



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.

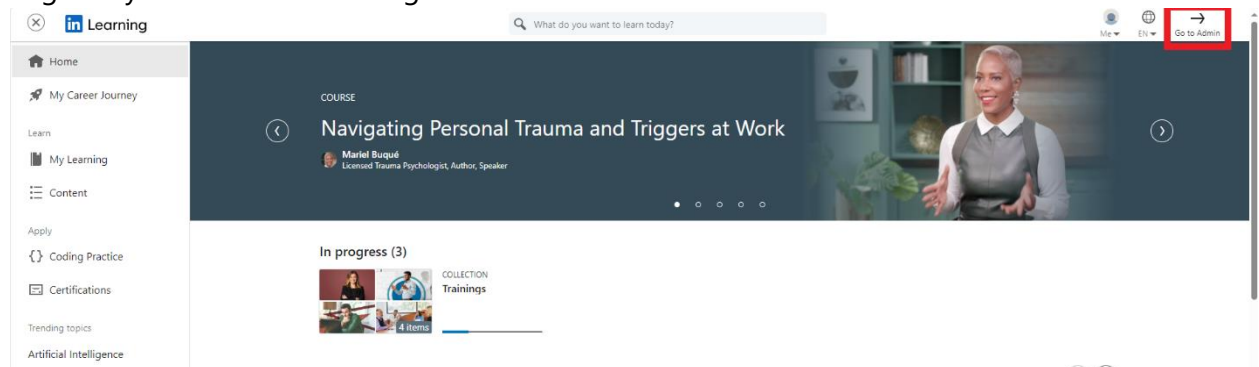
To assign a user a LinkedIn Learning license, you have the option to add them either by [email](#) or by a [CSV file](#).

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.

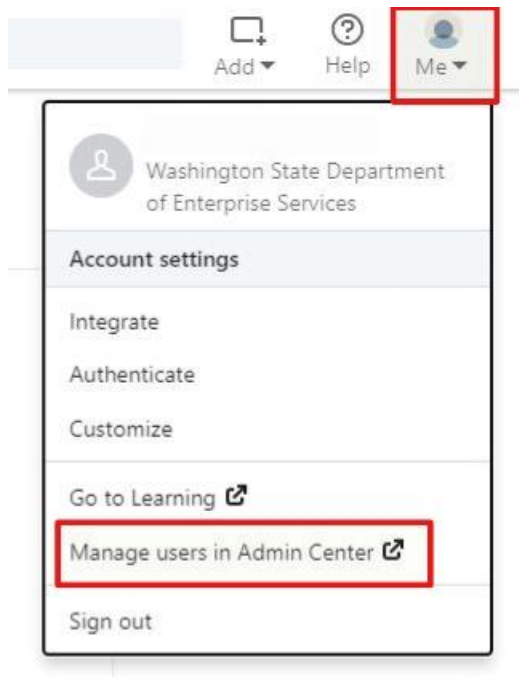
For adding multiple users, the most convenient method is to upload a CSV file. DES has a template you can use for this upload. If you need it, email deslinkedinlearning@des.wa.gov.

