



## Adding Users to LinkedIn Learning

Before adding a new user determine if they are coming from another agency. If so, [email deslinkedinlearning@des.wa.gov](mailto:deslinkedinlearning@des.wa.gov) to inquire if the new employee already has a LinkedIn Learning license or profile. If there is an existing profile, DES will be happy to update the profile with the employee's email and groups for your agency.

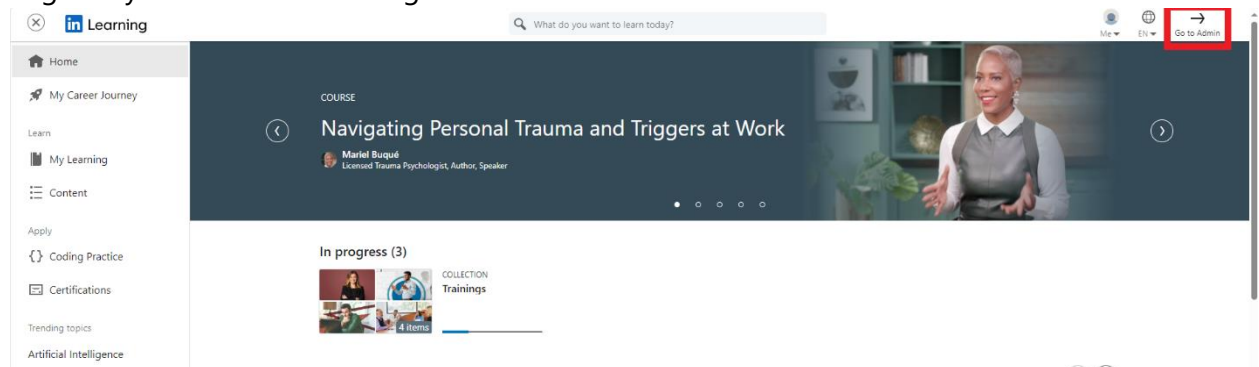
To assign a user a LinkedIn Learning license, you have the option to add them either by [email](#) or by a [CSV file](#).

If you have only a few users to add, adding them via email might be quicker. Note that when adding a user by email it is crucial to follow steps 9-13 below to ensure that DES can accurately bill your agency for license purchases.

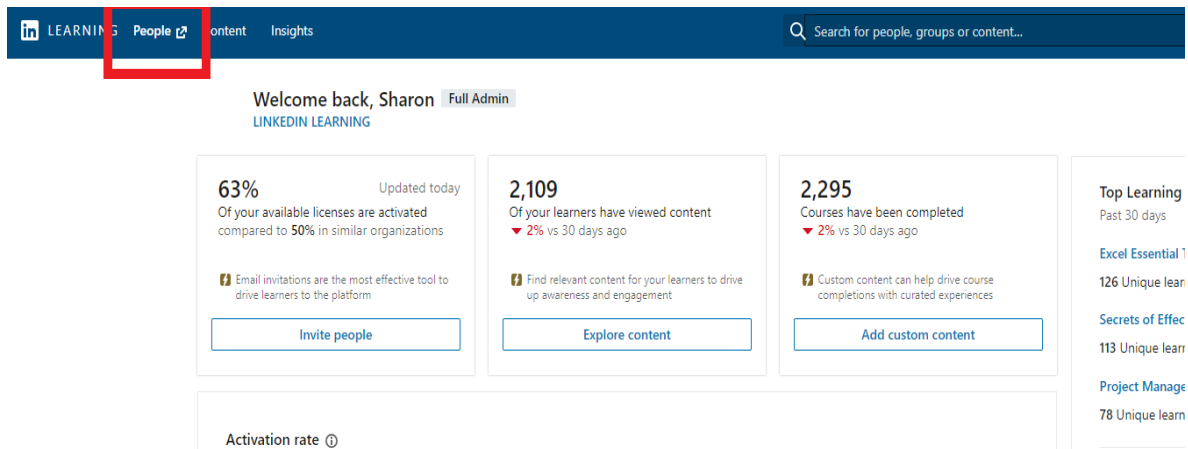
For adding multiple users, the most convenient method is to upload a CSV file. If you require a template CSV file for your uploads, please reach out to [deslinkedinlearning@des.wa.gov](mailto:deslinkedinlearning@des.wa.gov).

