



Assigning and revoking team plan licenses

Tags: **Skills**

On a Pluralsight Skills team plan, you have flexibility in how you assign both plan licenses and add-on licenses—either at the time you invite users to the plan, or later when you need to make adjustments.

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Who can use this?

| | <u>Std</u> | <u>Prem</u> | <u>Strt</u> | <u>Pro</u> | <u>Ent</u> |
|------------------|------------|-------------|-------------|------------|------------|
| <u>Learners:</u> | | | | | |
| <u>Managers:</u> | | | | | |
| <u>Admins:</u> | | | + | + | + |

+ Available on plans that have purchased an applicable [plan add-on](#)

Add-on licenses

You can [purchase select add-on licenses](#) to assign at a user level, instead of purchasing them for your entire plan. User-level authorization helps you control costs while providing these features to those who need them.

The following add-on licenses can be assigned with user-level authorization:

- Labs and sandboxes

Speak with your [Pluralsight contact](#) to discuss any [add-on licenses](#) you wish to purchase for your team plan.

Note: Add-on licenses must be purchased before they can be assigned. You can find any add-ons available to your plan, including the number of available licenses, on the **Plan** tab of your [Account page](#) ([opens in new tab](#)).

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Assigning licenses to existing users

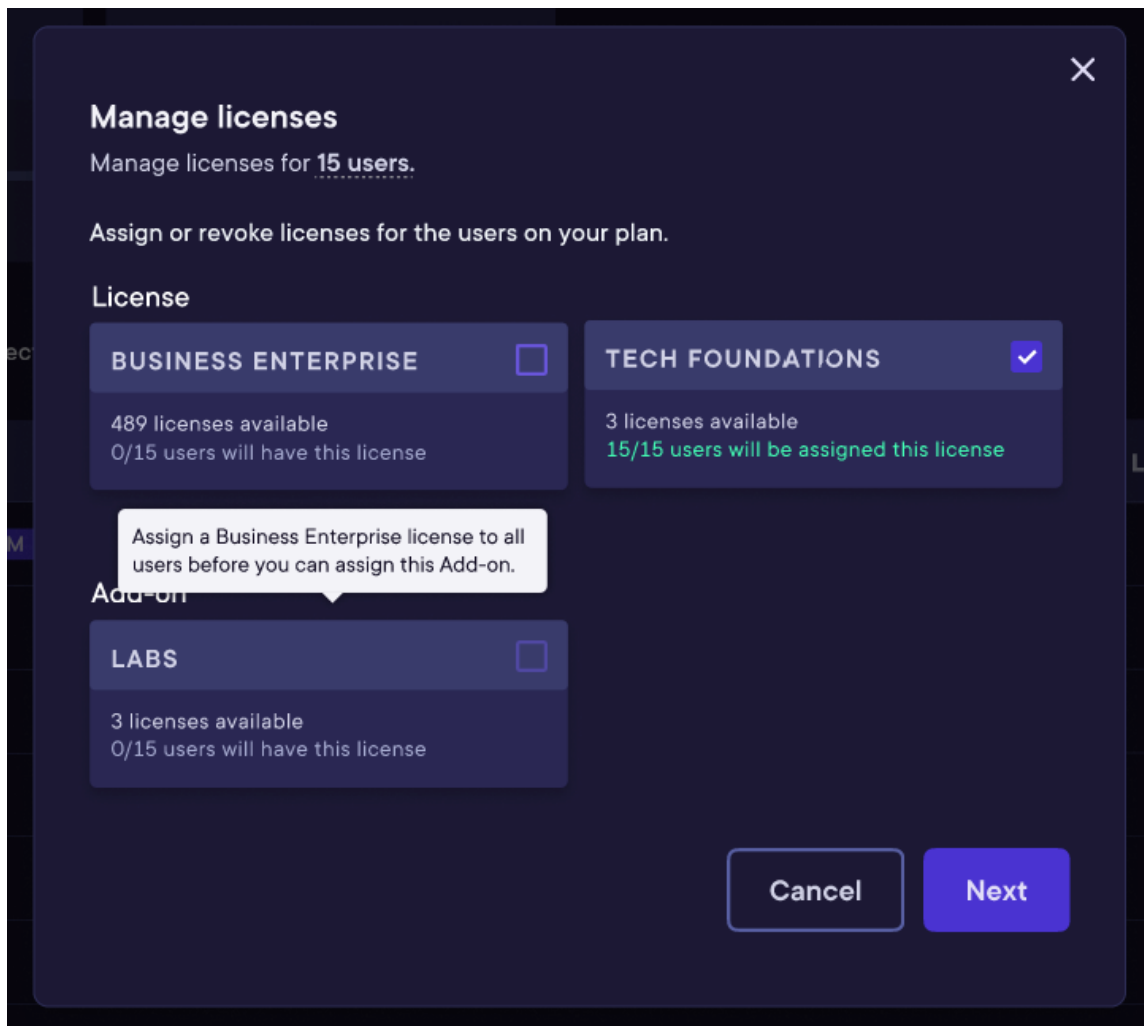
These instructions show you how to assign licenses right in the Skills platform. However, if you're managing large

