

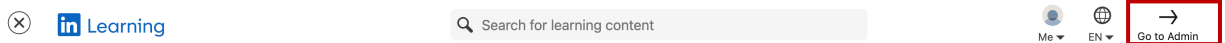
Washington DES – 2025 LinkedIn Learning Guide



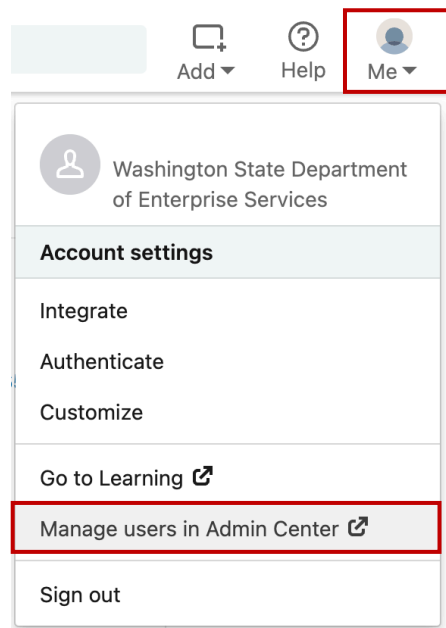
Washington State
DEPARTMENT OF
ENTERPRISE SERVICES



1. Log in to LinkedIn Learning: Start by logging into your LinkedIn Learning admin account.



Navigate to the User & license management tab: From the Admin screen, select “Admin Center”, or click on the “Me” menu and select “Manage users in Admin Center”.



2. Add new users: Click on "Add new users" and choose one of the following methods:

Add new users ▾

Add users by email: Enter the user's email address in the "Add users" field. You can add multiple email addresses, separated by commas.

- Note – Be sure to select “LinkedIn Learning All Language License” as the license type and ensure that “User” is selected.

Add users by email

Comma separated emails

Users

License and Permissions Invitation Email Groups (optional)

Select a license for these users.

LinkedIn Learning All Languages License 2,375 available

No license

Select a permission level for these users.

User
Allows access to all LinkedIn Learning features. No admin access.

Sub Admin
Allows access to all LinkedIn Learning features and select admin capabilities.

Full Admin
Allows access to all LinkedIn Learning features and full admin capabilities.

- At the top of the page, select “Invitation Email”, select “Custom invitation email”, and to search your custom email template begin to search in the field.
 - Note – search is case sensitive, see example below:

Add users by email

Comma separated emails

Users

License and Permissions Invitation Email Groups (optional)

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

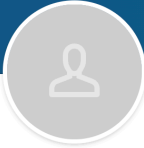
Custom invitation email

DES

DES - Department of Enterprise Services
Modified on May 24, 2024

- Click "Confirm" to upload.
 - **Don't forget: if you upload by email, find the user profile and add the employee ID number.** Search the user from the User & license management page, click the pencil icon, and enter the employee ID in the “Unique User ID” field and click “Save”.

← Back to Users




[Send Email](#)

Groups Licenses Permissions

[Assign a license](#)

License	Status	Actions
LinkedIn Learning All Languages License	Activated	Manage license

Employee Info 

Personal

Full Name

Employee ID

Contact

Email

Company

Department
DES

Edit contact and employee info ✕

First Name	Last Name
<input type="text"/>	<input type="text"/>
Business Title	Unique User ID
<input type="text"/>	<input type="text"/>
Email (required)	Phone (ex: 650-687-3600)
<input type="text"/>	<input type="text"/>
Department	Manager
<input type="text" value="DES"/>	<input type="text" value="Search by name or email"/>

[Cancel](#) [Save](#)

Add users by CSV: If you have a large number of users to add, you can use the CSV file upload method.

- Click “Add new users” and select “Add users by CSV”.

Add users by CSV



Is your CSV file ready to upload?



No, I need help creating one

Get started



Yes, I'm ready to upload

Upload CSV

Instructions for getting started with CSV



- 1 [Download a CSV template](#) ▼
- 2 Make sure to add all user information entries. Note that primary email addresses are required.
- 3 Move to the next step and upload your file.



Have questions? Want to use your own CSV file? Reference our CSV support article to [learn more](#).

