

## USER MANAGEMENT

User Management ([SELECTservices Site Administrators only](#))

SELECTservices site or training administrators can administer their users authorizations online. Functionality includes: assigning roles, removing roles, create/edit/delete users from the account and create other site administrator users. The site administrator can manage users at multiple sites (if the multi-site administrator role was previously granted by the [Bentley Sales Support Group](#)). Only SELECTservices site administrators have access to User Management.

For your convenience a list of available user roles and their definitions have been provided below.

Possible Web Permissions	Definitions
Web Shop User	<p>General permissions providing basic access to areas of Bentley web site behind the login. Specific web application access requires additional permissions depending on the user's subscription and granted access roles.</p> <p><b>Note: This is a default user role that must be assigned to any user that will log into any Bentley web site. Without it users will receive a message and will not be able to log in.</b></p>
MySELECT CD	Permission to create a CD of software available to the specific user's subscription and entitlement.
SELECT Download	Permission to access software downloads available to the specific user's subscription and entitlement.
License Manager-Home User/Redline	Allows full privileges to the Online License Tool for the management of a site's product licenses, including the ability to request a Home Use and/or Redline Sponsorship activation key.
License Manager	Allows access to all functionality in the Online License Tool for the management of a site's product licenses, <b>except</b> for the ability to request a Home Use and/or Redline Sponsorship code.
Site Administrator	Allows the ability to create, manage and control access of users under the site(s) to which this user has a relationship.
Beta Test Program	Allows user to search, view and download (or request a CD of) released beta software. The role requires that the user also have the roles which provide access to Downloads or MySELECT CD.
Beta Invitational	Allows user to search, view and download (or request a CD of) released beta software not available to the general Beta Test Program. The role requires that the user also have the roles which provide access to Downloads or MySELECT CD.
Academic CMLA Curricula	Allows users to access and download Bentley Institute training materials.

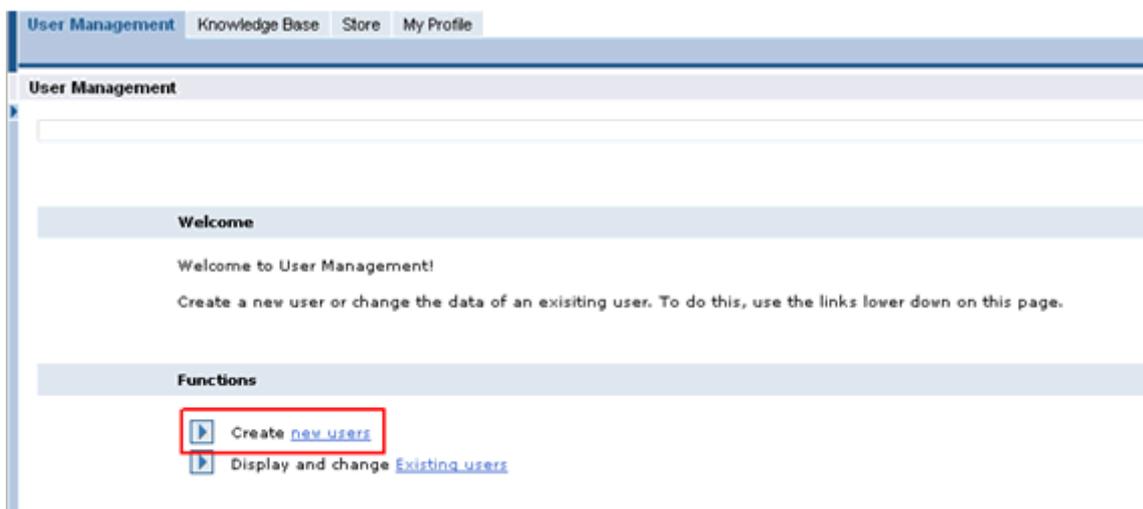
BDN Products Download	Allows user to search, view and download (or request a CD of) developer specific software, code (SDK's, etc.) or materials. The role requires that the user also have the roles which provide access to Downloads or MySELECT CD.
Training Subscriber	Permission to access Bentley LEARN Server materials as applicable to the user's specific training subscription. <b>Note: This role does not grant access to Web Downloads or MySELECT CD.</b>
Training Administrator	Account-specific permission to manage users' access rights for training subscriber accounts.

