**Washington State
DEPARTMENT OF
ENTERPRISE SERVICES**

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 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.
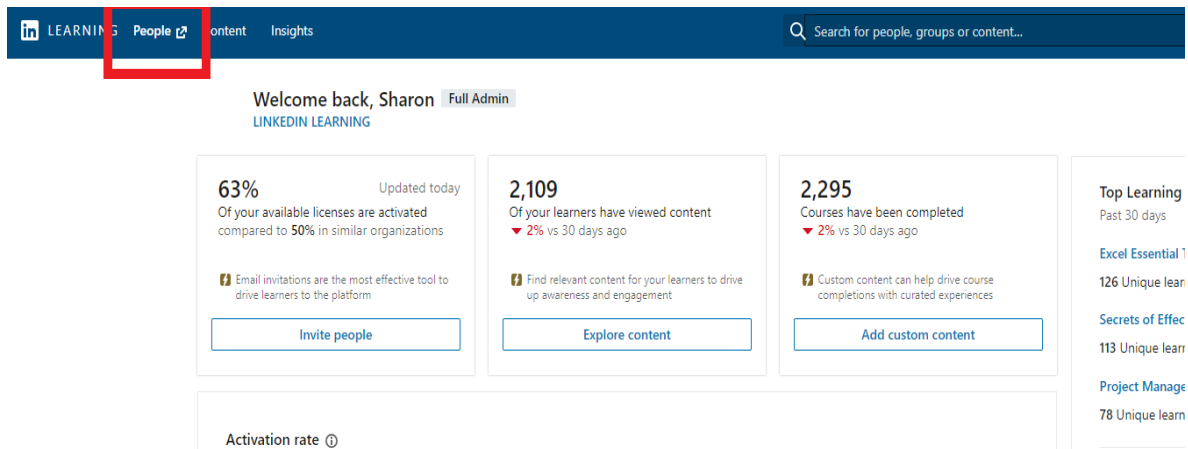
> For adding multiple users, the most convenient method is to upload a CSV file. If you require a template CSV file for your uploads, please reach out to deslinkedinlearning@des.wa.gov.
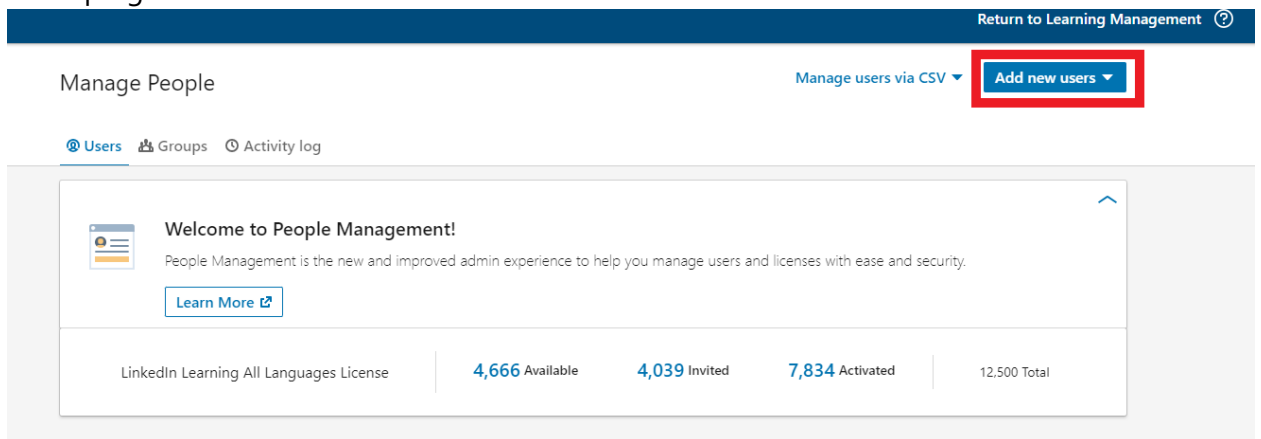
Adding a User by Email