Adding a User by Email

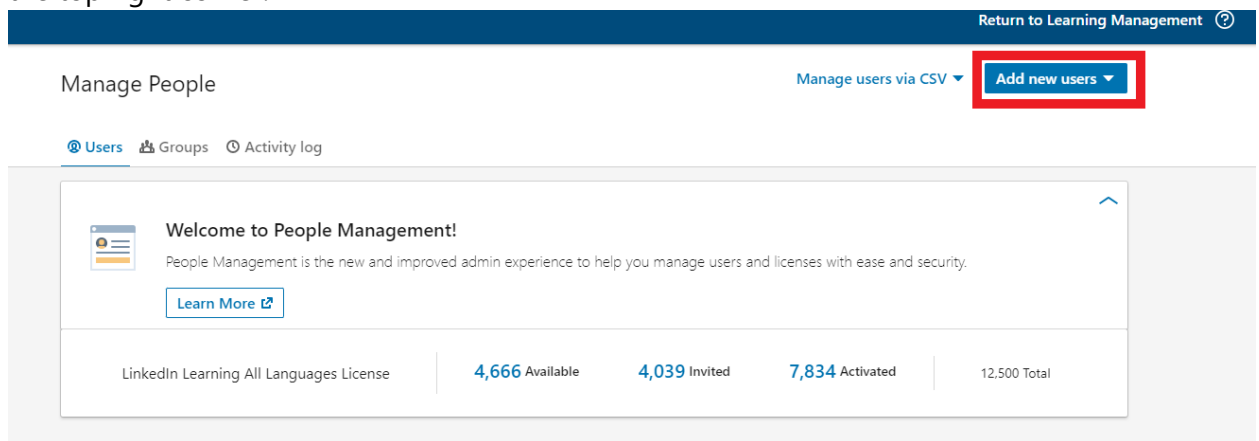
1. Log into your LinkedIn Learning account and click on **Go to Admin**.



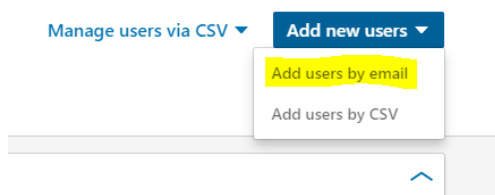
2. Navigate to the Users & license management tab by either selecting **Admin Center** at the top right of your screen or clicking on **Me** and selecting **Manage users in Admin Center**.



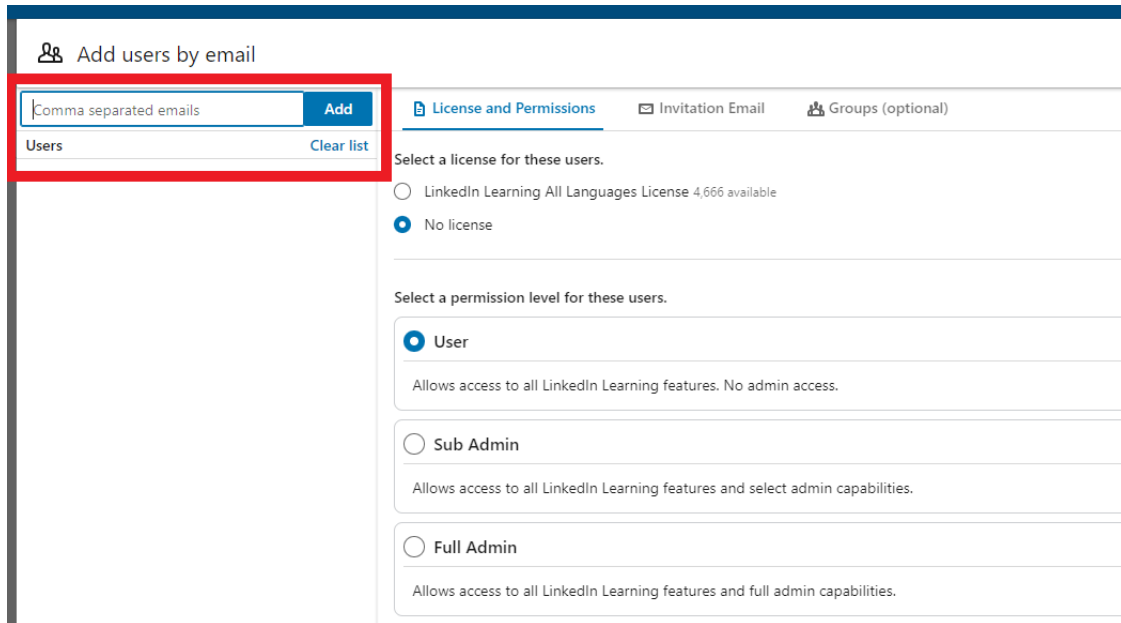
3. A new window opens. On the People Management landing page, click **Add new users** in the top right corner.