## Create a New User

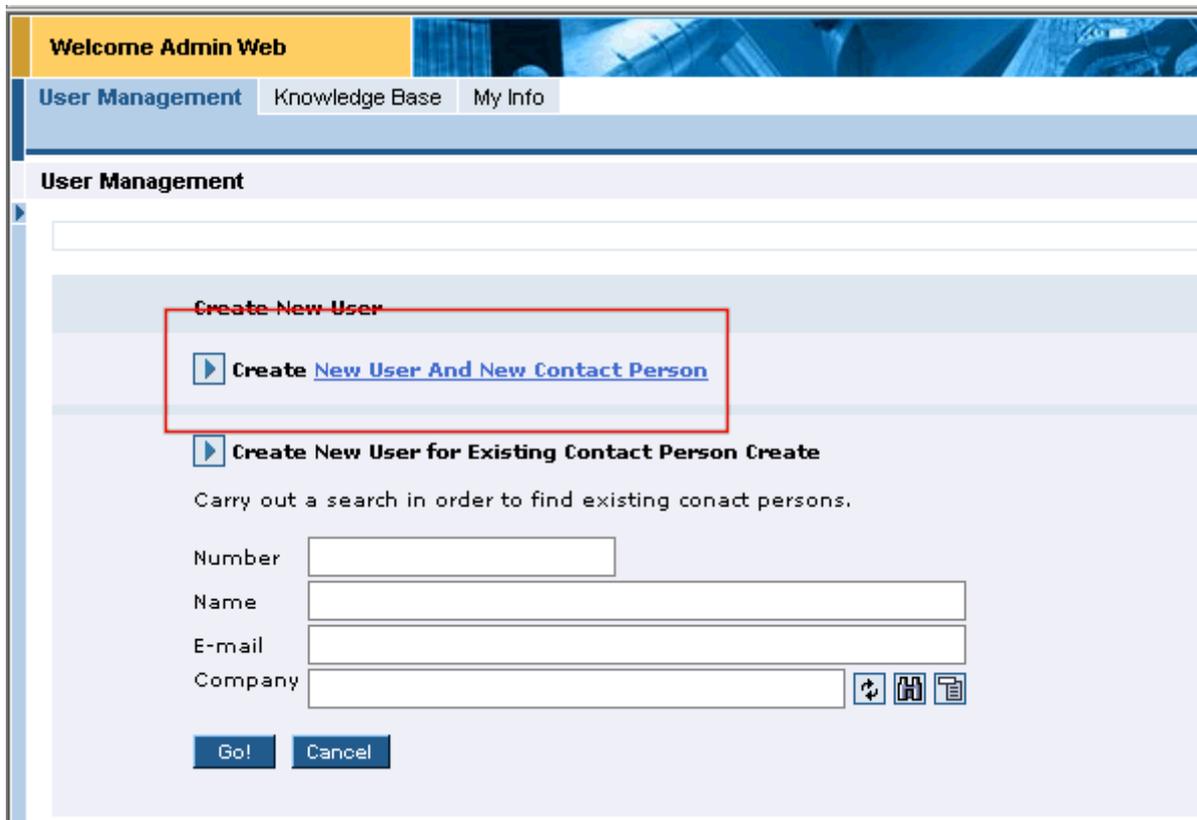
New users can be created from scratch.

To create a new user:

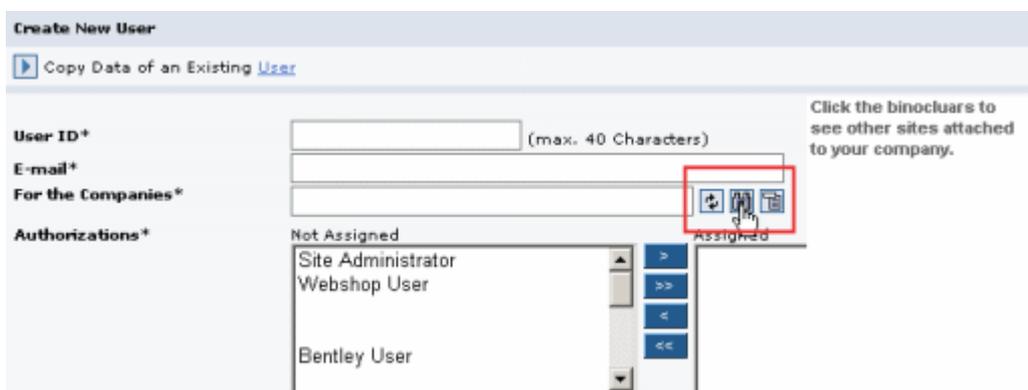
1. On the User Management tab, click the Create new users hyperlink.