1. Log into your LinkedIn Learning account and click on **Go to Admin.**
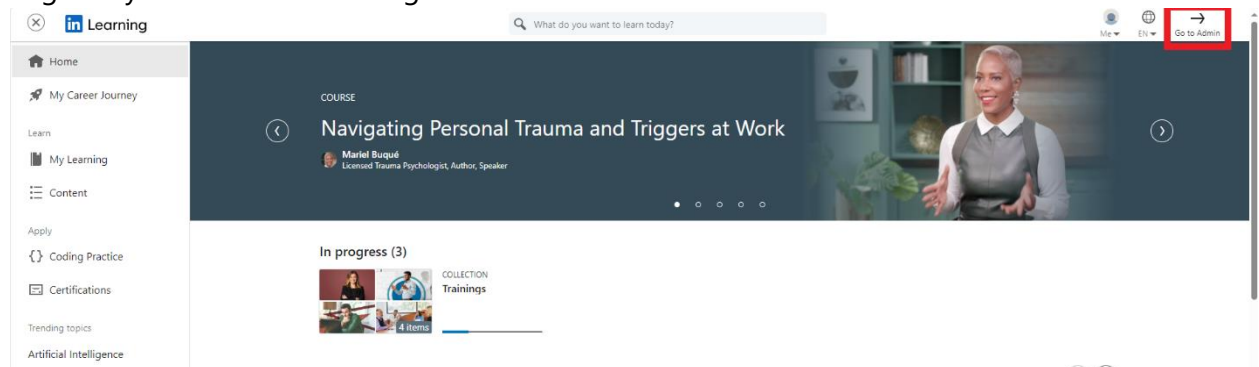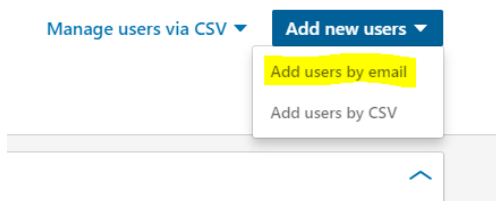
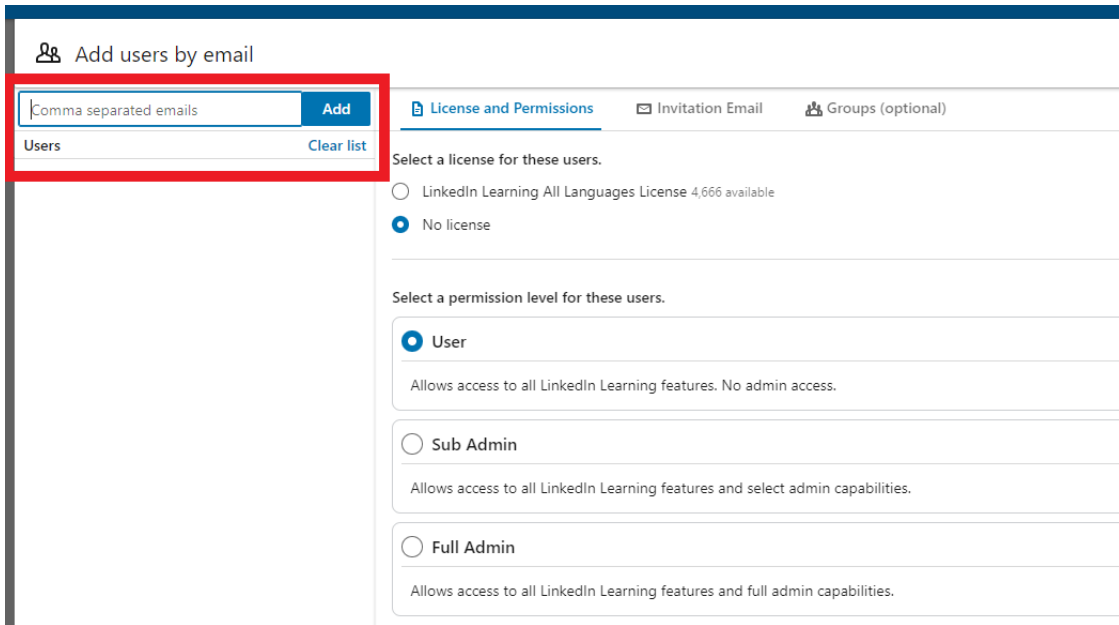2. From your Learning Management, click **People**.