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

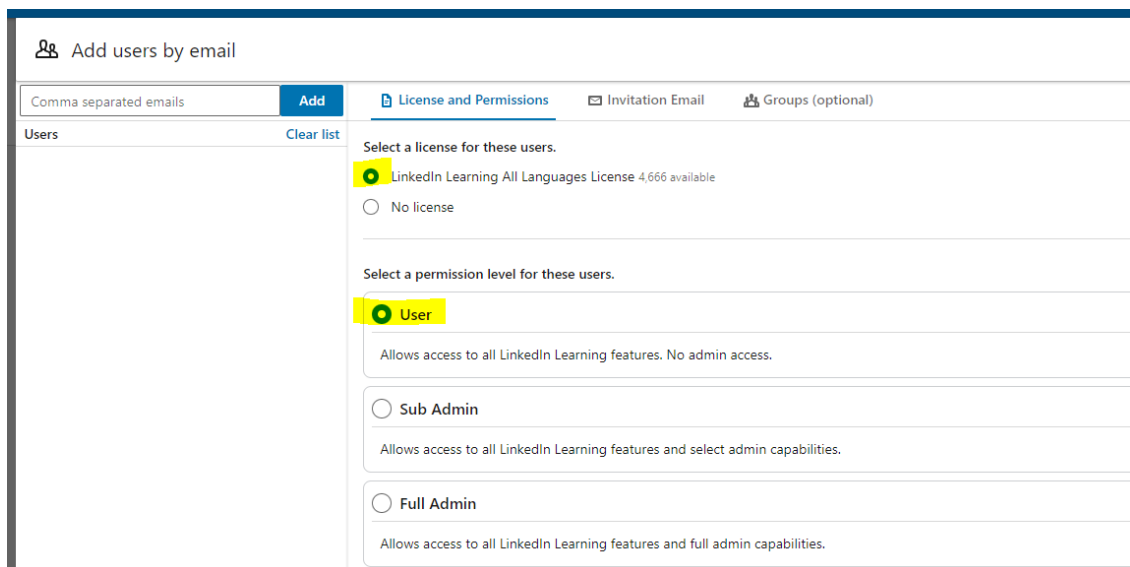


5. In the **Add users by email** window that appears, enter the user's email address in the search bar and click **add**.



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

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' interface as the previous one, but with the 'License and Permissions' section updated. The 'LinkedIn Learning All Languages License 4,666 available' radio button is now selected and highlighted with a yellow background. The 'User' radio button in the 'Select a permission level for these users.' section is also selected and highlighted with a yellow background. The other options remain unselected.

7. Click the **Invitation Email** tab, select **Custom invitation email**, and enter the name of the template you'd like to send. If your agency does not have a custom template you can use the "DES -Department of Enterprise Services" template.

Note: Search is case sensitive

The screenshot shows the 'Add users by email' interface. At the top, there are tabs for 'Comma separated emails', 'Add', 'License and Permissions', 'Invitation Email' (highlighted with a red box), and 'Groups (optional)'. Below the tabs, there is a 'Users' section with a 'Clear list' link. The main content area is titled 'Choose the invitation email your users will receive.' and includes a link to 'Create a new custom email template'. Under 'Email template invitation options', the 'Custom invitation email' radio button is selected (highlighted with a red box). A search input field contains 'DES' (highlighted with a red box), and a dropdown menu shows the result 'DES - Department of Enterprise Services' (highlighted with a red box), with a subtext 'Modified on May 24, 2024'.

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

The screenshot shows the 'Add users by email' interface with the 'Groups (optional)' tab highlighted in yellow. The 'Users' section has a 'Clear list' link. The main content area is titled 'Add users to select groups below.' and shows '0 selected:'. A search input field contains 'DES'. Below the search field, three group options are listed: 'DES', 'DES-EED', and 'DES PNI', each with a group icon.