2. On the Create New User screen, click the Create New User And New Contact Person hyperlink.



3. Enter the appropriate data for this new user into the correct fields. *Note:* Required fields are indicated by bold text and an asterisk (\*).
4. Multi-Site Administrators will be able to search for and select the site(s) to which the new user should be attached by clicking on the binoculars. (This can be multiple sites in the case of the multi-site administrator)



5. **If** you are creating a new user, assign at minimum the authorization: "Webshop User role" to the user. This role is needed to allow the user to at least log into the web site but will not grant them access to applications such as Web Downloads/MySELECT CD.
6. **If** you are creating a new site administrator, at minimum assign authorizations: "Webshop User" and "Site Administrator" to this user. **Note:** Administrators can assign only those authorizations in which they themselves have.
7. Click the **Continue** button when complete and on the next screen, enter the contact data and authorizations for this new user.
8. The new user will be notified via email containing their user login ID and password. This email may take up to 10 minutes to receive so you may want to write the User ID and password down before clicking **Exit**.
9. *Optional* - Check the "Use this data when you create another user" to use the same data for new users. Meaning that the same authorizations will be used for the next newly created user.
10. Click the **Exit** button to return to the main screen, or click on **Create More Users** or **Change**.

Welcome Admin Web

User Management Knowledge Base My Info

User Management

User was recreated

<b>User ID</b>	1111111111				
<b>Password</b>	JTCUQHQR				
<b>Authorization</b>	Webshop User				
<b>Company</b>	<table> <thead> <tr> <th>Company ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>0004021100</td> <td>SY Kim Land Surveyor</td> </tr> </tbody> </table>	Company ID	Name	0004021100	SY Kim Land Surveyor
Company ID	Name				
0004021100	SY Kim Land Surveyor				
<b>Form of Address</b>	me				
<b>Name/address</b>	me@bentley.com				
<b>E-mail</b>					
<b>Address</b>	SY Kim Land Surveyor, SY Kim Lan...South Sali...Raleigh				
<b>Correspondence Language</b>	English				
<b>Telephone</b>					
<b>Fax</b>					

Use this data when you create another user

Create More Users Change Exit

## Editing Existing Users

To edit existing user information, return to the main screen on the **User Management** tab. Click the **Display and change Existing users** hyperlink.

User Management Knowledge Base My Info

User Management

Welcome

Welcome to User Management!

Create a new user or change the data of an existing user. To do this, use the links lower down on this page.

Functions

▶ Create [new users](#)

▶ Display and change [Existing users](#)

1. Enter your search criteria into the fields provided to find the applicable user. Information can include Name, User ID or E-mail address. To see all users listed for the site, click the **Display All** button.



- a.  **Change** – to edit or update an existing user's information or authorizations. Information includes: email address, user roles (authorizations), first and last name and title.
- b.  **Reset password** – to reset user's password. When reset, an email with a temporary password will be sent to the user. (The user must then reset the password upon login.)  
 **For security reasons, the password is not visible in any Bentley database to the administrator or Bentley employees and cannot be changed more than once in a 24 hour period.**
- c.  **Copy** – to copy existing user's contact information into a record for a new user.
- d.  **Delete** – Deleting a user will remove the user from the online view.
- e.   – to lock or unlock a user. Locking the user will prevent them from logging into Bentley web site(s).

4. Make the appropriate edits and click the **Continue** button when complete.

5. Make any additional changes to the user's information or authorizations then click the **Save** button.

6. Click the **Exit** button

Process Complete.

Additional Note(s):

- If a user forgets his/her password they must use the password reminder option on the main login page. This is due to the fact that passwords are no longer visible to Bentley employees or site administrators.

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<http://selectservices.bentley.com//en-US/User+Management.htm>