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Learning

Adding Employee Data
Administrator Guide

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Contents

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Overview

This document provides information about your options for adding employees, including both manual and automated methods for integrating HR data. You can also learn about updating or modifying existing employee data.

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Adding Learners to the Site

1. From the LinkedIn Learning Admin homepage, select the **People** tab.
2. Select the **Users** tab.
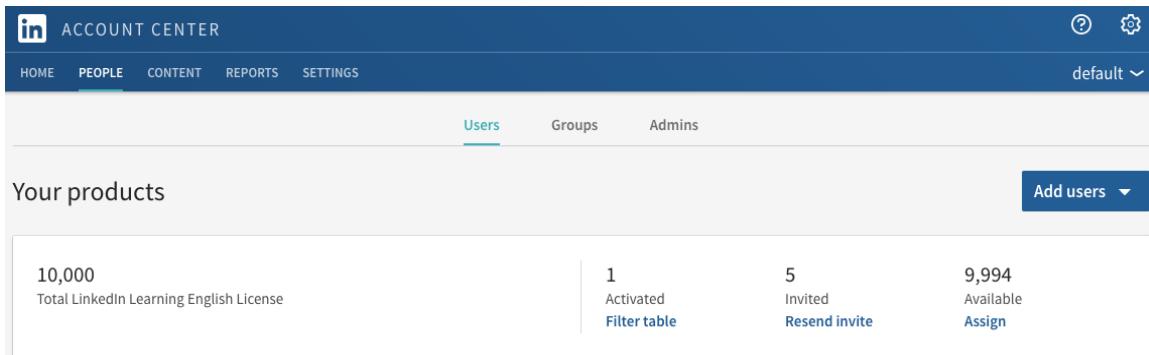
From this page, there are two ways to add learners. You can either add them one by one or by uploading a CSV file.

Add by Email

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

2. Enter the user by their email address. You can add multiple email addresses, separated by a comma.
3. Click **Confirm**.

In Bulk Using CSV Upload

CSV file upload can be used to add new learners, and to update existing learners on your LinkedIn Learning account.

Preparing your file

To help you get started, you can download a CSV template.

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1. Select **Add users > Add users by CSV**. The **Upload users via CSV** dialog box displays.
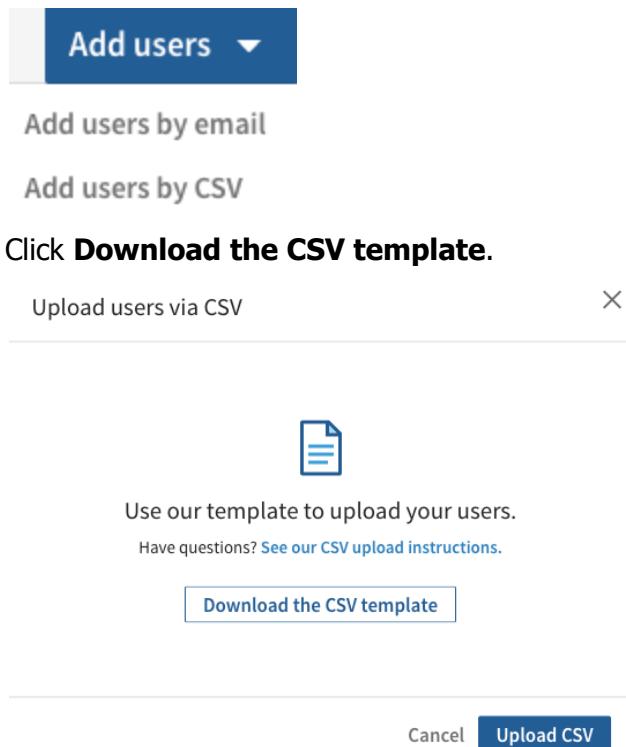
Add users ▼

Add users by email

Add users by CSV

2. Click **Download the CSV template**.

Upload users via CSV   ✕

Use our template to upload your users.

Have questions? See our CSV upload instructions.

Download the CSV template

Cancel   **Upload CSV**

3. Open the CSV template in Microsoft Excel or a text editor application such as Microsoft Notepad.
4. Replace the example learners with your learners' information using the following instructions.
5. Save the file with a .csv extension. If using any special characters, save the CSV file as UTF-8.

