Manage Recruiter Users in Account Center

As a LinkedIn Recruiter administrator, you are responsible for managing user access to your Recruiter contract. This tip sheet will show you the basics of managing user access to Recruiter by using the **Account Center**.

Role Types

Role	Capabilities	Core License	Permissions
Dashboard Manager Admin	- Access the homepage - Create projects - View profiles - Provide feedback on profiles - Post jobs - Manage users - Change contract settings	Hiring Project Creator	Public Notes Viewer + Product Settings Admin + Account Center Admin
Hiring Manager	- Access the homepage - Collaborate and review candidates with shared projects	Hiring Collaborator	
Recruiter Admin	- Access the homepage - Create projects - Search the entire LinkedIn network - View profiles - Provide feedback on profiles - Send InMail messages - Post jobs - Manage users - Change contract settings	Hiring Project Creator	Recruiter Searcher + Public Notes Viewer + Product Settings Admin + Account Center Admin

Role	Capabilities	Core License	Permissions
Recruiter User	• Access the homepage • Create projects • Search the entire LinkedIn Network • View profiles • Provide feedback on profiles • Send InMail messages • Post jobs	Hiring Project Creator	Recruiter Searcher + Public Notes Viewer
Custom	Choose **Custom** and select from the master list of licenses and add-ons to assign a permission that doesn't fall into one of these predetermined roles.		

Access the Account Center via Recruiter

1. Sign-in to **Recruiter**.

2. Place your cursor over your **profile picture** in the upper-right corner of any Recruiter screen.

3. Click **Account Center**.
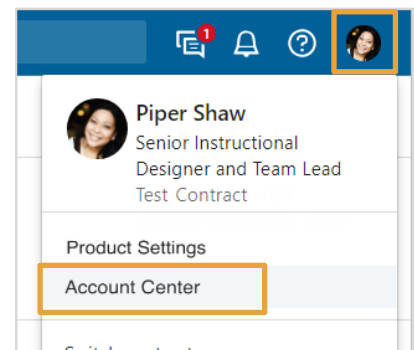
View and Manage Users

In the **Account Center,** under **People** > **Users,** you can view and manage current users, as well as give new users access to Recruiter. At the top of the screen is an overview of the product licenses in your account and how they are currently allocated. Use the **Previous** and **Next** links to view all of your product licenses.

Available: This is the number of *unassigned* licenses.

Invited: This is the number of users who have been invited, but who have not yet *activated* their license.

Use this button to return to Recruiter.

Activated: This is the number of users who have been invited and have *activated* their license.

Just below the summary of your product licenses, you'll see the user list.

Filter the user list by **License type, License status,** and **Project status**.

View the status of each license that has been assigned.

Use this button to add users.

See each user and the license type plus add-ons assigned.

Click the **ellipsis (…)** to take action on any user, such as reassigning a license or changing the user permissions.
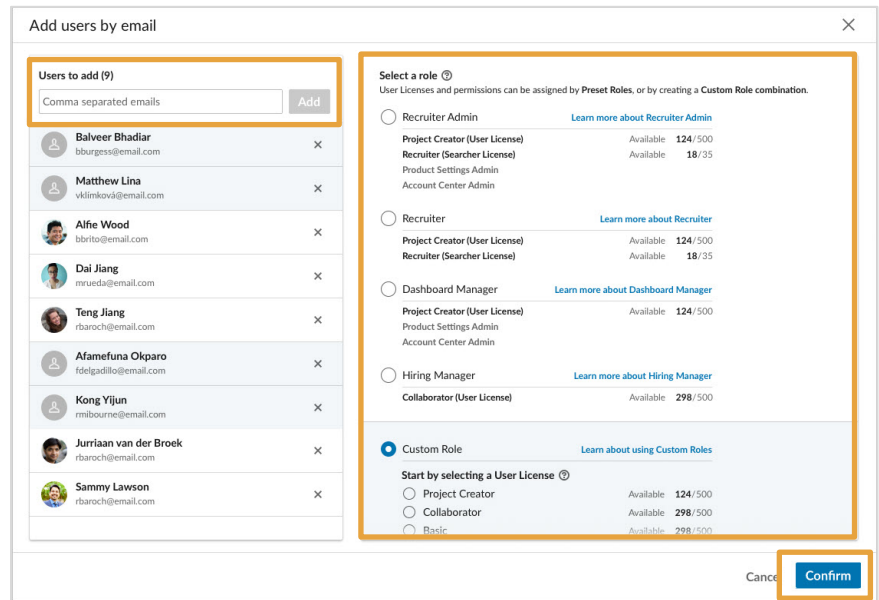
Add Users

There are two ways to add users under the **Add users** menu in the
Account Center:
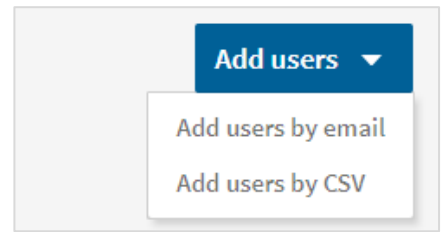
1. **Add users by email**: Use this option for adding individuals or small
   groups of users.

