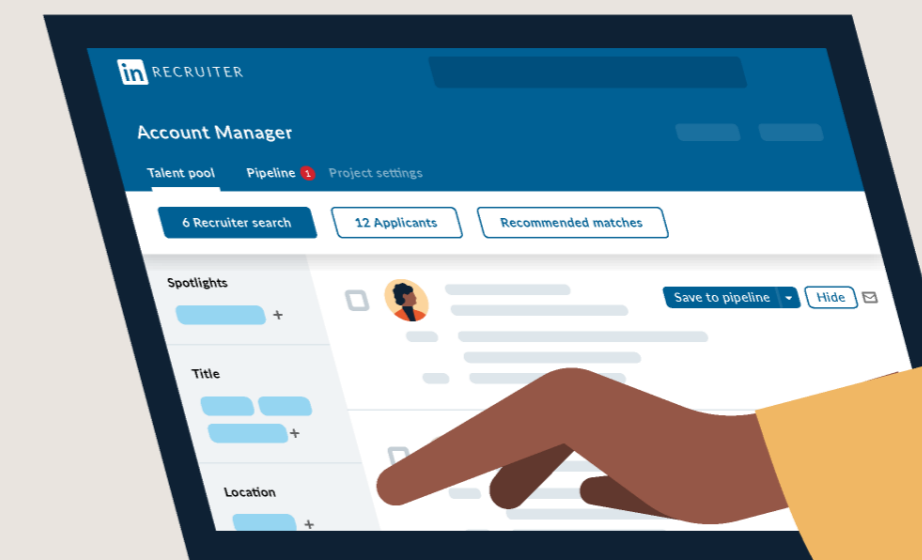


# Admin Product Update Guide

How to make the most  
out of Account Center



In this guide

Introducing a new experience that makes it easier to manage users.

Account Center helps admins manage users with greater efficiency, flexibility, and control.

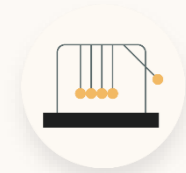
This guide highlights some of the features headed your way. It explains what to expect and where to go for questions and additional help.

Let's get started.

- 03 **More tools and resources for admins**  
New admin features make self-service easier.
- 04 **An enhanced admin experience**  
Learn about updates that make managing your users simpler.
- 05 **Separate license types and roles**  
Flexible licenses allow admins more control.
- 06 **Invite users with work email**  
Enhance security and make account activation easier.
- 07 **Enhance security with Single Sign On (SSO)**  
Real-time control over who has access.
- 08 **Quickly take action**  
Work efficiently with bulk actions.
- 09 **See a clearer picture of admins and users**  
Control access and block unauthorized usage, and drive product utilization.
- 10 **Manage individual user limits easier**  
Set permissions in bulk or user by user.
- 11 **Learn more**

# Three ways this update makes life easier for admins

Account Center is designed to help admins work more efficiently, provide increased security, and maximize the value received from LinkedIn products.



## Increased efficiency

Admins can now create and manage licenses for multiple users at once, reducing time and effort needed to set up new users. With just a couple of clicks, new recruiters will be up, running, and sourcing the next great hire.



## Increased privacy and security

Adding users by work email creates a clear separation between personal and company data and gives admins greater control over who has access to Recruiter.



## Maximize value from LinkedIn products

From a new, flexible license model to features that boost activation, Account Center is designed to ensure organizations get the most out of their Recruiter contracts.



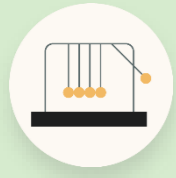
Coming later this year

Throughout the year, you'll receive access to many exciting new features.



# Product enhancements

Take a closer look at how Account Center enhances the admin experience and lets you control and manage users more easily.



Increased efficiency

# Separate license types and roles

Increase flexibility and control with a new license model that separates license types and roles.

We are transitioning to a new construct of licenses and permissions that maps to your existing Recruiter seats. There will be two types of licenses: a **Project Creator** and a **Hiring Collaborator**. Please see the table below, which shows how our new user management terminology maps to our previous user management terminology.

Existing Recruiter users will automatically be placed into the new license and roles types. Only new users will need to be added using the new license model.

Existing terminology: Seat	New terminology: License + Add-ons
Recruiter seat	Project Creator license + Recruiter Searcher + Public Notes Viewer
Recruiter seat with Admin privileges	Project Creator license + Recruiter Searcher + Product Settings Admin + Account Center Admin + Public Notes Viewer
Hiring Manager seat	Hiring Collaborator license
Dashboard Manager seat	Project Creator license + Public Notes Viewer
Dashboard Manager seat with Admin privileges	Project Creator license + Product Settings Admin + Account Center Admin + Public Notes Viewer

## Add users by email

**Users to add (9)**

Comma separated emails

- Balveer Bhadiar**  
bburgess@email.com
- Matthew Lina**  
vklimková@email.com
- Alfie Wood**  
bbrito@email.com
- Dai Jiang**  
mrueda@email.com
- Teng Jiang**  
rbaroch@email.com
- Afamefuna Okparo**  
fdelgadillo@email.com
- Kong Yijun**  
rmibourne@email.com
- Jurriaan van der Broek**  
rbaroch@email.com
- Sammy Lawson**  
rbaroch@email.com

## Select a role <sup>?</sup>

User Licenses and permissions can be assigned by **Preset Roles**, or by creating a **Custom Role** combination.