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

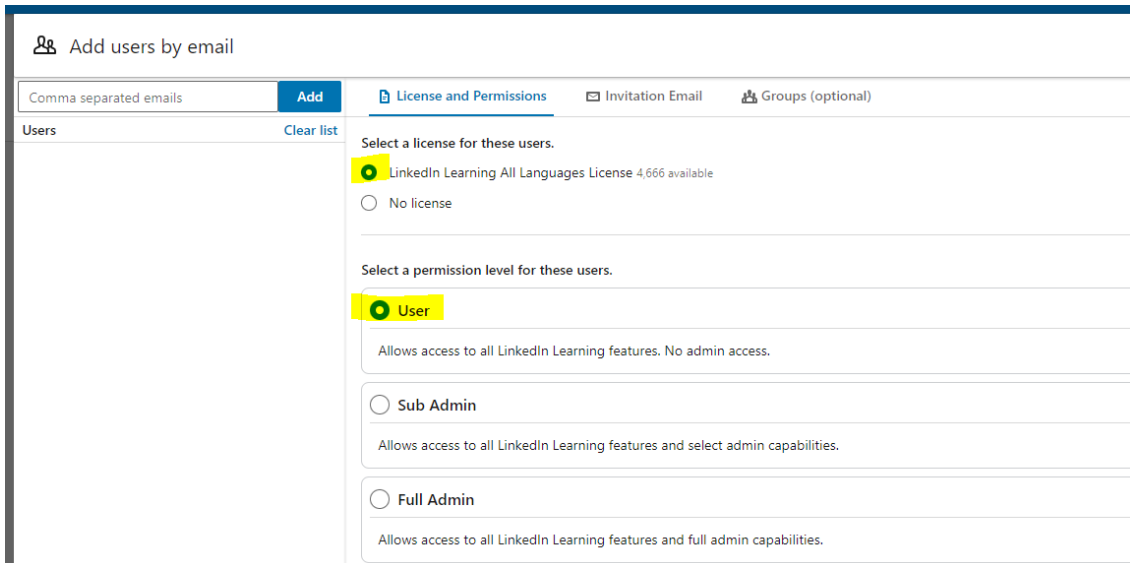4. Select **Add users by email** from the dropdown.

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

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

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**.