	A	B	C	D	E
1	preferred_first_name	preferred_last_name	primary_email_address	work_title	license_english_status
2	John	Smith	john.smith@test.linkedin.com	Example job title	active
3	Timothy	Smith	tim.smith@test.linkedin.com	Example job title	active

Employee Information

- You must provide at a minimum their email addresses.
- Names are optional, but highly recommended.
- Work titles are optional, but highly recommended so that you can easily group and recommend content to your learners.
- If you are not using the CSV template and creating your own file, make sure you use the headers preferred_first_name, preferred_last_name, primary_email_address, work_title, and license_english_status. The headers are case sensitive and must be all lowercase to avoid an error.
- Add a line for each learner you'd like to add, and use commas to separate their values.

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Status

1. To specify whether or not you want your learners to have access to LinkedIn Learning, include the **license_english_status** field heading.
2. To grant access, enter **active**. If you do not want a learner to have access, enter **inactive**.
   a. You can always change a learner's access from your administrator account.
   b. If you do not include the **license_english_status** column, the learners will be added to your account, but will not be assigned a license. Their status shows up in your user list as **Unassigned**.
   c. To grant a learner access to LinkedIn Learning, in your list of Learners on the site, click ⬚ **> Assign License** from the menu next to the learner's name.

Groups

You can specify if a learner is in a group. Provide the group name preceded by **group/** as a field heading. Enter a zero (0) to indicate that the learner is not in the group or a one (1) if the learner is in the group. If the group does not yet exist, it is created, and the learner is added.

Uploading

1. Select **Add users > Add users by CSV**.

   Upload users via CSV   ✕

   📄

   Use our template to upload your users.
   Have questions? See our CSV upload instructions.

   Download the CSV template

   Cancel   **Upload CSV**

2. Click **Upload CSV.**
3. Choose your CSV file, and click **open.**

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What Happens Next

- We'll process the file and check for errors. If there are errors processing your file, a dialog displays and provides a link to a Results CSV file detailing the issues found. Update your file to correct the errors and upload again.
- We'll send an email to your added learners with instructions on how to activate their accounts. If a learner has been added as **inactive**, a welcome email is not sent.
- Your newly added learners appear in the People 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 learner as **inactive**, they display in the user list as **Unassigned**.

Examples

In the following example, John Doe and Jane Smith are added to an account and can access LinkedIn Learning once they activate their profiles. John is added to the Engineering group and Jane is added to the HR group. The Excel file is saved as a CSV file format.

Excel File

	A	B	C	D	E	F	G
1	preferred_first_name	preferred_last_name	primary_email_address	work_title	license_english_status	group/Engineering	group/HR
2	John	Doe	johndoe@somecompany.com	Senior UI Engineer	active	1	0
3	Jane	Smith	janesmith@somecompany.com	Instructional Designer	active	0	1
4							

CSV File

```
preferred_first_name, preferred_last_name, primary_email_address, work_title, license_english_status, group/Engineering, group/HR

John, Doe, johndoe@somecompany.com, Senior UI Engineer, active, 1, 0

Jane, Smith, janesmith@somecompany.com, Instructional Designer, active, 0, 1
```

See Updating Existing Learners for how to edit the CSV file.

Best CSV File Practices

- Break large files into smaller sizes.
- If you encounter an error, download the Results CSV for failure information. If possible, attempt to correct the file based on error messaging.
- Update information for existing users by downloading a CSV file of existing users, making edits, and then uploading the updated file to apply the changes.

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Updating Existing Learners

In Bulk Using CSV Upload

Use a CSV file to update or modify existing learners' information. Any changes you make only affects the information that appears in your LinkedIn Learning account. Your changes do not alter your learners' personal LinkedIn profiles, for example, their names.

- Make sure you do not leave any fields blank or you might encounter an error.
- To remove or grant access to for a learner, include the **license_english_status** field heading.
  - To remove access for a learner, enter **inactive**.
  - To grant access, enter **active**.

Examples

In the following example, John Doe's first name now shows up as Jonathan instead of John, but only in your administrator experience. Jane Smith is removed from the HR group in your administrator groups.

Excel File

	A	B	C	D	E	F	G
1	preferred_first_name	preferred_last_name	primary_email_address	work_title	license_english_status	group/Engineering	group/HR
2	Jonathan	Doe	johndoe@somecompany.com	Senior UI Engineer	active	1	0
3	Jane	Smith	janesmith@somecompany.com	Instructional Designer	active	0	0
4							

CSV File

```
preferred_first_name, preferred_last_name, primary_email_address, work_title, license_english_status, group/Engineering, group/HR

Jonathan, Doe, johndoe@somecompany.com, Senior UI Engineer, active, 1, 0

Jane, Smith, janesmith@somecompany.com, Instructional Designer, active, 0, 0
```

Advanced Fields

- To change the email addresses for your learners, you have the option of adding the **unique_user_id** field heading and then adding a unique value for the learners in your CSV. After assigning a unique ID to your users, you can change their email addresses.
  - If you attempt to change the email address of existing learners without first adding **unique_user_id**, they are treated as new users.