- Recruiter Admin** [Learn more about Recruiter Admin](#)
  - Project Creator (User License)** Available **124/500**
  - Recruiter (Searcher License)** Available **18/35**
  - Product Settings Admin
  - Account Center Admin
- Recruiter** [Learn more about Recruiter](#)
  - Project Creator (User License)** Available **124/500**
  - Recruiter (Searcher License)** Available **18/35**
- Dashboard Manager** [Learn more about Dashboard Manager](#)
  - Project Creator (User License)** Available **124/500**
  - Product Settings Admin
  - Account Center Admin
- Hiring Manager** [Learn more about Hiring Manager](#)
  - Collaborator (User License)** Available **298/500**
- Custom Role** [Learn about using Custom Roles](#)

**Start by selecting a User License <sup>?</sup>**

  - Project Creator** Available **124/500**
  - Collaborator** Available **298/500**
  - Basic** Available **298/500**



Increased privacy and security

# Invite users with their work email

Enhance privacy and security with clear separation between personally owned data associated with the member account and company owned data.

With account activation, users must now accept an email invitation before administrators can make changes to the license. You can easily invite users to Recruiter with their work email address even if it's not associated with a LinkedIn profile.

The screenshot shows the LinkedIn Account Center interface for 'Recruiter (North America) Acme Corporation'. A modal window titled 'Add users by email' is open, displaying a list of 9 users to be added and a role selection panel.

**Users to add (9)**

Name	Email	Action
Balveer Bhadiar	bburgess@email.com	×
Matthew Lina	vklimková@email.com	×
Alfie Wood	bbrito@email.com	×
Dai Jiang	mrueda@email.com	×
Teng Jiang	rbaroch@email.com	×
Afamefuna Okparo	fdelgadillo@email.com	×
Kong Yijun	rmibourne@email.com	×
Jurriaan van der Broek	rbaroch@email.com	×
Sammy Lawson	rbaroch@email.com	×

**Select a role**

User Licenses and permissions can be assigned by Preset Roles, or by creating a Custom Role combination.

- Recruiter Admin [Learn more about Recruiter Admin](#)
  - Project Creator (User License) Available 124/500
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  - Account Center Admin
- Recruiter [Learn more about Recruiter](#)
  - Project Creator (User License) Available 124/500
  - Recruiter (Searcher License) Available 18/35
- Dashboard Manager [Learn more about Dashboard Manager](#)
  - Project Creator (User License) Available 124/500
  - Product Settings Admin
  - Account Center Admin
- Hiring Manager [Learn more about Hiring Manager](#)
  - Collaborator (User License) Available 298/500
- Custom Role [Learn about using Custom Roles](#)
  - Start by selecting a User License**
    - Project Creator Available 124/500
    - Collaborator Available 298/500
    - Basic Available 298/500

Buttons: Cancel, Confirm

Footer: Dusya Sigachyova, Hiring Collaborator, Manage Career Page, View Public Notes +2, Invited 01/18/2018, California, Project Info, Project, +5



Increased privacy and security

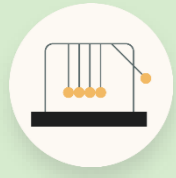
# Enhance security with Single Sign On (SSO)

Increase company and user security with optional single sign-on (SSO) integrations with your current SSO provider. By leveraging your company's existing authentication providers, SSO offers you real-time control over who has access, including removing access when the employee's corporate account is decommissioned.

Rest easy knowing that SSO delivers better password security as employees use your company's established password protocols rather than their individual accounts.

The screenshot shows the LinkedIn Account Center interface. The top navigation bar includes 'ACCOUNT CENTER', 'People', 'Activity', and 'Settings'. The user is logged in as 'Talent Solutions (North America) - ACME Corporation'. The main content area is titled 'Application Settings' and contains several sections:

- InMail usage limits:** Limit the number of new InMail messages a user can send each month. A link to 'Set limit in Talent Solutions settings' is provided.
- Bulk messaging restrictions:** Limit whether users can send bulk messages to candidates. A link to 'Set limit in Talent Solutions settings' is provided.
- Single Sign-On (SSO):** Status is 'Not connected'. Description: 'Set up Single Sign-On with a third party Identity Provider.' Below this, there is a toggle for 'Authenticate users with SSO' which is currently set to 'OFF'. Other options are 'TEST' and 'ON'. An 'Edit' icon is also present.
- Configure your Identity provider SSO settings:** A section with a 'Download' button and a link to 'click here to load an copy individual fields from the form'.
- Go to your Identity Provider (e.g. Azure Active Directory) to get the information you need.** A large box containing an 'Upload XML file' button and a link 'Want to input the information manually? Click here'.
- SSO settings options:** A section for defining settings for this SSO setup. It includes four sub-sections:
  - Sign authentication request:** Radio buttons for 'Yes (default)' (selected) and 'No'.
  - Authentication request signing algorithm:** Radio buttons for 'SHA1 (default)' (selected) and 'SHA256'.
  - SAML request binding:** Radio buttons for 'HTTP-Redirect (default)' (selected) and 'HTTP-Post'.
  - Authentication context class ref:** A dropdown menu currently showing 'License type 1'.



Increased efficiency

# Quickly take action

Take bulk actions — like assigning a license, parking, or revoking a license — on many users at once.

ACCOUNT CENTER People Activity Recruiter (North America) Acme Corporation

Users Admins

### Your products

Go to Talent Solutions

Recruiter Searcher			Basic User license			Hiring Collaborator license		
980	10	10	967	27	6	1,907	78	15
Available	Invited	Activated	Available	Invited	Activated	Available	Invited	Activated

Filtered users (592) Download users as CSV Add users

License type: All License status: All Project status: (0)

Search by name, email, title, project ...

Active filters: License type: Basic User license License type: Hiring Collaborator license License type: Hiring Project Creator license +3 Clear all

<input type="checkbox"/>	User details	License type	InMail limit	Bulk Message	License status	Projects
<input type="checkbox"/>	Admin	Hiring Project Creator license Talent Hub Project Importer... +4	900	Yes	Activated 11/18/2019	2 Projects
<input type="checkbox"/>	afewfawf...	Hiring Project Creator license Recruiter Searcher add-on +1	801	Yes	Invited 11/14/2019	
<input type="checkbox"/>	Alicia Jones	Hiring Project Creator license	600	No	Activated 11/1/2019	
<input type="checkbox"/>	A. Admin Owner	Hiring Project Creator license	918	No	Activated 11/1/2019	3 Projects
<input type="checkbox"/>	A. Admin	Basic User license	777	No	Activated 11/11/2019	





Maximize value from LinkedIn products

# See a clearer picture of your Recruiter users

When managing users, speed up user management with powerful search and filters. While managing admins, you can control who has access to licenses and block unauthorized license usage.

Also, improve product utilization by sending bulk reminders to all users who have been invited, but haven't accepted their license yet.

The screenshot shows the LinkedIn Account Center interface. The top navigation bar includes 'ACCOUNT CENTER', 'People', and 'Activity'. The user is logged in as 'Recruiter (North America) Acme Corporation'. The 'Users' tab is selected, and the 'Admins' sub-tab is active. The main content area is titled 'Your products' and features a 'Go to Talent Solutions' button. Below this, there are three license categories with their respective counts and status:

Product	Available	Invited	Activated
Recruiter Searcher	980	10	10
Basic User license	967	27	6
Hiring Collaborator license	1,907	78	15

At the bottom of the license summary, there are navigation controls: a dot indicator and '< Previous Next >'.



Maximize value from LinkedIn products

# Manage individual user limits easier

Not all users need the same permissions. Manage InMail Limits, Bulk Messaging ability, Job posting behavior in bulk or user by user.

Filtered users (2,134) [Columns](#) [Download users](#)

License type: (All) License status: (All)

Active filters: License type: Recruiter Searcher License type: Hiring Collaborator license License type: Hiring Project Creator license

<input type="checkbox"/>	User	License type	License st	InMail lir	Job slot	Bulk m
<input type="checkbox"/>	<b>Arend Smith</b> Business Systems Ana...	Project Creator license Recruiter Searcher, ... +2	Activated 01/02/2019	100	50	Enabled
<input type="checkbox"/>	<b>Astrid Brito</b> Database Administrator	Project Creator license Recruiter Searcher, ... +2	Activated 01/02/2019	200	50	Disabled
<input type="checkbox"/>	<b>Bob Billiards</b> Lead User Experience ...	Project Creator license Recruiter Searcher, ... +2	Invited 01/02/2019	-	5	Enabled
<input type="checkbox"/>	<b>Charles Gandhi</b> Database Administrator	Collaborator license	Invited 01/02/2019	-	20	Enabled
<input type="checkbox"/>	<b>Dusya Sigachy...</b> <span>Admin</span> Web Developer	Project Creator license Recruiter Searcher, ... +5	Activated 01/02/2019	100	50	Disabled
<input type="checkbox"/>	<b>Depak Malviya</b> User Interface Specialist	Collaborator license	Activated 01/02/2019	100	0	Enabled

# Want to learn more?

Take the new [Learning Center course](#) or download our [manager tip sheet](#) for a glossary of terms and illustrated step-by-step walk-throughs of basic workflows for managing users in Account Center.

