Bentley

Bentley User Registration

Administrator's Resource Guide

This guide is prepared for account administrators who are responsible for the software management of their organization's active users. If you are not the administrator of your organization, please direct the appropriate contact to these instructions and make sure they have co-administrative privileges in User Management.

STEP 1 CLICK HERE >

STEP 2 CLICK HERE >

STEP 3 CLICK HERE >

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STEP 1
Administrator adds active users into User Management.

Option A: Register users in bulk

1. Sign in to ***User Management.***
    a. If you receive an "Access Denied" message, this means you do not have administrative rights. To complete this process, please have the appropriate contact in your organization sign in to User Management and grant you co-administrative privileges. See more information on ***roles within User Management here.***
2. Go to ***Settings.***
3. Under the ***Domains*** tab, click the green ***Add+*** button.
4. Enter your organization's domain in the ***Add domain*** field. Check the box below the field to acknowledge claiming the domain you have entered.
5. RECOMMENDED: Check the box to enable the ***Auto Approve feature.*** If this feature is not enabled, administrators must manually approve each user. For individual user approvals, go to User Management > Approvals.
6. Click ***Apply.*** You have now added your domain.
7. In User Management, go to ***Manage > Add Users > Import Users.***
8. Select the .CSV file containing your users' information. Files must contain user information in the following order: email address, first name, last name, country. For assistance, use our ***sample template.***
   For users in the US, please type "United States" in the country column.
    a. NOTE: The tool allows a maximum of 1,000 users in one .CSV file. If you have more users than the maximum count, please create and import additional .CSV files.
9. Click ***Submit*** to import the list of users.
    a. We recommend reviewing the existing users in User Management before uploading the .CSV to avoid any duplicates.
    b. If an email address included in the .CSV already exists, the tool will highlight those users. Click the 'X' in the right column of that row to delete the duplicated email address.

Option B: Register individual user(s) manually

1. Sign in to ***User Management.***
    a. If you receive an "Access Denied" message, this means you do not have administrative rights. To complete this process, please have the appropriate contact in your organization sign in to User Management and grant you co-administrative privileges. See more information on ***roles within User Management here.***
2. Go to ***Settings.***
3. Under the ***Domains*** tab, click the green ***Add+*** button.
4. Enter your organization's domain in the ***Add domain*** field. Check the box below the field to acknowledge claiming the domain you have entered.
5. RECOMMENDED: Check the box to enable the ***Auto Approve feature.*** If this feature is not enabled, administrators must manually approve each user. For individual user approvals, go to User Management > Approvals.
6. Click ***Apply.*** You have now added your domain.
7. In User Management, click ***Manage > Add Users.***
8. Manually enter the required fields: email address, first name, last name, country.
9. Click ***Submit***.

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STEP 2
Deploy the CONNECTION Client.

Option A: Individual user installation

1. Administrators must notify user(s) to complete the process. Use this email template LINK > to provide your users with download and sign-in instructions.

Option B: IT administrator silent bulk installation

1. Administrators should *click here to download the CONNECTION Client.*
2. Follow the prompt in the download window to run the installation. If the window does not appear, please make sure your pop-up blocker is turned off.
3. In conjunction with the silent installation, use this email template LINK > to provide your users with sign-in instructions to complete the registration process.
4. At this point, the CONNECTION Client should be successfully installed on your machine. In the Command Prompt, use one of the following commands:
   For the CONNECTION Client 32-bit: ***blg32100008xxen.exe /q***
   For the CONNECTION Client 64-bit: ***blg64100008xxen.exe /q***
   Replace 'xx' with the 2- or 3- digit version number that can be found in the CONNECTION Client download.
   a. Silent install with updates permanently disabled:
      32-bit: **blg32100008xxen.exe BeCheckUpdateOption=3 BeCheckUpdateIsEnabled=0**
      64-bit: **blg64100008xxen.exe BeCheckUpdateOption=3 BeCheckUpdateIsEnabled=0**
      Use this option if you want to prevent users from seeing any updates available under "Applications" and disable the "Updates" option in "Preferences."
   b. Silent install with updates disabled:
      32-bit: **blg32100008xxen.exe BeCheckUpdateOption=3**
      64-bit: **blg64100008xxen.exe BeCheckUpdateOption=3**
      Use this option if you would like to prevent users from seeing updates available under "Applications," but allow them to configure the "Updates" section of "Preferences" to receive the information. For example, they can alert their administrator if they require an update, but cannot do so themselves.
   c. Skip the "Get Started" intro on first start:
      Modify the OnboardingShown key in the Settings table. To do this through PSSQLite, use the following command: **Invoke-SqliteQuery -Query "update Settings set Value='True' where Key='OnboardingShown'" -DataSource "$env:LocalAppData\Bentley\MySELECT.db"**
   d. Show desktop notifications and set the Check and Receive messages days:
      Modify the ShowDesktopNotifications, Notifications.RefreshIntervalInSeconds, and Notifications.RetrievalGoBackDays keys in the Settings table.

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STEP 3
Users sign in to the CONNECTION Client.

At this point, your users should have received the remaining instructions in the email template we have provided in STEP 2, which you can also find below. As outlined in the templates, your users must create a password and sign in to the CONNECTION Client in order to complete the process.

- Email template for individual installation LINK >
- Email template for silent bulk installation LINK >

Email template examples shown on subsequent pages.

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Individual Installation

Administrators must notify user to complete the process. Use the email template below to provide your users with download and sign-in instructions.

Dear Bentley application user,

Our organization must have all users complete the process below to comply with Bentley's recent sign-in requirement. As our account's administrator, I have added your email address to begin the registration necessary to complete the task. Please complete the steps below by ***[___ DATE ___]***.

1. Click the 'Get Started' button below and select the CONNECTION Client you wish to download.
2. Follow the prompt in the download window to run the installation. If the window does not appear, please make sure your pop-up blocker is turned off.
3. When the installation is complete, the sign-in window will appear. Select ***Forgot password*** to create your password, using your email address as your log-in.
4. Sign in to the CONNECTION Client with your new password.

GET STARTED >

You must complete all four steps to successfully complete the registration. If you experience any technical issues, please contact ***[___ ADMIN INFO ___]*** or submit a Service Request.

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Silent Bulk Installation

Administrators must notify users to complete the process. Use the email template below to provide your users with download and sign-in instructions.

Dear Bentley application user,

Our organization must have all users complete the process below to comply with Bentley's recent sign-in requirement. As our account's administrator, I have added your email address to begin the registration and will install the CONNECTION Client to your machine. Once the CONNECTION Client has been successfully installed, please complete the steps below by ***[___ DATE ___]***.

1. Open the CONNECTION Client and the sign-in window will appear.
2. Using your email address as your log-in, click ***Forgot password*** to create new password.
3. Sign in to the CONNECTION Client with your new password.

You must complete all three steps to successfully complete the registration.
If you experience any technical issues, please contact ***[___ ADMIN INFO ___]***.