## Adding a User by Email

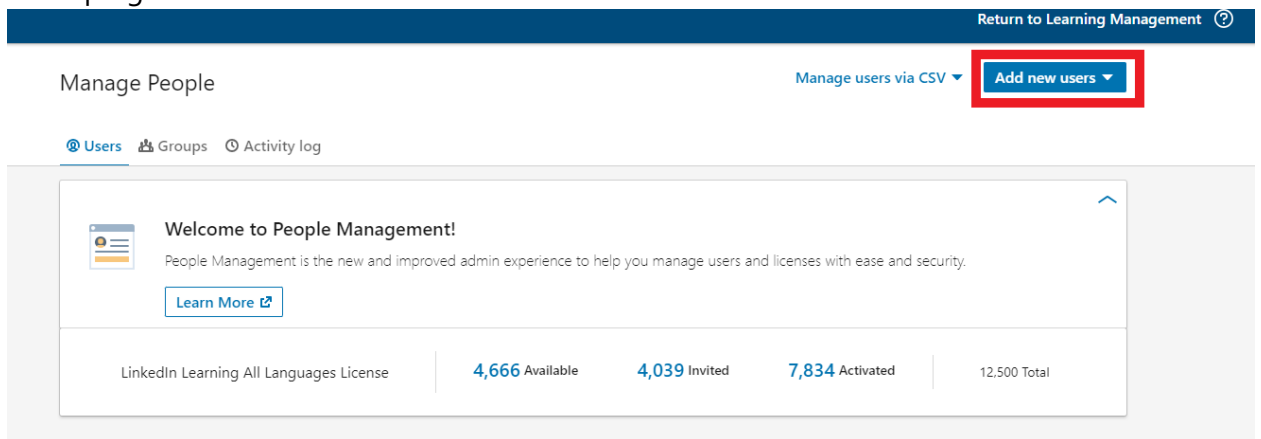
1. Log into your LinkedIn Learning account and click on **Go to Admin**.



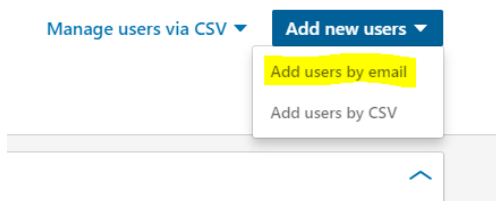
2. From your Learning Management, click **People**.



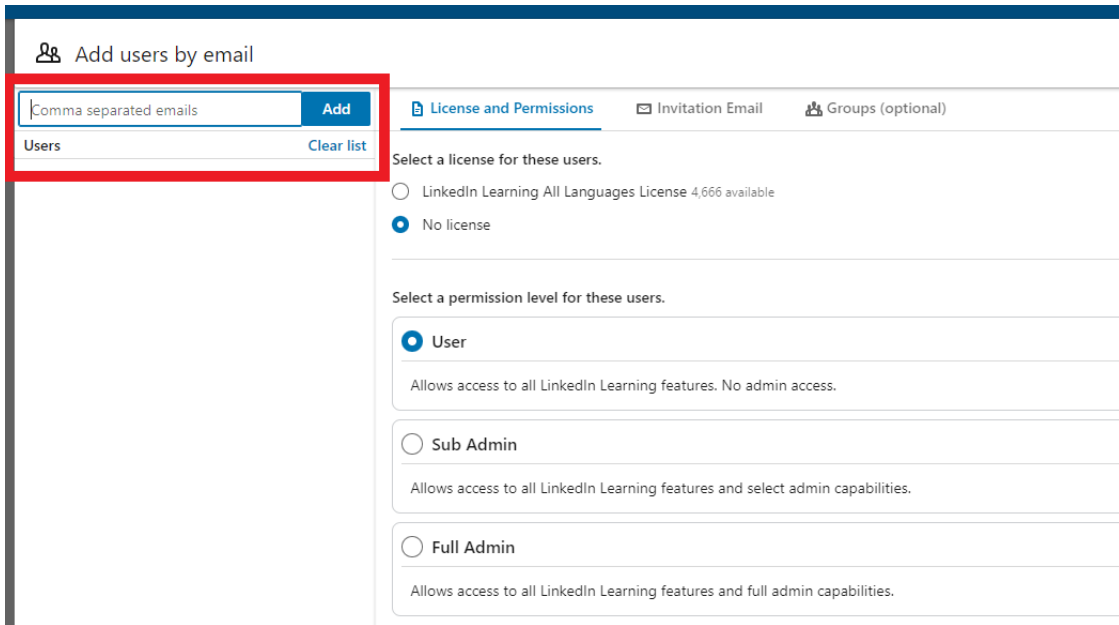
3. A new window opens. On the People Management landing page, click **Add new users** in the top right corner.



