

# 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**. **Note: Ensure you are using https. By default, Tableau may use http.**
  - 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.
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](https://onlinehelp.tableau.com/current/desktopdeploy/en-us/desktop_deploy_move_or_deactivate.htm)

## See Also

- [Tableau Landing Page](#)
- [How to fix FLEXNet errors on a Mac](#)