organizations, you can [use a CSV upload](#) to simplify the process.

To assign licenses:

1. Click the **Directory** tab on the [People page \(opens in new tab\)](#).
2. Select a single user, or multiple users to whom you want to assign the same licenses.
3. Click **Actions**, then **Manage licenses**.
4. Select the plan licenses and any add-on licenses you wish to assign.

Note: Users must have a Skills plan license before they can be assigned an add-on license. Add-on licenses are not available to users with only a Tech Foundations license, or on standalone Tech Foundations plans.



(This image may differ from your experience based on the license types you've purchased.)

5. Click **Next**.
6. Review the changes on the confirmation screen.
7. Click **Update licenses** to make the changes, or **Back** to adjust your selections.

Tip: When assigning licenses to multiple users at the same time, take note of the state of the various licenses when you first open the **Manage licenses** screen:

- Each license type will display the number of licenses you have available to assign.
- A **checked checkbox** indicates that all selected users already have this license. Deselecting it will revoke the license from all selected users.
- An **unchecked checkbox** indicates that none of the selected users already have this license. Selecting it will assign the license to all selected users.
- A **mixed-state checkbox** indicates that one or more—but not all—of the selected users already have this license. Leaving it in this mixed state will result in no change for this license's assignment. But changing it to either checked or unchecked will affect all selected users.
- A **disabled checkbox** indicates that you don't have enough licenses purchased to assign to all the selected users. You can either [purchase additional licenses](#), or cancel and repeat the process for a smaller selection of users.

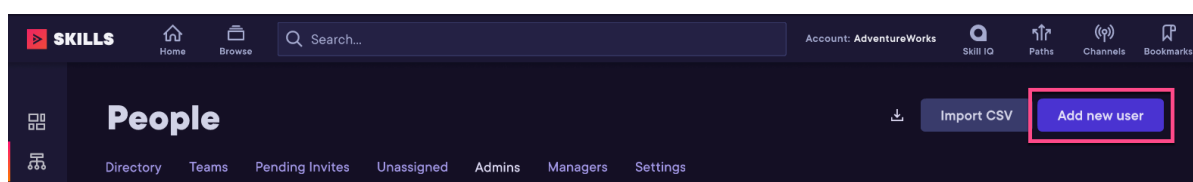
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Assigning licenses to new users

These instructions show you how to assign licenses right in the Skills platform. However, if you're managing large organizations, you can [use a CSV upload](#) to simplify the process and provide greater flexibility in assigning team/license combinations.