4. Select **Add users by email** from the dropdown.

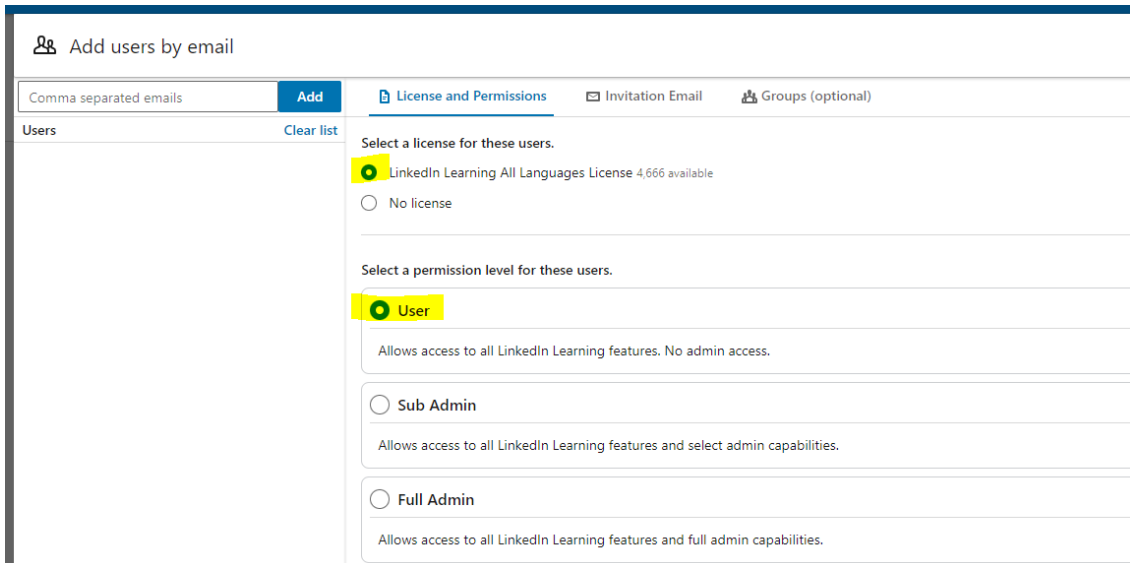


5. In the **Add users by email** window that appears, enter the user's email address in the search bar and click **add**.




The screenshot shows the 'Add users by email' window. At the top left, there is a search bar with the placeholder text 'Comma separated emails' and a blue 'Add' button. Below the search bar is a 'Users' list with a 'Clear list' link. To the right, there are three tabs: 'License and Permissions' (selected), 'Invitation Email', and 'Groups (optional)'. Under the 'License and Permissions' tab, there are two sections: 'Select a license for these users.' with radio buttons for 'LinkedIn Learning All Languages License 4,666 available' and 'No license' (selected), and 'Select a permission level for these users.' with radio buttons for 'User' (selected), 'Sub Admin', and 'Full Admin'. Each permission level has a brief description of its capabilities.

6. Select their license and permission level (should be "user") in the **License and Permissions** section.



This screenshot shows the same 'Add users by email' window, but with the 'License and Permissions' section highlighted. The 'LinkedIn Learning All Languages License 4,666 available' radio button is selected, and the 'User' permission level is selected. The 'User' option is highlighted with a yellow box. The descriptions for each permission level are visible: 'User' allows access to all LinkedIn Learning features with no admin access; 'Sub Admin' allows access to all features and select admin capabilities; and 'Full Admin' allows access to all features and full admin capabilities.

7. If you'd like to send a custom email, click the **Invitation Email** tab, select **Create a custom email template**, and enter the name of the template you'd like to send. Otherwise, select **Default invitation email**.

 Add users by email

Comma separated emails Add License and Permissions Invitation Email Groups (optional)

Users Clear list


Choose the invitation email your users will receive.

[Create a new custom email template](#) with customized messaging and language settings.

Email template invitation options:

- Default invitation email
- Custom invitation email

8. In the **Groups** tab, search for and select your group.

 Add users by email




Comma separated emails Add License and Permissions Invitation Email Groups (optional)

Users Clear list

Add users to select groups below.