9. Click **Confirm**.

8 Add users by email

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

Users **Clear list**

sharon.page@des.wa.gov
LinkedIn Learning All Languages License

Add users to select groups below.

1 selected:

DES x

DES

Cancel **Confirm**

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

LEARNING **People** Content Insights

Search for people, groups or content...

Welcome back, Sharon **Full Admin**

LINKEDIN LEARNING

63% Updated today
Of your available licenses are activated compared to **50%** in similar organizations

Email invitations are the most effective tool to drive learners to the platform

Invite people

2,109
Of your learners have viewed content
▼ **2%** vs 30 days ago

Find relevant content for your learners to drive up awareness and engagement

Explore content

2,295
Courses have been completed
▼ **2%** vs 30 days ago

Custom content can help drive course completions with curated experiences

Add custom content

Top Learning
Past 30 days

Excel Essential 1
126 Unique learn

Secrets of Effect
113 Unique learn

Project Manage
78 Unique learn

Activation rate ⓘ

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.

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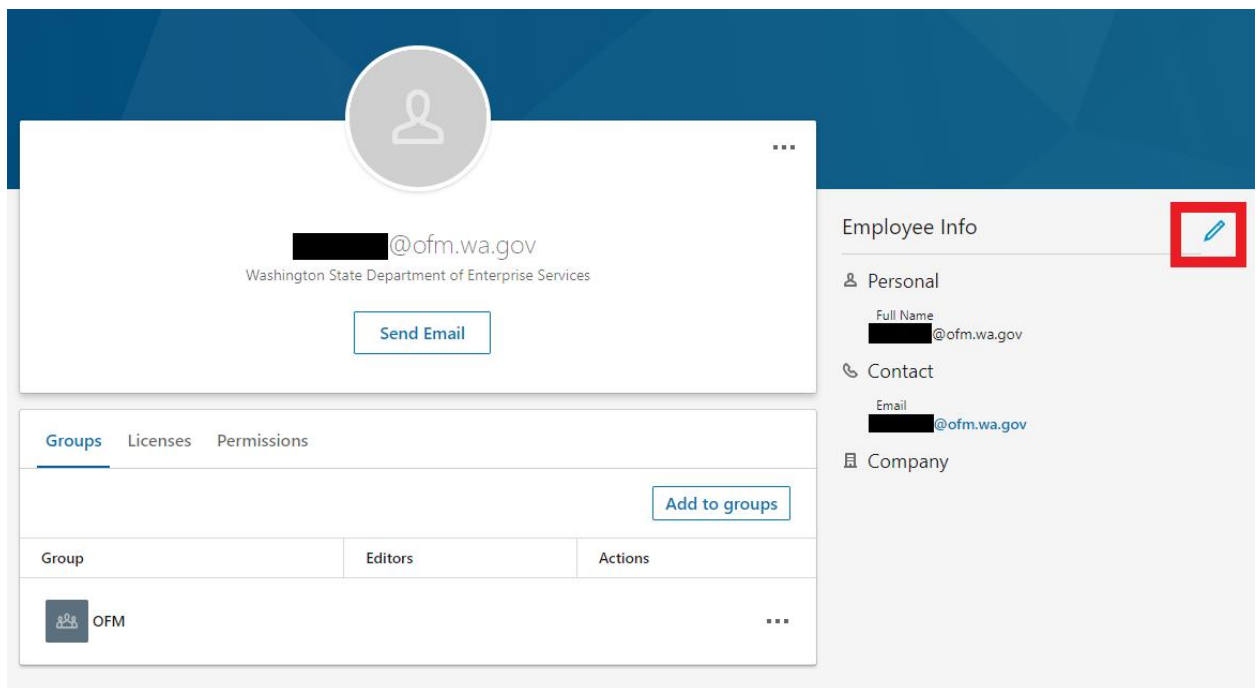
Users (1)

[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.