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

9. Click **Confirm**.

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

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

12. The email address will show up under **User Details**. Click on the email address.

13. Click on the **Edit** button next to **Employee Info.**
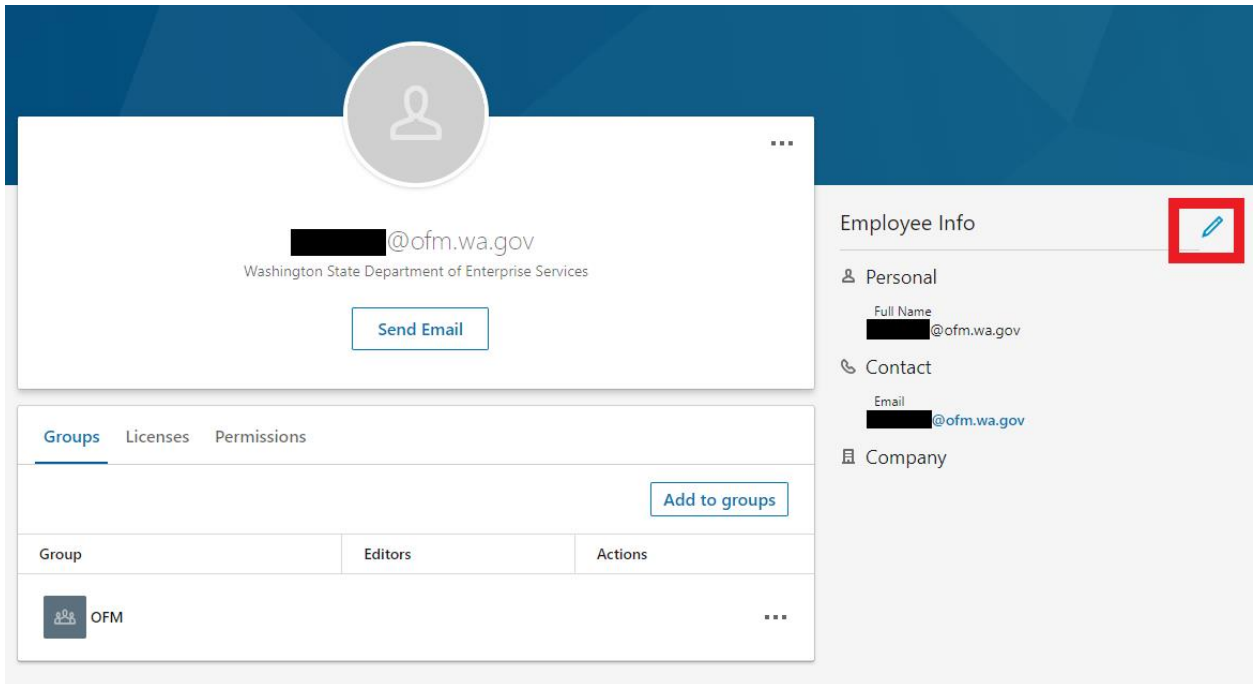
14. Add the user's **First and Last name**. Add the user's Employee ID in the **Unique User ID** field and click **Save**. You may add the other information, but it is not required.
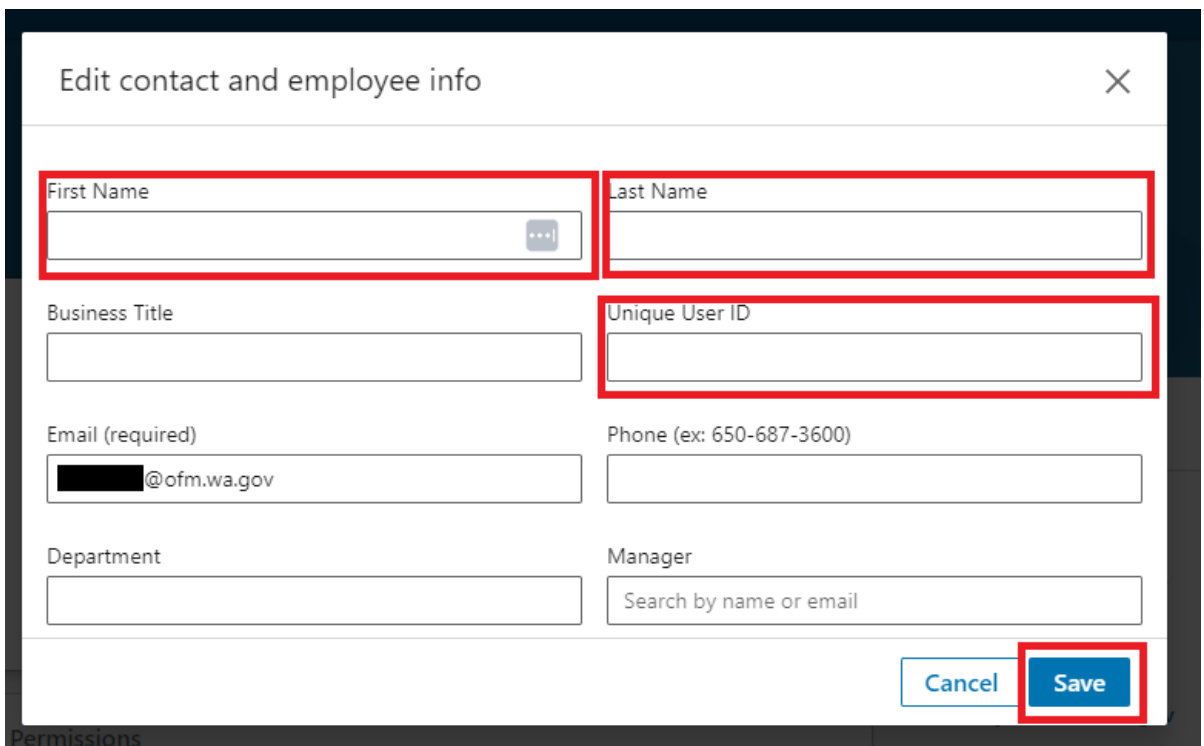
Adding a User by CSV file

