

Add Users to Talent Insights

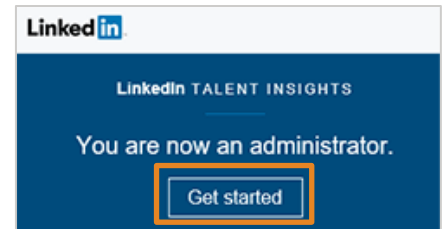
LinkedIn Talent Insights offers real-time insights to help you make smarter talent decisions. As a Talent Insights administrator, you can provide access to team members. This tip sheet will show you the basics of user provisioning for Talent Insights.

Access the Account Center

There are two ways to access the **Account Center** – from your email and from LinkedIn Talent Insights.

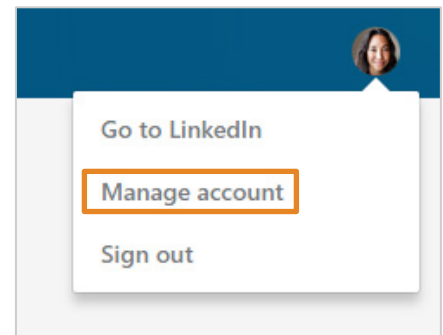
Access from Your Email (first time access)

1. Find the email titled “You are now a LinkedIn Talent Insights Administrator” in your inbox.
2. Click **Get started** in this email to access the **Account Center**.



Access from LinkedIn Talent Insights

1. Go to your Talent Insights account (by visiting linkedin.com/insights).
2. Click your profile picture in the upper right corner of any Talent Insights screen.
3. Click **Manage account**.

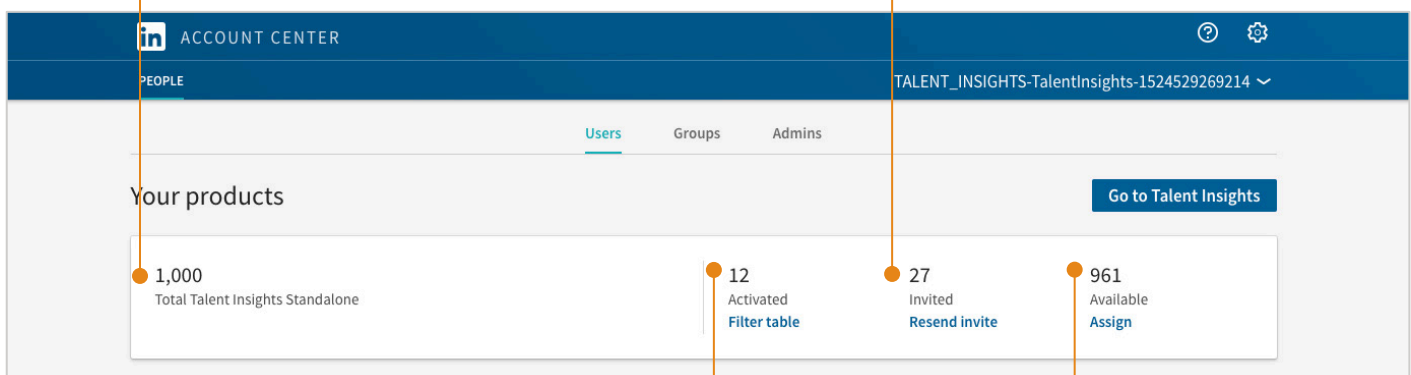


View and Manage Users

In the **Account Center**, under **People > Users**, you can view and manage current users, and invite new users to join Talent Insights. At the top of the screen is an overview of the licenses in your account and how they are currently provisioned.

This is the total number of licenses in your Talent Insights agreement.

This is the number of users whom you have invited to join Talent Insights, but who have not yet *activated* their accounts.



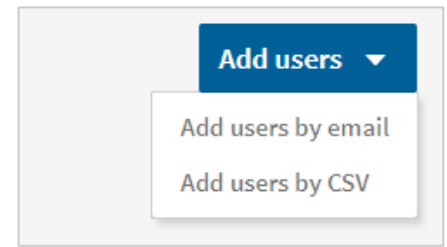
This is the number of users who have been invited to join and have *activated* their LinkedIn Talent Insights licenses.

This is the number of *unassigned* licenses.