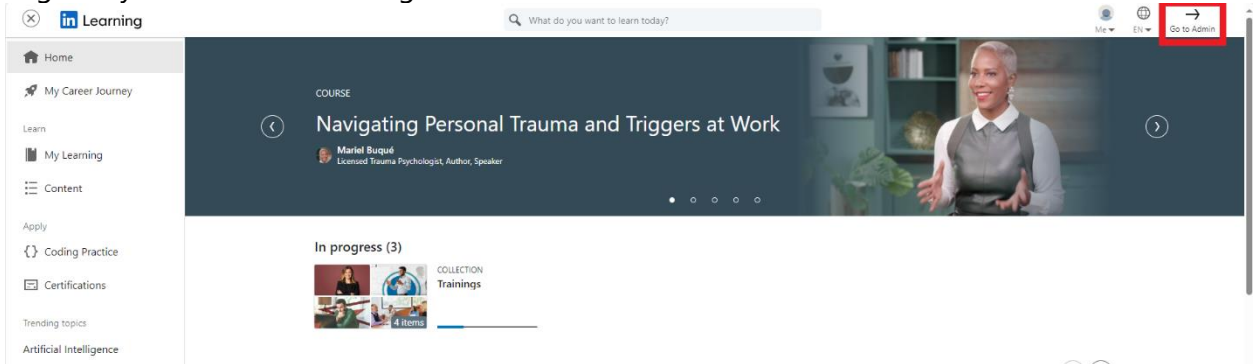
The screenshot shows the 'Edit contact and employee info' form. The form contains several input fields: 'First Name', 'Last Name', 'Business Title', 'Unique User ID', 'Email (required)', 'Phone (ex: 650-687-3600)', 'Department', and 'Manager'. The 'First Name', 'Last Name', and 'Unique User ID' fields are highlighted with red boxes. The 'Save' button at the bottom right is also highlighted with a red box.

Adding a User by CSV file

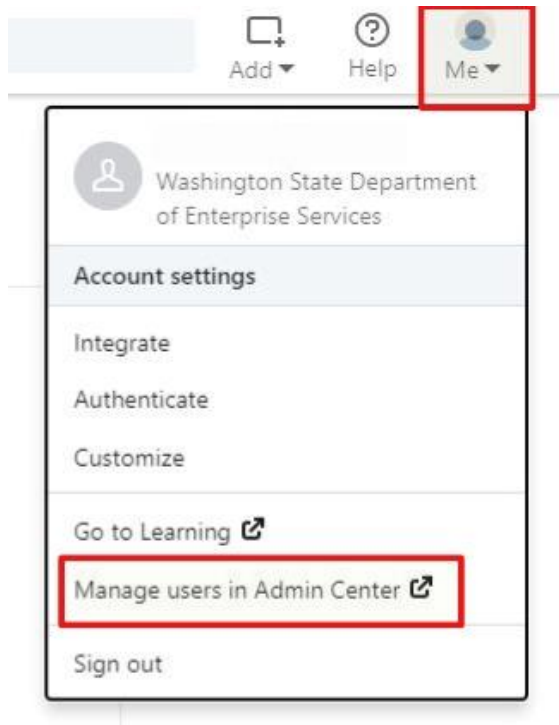
1. Prepare your CSV file using the DES provided template. It is **very important** that you NOT change the first row of this document. When you save it be sure to save it as a CSV file.
 - a. The "unique_user_ID" is the employee ID number.
 - b. In the "Default_license_learning_allLanguages_status" column, 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							

