



## Be Careers Network Program Information and Guide for Schools

Welcome to the Be Careers Network’s academic program. Our Academic offerings were established with the goal of “Sustaining the Profession” – by focusing on students’ and educators’ software and learning needs. Licenses and benefits are priced to cover only the cost of maintaining our program, striving to support tomorrow’s AEC professionals today through a cost-effective and comprehensive program.

The purpose of this document is twofold. First, it provides a quick overview and important contact information to get you started with the program. Second, it reviews program benefits, so your school can take full advantage of what the Academic SELECT subscription has to offer.

### Sharing Terminology to Aid in Our Efforts to Support You

As we begin to work together, defining some Bentley-specific terminology is in order:

- **Academic SELECT** – the name of the subscription program under which your school is provided with software, activation licenses, training, and support. Academic SELECT is established between Bentley and your school through a signed academic contract.
- **Bentley LEARN Server** – Bentley’s *Learning Management System*, used to deliver self-study (On Demand) and instructor-led training over the web.
- **Blended Learning** – a fundamental training concept in which professors/educators teach core concepts and the Bentley LEARN Server is used to train students on the technology—so student learns both concepts and technology at the same time.
- **BP#** – an abbreviation for *Business Partner*, used within Bentley to identify your school’s subscription contract. This number can be found on the fulfillment documents as your *Customer Number*.
- **Fulfillment documents** – the automatically generated documents used to convey the site activation key (license) to unlock all Bentley software products. It contains additional information on how to obtain the Bentley software products.
- **SELECT Login** – the username and password you are provided to access the various services provided by Bentley.
- **SELECT Server** – the license server used to activate all Bentley software products.
- **SELECTservices: Download Site** – the repository for all product software offered by Bentley. Accessed via the web, you can download (or request a CD) of any software that is part of the Academic SELECT Subscription.
- **Site Activation Key** – Bentley’s term for product license.
- **Site Administrator** – the person at your school designated to manage the product software, licenses, technical support, and student/faculty user logins. The Site Administrator is provided with special privileges as part of their login to perform these duties. This individual was designated as the “Technical Contact” on the Academic SELECT Subscription Agreement.

## Items You Will Receive and Actions Necessary to Get Started

1. Receive at least two emails with attached fulfillment documents containing important license information used to activate the Bentley product software. One of these documents contains the license for your school (with the number of licenses for which the school contracted.) The second fulfillment document contains the licensing information for student/faculty personal use so they can install and run the licensed applications on their own personal machines.
2. Receive a separate “Welcome to Bentley” e-mail with the Site Administrator’s username/login to access Bentley’s software download site. This document is normally attached to this email.
3. Download the software you need from Bentley’s [SELECTservices: Download site](#).
4. If “deployed” license management is used, install the SELECTserver software on a school’s server. Next, deploy product software on client machines in labs/classrooms. Install the activation key and name of the SELECTserver (if deployed, name of the local server machine, if hosted: selectserver.bentley.com) on each machine. Note: the same activation key is used for all lab/classroom machines.
5. Distribute the appropriate Bentley software for student/faculty home use including the separate site activation key. This key is delivered in a second separate fulfillment document. Note: this second activation key is used by all students and faculty.

## Quick Overview

### Technical Support

There are two methods for logging issues or questions with Bentley’s Technical Support group:

- Submit a service ticket via Bentley’s [SELECTservices web site](#). Use the same username/password to login to this site that you normally use to download the software. Here you can also find the technical support numbers.

The Technical Support analyst will ask you for your “Business Partner Number” (BP#) located in the subject line of the Welcome email you received. You can also find the BP# in the **Order Information** section of the *school’s* fulfillment document labeled as the “Customer Number.” Note: do not use the customer number located in the student/faculty home use fulfillment document.

**Web Resources** – Bentley provides additional information for non-specific technical support issues through several web sites:

[WWW.BECAREERS.ORG](http://WWW.BECAREERS.ORG) – provides detailed information about the Be Careers Network, its mission, and more in-depth details of the program. This is a good starting point to learn about all of the benefits and resources you have at your disposal.

[COMMUNITIES.BENTLEY.COM](http://COMMUNITIES.BENTLEY.COM) – Although not exclusive to the Be Careers Network, the Be Communities social media web site provides a wealth of information on everything from product specific wiki articles to industry best practices blogs. It is also one of the best ways to exchange ideas and ask questions of other Be Careers Network members, Bentley colleagues and commercial users of Bentley products.

[WWW.BENTLEY.COM](http://WWW.BENTLEY.COM) – Bentley Systems, Incorporated’s corporate web site.

# Details of the Be Careers Academic SELECT Subscription

This section provides more in-depth about your Academic SELECT Subscription including license management, software and available training.

## Software, Licensing and Technical Support

**The Fulfillment Document** – This e-mail delivered PDF document has your school’s activation key, school Identification number and instructions on where Bentley’s software can be downloaded. You will receive two such fulfillment documents – one for the school and one for student/faculty use on their personal machines. The procedures are the same for both, with the exception of the license count and the fact that the student/faculty license is always hosted by Bentley.

**Obtaining the Software** – The Bentley Academic SELECT subscription provides access to 62 products; however, you need only download the products you require at any given time. The primary method for acquiring Bentley’s product software is to download it directly from Bentley’s [SELECTservices: Download site](#). This ensures you get the most current version of the product of interest or to download previous versions of any given product should you need it. In addition to directly downloading the software, you also have the option to request specific software be copied to a CDROM (“My SELECT CD”) and shipped directly to you. To view the typical system requirements and hardware recommendations for most of Bentley’s client products read this [Be Communities wiki article](#).

