

BENTLEY BE-CAREERS STUDENTserver PROCEDURE

Dear Students,

Here is all you need to do to download Bentley software or to take Bentley's online classes. You will receive credit from Bentley for the classes you complete and you will be able to download an official "transcript" of those courses to help you with job applications.

1. Go to <http://apps.bentley.com/studentserver/>

Click "join" and follow instructions to setup your account. You will be asked for the "school code". Cut and paste from here:

eEz+JCVU/eBRevTLU+ypMouvU7SFo96lXLX1RNkovOaqz+as/dZMmQ==

1. After you have an account set up, you can go to the STUDENTserver site any time, login, and then download any of 50 software products to your personal computer. Just:
 - a. Login
 - b. Click the blue **Download Software**
 - c. Click category on left side of screen
 - d. See product list
 - e. Check the box to the left of a product title to select what you want
 - f. When finished checking boxes, click "update download queue"
 - g. When finished, start the download by clicking the green bar at top right of STUDENTserver. Then, "Accept" the license and click the blue word "download"
 - h. Click "Download" on right. The time it takes will depend on the size of the download.
 - i. After the software is downloaded to your hard drive, simply double click the downloaded file and it will install on that computer.
 - j. When you first launch that software you will be asked for an Activation Code. Note that is available on the download page. Just cut and paste it when asked by the software.
 - k. Most all of the Bentley software has a good Quickstart in Help. When you want more in-depth training, go to next step
2. After you have software downloaded and installed on your computer, to take a more in-depth course. Do this:
 - a. Login to <http://apps.bentley.com/studentserver/>
 - b. Click the blue words "Take Online Training" (or Learning tab if you just downloaded).
 - c. Choose the product you wish to take the training in from the product category on the left and click on it.
 - d. This will take you to the Bentley LEARN server where you can filter on language.
 - e. Click find training under your chosen product and then launch your training.
3. After you register for a course:
 - a. Go back to <http://apps.bentley.com/studentserver/>, login & click Learning tab
 - b. Click My registered training, In Quick Links on the right
 - c. Launch the course to complete it.
 - d. To get credit for the course on your transcript, you must go through every page.
 - e. When logged in, you can click the "Review Transcripts" tab and follow instructions to get your transcripts which you can print or have emailed to a job prospect.