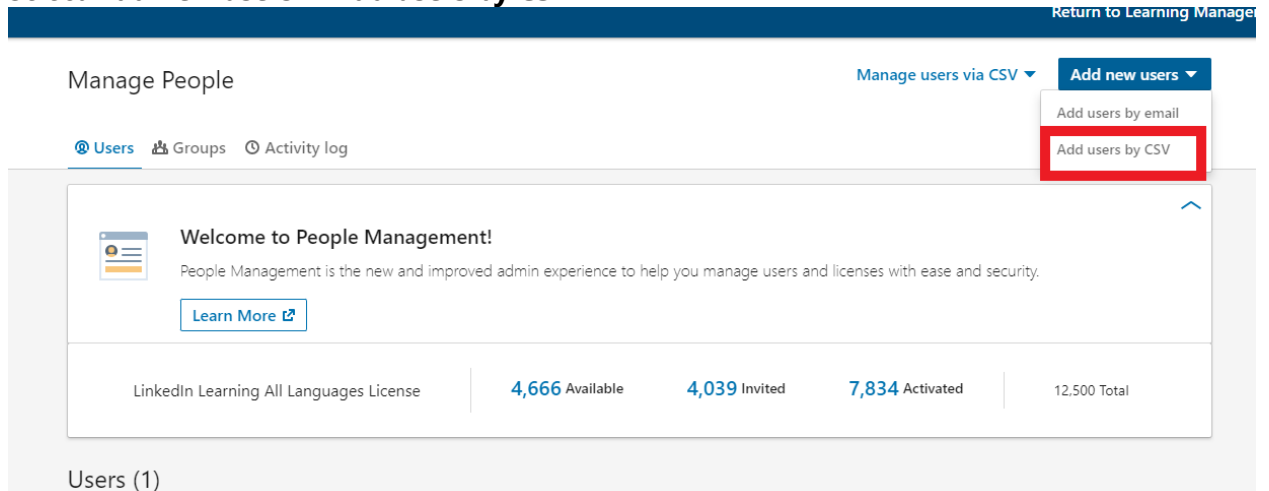
2. Log into your LinkedIn Learning account and click on **Go to Admin**.