Back

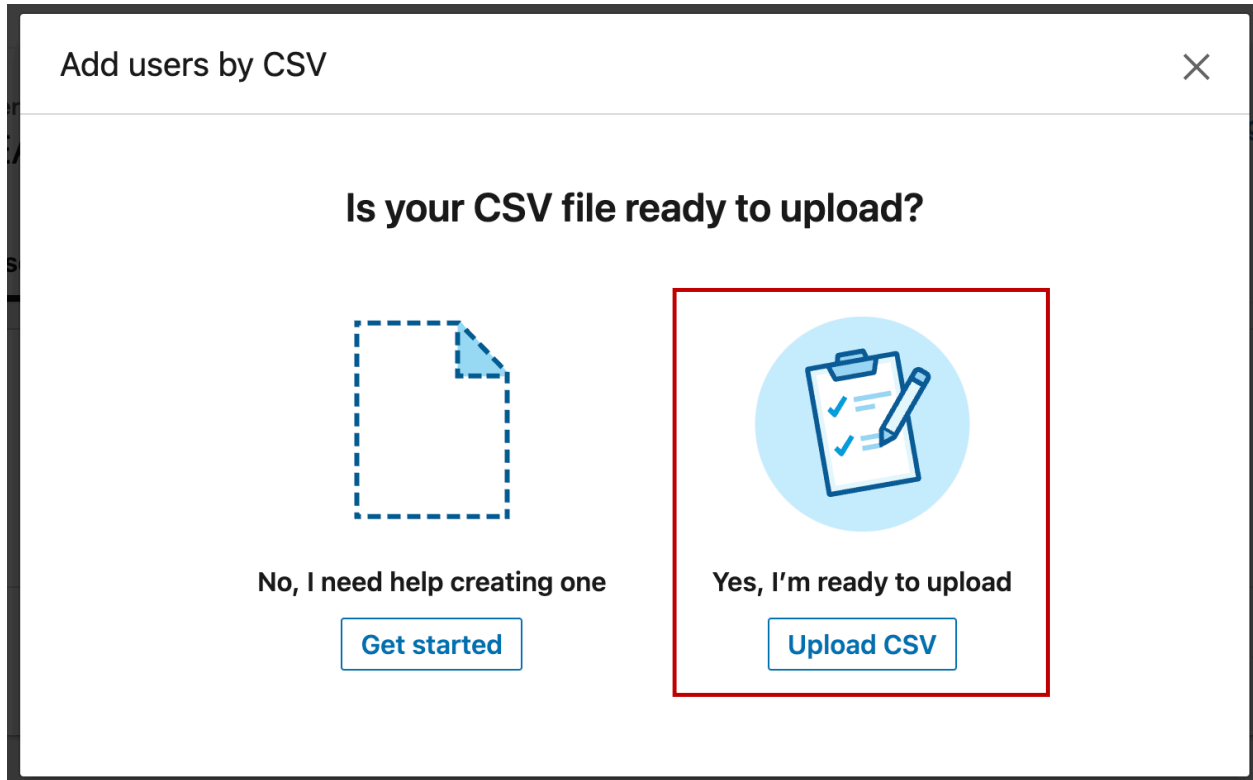
Cancel

Next

- Prepare your CSV file: Ensure your CSV file is formatted correctly. It should include the necessary headers and user information.

	A	B	C	D	E
1	primary_email_address	preferred_first_name	preferred_last_name	Default_license_learning_allLanguages_status	groups
2	name@example.com	John	Doe	active	sample group one, sample group two
3					

- Upload the CSV file: In the "Upload users via CSV" screen, click "Upload from computer", navigate to your CSV file, and click "Open".



- Verify and confirm: After uploading, verify the information and confirm the upload. Make sure there are no errors in the CSV file to avoid upload issues.

3. Resending custom email templates:

- From your User & license management page, check the boxes for those that need to be resent their custom activation email. When users are selected, a menu will appear at the bottom of the screen, select "Resend invite".

Users (13,900) Manage users via CSV ▾ [Add new users ▾](#)

[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
<input checked="" type="checkbox"/>	..	Basic user	LinkedIn Learning All Li	Activated 10/24/2024	D	
<input checked="" type="checkbox"/>	A.J. I	Basic user	LinkedIn Learning All Li	Activated 2/9/2024	D	

Actions on selected [Manage licenses](#) [Manage permissions](#) [Manage groups](#) [Resend invite](#) [Email](#)

- A window will appear with the option to select your department’s custom invitation. **You will search your specific template to resend, keeping in mind that the template title is case sensitive.** Then select “Send”.

Resend invite ✕

Users [Clear queue](#)

✕	<p>Resend Invite Send</p> <p style="text-align: center;"></p> <p>Are you sure you want to resend the invite email to these 2 users? This action will resend the same invite email to the same invited address listed for each user.</p> <p>Choose the invitation email your users will receive.</p> <p>Create a new custom email template with customized messaging and language settings.</p> <p>Email template invitation options:</p> <p><input type="radio"/> Default invitation email</p> <p><input checked="" type="radio"/> Custom invitation email</p> <p>DES</p> <p>DES - Department of Enterprise Services <small>Modified on May 24, 2024</small></p>
✕	

Questions? See something missing?

Please reach out to DES LinkedIn Learning program coordinators at deslinkedinlearning@des.wa.gov for assistance!