0 selected:

DES

-  DES
-  DES-EED
-  DES PNI

9. Click **Confirm**.

The screenshot shows the 'Add users by email' dialog box. At the top, there are tabs for 'License and Permissions', 'Invitation Email', and 'Groups (optional)'. Below the tabs, there is a 'Users' list on the left and a search area on the right. The 'Users' list contains one entry: 'sharon.page@des.wa.gov' with a sub-label 'LinkedIn Learning All Languages License'. The search area shows '1 selected:' and a search box containing 'DES'. At the bottom right, there are 'Cancel' and 'Confirm' buttons, with the 'Confirm' button highlighted by a red box.

10. Return to the **Manage People** screen by clicking on **People** from Learning Management.

The screenshot shows the 'Manage People' screen in LinkedIn Learning. The navigation bar at the top has 'LEARNING', 'People', 'Content', and 'Insights' tabs, with 'People' highlighted by a red box. Below the navigation bar, there is a search bar and a welcome message: 'Welcome back, Sharon Full Admin LINKEDIN LEARNING'. The main content area features three cards: 1) '63% Updated today Of your available licenses are activated compared to 50% in similar organizations' with an 'Invite people' button; 2) '2,109 Of your learners have viewed content ▼ 2% vs 30 days ago' with an 'Explore content' button; 3) '2,295 Courses have been completed ▼ 2% vs 30 days ago' with an 'Add custom content' button. On the right side, there is a 'Top Learning' section listing 'Excel Essential 1' (126 Unique learners), 'Secrets of Effect' (113 Unique learners), and 'Project Manage' (78 Unique learners). At the bottom, there is an 'Activation rate' section with a help icon.

11. Search for the user you just added by typing their email in search bar.

Manage People Manage users via CSV Add new users

[Users](#) [Groups](#) [Activity log](#)

Welcome to People Management!  
People Management is the new and improved admin experience to help you manage users and licenses with ease and security.  
[Learn More](#)

LinkedIn Learning All Languages License | 4,666 Available | 4,039 Invited | 7,834 Activated | 12,500 Total

Users (11,879)

[All Users](#) [Admins](#)

Search by name or email  Keywords Clear all filters 0 in user queue

<input type="checkbox"/>	User details	Permission	License types	License status	Groups	Action
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12. The email address will show up under **User Details**. Click on the email address.

Manage People Manage users via CSV Add new users

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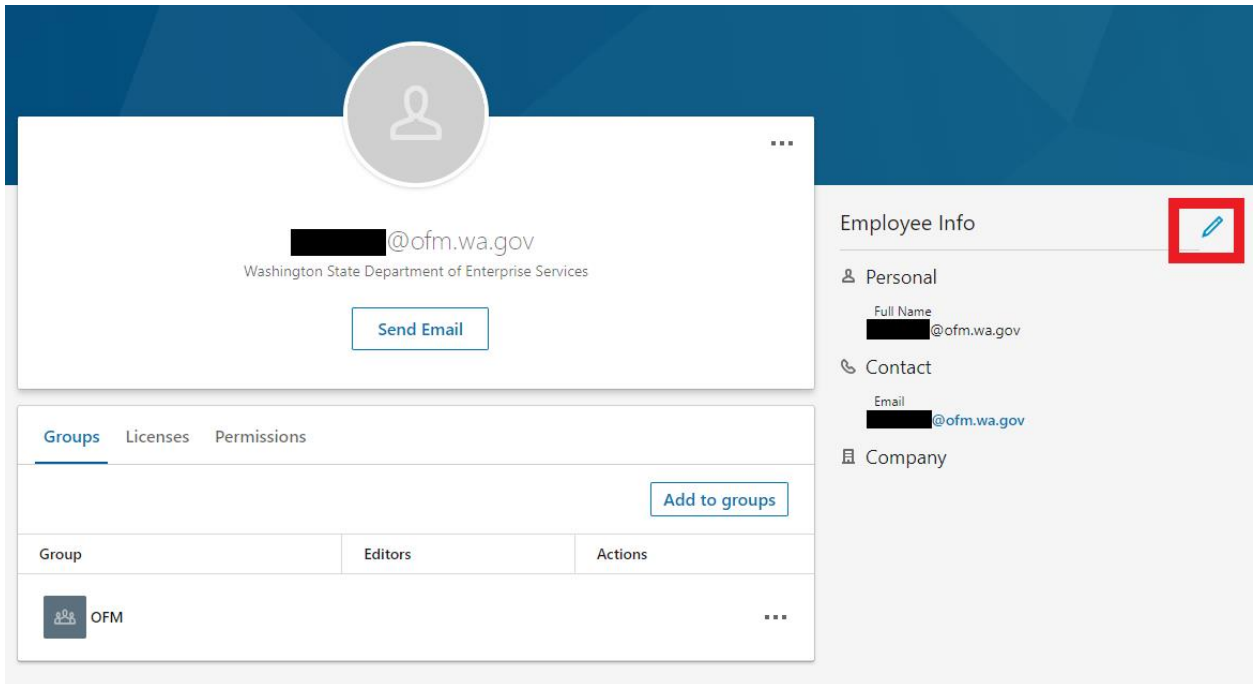
Users (1)

