

# Administrator Guide: Primary and Secondary School License

## Overview

This guide, for administrators only, describes how to link the **Primary and Secondary School License** to student and faculty MathWorks Accounts. This license offering provides access to MathWorks products for faculty and students on personal and school-owned computers. This license is not for government, commercial, university, or other organizational use. The term *users* encompasses faculty and students.

This guide includes detailed instructions for the following topics:

- Link License to User Accounts
- Remove Users from License
- Install MATLAB on Personal Computers
- Access MATLAB on Shared Computers

## Link License to User Accounts

Before a user can access MathWorks products, they must be added to the license by a license administrator. This process automatically links the license to the user's MathWorks Account (any user who does not have an account will have one created for them).

To add one or more users to the license, follow these steps:

1. Go to [License Center](#).
2. Select the school's MATLAB license and navigate to the **Manage Users** tab.
3. Click **Add/Remove Users** to either add individual user or perform a batch addition. A .CSV file with first name, last name, and school (or preferred) email address is required to perform a batch addition (template provided).

All added users receive email with instructions to take for their next step. As an added precaution, you might want to email users to let them know they have been added, in case the email from MathWorks goes to spam or trash.

Users on the license may download and install MathWorks products on their personal computers by following instructions found in the Help Center for [Installation and Licensing](#).

## Remove Users from License

You can remove individual users from a license using the [License Center](#).

1. Go to [License Center](#).
2. Select the organization's MATLAB license.
3. Navigate to **Manage Users**.
4. Click **Add/Remove User** to remove a single user or a list of users. Individual users can also be removed by clicking "X" next to their name. A .CSV file with first name, last name, and school (or preferred) email address is required to remove a list of users (template provided).

The user no longer has access to the license.

## Install MATLAB on Personal Computers

This workflow requires an internet connection.

### Step 1. Download Product Installer

1. Go to [matlab.mathworks.com](https://matlab.mathworks.com) and sign in to your MathWorks Account that includes your institution's license.
2. Click **Install MATLAB**.
3. Click **Download** for the current release.
4. Choose a supported platform and then download the installer.
5. Locate the installer file that was downloaded in the previous step. It should be located in the default download location, unless a different download location has been specified. The name of the installer file is:
  - a. **Windows:** matlab\_<release>\_win64.exe
  - b. **Mac OS:** matlab\_<release>\_maci64.dmg

<release> represents the release number.

## Step 2. Install MathWorks Products

1. Run the MathWorks Product Installer:
  - a. **Windows:** Double-click the installer file to start the installer.
  - b. **Mac OS:** Double-click the installer file. This action extracts the files and creates a folder named matlab\_<release>\_maci64, where <release> represents the release number. Inside this folder, double-click **InstallForMacOSX** to start the installer.
2. Sign in and follow the installer prompts.
3. At **Select license**, select the license labeled MATLAB.
4. At **Select products**, check the products to download, then click **Next**.
5. Confirm your selections and then click **Begin Install**.
6. When the installation is complete, click **Finish**.

## Access MATLAB on Shared Computers

The license offering provides two options for providing access to MATLAB for your users on shared computers.

### Use MATLAB in a web browser

The license offering provides access to [MATLAB Online](#), which allows use of MATLAB and Simulink through your web browser. MATLAB Online can be accessed by any internet-connected machine, personal or school-owned computers. The use of MATLAB Online on a shared computer, such as in labs or conference rooms, does not require any installation or configuration work.

To use [MATLAB Online](#) on one of the [supported browsers](#), users sign in with their MathWorks Account.

### Install MATLAB on Shared Computers

Alternatively, in situations where MATLAB Online cannot be used, the license offering also provides access to MathWorks products to be installed on shared computers.

To install MATLAB on shared computers, perform the following steps:

1. [Download Products Without Installing](#)
2. [Retrieve File Installation Key](#)

### 3. **Install Noninteractively**

Once MATLAB has been installed it must be activated on each computer. To perform the activation, start MATLAB on each computer and follow the on-screen instructions to sign in and activate MATLAB.

If you need further assistance, [Contact Support](#).