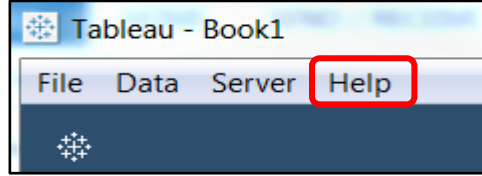
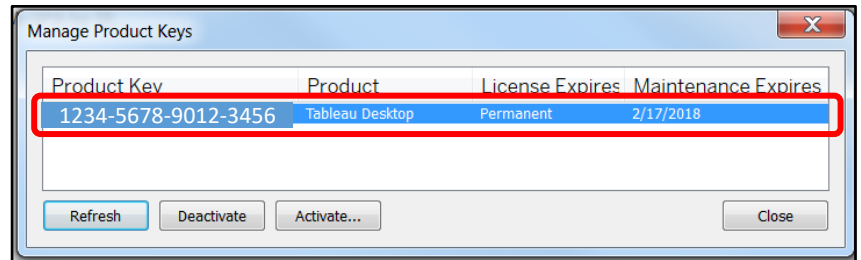


Individual who is deactivating their key:

1. **Open *Tableau*.**
2. **Click on *Help*** located in the upper left corner menu.



3. **Select *Manage Product Key*.**
4. **Click to highlight the Key listed.**



5. **Select the *Deactivate* button. Click *Yes* on the two warning pop-ups.**
6. **Close the window.**
7. **Close *Tableau*.**

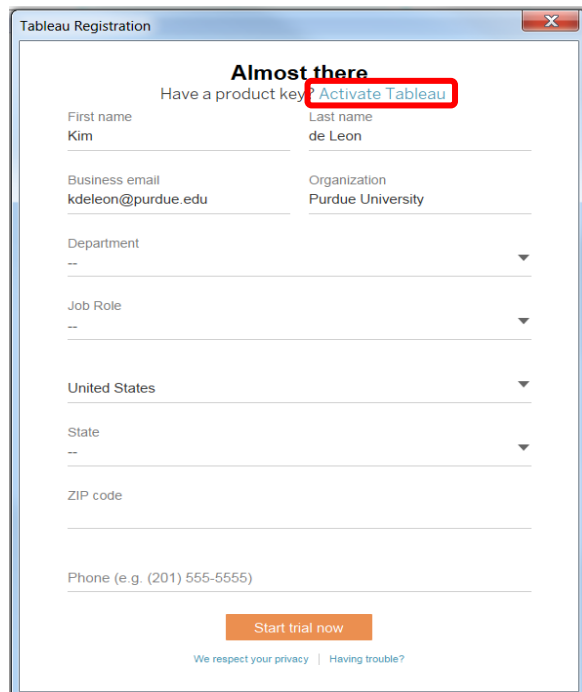
Individual who is receiving the key:

1. **Once Tableau is on your machine, open *Tableau*. The *Tableau Registration* window will open.**

2. **Fill in the following columns:**

First name
Last name
Business email
Organization

3. **Click on the *Activate Tableau* link.**



4. Enter your **Product Key** in the **Enter product key:** block
5. Click **Activate** to complete.

Activate Tableau

Activation
Activate the product.

Enter product key:
0000-0000-0000-0000-0000

If you need help with your product key, please file a support request at <http://www.tableau.com/support/request>.

< Back Activate

6. Complete the form if needed.
7. Click **Register**.

Activate Tableau

Registration
Please complete all fields for the registered user.

First Name Last Name Organization
Kim de Leon Purdue University

Email
kdeleon@purdue.edu

Register

Registration