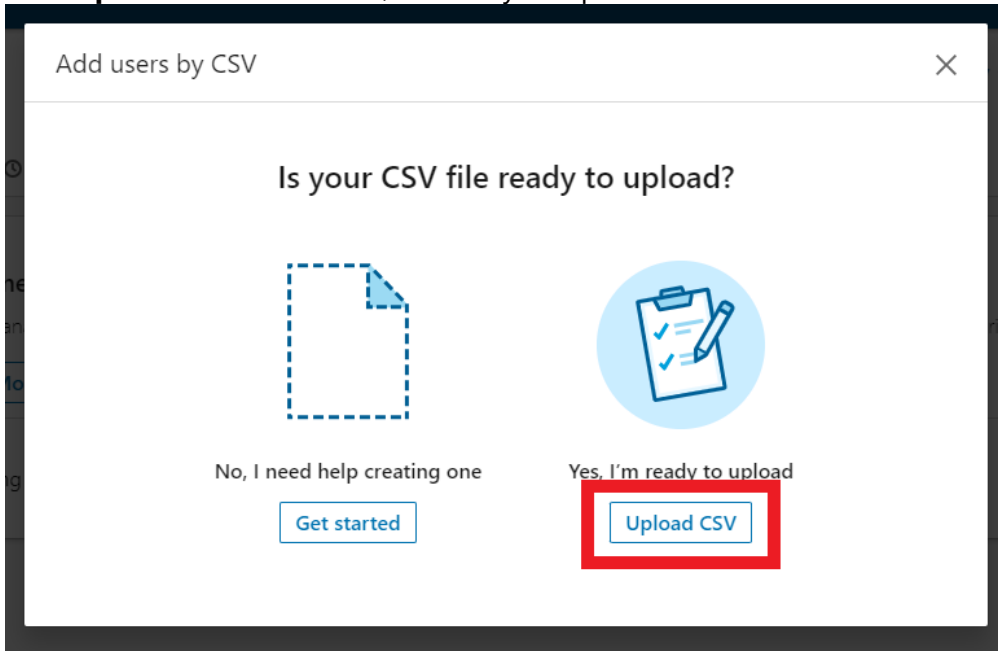
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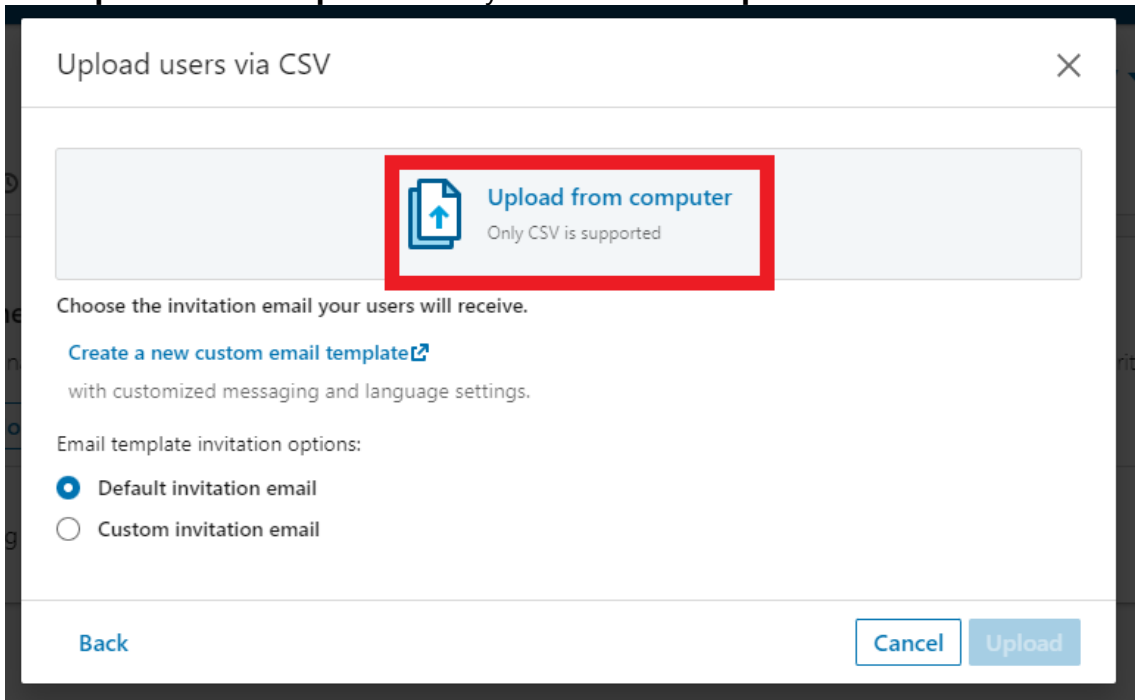
4. Select **Add new users** > **Add users by CSV**



