**MATLAB TAH Site License Instructions**

**University of Sheffield – March 2016**

The University of Sheffield MATLAB TAH Site License allows all staff and students to obtain and install MATLAB and toolboxes on their own personal computers.

Staff and PhD students have full access for use on University or personal computers. Taught students have a separate licence for use on personal computers that includes the use of 30 toolboxes rather than the full set.

To install a stand-alone copy of MATLAB on your workstation you must take three steps:

1. Create your own MathWorks Account by using your Sheffield University email address
2. Associate that account with the Sheffield University TAH site license
3. Download and install MATLAB on your workstation
4. **Create a MathWorks Account**

If you already have a MathWorks account with username ending with *@sheffield.ac.uk* you can go directly to section b) .

1. Go to: <http://uk.mathworks.com/>
2. Click on ***Login*** (top right)
3. The login screen also has ***Create Account*** – use this of you don’t yet have an account
4. Fill in your University email address in the form [xxxxxxx@sheffield.ac.uk](mailto:xxxxxxx@sheffield.ac.uk)  
   Do not use the shorter form …@shef…
5. Select your country as ***United Kingdom*** and ‘How will you use…?’ as ***Teaching or research in school.*** Also indicate that you are over 13 years old. Then click ***Create***
6. Mathworks will send you an email to verify your address. When the email arrives, open it and click ***verify your email.*** (if it doesn’t arrive, check your spam folder)
7. This will open a new screen in your browser, where you should fill in more details about yourself.
8. Enter your first and last names. **No not enter a user ID.** Set a password and enter your department name.
9. Then enter (or cut and paste) the ***activation key*** that you received in the automatic email from the download service. This will associate your login with the University licence. The click ***Create***.
10. **Associate your account with the University licence**
11. If you did not do this in the above steps, go to <http://uk.mathworks.com/> and login.
12. Click your name at top right and select ***Associate Licence***
13. Then enter (or cut and paste) the ***activation key*** that you received in the automatic email from the download service.
14. **Download and install the latest version of MATLAB & Toolboxes, and Obtain Licenses**

*From time to time, as new MATLAB versions are released, the latest release may be newer than that in use on the University campus network. To remain compatible with the current University of Sheffield version, you may wish to download and use a previous MATLAB version.*

1. Go to: <http://www.mathworks.co.uk/> and log in
2. Click ***Download products***
3. Click the version of MATLAB that you wish to download. The latest version is in the centre of the screen, with earlier versions at the right side.
4. Select your platform: Windows, Mac or Linux
5. This will download a small installer *.exe* file.
6. Once downloaded, double click or open the file so it self-extracts and executes.
7. Wait while the self-extract process runs, then allow the program to make changes to the computer.
8. The installer screen gives a choice: select ***Login with Mathworks Account*** and ***Next.***
9. Accept the License Agreement ***Yes***, and ***Next***
10. Enter your login details - email address and password (as you set up for your MATLAB account) and ***Next***
11. When asked to ‘*Select a license*’ there should be just one shown, do not enter any information, simply click ***Next***
12. The installation folder is shown – unless you need to change it, just click ***Next***.
13. The toolbox list is shown. Click the first tick-box for ‘Product’ to remove all ticks. Then tick MATLAB itself and any toolboxes you need. (or any additional toolboxes if you already have MATLAB itself) Then ***Next***.
14. Select where you would like your shortcuts to be placed ***Next***
15. The screen confirms your choices, and shows the size of download.
16. Click ***Install*** Downloading and installation may take 15-45 minutes, particularly if you have selected several toolboxes.
17. When ‘Installation is complete’, ensure that ‘*Activate MATLAB*’ is checked and ***Next***
18. The next screen explains Activation. Click ***Next***
19. The name of the desktop user is shown – this is the operating system login name and may be ‘admin’, ‘myPC’ etc and not necessarily your own name. This name is the only one allowed to use MATLAB on the computer. It is not likely that you will need to change it. Click ***Next***.
20. The final screen confirms Activation is complete - click ***Confirm*** and then ***Finish.***

You will find your MATLAB software alongside your other software.

If you have problems please contact the CiCS Helpdesk on 21111 or helpdesk@sheffield.ac.uk.