

How to Assign SketchUp Subscription Entitlements



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Trimble Account Management Portal

Trimble subscription products (including SketchUp) are managed through Trimble [Account Management Portal](#) (AMP). Through this web service, Account members will be able to view the details of their subscriptions and assign users to the subscriptions they have purchased.

Member Roles

Account Owner (One Account Owner only)

This role has full access to aspects of the account's subscriptions. The Account Owner has access to the...

- My Products page, if provisioned a subscription seat
- Members page
- Plan Settings page

Company Admin

This role is meant for an individual/s who are responsible for the provisioning of subscription seats. The role has access to the ...

- My Products page, if provisioned a subscription seat
- Members page

Product User

This role is meant for your primary SketchUp user base when provisioning seats to individuals. As a Product User, the individual will have access to the...

- My products page

AMP Pages & Features

My Products Page

- View products and services available to the user in their subscription
- Download installers and launch services

Members Page

- View all current members
- Assign / Edit roles of members
- Provision / Revoke seats to members

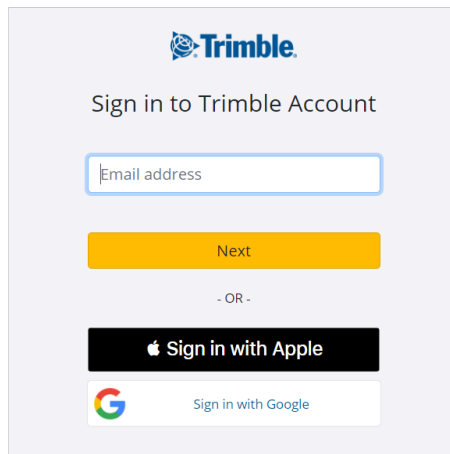
Plan Settings Page

- View details of the Subscription
- View contact information of the Account Manager for renewal or change of subscription.

	AMP Page Access		
Role	My Products	Members	Plan Settings
Owner (1 Only)	✓	✓	✓
Administrator	✓	✓	
Product User	✓		

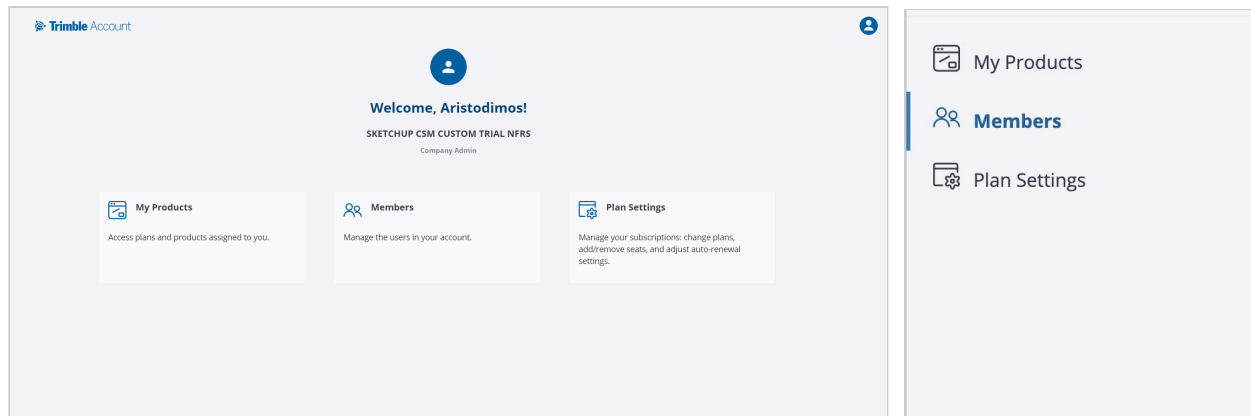
Assignment of Roles and Subscription Seats

- The admin, owner, or person responsible for assigning subscriptions at your company will need to access the Trimble Account Management portal [here](#).