5. Click **Upload CSV** under “Yes, I’m ready to Upload”

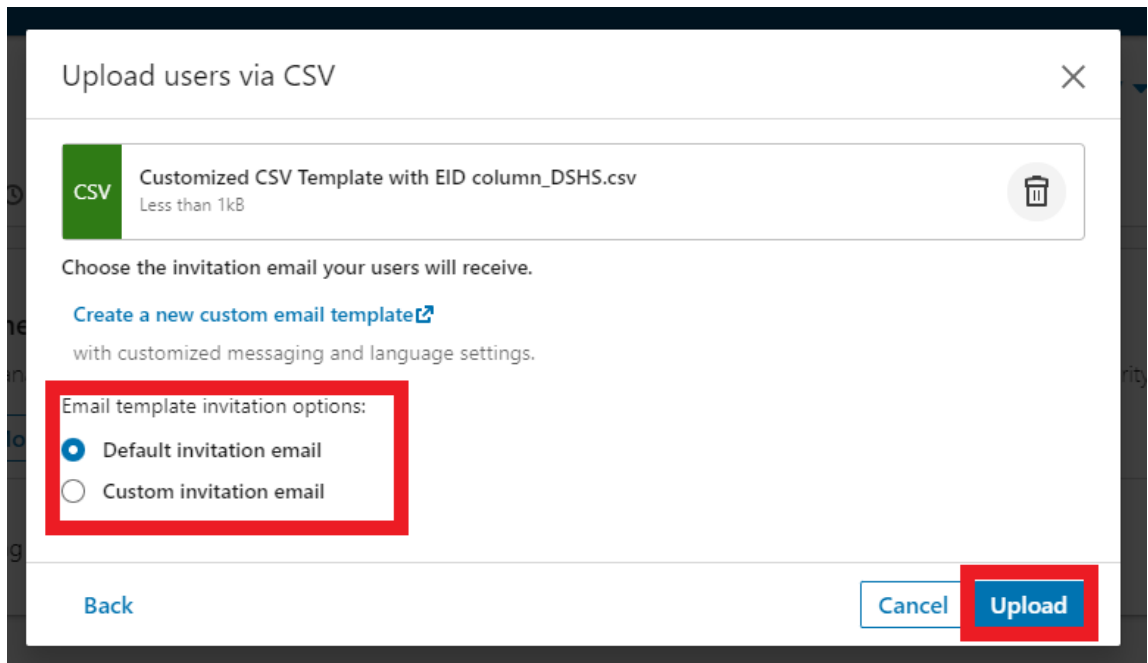


6. Click **Upload from computer** locate your file and click **Open**.



7. Select **Custom invitation email** and enter the name of the template you'd like to send. If your agency does not have a custom template you can use the "DES -Department of Enterprise Services" template or the default.

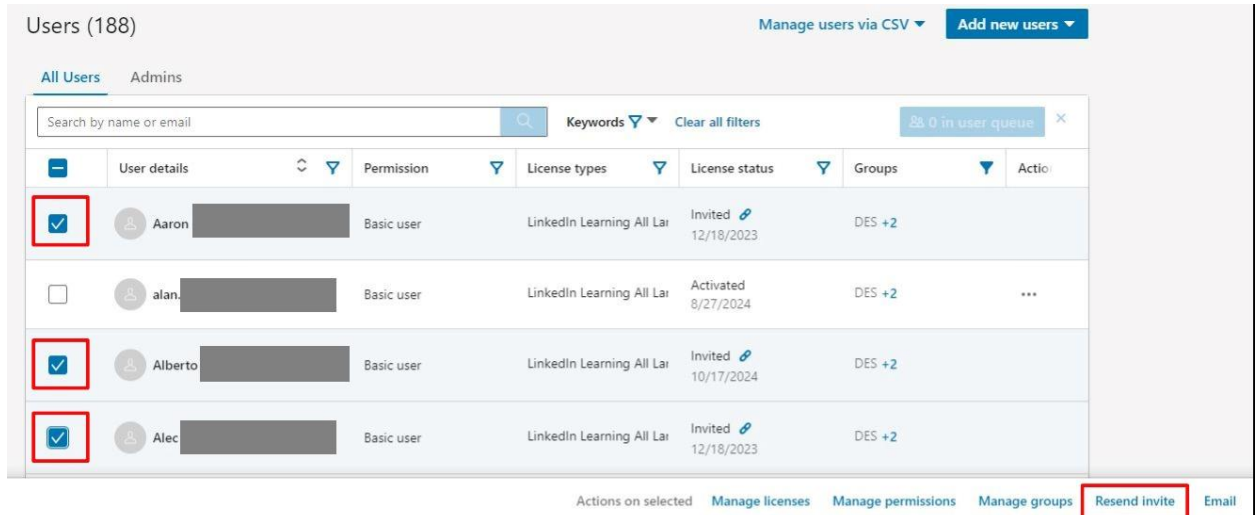
Click **Upload**



Resending custom invitation email

If you need to resend the invitation email to a learner, use the following steps to resend a custom template.

1. From the User & licenses management screen select the users you want to email. This will cause a menu to show up at the bottom of the screen.
2. Select **Resend invite**



3. A new menu will open asking if you're sure you want to resend the email.
 - a. Select **Custom invitation email**
 - b. Search for your custom template. Remember this is case-sensitive
 - c. Click **Send**