Add Users

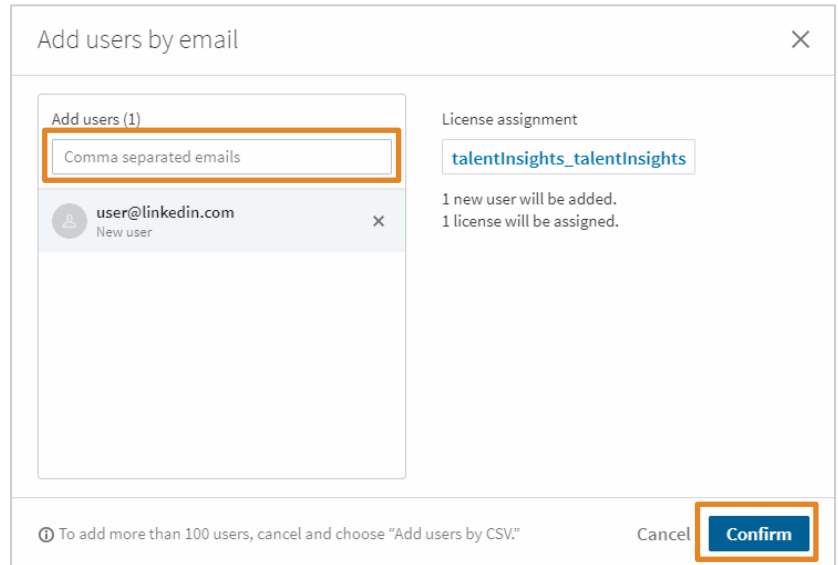
There are two ways to add users under the **Add users** menu in the **Account Center**:

1. To add individuals or smaller groups of users, use **Add users by email**.
2. To add larger groups (100+), use **Add users by CSV**.



Add Users by Email (recommended)

1. Click **Add users > Add users by email**.
2. Add the emails of the users you want to invite to join, separated by commas.
3. When you are satisfied that your list is complete, click **Confirm**.



Add users by email

Add users (1)

Comma separated emails

user@linkedin.com
New user

License assignment

talentInsights_talentInsights

1 new user will be added.
1 license will be assigned.

To add more than 100 users, cancel and choose "Add users by CSV." Cancel **Confirm**

Add Users by CSV: Download the CSV template

1. Click **Add Users > Add Users by CSV**.
2. Click **Download the CSV template** from the pop-up window.
3. Open the downloaded template in Microsoft Excel or a text editor application such as Microsoft Notepad. You can then enter information for each user you'd like to add.

	A	B	C	D	E
1	preferred_first_name	preferred_last_name	primary_email_address	work_title	license_talentInsights_talentInsights_status
2	John	Smith	john.smith@test.linkedin.com	Recruiting Manager	active
3	Timothy	Smith	timothy.smith@test.linkedin.com	Analyst	active
4					

When editing the CSV template follow these guidelines:

- Every entry must include an email address.
- Names are optional, but highly recommended.
- Work titles are optional, but highly recommended so that you can easily group users.
- Under status, an entry of **Active** will add the user and grant them access. An entry of **Inactive** will add them, but not grant them access.
- If you use a text editor, add a line for each user and separate the values with commas.

Add Users by CSV: Upload the CSV file

1. From the **Account Center > Users tab**, click **Add users**.
2. Select **Add users by CSV** from the dropdown.
3. Select the CSV file to upload from your computer and click **Open** or **Choose**. A banner will appear on the **All Users** page notifying you if your upload was successful.

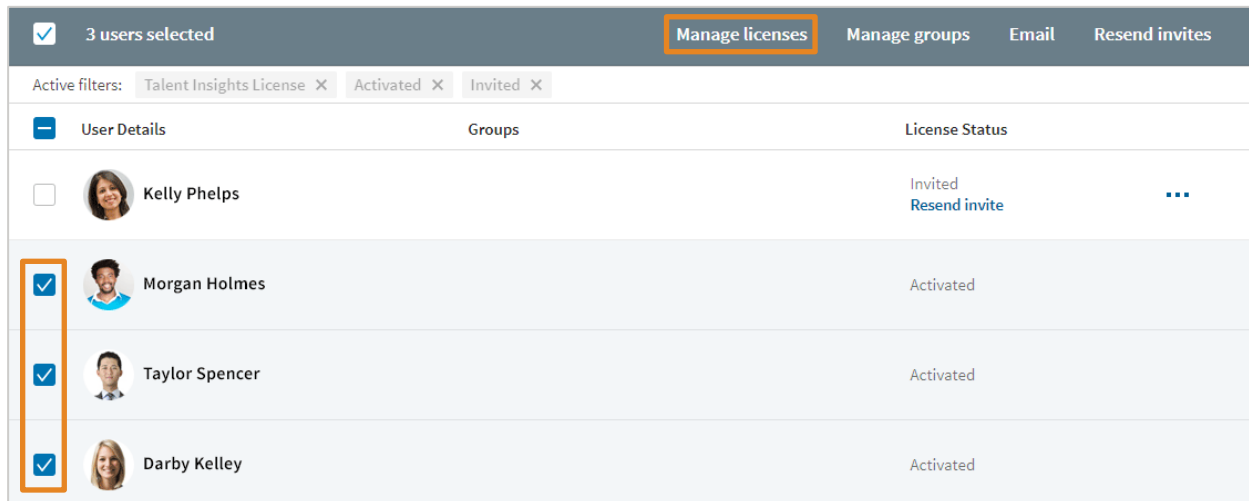
What you can expect after your CSV file has been uploaded:

- We'll process the file, check for errors and notify you if you need to update any information.
- We'll send an email to the users you've added, with instructions on how to activate their accounts. If a user has been added as an inactive user, a welcome email is not sent.
- Your newly added users appear in the users tab of your administrator account. Initially their status is Invited. After they have registered and activated their account, their status changes to Activated. If you have uploaded the user as inactive, they display in the user list as Unassigned.

Revoking licenses

To revoke a user's license:

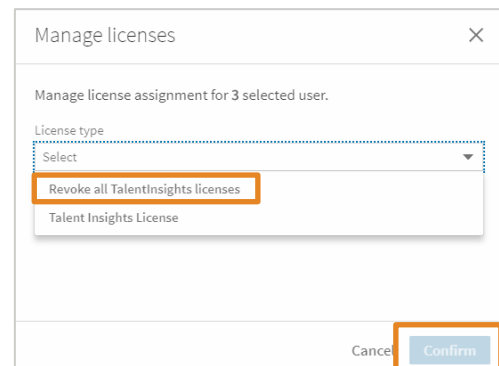
1. Select the user(s).
2. Click **Manage Licenses**.



The screenshot shows a table of users with the following columns: User Details, Groups, and License Status. Three users are selected, indicated by blue checkmarks in the first column. The 'Manage Licenses' button is highlighted with an orange box.

User Details	Groups	License Status
<input type="checkbox"/> Kelly Phelps		Invited Resend invite
<input checked="" type="checkbox"/> Morgan Holmes		Activated
<input checked="" type="checkbox"/> Taylor Spencer		Activated
<input checked="" type="checkbox"/> Darby Kelley		Activated

3. From the **Manage Licenses** dialog box, select **Revoke all Talent Insights licenses**.
4. Click **Confirm**.



The 'Manage Licenses' dialog box is shown with the following content:

Manage license assignment for 3 selected user.

License type

Select

Revoke all TalentInsights licenses

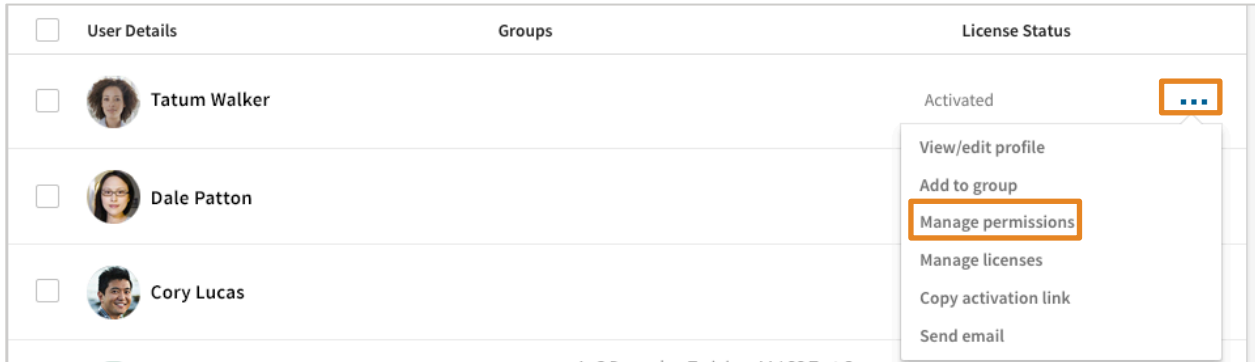
Talent Insights License

Cancel Confirm

Assign Other Admins

To assign admin permissions to other users in your account:

1. Select the user that you would like to give admin permissions.
2. Click the More options drop down [...].
3. Select **Manage Permissions**.



4. Here you have the option to select the admin type, either User, Sub Admin, or Full Admin. Full admin privileges allow a user to manage users and licenses and manage permissions for all users. Sub admins have more limited access and cannot manage permissions.
 - You can also revoke permissions by selecting the More option, and choosing **Remove admin**, and choosing **Remove admin** to confirm.