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- You can upload learners without providing their names; however, it's a best practice to include your learners' names so LinkedIn can personalize their welcome email. In addition, learners might appear in your user list and reports without a name.

💡 Tips

A few common mistakes to avoid:
- Make sure you use the correct column headers and they are all lowercase.
- Don't include duplicate field headers.
- Include a value for every learner for the fields you are providing.
- Make sure you include a **primary_email** field, and that every learner has a value.

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Automating Employee Data Integration

Preparing your CSV File

Make sure your CSV file follows this template. If your CSV file does not have the right headings, or is missing any mandatory columns you may get an error and the file upload could fail.

	A	B	C	D	E
1	preferred_first_name	preferred_last_name	primary_email_address	work_title	license_english_status
2	John	Smith	john.smith@test.linkedin.com	Example job title	active
3	Timothy	Smith	tim.smith@test.linkedin.com	Example job title	active

Employee Information

- You must provide at a minimum their email addresses.
- Names are optional, but highly recommended.
- Work titles are optional, but highly recommended so that you can easily group and recommend content to your learners.
- If you are not using the CSV template and creating your own file, make sure you use the headers preferred_first_name, preferred_last_name, primary_email_address, work_title, and license_english_status. The headers are case sensitive and must be all lowercase to avoid an error.
- Add a line for each learner you'd like to add, and use commas to separate their values.

Status

3. To specify whether or not you want your learners to have access to LinkedIn Learning, include the **license_english_status** field heading.
4. To grant access, enter **active**. If you do not want a learner to have access, enter **inactive**.
    a. You can always change a learner's access from your administrator account.
    b. If you do not include the **license_english_status** column, the learners will be added to your account, but will not be assigned a license. Their status shows up in your user list as **Unassigned**.
    c. To grant a learner access to LinkedIn Learning, in your list of Learners on the site, click ⋯ > **Assign License** from the menu next to the learner's name.

Groups

You can specify if a learner is in a group. Provide the group name preceded by **group/** as a field heading. Enter a zero (0) to indicate that the learner is not in the group or a one (1) if the learner is in the group. If the group does not yet exist, it is created, and the learner is added.

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Accessing the Account Center

Access the Account Center using the direct link at:
www.linkedin.com/enterprise/accountcenter/settings

Upload your CSV over HTTPS

1. **Get your authorization token**
   If you are an Enterprise administrator, you can self provision an access token from the Account Center.
   a. In your Account Center, go to **Settings > Global Settings** and open the **OAuth Access Tokens** panel.

   b. Follow the procedure by filling in each field, and click **Generate token**. You should see your access token pop up under the **Access token** field.
   c. Save your access token to your clipboard or computer before leaving the page.
2. **Upload your CSV file to LinkedIn servers**
   There are two modes that can be used to upload the file, automatic and manual.
   - Automatic mode: once you upload your CSV, it starts processing.
   - Manual mode: After you upload the file, you must manually trigger the processing. You can use this mode to track the file processing progress.

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Notes
- **OAUTH_TOKEN** should always be replaced with the token generated from step one.
- **/path/to/upload.csv** should always be replaced with the file path to your CSV file.
- Make sure your CSV file follows the correct format documented in **How to use CSV**.
- Everything in **bold** should be specific to your input and expected response.

Linux-specific instructions:

Automatic Mode

Run this command:
```
curl -H 'Content-Type: multipart/form-data' -H 'Authorization: Bearer <OAUTH_TOKEN>' --form 'file=@</path/to/upload.csv>;type=text/csv' -X POST
"https://api.linkedin.com/media/upload?media_type=enterprise_csv_upload&auto_notify=true"
```

Manual Mode

Run this command:
```
curl -H 'Content-Type: multipart/form-data' -H 'Authorization: Bearer <OAUTH_TOKEN>' --form 'file=@</path/to/upload.csv>;type=text/csv' -X POST
"https://api.linkedin.com/media/upload?media_type=enterprise_csv_upload"
```

Expected response:
```
HTTP/1.1 201 Created
{
    "location": "urn:li:media:CSV_FILE_HASH"
}
```

Optional Steps
1. Copy your `urn:li:media:` token, which will be in place of **CSV_FILE_HASH**, onto your clipboard.
2. Start processing your file by running this command:
```
curl -H 'Authorization: Bearer <OAUTH_TOKEN>' -H 'Content-Type: application/json' -X POST
"https://api.linkedin.com/v2/enterpriseUploadJobs?action=processFile"
--data '{"mediaUrn":"urn:li:media:<CSV_FILE_HASH>"}'
```

Note: <CSV_FILE_HASH> should be replaced with the `urn:li:media:` token you get in the response after running the `curl` command in the prior step.

