

MHI MyCentre User Portal – Quick Tips

1. Introduction

This document provides quick tips for using the MHI MyCentre user portal. For detailed instructions on using MyCentre, please refer to the user manual posted to this [webpage](#).

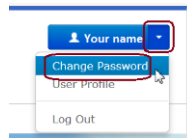
The information in this document is applicable for regular “user” members to obtain access to their organization’s software and licensing, and to “administrator” members to manage access the products.

The products covered in this document include PSCAD™, FACE, Enerplot, PRSIM and the PSCAD Initializer.

2. Setting up and Logging in to your MyCentre User Account

Set up your MyCentre user account as follows:

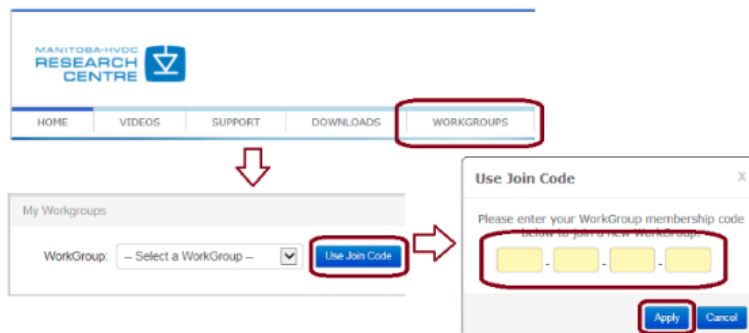
- a. Open a web browser to this [link](#) and register a user account.
- b. Use your MyCentre username and temporary password to log in at this [link](#), and change your password:



3. Joining a WorkGroup

An individual’s user account may be linked to a workgroup containing software and/or licensing. The user account will be joined with either user or administrator privileges. Proceed as follows:

- a. Request access to a workgroup from your organization’s WorkGroup Administrator.
If you do not know who is the Administrator, request this information from our sales desk (see [Section 5](#)). Your request should include the name of your organization, and be sent from your organization’s e-mail service.
- b. If you are provided a join code, use the join code to join the workgroup to your user account:
 - Log in to MyCentre at this [link](#).
 - Enter the join code as shown:



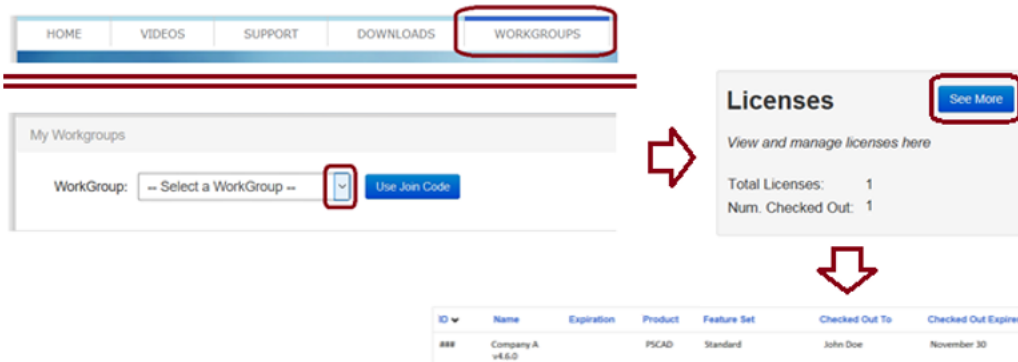
- Your MyCentre user account should now be joined to the workgroup, and you will have access to any associated licenses and downloads.
- If specified in your join code coding, you will also be assigned WorkGroup Administrator privileges.

4. Viewing and Managing your WorkGroup

The following functions are available for viewing and managing your workgroup.

4.1. Viewing WorkGroup Licenses

When a user is joined to a licensed workgroup, licensing information may be viewed, including license number, type of product, and status (checked in or out). If checked out, the user will also be specified.