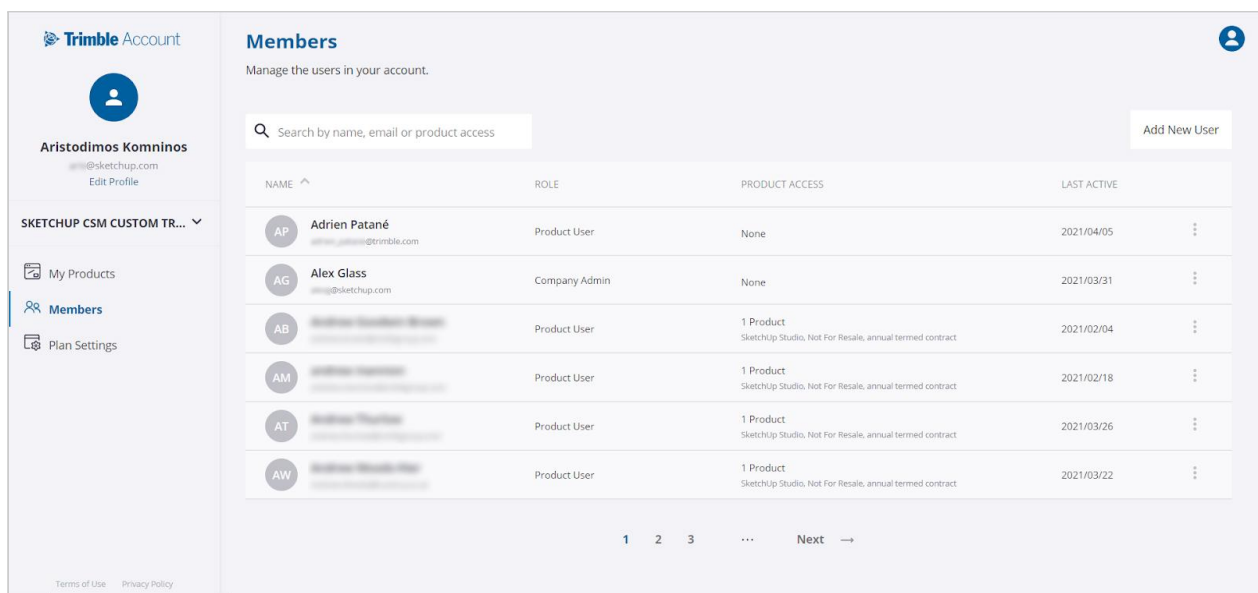


The image shows a sign-in page for a Trimble account. At the top is the Trimble logo. Below it is the text "Sign in to Trimble Account". There is a text input field labeled "Email address". Below the input field is a yellow button labeled "Next". Below the button is the text "- OR -". Below that is a black button with the Apple logo and the text "Sign in with Apple". At the bottom is a white button with the Google logo and the text "Sign in with Google".

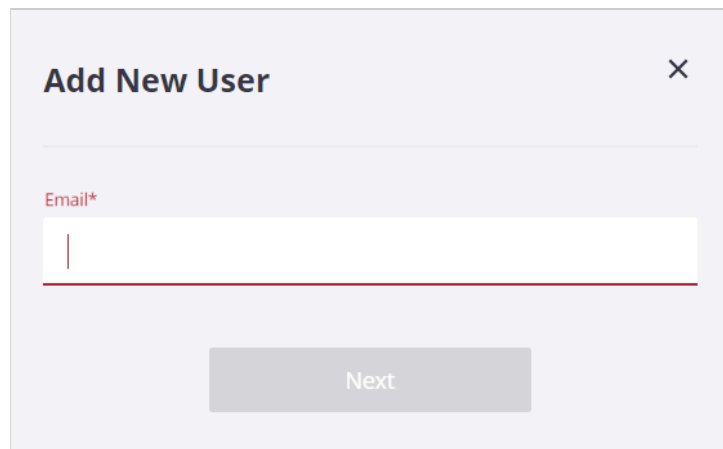
- If you do not have a Trimble ID already set up, you will be asked to create one.
- Once set up, you will get access to the Account Management Portal, and you will be able to see the entitlements available for you to assign to users.
- This is what you will see once signed in your Account Management Portal:



- Click on 'Members' on the landing page, or select the 'Members' icon from the left menu if you have entered the portal.