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Expected response:
```
HTTP/1.1 201 Created
{
     "value": "JOB_ID"
}
```
    3. Get updates to the job processing using HTTP GET:
```
curl -H 'Authorization: Bearer <OAUTH_TOKEN>' -X GET
"https://api.linkedin.com/v2/enterpriseUploadJobs/<JOB_ID>"
```

Note: <JOB_ID> should be replaced with the JOB_ID value you got in the response after running the command in the prior step

Expected Response:
```
{
     "resultStats": {
          "updatedCount": 1,
          "deletedCount": 0,
          "warningCount": 0,
          "totalCount": 0,
          "errorCount": 0
     },
     "created": 1466552257141,
     "sourceMedia": "urn:li:media:SRC_FILE_HASH",
     "messages": [...],
     "lastModified": 1466552257141,
     "Id": JOB_ID,
     "resultMedia": "urn:li:media:RESULT_FILE_HASH",
     "status": "DONE"
}
```

Windows PowerShell-specific instructions:

<div style="background:#0077B5;color:white;">Automatic Mode</div>

    1. Define the following parameters:
```
$filePath = "\path\to\upload.csv"
$AuthHeader = @{'Authorization' = 'Bearer OAUTH_TOKEN'}
$uri =
"https://api.linkedin.com/media/upload?media_type=enterprise_csv_uplo
ad&auto_notify=true"
$fileContent = [System.IO.File]::ReadAllText($filePath)
```

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```
$boundary = [System.Guid]::NewGuid().ToString()
$LF = "`r`n"
$bodyLines = (
    "--$boundary",
    "Content-Disposition: form-data; name=`"file`";
filename=`"AccountCenterImport.csv`"",
    "Content-Type: text/csv$LF",
    $fileContent,
    "--$boundary--$LF"
) -join $LF
```
   2.   Run the following command:
```
Invoke-RestMethod -Uri $uri -Method Post -ContentType
"multipart/form-data; boundary=`"$boundary`"" -Body $bodyLines
-Headers $AuthHeader
```
Expected Response:
```
location
--------
urn:li:media:RESULT_FILE_HASH
```

After you have uploaded your Learners, you should be able to see them listed under **People > Learners.**

   3. **Download result CSV file (Optional)**
      If you checked that you'd like an email sent when generating an authorization token, you can do the following:
         a. Check your email to get instructions on downloading the result CSV file. When the CSV job processing is done, the system sends a result summary email to the primary email address and any others provided in step one.
         b. Download result CSV file by running this command (Linux users):