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.
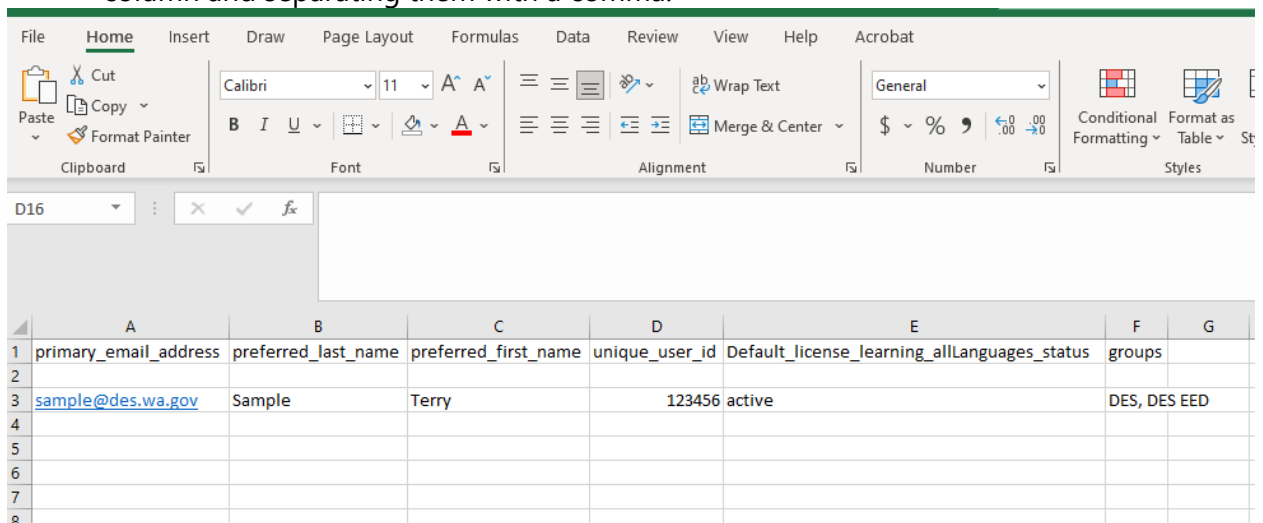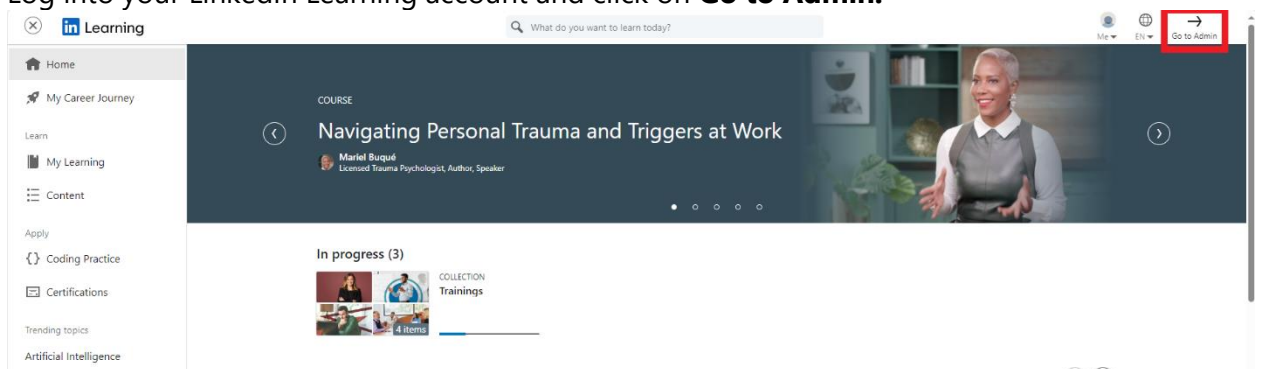
   a. The "unique_user_ID" is the employee ID number.
   b. In the "Default_license_learning_allLanguages_status" column, enter active for each user.
   c. You can add a user to multiple groups, by typing each group in the group column and separating them with a comma.
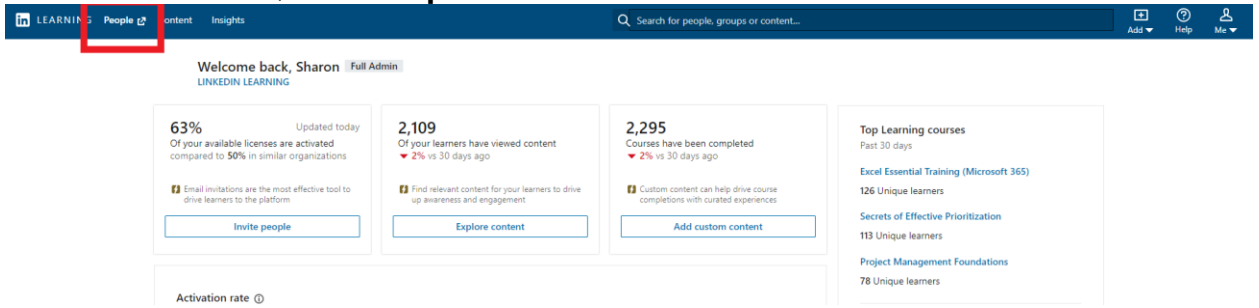