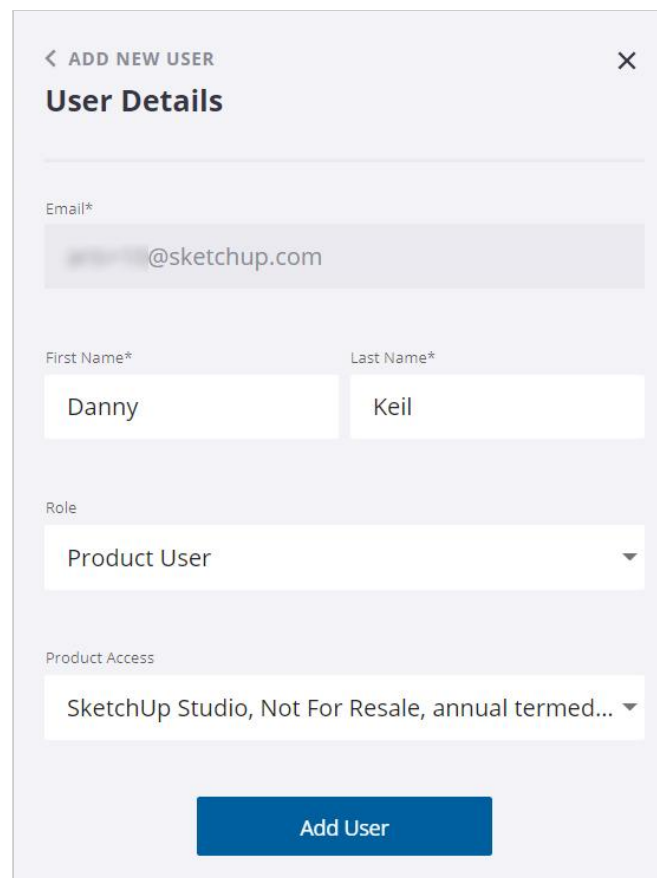


- The Members page will allow you to assign member roles and product access to your users.
- Just click 'Add New User' and enter the email address of the person that you want to give access to SketchUp Pro or Studio and click 'Next'



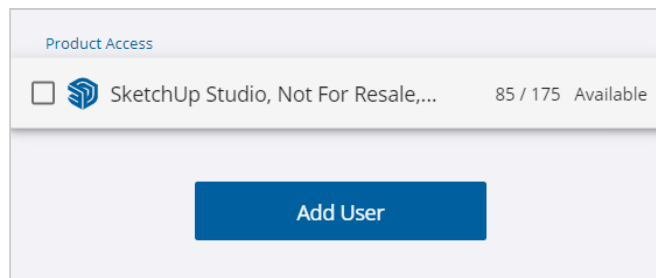
The image shows a modal window titled "Add New User" with a close button (X) in the top right corner. Below the title is a horizontal line. Underneath, the label "Email*" is followed by a text input field containing a red vertical line. At the bottom of the modal is a grey button labeled "Next".

- In the next screen you will need to fill out some additional details. If a user already has an activated Trimble ID, the First and Last Names will be populated automatically. Otherwise, you will have to fill out those fields. In the following drop down menu you can then select the Role for each user by selecting between 'Product User' and 'Company Admin'.

