CLIP STUDIO

PAINT

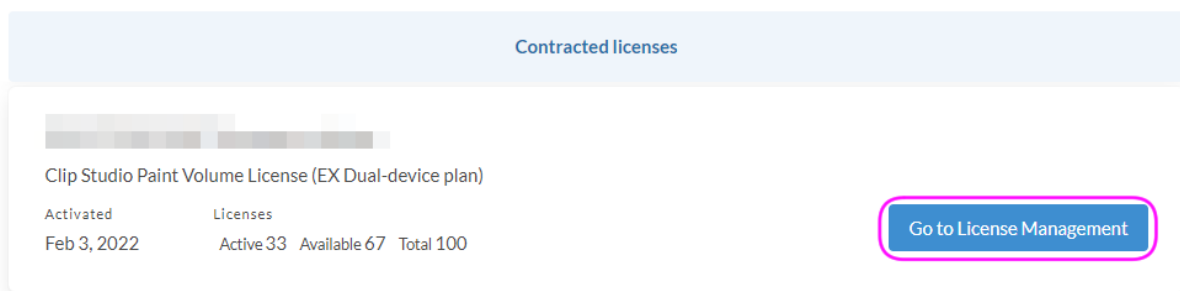**Volume License Onboarding Guide**

Thank you for your purchase of a Clip Studio Paint Volume License.

This guide is for administrators at businesses and educational institutions that manage software on behalf of their organizations. It will explain how to use Clip Studio Paint Volume Licenses, from activation to management.

Please log in below with the Administrator Clip Studio Account registered during the purchase procedure.
https://vlc.clip-studio.com/en-us/volume-licenses/

After confirming that the details of your plan are correct, click "Go to License Management."

Inviting Users

1. Click on "Invite users," where you will set a message to users and generate an Activation Link to the users you will invite to claim a Clip Studio Paint Volume License.

   First, set a message for users. A message is displayed when users access the Activation Link page. It is best to instruct users to enter easily identifiable information as their User Identifier, to help with your user management.
   Example: Student ID number + Full Name, or Employee Number + Full Name, etc.

2. Now, generate a Clip Studio Paint Activation Link.
   With this link, users will be able to activate their license by logging in with their own Clip Studio Account.
   Once all users have activated their licenses, click Invalidate to disable the URL and prevent other unintended users from activating licenses.
   The "Generate new link" button can also be used to invalidate the current active link. When a new link is generated, only users with that link may activate a new volume license. Users who have already activated their license will not be affected and will be able to continue using their license without interruption.

   Copy the generated link using the Copy button, and share it with the users you would like to invite via email, etc.

This link can be used indefinitely until it is disabled with the Invalidate button, or a new link is generated.

2) Generate a Clip Studio Paint Activation Link

- Send the Clip Studio Paint Activation Link to users
- Click on Generate new link to invalidate the current Activation link and generate a new one
- Click Invalidate to invalidate the current Activation Link
- Until invalidated, active links can be used an unlimited number of times

Clip Studio Paint Activation Link

Click on the following link to register your user information and start using Clip Studio Paint.
You will need a Clip Studio Account to use the app, so please sign up if you do not already have one.

[Generate new link] [Invalidate]   [Copy]

Once a user has activated their license...

- The User identifier of the user will appear on the User List page. Here, depending on the users' activity, graduation, transfer, or retirement status, you can use the "Revoke license" button to withdraw licenses for re-assignment.
- Users can also return licenses they will no longer be using themselves by clicking the "Return license" button on the Active license page.
- On the License history page you can check your organization's license usage activity in chronological order.
- Please note that any changes or corrections to a user's User identifier after they have activated their license must be made by an Administrator.

User list

Licenses
Active 33   Available 67   Total 100

[CSV]   [Revoke license]   [Invite users]

User identifier	Email address	Last used	Registered
		Within the last month	Feb 4, 2022
		Within the last month	Feb 4, 2022

Adding Administrators

- You can invite administrators to manage your organization's Clip Studio Paint Volume Licenses from the Add administrators page.

  To add an administrator, you must first assign an Administrator handle before generating an Administrator invitation link. Copy the link generated on the next screen and share it with the administrator you would like to invite via email, etc.
  - ❖ Administrator invitation links expire 24 hours after generation.

❧ A maximum of five administrators can be registered to the License Management Portal.

- Use the Administrator activity page to see a list of actions performed by administrators in your organization.

2) Assign an administrator handle

This can be changed after administrator has completed registration.

Administrator Handle

[▓▓▓▓▓▓]

[Generate link]

Removing administrators

- Provided at least one administrator remains, administrators can be removed from the License Management Portal. You may want to remove an administrator if one of your administrators moves to a different role/department, or retires from your organization. To remove an administrator, click on the name of the Administrator in question from the list on the Manage license page, then click Remove administrator on the following Administrator information page.

Administrator information

Administrator Handle	▓▓▓	Edit
Email address	▓▓▓▓	
Registered	Feb 9, 2022	

[Remove administrator]

Configurations for specific setups

If your organization intends to use Clip Studio Paint Volume Licenses on a setup with Windows or macOS computers that have software installed that restores to default settings after use, or a setup where a single device is intended for use by multiple users, follow the steps below to avoid extracting material data every time the app is launched.

1. **Changing where Material data is saved**
   Usually, material data is extracted to each users' individual folder when Clip Studio or Clip Studio Paint is launched for the first time.
   Windows: Documents\CELSYS\CLIPStudioCommon
   macOS: Documents/CELSYS/CLIPStudioCommon

However, if users log in with a different account than the one originally used to install Clip Studio Paint, the program will extract the material data every time it is launched. To avoid this, you will need to change your settings as follows.

2. **Create a file to specify where Material data is saved**
Create a text file with the folder path to the location you would like to specify and save it as "CommonFolder.txt" in UTF-8 (without BOM). (Note: do not include any newline code)
Please specify a folder path that is accessible to all users of the device in question.
Example folder paths:
Windows: C:\Data
macOS: /var/data
   ❖ If a folder does not already exist, please create one before proceeding. All users must have access permission to the specified path.

3. Move CommonFolder.txt to the correct location
Save the created "CommonFolder.txt" to the following location, in the folder where Clip Studio Paint is installed.

   Windows: C:\Program Files\CELSYS\CLIP STUDIO 1.5\CommonFolder.txt
   ❖ Use the above file path if Clip Studio Paint was installed in the default location. If Clip Studio Paint was installed to a different location, please make sure the file path matches accordingly.
   macOS: /Applications/CLIP STUDIO 1.5/CommonFolder.txt
   ❖ All users must have access permission to CommonFolder.txt.

4. **Launch Clip Studio**
Once you have changed the folder where material data is saved to, launch Clip Studio to extract the materials. Make sure that a folder named "CLIPStudioCommon" has been created in the location you specified. If you cannot find the folder, please go back to "Changing where Material data is saved" and try again.
   ❖ All users must have access permission to the newly created "ClipStudioCommon" folder and any folders it contains.

➢ If your setup has software installed that restores devices to a default state, please set the restore point after following steps 1-4 above.
Then, log into an account other than the one used to install the app and confirm that you can launch Clip Studio Paint without extracting material data.

Once you have confirmed this, your onboarding process is complete.