2. Log into your LinkedIn Learning account and click on **Go to Admin.**
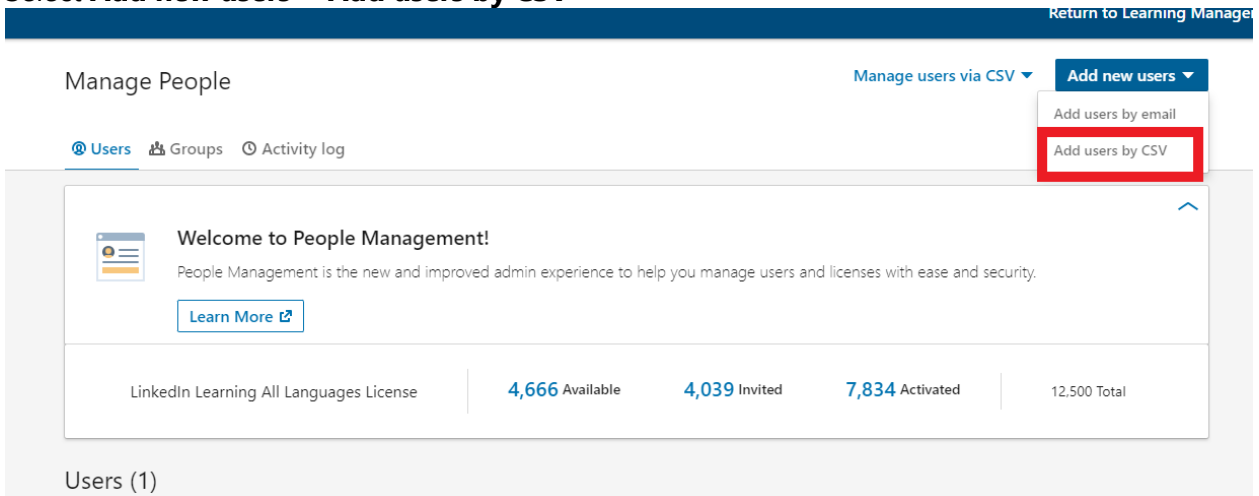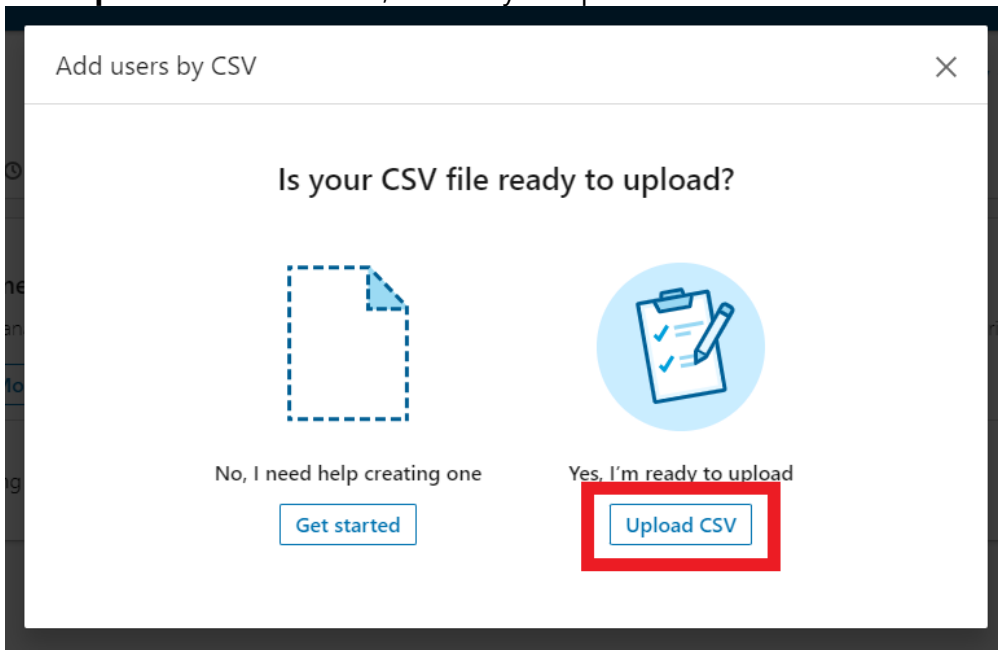