[All Users](#) [Admins](#)

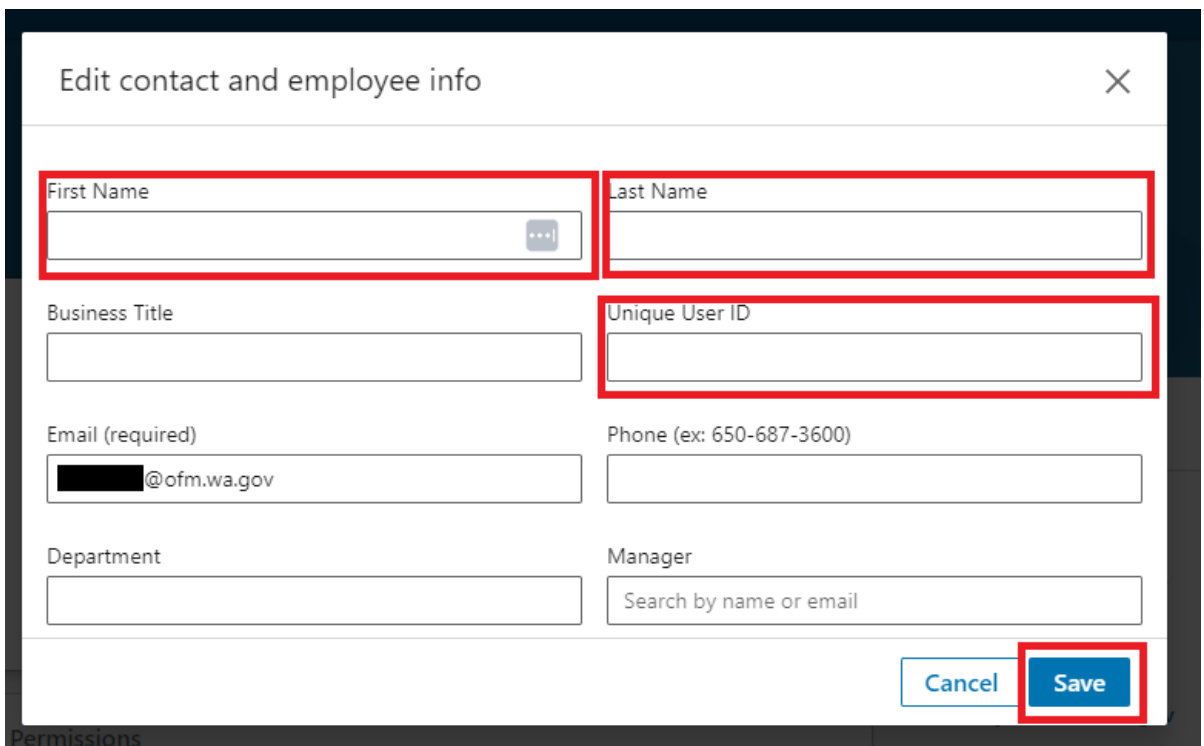
Keywords Clear all filters 0 in user queue

<input type="checkbox"/>	User details	Permission	License types	License status	Groups	Action
<input type="checkbox"/>	<input type="text" value="@ofm.wa.gov"/>	Basic user	LinkedIn Learning All Lar	Activated 12/29/2023	OFM	...

