How do I activate my Tableau Desktop or Prep license?

Q: How do I activate my Tableau Desktop or Prep license?

Please note that Tableau licenses are quite expensive and IS&T has a limited number for Administrative use only.

- If you find that you no longer are in need of the license please respond to your licensing email and let us know that we can reassign it.
- Your license will be reassigned if it is not installed within 30 days.

Answer

First, you must do the following through the IS&T Tableau Desktop and Prep for Administrative Use page:

- Download and install the software needed. (the version listed matches IS&T's Tableau Server)
- Request an administrative license.

NOTE: You will need to reactivate your license every 90 days if you do not regularly use the MIT Tableau Server.

1. Open **Tableau Desktop** or **Tableau Prep**.
2. Go to **Help > Manage Product Keys...**
3. Click **Activate**
4. Click **Activate by signing into a server**.
5. Enter **https://tableau.mit.edu as the Server and click on *Connect**.
    - How to fix FLEXNet errors on a Mac
6. In the *Registration* dialog, enter your name, "MIT" as your organization, and your MIT email address, and then click **Register**.
7. After registration is successful, click **Continue**.
8. You should now see "The product has been successfully activated".
9. Close the *Manage Product Keys* dialog.

How many machines can I install Tableau on?

- https://kb.tableau.com/articles/howto/using-one-license-for-two-desktop-installations

Moving to new machine

- https://onlinehelp.tableau.com/current/desktopdeploy/en-us/desktop_deploy_move_or_deactivate.htm

See Also

- Tableau Landing Page

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- You will receive a popup that says “select site”.
- Choose MIT
- It will pull up a browser and ask you to log into Touchstone.
- After logging in you will receive another popup that says “getting data from server” that appears frozen, it is not. It is activating your Tableau instance.