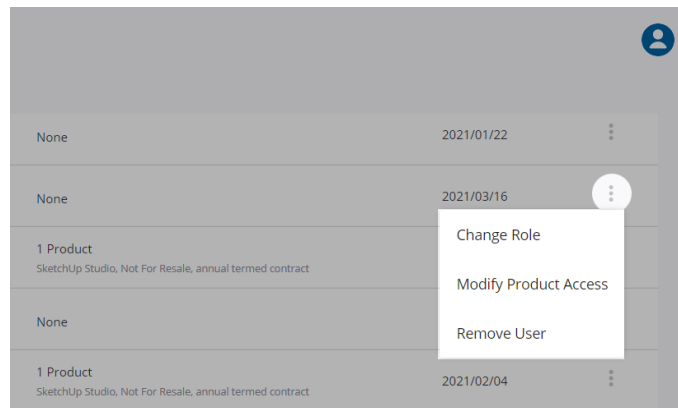


The image shows a modal window titled "User Details" with a back arrow and "ADD NEW USER" text in the top left, and a close button (X) in the top right. Below the title is a horizontal line. The form contains the following fields: "Email*" with a text input field showing a blurred email address followed by "@sketchup.com"; "First Name*" with a text input field containing "Danny"; "Last Name*" with a text input field containing "Keil"; "Role" with a dropdown menu showing "Product User"; and "Product Access" with a dropdown menu showing "SketchUp Studio, Not For Resale, annual termed...". At the bottom of the modal is a blue button labeled "Add User".

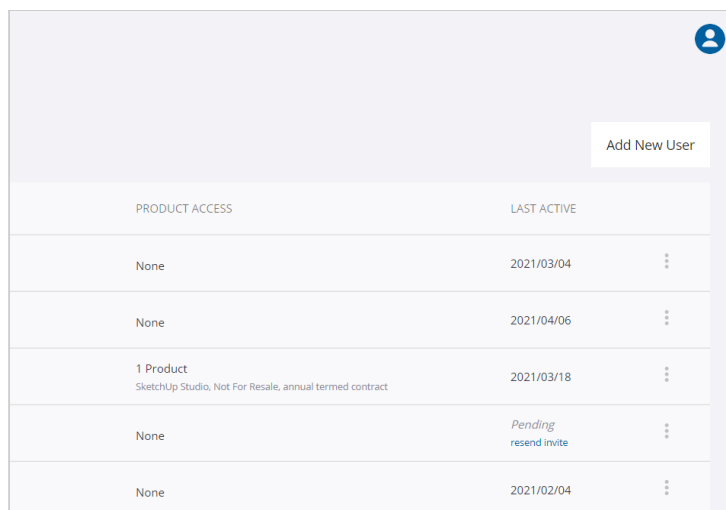
- Finally the last drop down menu will enable you to see all the available products that you can manage and select the one you want to assign to the user. Note that right next to each product you can see the allocated and remaining entitlements.



- If you need to edit the preferences for an assigned member, the three-dots button at the end of each row will allow you to Change Role, Modify Product Access, or Remove User.

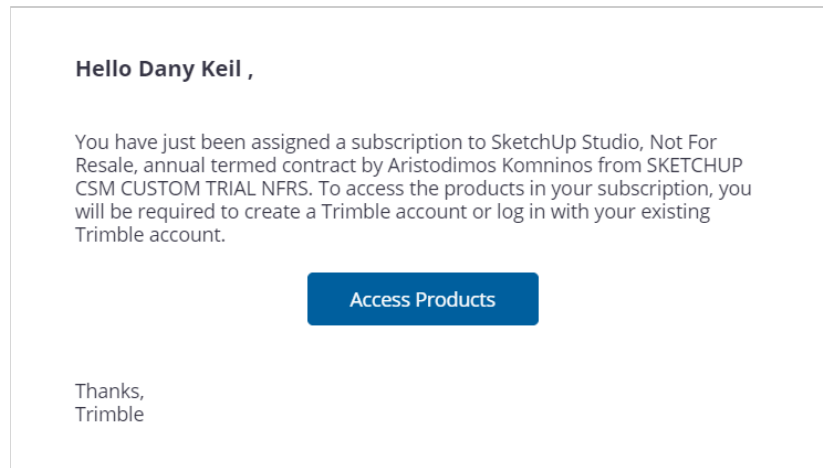


- The 'Last Active' column gives you information about if a Member has activated their entitlement and when it was last used. In case the entitlement is still inactive there is a link to resend the invitation to the Member.