13. Click on the **Edit** button next to **Employee Info**.

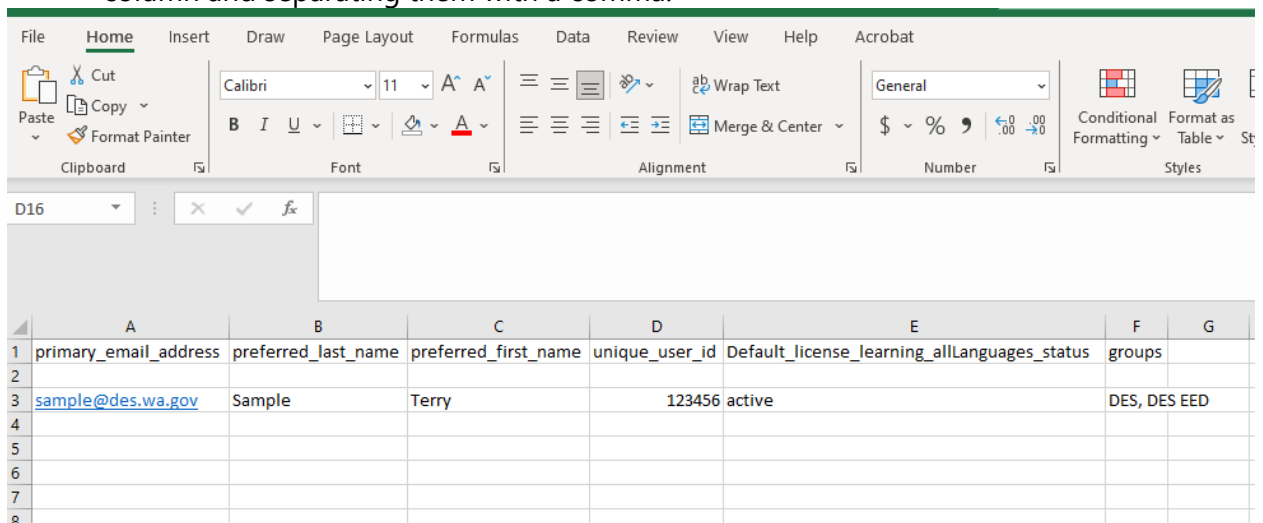


14. Add the user's **First and Last name**. Add the user's Employee ID in the **Unique User ID** field and click **Save**. You may add the other information, but it is not required.



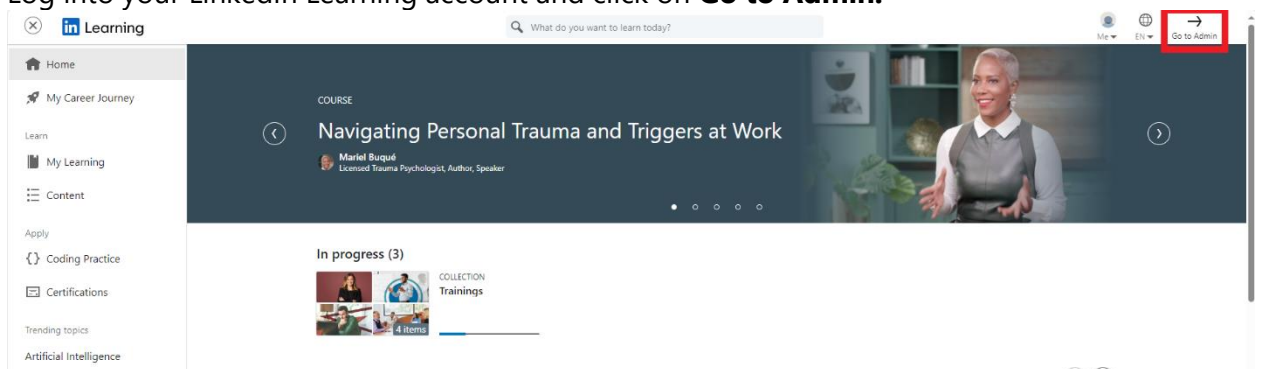
## Adding a User by CSV file

1. Prepare your CSV file using the DES provided template. It is **very important** that you NOT change the first row of this document. When you save it be sure to save it as a CSV file.
  - a. The "unique\_user\_ID" is the employee ID number.
  - b. In the "Default\_license\_learning\_allLanguages\_status" column, enter active for each user.
  - c. You can add a user to multiple groups, by typing each group in the group column and separating them with a comma.