2. **Add users by CSV**: Use this option for adding large groups (100+) of
   users.

Add Users by Email (recommended)

1. Click **Add users** > **Add users by email**.

2. Add the email addresses of the users you want to invite, separated by commas.

3. Click the **Add** button.

4. Select one of the predetermined roles or customize a role. Reference the table above for help determining the role to assign.

5. Click **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	F	G	H	I	J	K
	primary_email_address	preferred_first_name	preferred_last_name	employee_id	collaborator_user_license	project_creator_user_license	account_center_admin	product_settings_admin	public_notes_viewer	recruiter_searcher	candidate_pipeline_searcher
	johndoe@email.com	John	Doe	ID123	inactive	inactive	inactive	inactive	inactive	inactive	inactive

When editing the CSV template follow these guidelines:

- Every entry must include an email address.
- Names are optional, but highly recommended.
- Invite new users to Recruiter with an entry of **active** under the license you wish to assign them.
- 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. Click **Add users** > **Add users by CSV**.

2. Click **Upload CSV** in the pop-up window.

3. Select the CSV file to upload from your computer and click **Open** or **Choose**.

4. Once complete, you'll receive a notification letting you know 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 as **Invited,** with instructions on how to activate their accounts. If a user has been added as an **Active** user, a welcome email is not sent.

- Your newly added **Active** users appear in the **Users** tab of your administrator account with the status of **Activated**. Users who have been invited, will have the status of **Invited**. After they have registered and activated their account, their status changes to **Activated**.
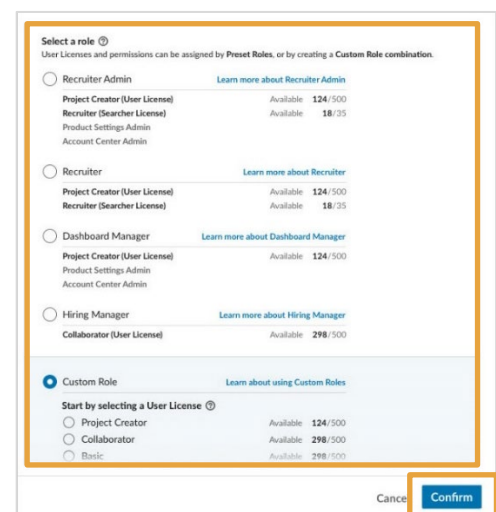
Edit an Existing User's License

You can easily change what a user is allowed to do in Recruiter by changing the license and add-ons they have been assigned.

1. Click the **ellipsis (…)** next to the appropriate user.

2. Click **Manage licenses**.
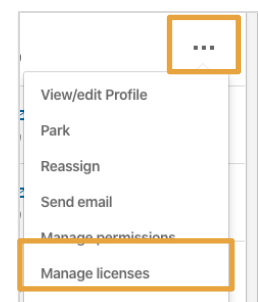
3. Select a new role or customize a role.

4. Click **Confirm**.

Reassign a License

You can transfer the projects, jobs, InMail templates, and current conversations of one user to another member of your team by reassigning a license. When you reassign a license, you ensure continuity in communication and relationships that have been built with prospective candidates and retain the work previously done in Recruiter.

1. Click the **ellipsis (…)** next to the appropriate user.
2. Click **Reassign**.
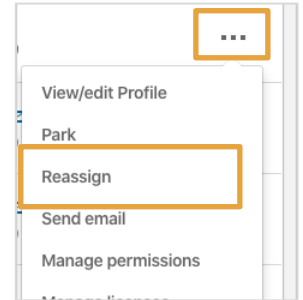
3. Search by name or email for the person who will be assigned the license.
   - **Note**: If the recipient is a new user, you will need to enter an email address and the user will receive an email to activate their license.
4. Click **Reassign**.
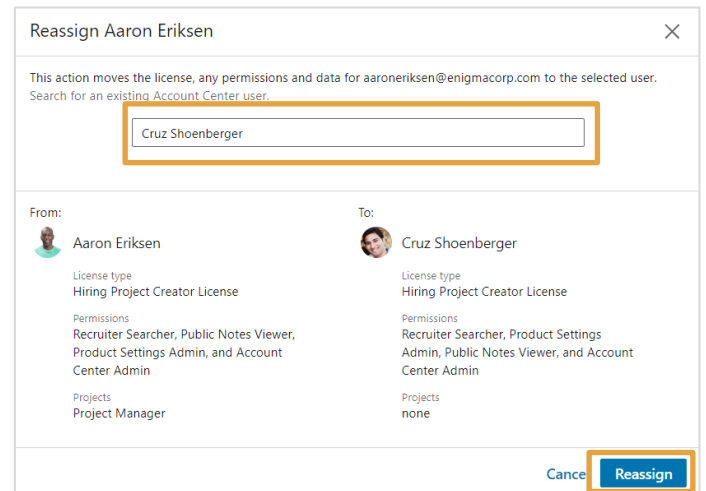
Park a License

You can park a license when you want to deactivate a current user but are not ready to reassign the license to another member of your team.

1. Click the **ellipsis (…)** next to the appropriate user.
2. Click **Park**.