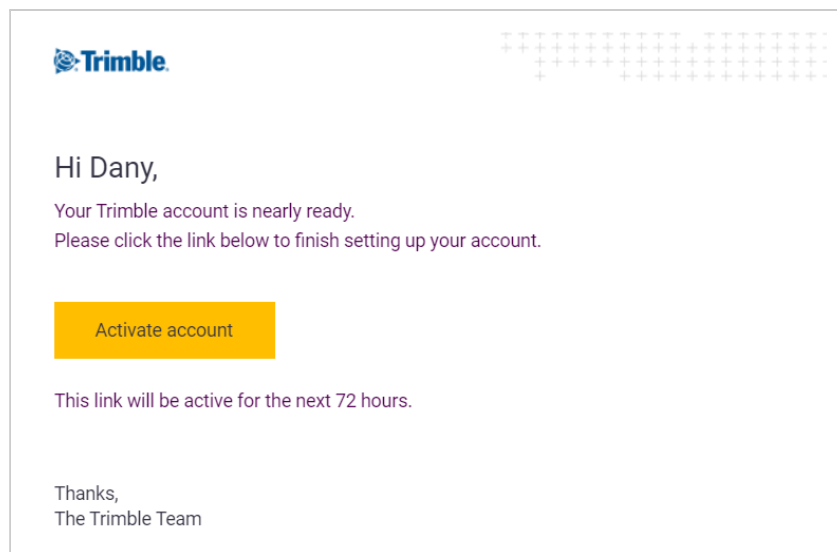


Assigned Subscriptions

Whoever you assign a SketchUp Pro or Studio subscription to will receive an email from noreply@trimblepaas.com with the subject line 'Your subscription for SketchUp <Pro/Studio>, Sales Rep, annual termed contract is here' that will be similar to this:



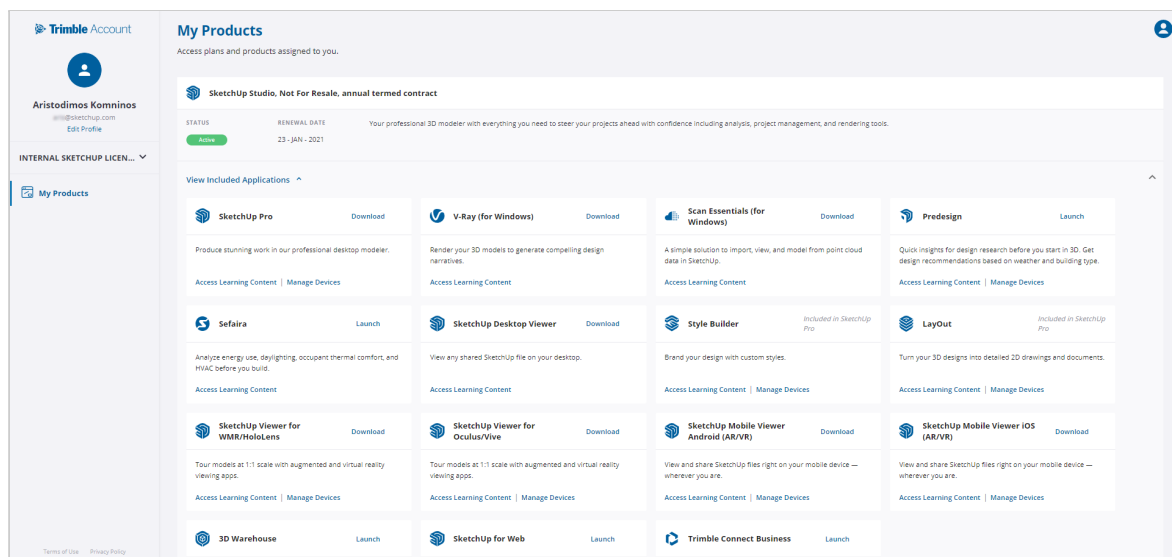
- If the user did NOT have a Trimble ID associated with their email address at the time when their entitlement was assigned, a Trimble ID is automatically created for them.
- If that happens, the user will receive a second email in their inbox from noreply_identity@trimblepaas.com with the subject line 'Trimble Account Creation Notification' that will be similar to this:



- If a user missed their 72-hour activation window, [click here](#) to send a new activation link.

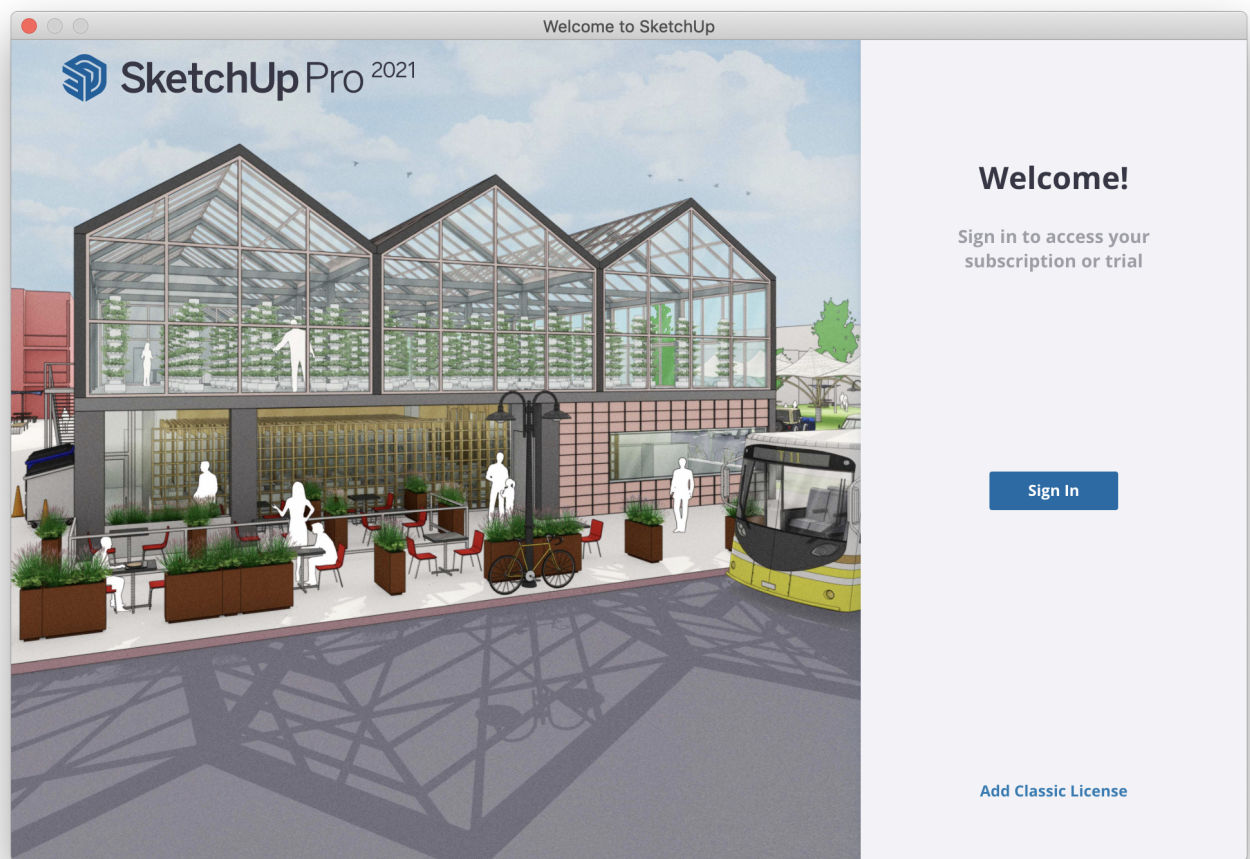
User Instructions

- Clicking the “Access Products” link in the first email above will take each user to their individual Account Management portal.
- They will be able to see details of the Pro or Studio Subscription assigned to them, but will NOT be able to reassign or revoke the company’s full allocation of entitlements.
- They will be prompted to sign in with either a Trimble account, or a Google ID, or to Sign In with Apple. **This needs to be the same email address that you used when assigning the subscription.**