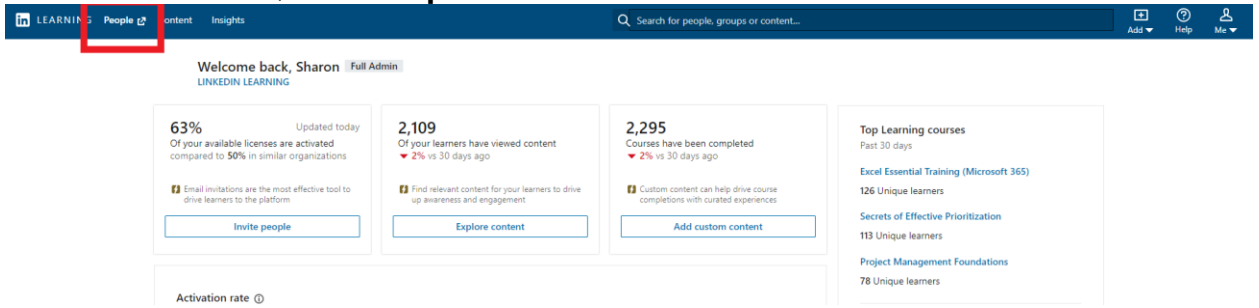
	A	B	C	D	E	F	G
1	primary_email_address	preferred_last_name	preferred_first_name	unique_user_id	Default_license_learning_allLanguages_status	groups	
2							
3	sample@des.wa.gov	Sample	Terry	123456	active	DES, DES EED	
4							
5							
6							
7							
8							