```
curl -H 'Authorization: Bearer <OAUTH_TOKEN>' -X GET
"https://api.linkedin.com/media/upload?media_type=enterprise_csv_uplo
ad&id=urn:li:media:<RESULT_FILE_HASH>" -o results.csv
```

Note: `<RESULT_FILE_HASH>` should be replaced with the `"resultMedia":"urn:li:media:` token you get in the response after running the `curl` command in the prior step.

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Upload your CSV over SFTP

1. **Create an SFTP user**

   If you are an Enterprise administrator, you can self provision an access token from the Account Center.

   a. In your Account Center, go to **Settings > Global Settings** and open the **SFTP Setup** panel.

   b. Click **Add a new SFTP user.**
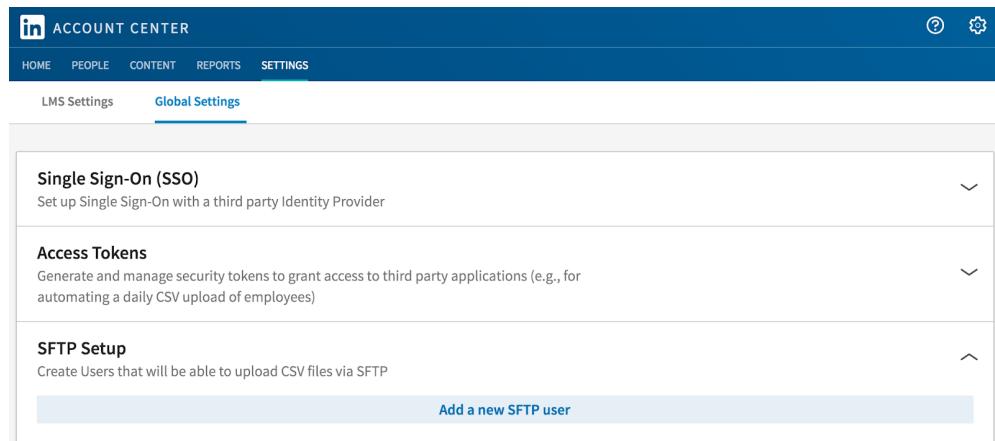
   c. Follow the procedure by filling in each field and click **Create user**.
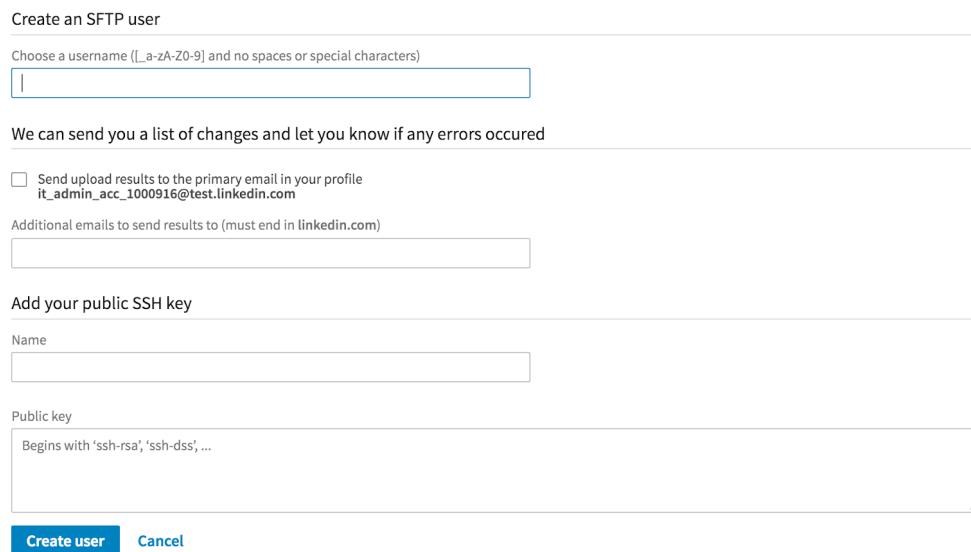
      i. Make sure your username is unique and does not have any spaces or special characters.

      ii. Copy and paste your SSH key into the Public Key box. It should start with ssh-rsa or ssh-dss.

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2. **Connect to the SFTP server**
   a. We support a variety of SFTP clients; however, the following documentation is written for the SFTP client that ships with OpenSSH.
   b. In your terminal, run this command to connect to the SFTP server:

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

       i. Replace `<your_private_key>` with the name to the file of your own private SSH key that matches the public one you provided in step one.
       ii. Replace `<username>` with the username you just provisioned in step one.
   c. You should see a response like this in your terminal. If you are asked if you want to continue connecting, enter **yes**.

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

3. **Upload your CSV file**
   a. To upload a file, run the following command in your terminal:

```
put <yourfile>.csv
```

   b. You should see the following response:

```
Uploading <yourfile>.csv to /<yourfile>.csv
<yourfile>.csv                    100% 1458     1.4KB/s   00:00
```

   c. This file is processed automatically and a new file (*<file.csv>_resultReport.csv*) is also created. This new CSV file shows the result report. Check your directory contents to make sure it is there with the command `ls`. You might have to wait a minute for the new file to be created:

```
sftp> ls
<file>.csv                        <file>.csv_resultReport.csv
```

Note: If you have a GUI SFTP Application, you can connect to the server and upload your CSV by dragging and dropping your file into that application.

4. **Download both CSV files to verify the content**
   a. Run the `get` command to download the files:

```
sftp> get <yourfile>.csv
Fetching /<yourfile>.csv to <yourfile>.csv
```

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```
/<yourfile>.csv                    97% 1458    1.4KB/s  00:00 ETA
sftp> get <yourfile>.csv_resultReport.csv
Fetching /<yourfile>.csv_resultReport.csv to
<yourfile>.csv_resultReport.csv   98% 1727    1.7KB/s  00:00 ETA
sftp>
```

b. Make sure you can download both files without any errors, and they contain the expected content.

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Support

Supporting Documentation

- Single Sign-on Administrator Guide
- Privacy and Security Whitepaper: Account Center Employee Database Integration (EDI) and Single Sign-On (SSO)
- Tutorial: Configuring LinkedIn Learning for Automatic User Provisioning

LinkedIn's Privacy and Data Security Policy

https://www.linkedin.com/legal/privacy-policy

LinkedIn Security Contacts

If you have any security questions or you would like to report a security issue, write to us at security@linkedin.com.

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