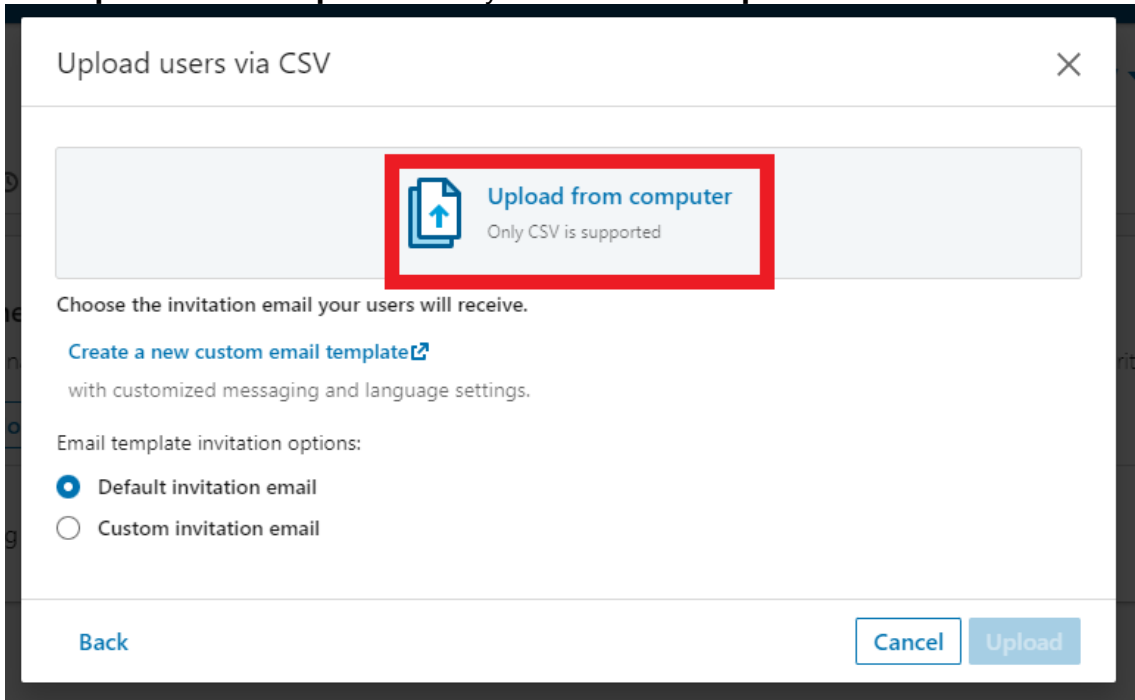
3. On the Admin screen, select **People.**

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**.