2. Log into your LinkedIn Learning account and click on **Go to Admin**.

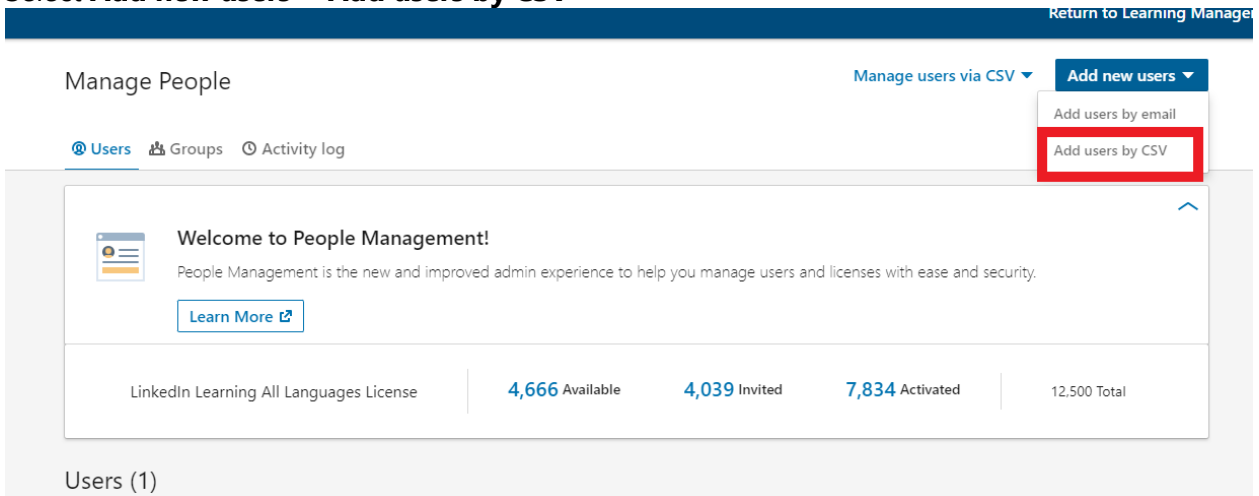




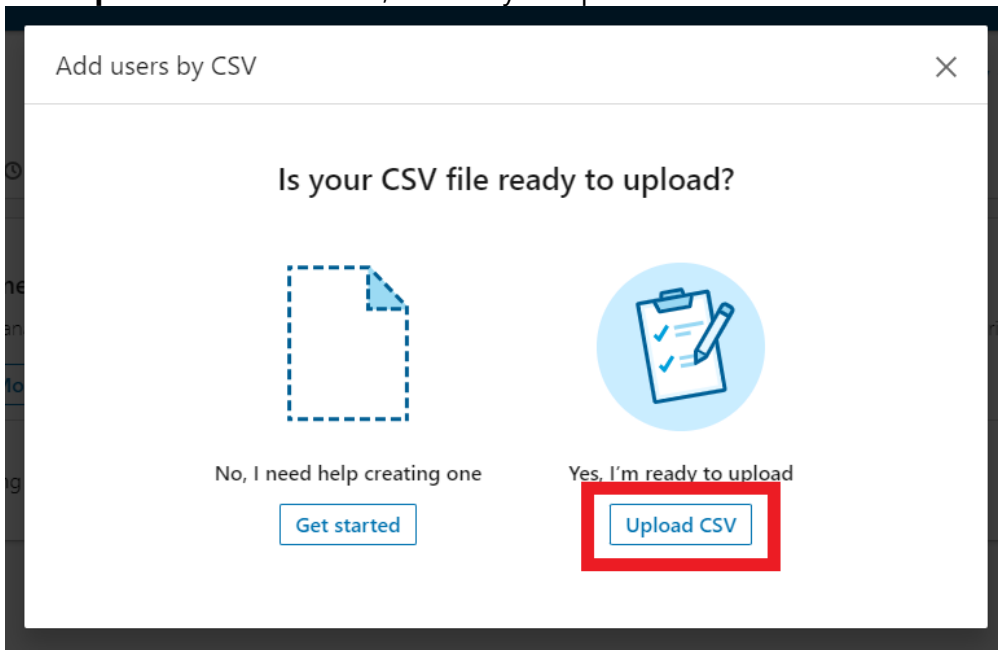
3. On the Admin screen, select **People**.



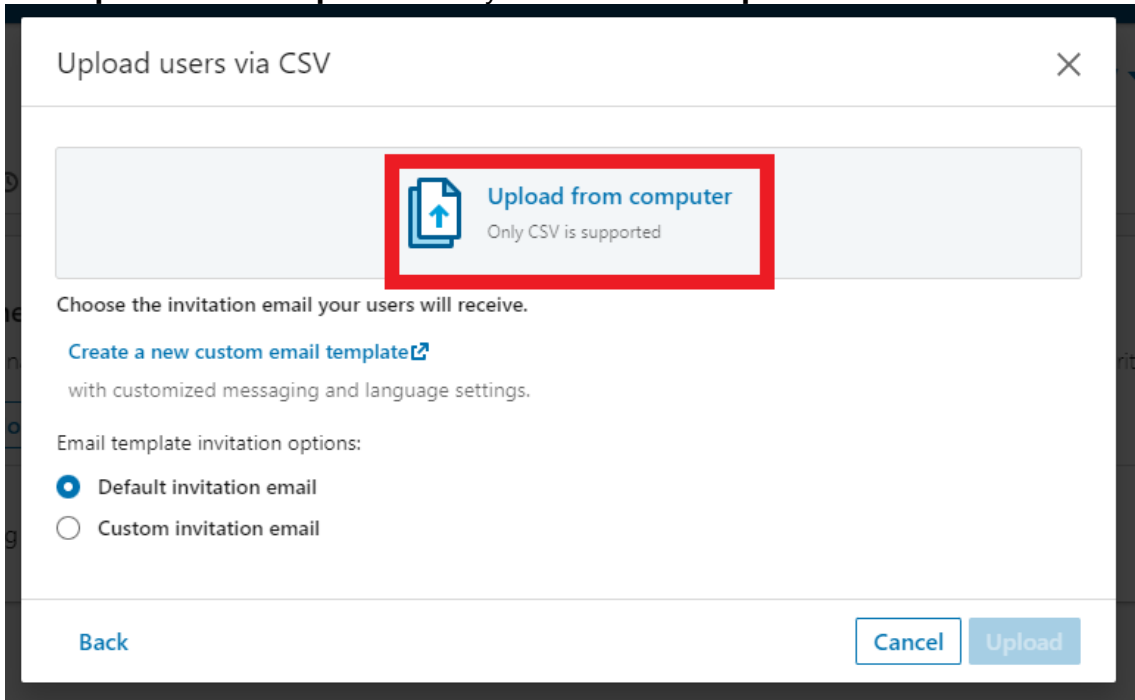
4. Select **Add new users > Add users by CSV**



5. Click **Upload CSV** under "Yes, I'm ready to Upload"



6. Click **Upload from computer** locate your file and click **Open**.



7. Select the learner invitation email type and click **Upload**. If you select a custom email template, enter the name of the custom invitation email template you would like to send. Click **Upload**.