- Again, if a user doesn’t already have a Trimble account, they will be asked to create one.
- Once signed in, they will see all of the products available to download by clicking the ‘View Included Applications’ dropdown:

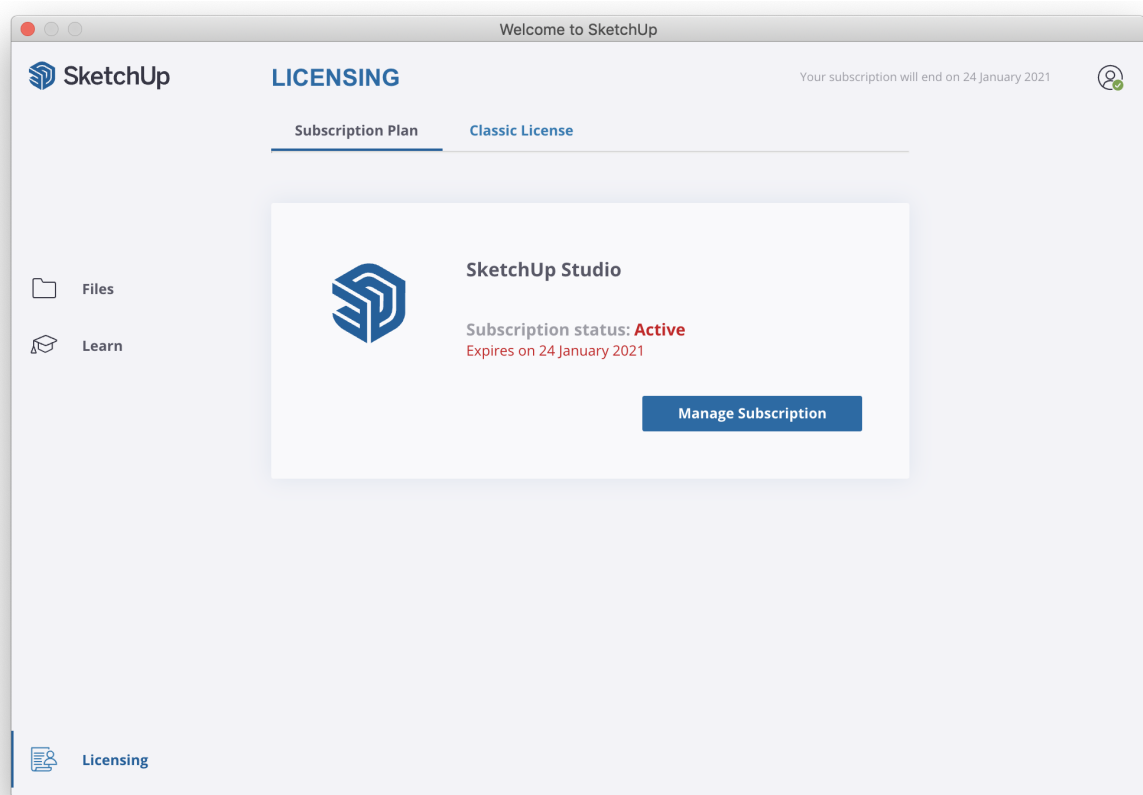


For Pro or Studio users who do NOT have an existing license key on their machine:

They can download SketchUp Pro 2021 if needed [from this page](#), open the program and then sign in with their Trimble ID credentials. This will launch SketchUp.