**License Management through SELECTserver** – Bentley and your school administrator monitor the use of Bentley’s product software through the Bentley’s SELECTserver license manager. To provide maximum flexibility in managing your school’s pool of licenses, there are two different configurations for managing licenses with SELECTserver:

**Bentley’s Hosted SELECTserver** – Bentley maintains an internet-based SELECTserver site that requires a direct internet connection between each client machine running Bentley software and this hosted license server. The advantage to this configuration is a simpler software installation and license management process. No additional local server software or hardware is required to accommodate this hosted solution.

**Deployed SELECTserver** – A deployed SELECTserver configuration involves installing a copy of the SELECTserver application on a school server machine directly connected to your campus network. Each client machine running Bentley software connects to this server to authenticate its license. The deployed SELECTserver application submits usage reports to Bentley’s hosted SELECTserver at least once every thirty days to maintain the activated status of the client software.

Each licensing method has its advantages but primarily the issue comes down to your school’s network security policies. With a deployed SELECTserver, the license authentication process is performed within the confines of your campus network (one notable exception is the usage reports sent from the deployed SELECTserver and the Bentley hosted server.) With the Bentley hosted SELECTserver configuration, every client computer must have internet access to access the hosted SELECTserver site.

## **Recommendations for distributing the Student/Faculty Home Use software and licenses**

– Under the terms of the Academic SELECT subscription students and faculty members are entitled to install and use any of the products included in the Academic SELECT subscription on their personally owned or assigned computers (lab or classroom computers are excluded from the home use license.) It is the school's responsibility to distribute the software and the separate student home use license (activation key.) The most common method of software distribution within your school is to place the downloaded Bentley products on a server accessible by your students and faculty for their download. Once the student has the Bentley product(s) installed – you can share the student the activation key (license) and Bentley's hosted SELECTserver name (selectserver.bentley.com.) The student home use license requires the student to connect to this SELECTserver via the internet **at least once every 30 days** to renew the license period.

## **Training for Professors and Students**

Bentley offers a wealth of online training free of charge as part of the Academic SELECT subscription. This training is delivered via the Bentley LEARN Server (BLS.)

**OnDemand and scheduled training** – OnDemand training offers over 3,000 courses created to make a user proficient on our products. Each course can be taken at any time of the day or night. Upon completion of the OnDemand course you earn a fixed number of Bentley Institute Learning Units (LUs.) If you cannot complete the course in one sitting, the BLS knows where you stopped; when you come back, LEARN will return to the exact place in the course where you left off.

Scheduled training courses are instructor led, either in person or, more often, via the web. These courses are scheduled in many areas/disciplines and at varying time/days of the month. These courses must be scheduled ahead of time

**Professors** – educators and faculty are entitled to enroll in both instructor-led and OnDemand courses.

**Students** – are entitled to enroll in OnDemand courses only.

**Using the Bentley LEARN Server, our Learning Management System** – Detailed instructions on how to use the Bentley LEARN Server is provided in a [Quick Guide to Bentley LEARN Server User Functions](#) wiki article located on the Be Communities web site.

**Unique user login required** – All training activity is unique to the individual taking the training. As a result a unique username and login must be created for each student or faculty member. This requires their first and last name plus their email address, preferably one issued by the school. The Site Administrator can create these accounts via the SELECTservices web site (site administrator login required) or, if you have more than 30 such accounts to create, contact your account manager for assistance.

## **Curricula and Learning Materials available**

We have course guides and curricula for courses from educators at other universities; contact your account manager for details on how to acquire these materials.

## **Professional Networking through Be Communities**

The Bentley hosted Be Communities web site ([communities.bentley.com](http://communities.bentley.com)) provides a wealth of opportunities to interact with AEC professionals, Bentley users and fellow educators, search for important information in wikis, read and write blogs, enter resume information, and much more.

Within the Be Communities web site, the [Be Careers Network Lobby](#) makes it easy for you to quickly find information specific to the academic community. The Lobby is organized by roles for simplicity.

The Resume Center is also part of the Be Communities web site. After joining the Be Communities, students list their specialized skills, desires for employment and technology experience as part of their member profile so the vast Bentley User community can see the talent and contact students for internship opportunities or for potential employment after graduation.

Consider joining the Be Communities to take full advantage of this rich resource of information and opportunities.

## **Annual Scholarship competitions**

Each year the Be Careers Network conducts an international student scholarship competition, using Bentley software to develop a unique project. Winners receive a scholarship and visibility within the Bentley user community. Every student (or student team) also receives a gift for submitting to the competition. Each year the competition's objectives and requirements are posted on the [www.becareers.org](http://www.becareers.org) web site. The competition is typically announced in September with submissions due by the end of February. The winners are announced in early May.

## **Be User Group Association**

In addition to groups in Be Communities, Bentley User groups are established worldwide and are associated with various well known AEC firms. We encourage educators and students to attend local meetings as a great way to learn, network, and seek potential job placement. Find a user group near you by visiting the [Find a User Group](#) page on Bentley's web site or contact the Be User Group team at [beusergroup@bentley.com](mailto:beusergroup@bentley.com).

## **Questions?**

Any questions can be directed to your main Bentley points of contact