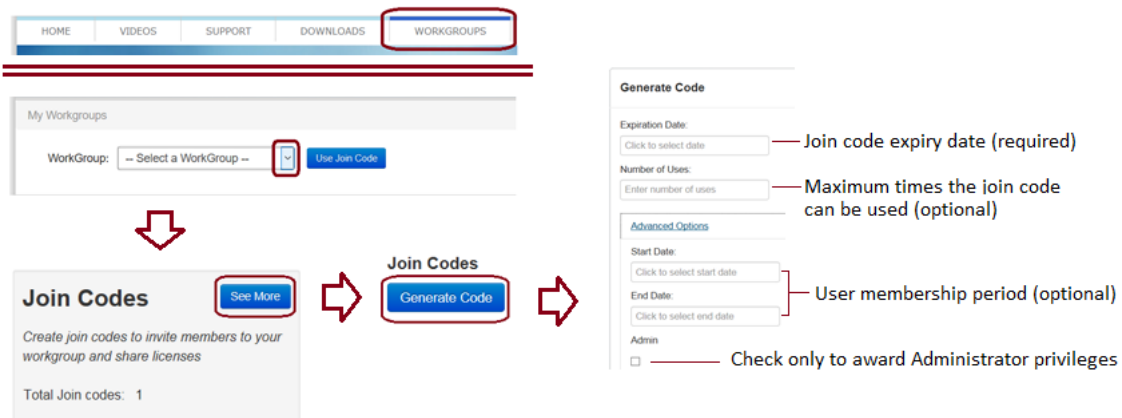
4.2. Downloading Software

When any downloads are linked to a user’s account, the downloads may be downloaded from the “Downloads” tab.

4.3. Adding Users and Administrators to a workgroup (for WorkGroup Administrators Only)

An Administrator may link a User’s or Administrator’s user account to a workgroup as follows:

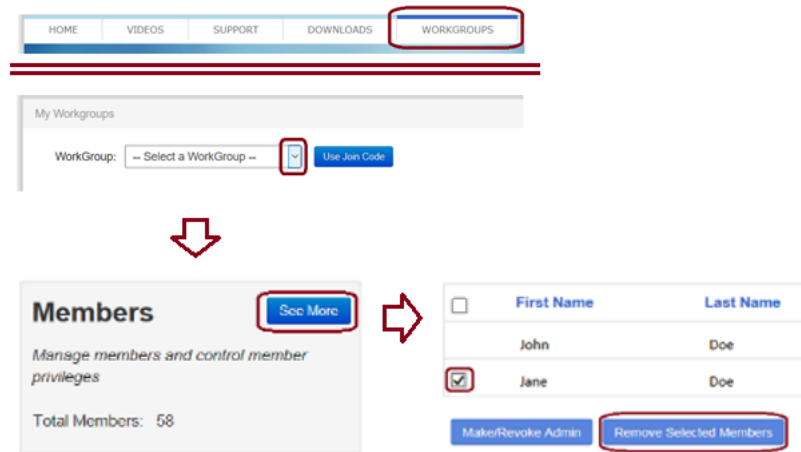
- Create a join code as shown:



- b. Provide the following to the user:
 - The join code.
 - The applicable setup instructions, as follows:
 - [PSCAD X4](#)
 - [PSCAD V5](#)
 - [Enerplot](#)
 - [FACE](#)
 - [PRSIM](#)
 - [The Initializer](#)
 - [WorkGroup Administrator](#)

4.4. Removing Users and Administrators from a workgroup (for WorkGroup Administrators Only)

An Administrator may remove a User or Administrator from a workgroup as shown:

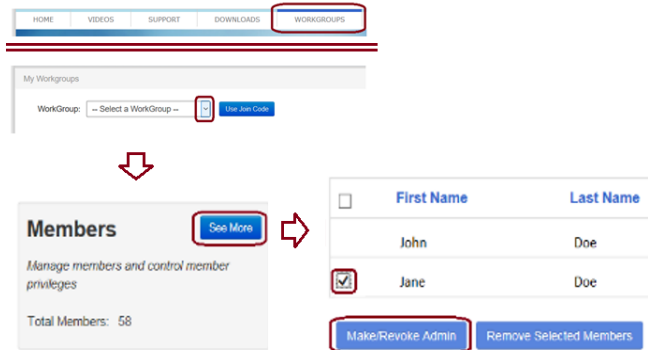


4.5. Adding Administrator Privileges to a User (for WorkGroup Administrators Only)

- a. Method 1: Provide a join code programmed with administrator privileges to the user as per [Step 4.3](#) (ensure to place a checkmark in the “Admin” field).
- b. Method 2: Use the “Make/Revoke Admin” button as specified in [Step 4.6](#).

4.6. Revoking Administrator Privileges from a Member (for WorkGroup Administrators Only)

The Administrator may remove Administrator privileges from another Administrator by logging in to MyCentre, and proceeding as shown:



4.7. Forcing a Certificate Check-in (for WorkGroup Administrators Only)

A certificate may not be force-checked in by the Administrator. The following are some options to have the certificate checked back in:

- Determine who has checked out a certificate as per [Step 4.1](#), and request the user return it (on the licensed machine, user would launch the application, and select the option to release the certificate from the top right Licensing menu).
- Request the certificate be force-checked in from our support desk (support@mhi.ca).

5. Contacting our Office

For any sales / support questions:

PSCAD: sales@pscad.com / support@mhi.ca Enerplot: enerplotsales@mhi.ca / support@mhi.ca FACE: facesales@mhi.ca / support@mhi.ca
PRSIM: sales@pscad.com / support@mhi.ca PSCAD Initializer: sales@pscad.com / support@mhi.ca