Secure File Transfer Protocol (SFTP) Implementation Guide
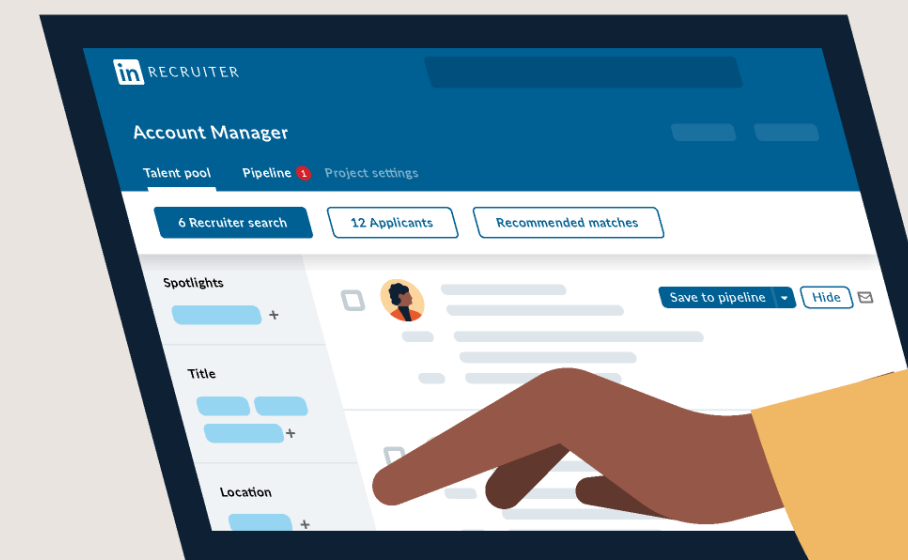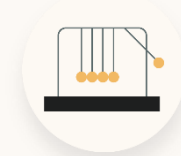
How to use SFTP to bulk manage users in Account Center

Account Center Advanced Features

What is Secure File Transfer Protocol (SFTP)?

SFTP is a method to add and update users in bulk on Account Center using a CSV file. This is an alternative method to adding and updating users in the Account Center directly.

Increase efficiency
Admins can create and manage licenses for multiple users at once via CSV, reducing time and effort needed to set up new users. SFTP makes uploading these CVS files into Account Center simple & automatic.

No Admin license needed
SFTP allows users to upload CSV files into Account Center remotely, without a Recruiter / Talent Hub Admin license.

Reduce manual error
SFTP automates the CSV file upload, streamlining the user management experience and reducing the chances for manual error.

What is required to implement SFTP?

1. Your dashboard must be ramped to Account Center.

2. You must have an SFTP client.

   You may use any SFTP client of your choosing (e,g.,FileZilla, CyberDuck, MonstaFTP). However, the examples in this guide use a terminal.

3. Key Stakeholders: Account Center Admin & IT / HR IT

   Please engage the stakeholders at your company responsible for software implementation, like your IT / HR IT department.

What should I do with this guide?

Please share this guide with your IT / HR IT department.
The following slides breakdown the implementation
process for Secure File Transfer Protocol (SFTP), which
require IT support.
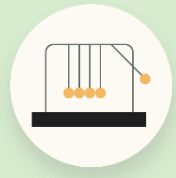
Create an SFTP user

1. From the Settings tab in Account Center, expand the SFTP section and click "Add a new SFTP user".
2. Fill in the required fields for the new SFTP user you are about to create. Make sure the username does not have any spaces or special characters. We recommend making each username unique on your dashboard.
3. Go to the machine that will connect to the LinkedIn SFTP server via SFTP, and generate an SSH Public Key (or acquire a previously generated one).
4. Copy and paste the public key into the "Public Key" field.
5. Click "Create user".

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Connect to the SFTP server

1. Open a terminal and run the following command to connect to the LinkedIn SFTP server:

```
sftp -i ~/.ssh/<your_private_key> -P 2705 <username>@sftp.linkedin.com
```

Replace `<your_private_key>` with your private key and `<username>` with the username you created above.

2. You should see the following response. If you are asked if you want to continue connecting, enter "yes" (without the "")

```
Are you sure you want to continue connecting (yes/no)?
Connected to sftp.linkedin.com
sftp>
```

Upload your CSV file to the SFTP server

1. For information on how to format your CSV for Account Center, see this [Help Center Article](#).

2. To upload your CSV file, run the following commend in your terminal (or SFTP client). Make sure you are in the directory where the file you want to upload is located.

```
Put <your_csv_file>
```

Replace `<your_csv_file>` with the name of the CSV file you want to upload. For example, 'myfile.csv'

When uploading starts, you should see a response similar to the one below:

```
Uploading <your_csv_file> to /<your_csv_file>
<your_csv_file>              100%            2.3KB/s
00:00
```

When uploading finishes, a new file (`<your_csv_file>_resultReport.csv`) will be created. The file will show the results of the upload. The file will be located in the same location as the original CSV file.

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Want to learn more?

Take a look at our Help Center Article or file a ticket with our support team for help.