. If you reach the limit of your license count, you can reassign licenses by first removing an existing user and then adding the new user.

To Add/Remove Users

1. Log in to [License Center](#).
2. Select the desired MATLAB license and navigate to the **Manage Users** tab.
3. Click **Add/Remove Users** to add or remove either a single user or a list of users using a CSV file (template provided).
4. Provide the following instructions to users after you have added them to the license:
 - 1) Go to matlab.mathworks.com and sign in to or create your MathWorks Account.
 - 2) Click **Install MATLAB** and follow the prompts to download and install MATLAB products.
 - 3) From matlab.mathworks.com you can also:
 - Click **Open MATLAB Online** to run MATLAB from a web browser.
 - Click **Online Training** for unlimited access to self-paced, interactive courses.

To Install MATLAB in computer labs or on classroom computers

1. Go to matlab.mathworks.com and sign in.
2. Click **Install MATLAB** and follow the prompts to download and install MATLAB products. (Note: For multiple installations that are alike, you can **Install Noninteractively**.)
3. Select the license labeled **MATLAB** when prompted.

Users will be prompted to sign in with their MathWorks Account the first time they run MATLAB on a specific computer in a computer lab or classroom.