Once in, the user can check their subscription status by going to Help > Manage Licensing:



If a user wishes to download any of the other apps available to them, they can simply head to <https://www.sketchup.com/download/my-apps> and log-in with their Trimble ID.

For Pro/Studio users who currently have an active license key on their machine:

1. First, open SketchUp Pro 2021 on the user's machine.
2. Select "Help" > "Manage License" (Windows) or "SketchUp" > "Manage License" (Mac OSX)
3. Click the "Remove License" button - you will see a confirmation message.
4. Click the "Remove License" button - your Enterprise license will be removed
5. That user can then sign in with their Trimble ID within SketchUp, to authorize their subscription

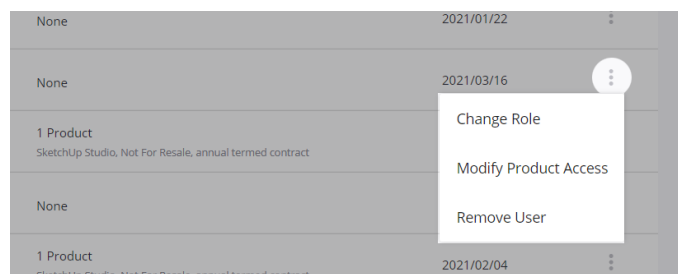
Revoking and Reassigning

Subscriptions are intended for use by a single named user for the duration of the subscription term, without the ability to re-assign except in the following permitted circumstances:

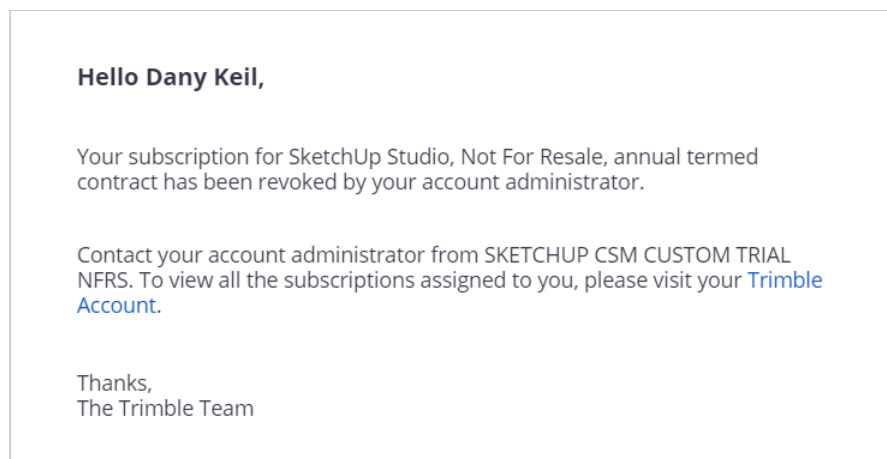
1. If a seat is inadvertently assigned to the wrong end-user at the time of purchase;
2. If a seat is initially assigned to an employee of your company, and such end-user leaves your company during the subscription term, then you may reassign such seat once during the subscription term; and
3. At the time of subscription renewal, you may re-assign a seat.

If you wish to revoke access for a user for one of the reasons above, simply head to your account management portal and to the 'Members' tab. You will see the names of all users you have assigned a subscription to.

To revoke the entitlement click the three-dot button at the right end of the row and select 'Remove User'.



The user will then receive an email from noreply@trimblepaas.com similar to this:



You can then reassign that subscription to a new user.