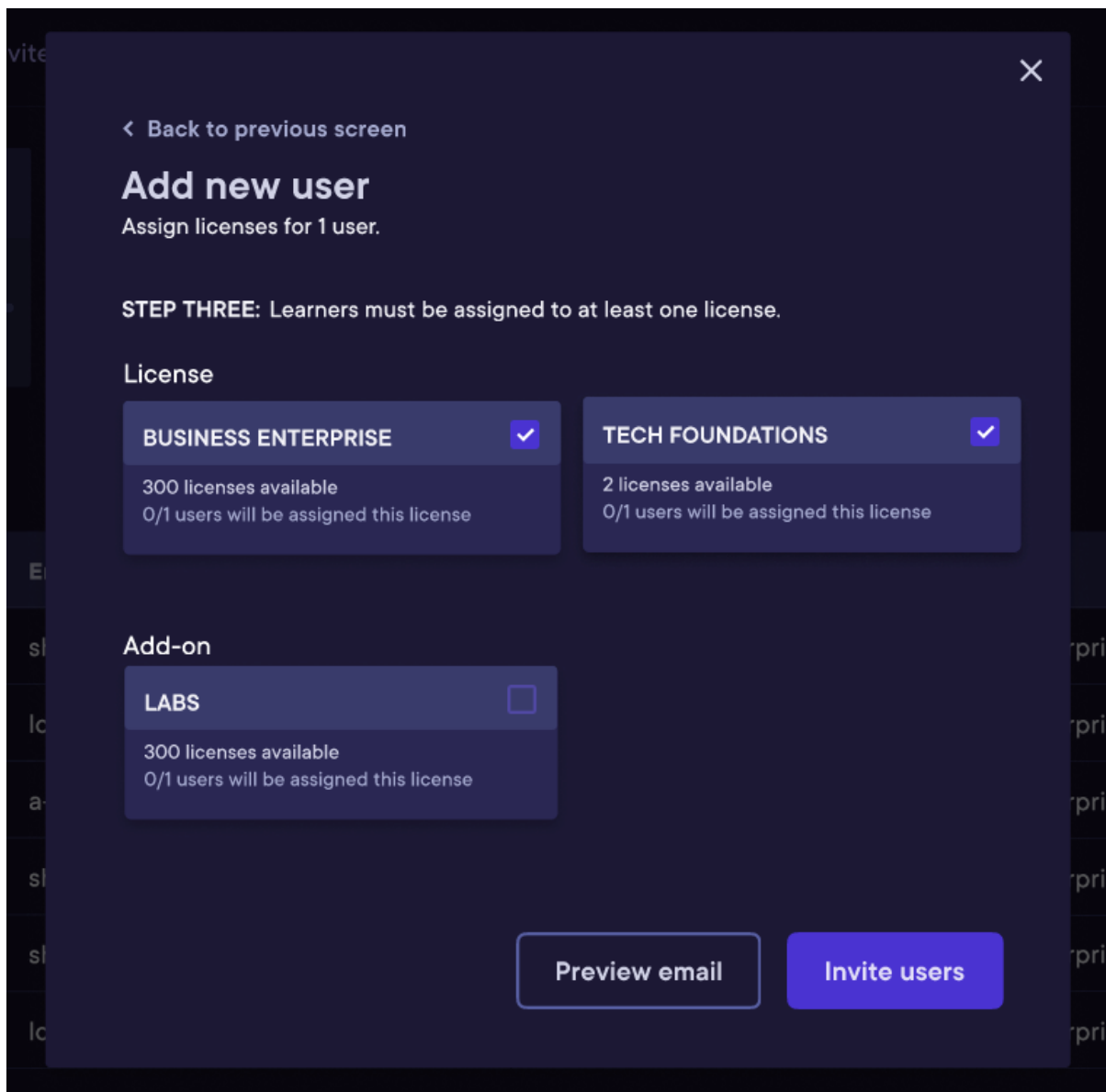
To assign licenses while inviting new users to Skills:

1. Click the **Directory** tab on the [People page \(opens in new tab\)](#).
2. Click **Add new user**.



3. Enter the email address for one or more users.
4. Assign the user(s) to one or more teams (optional).
5. Click **Next**.
6. Select the licenses you wish to assign.

Note: When assigning add-on licenses to new users, you must also assign them a Skills plan license. Add-on licenses are not available to users with only a Tech Foundations license, or on standalone Tech Foundations plans.



7. Click **Preview email** if you wish to see the invite message your new users will receive.

8. Click **Invite users**.

Tip: When assigning licenses to multiple users at the same time:

- Each license type will display the number of licenses you have available to assign.
- Selecting a license checkbox will assign the respective license to all selected users.
- A disabled checkbox indicates one of the following states:
 - You don't have enough licenses purchased to assign to all the selected users. You can either [purchase additional licenses](#), or cancel and repeat the process for a smaller selection of users.
 - You haven't met the conditions needed to assign it. For example, add-ons are disabled if the selected user only has a Tech Foundations license assigned to them, because add-ons aren't available to users without a Skills plan license.

If you need help, please contact [Pluralsight Support](#).
