Learning

Adding Employee Data Administrator Guide

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Version 1.4

Disclaimer

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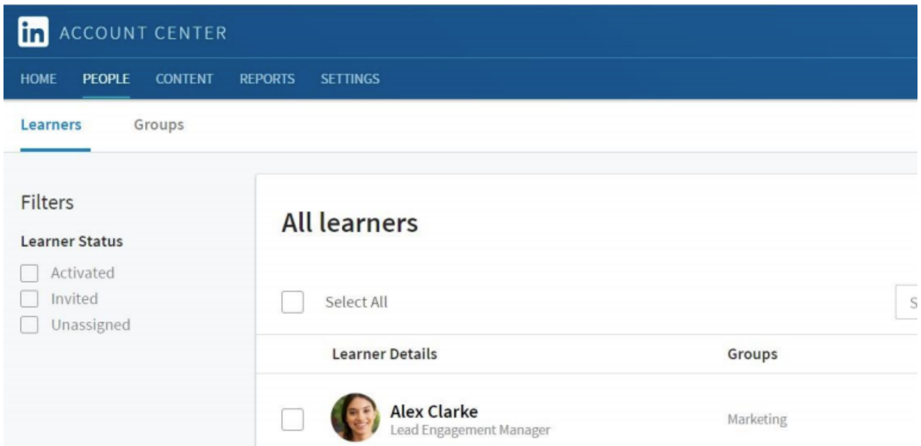
Overview

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.

Adding Learners to the Site

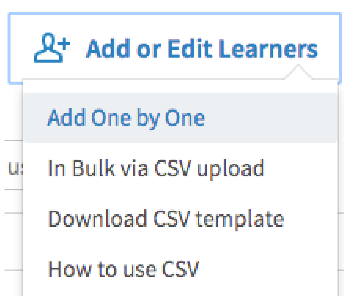
1. From the LinkedIn Learning Admin homepage, select the **People** tab.
2. Select the **Learners** tab.



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 One by One

1. Select **Add or Edit Learners > Add one by one**



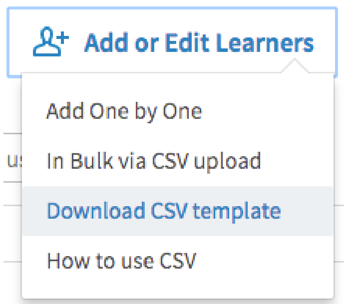
2. Enter the learner's First name, last name, email, and choose their role
3. Click **Add**.

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 by selecting **Add or Edit Learners > Download CSV template**.



Open the CSV template in Microsoft Excel or a text editor application such as Microsoft Notepad. Replace the example learners with your learners' information using the following instructions. Make sure you save the file with a .csv extension.

	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

1. To specify whether or not you want your learners to have access to LinkedIn Learning, include the **license_english_status** field heading.

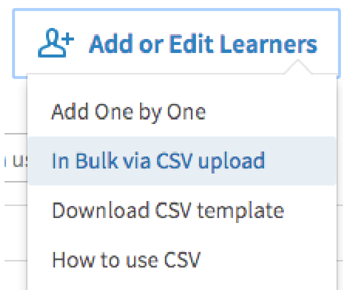
2. To grant access, enter **active**. If you do not want a learner to have access, enter **inactive**.
    a. You can always change a learner's access from your administrator account.
    b. If you do not include the **license_english_status** column, the learners will be added to your account, but will 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 or Edit Learners > In bulk via CSV upload**.



2. Choose your CSV file, and click **open.**

What Happens Next

- We'll process the file, check for errors and notify you if you need to update any information.
- 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.

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

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.

- 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.

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
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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

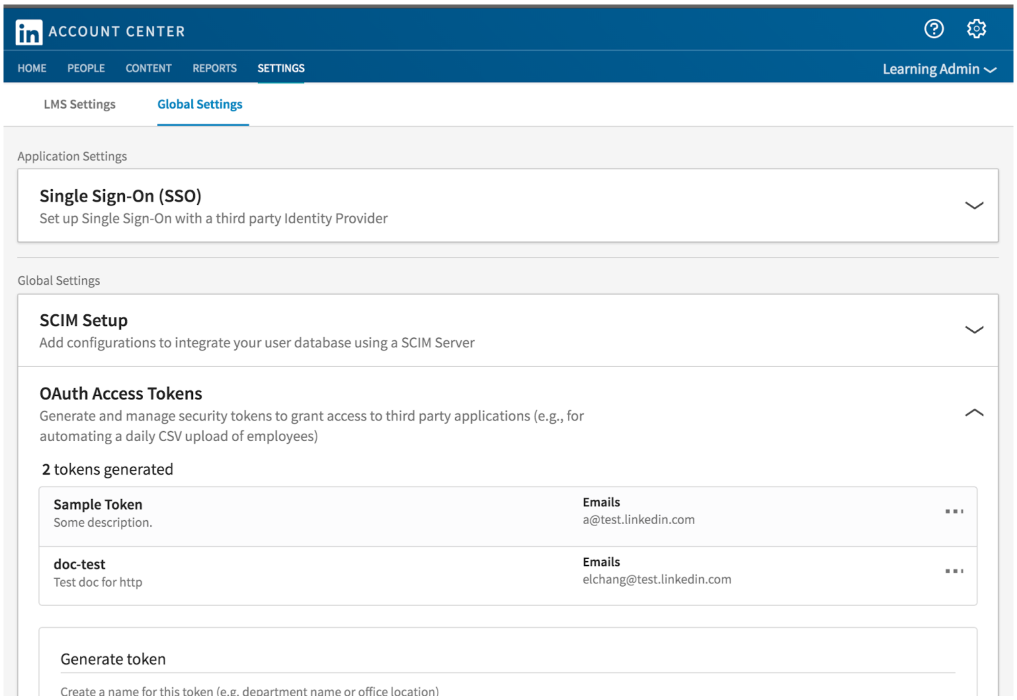
3. To specify whether or not you want your learners to have access to LinkedIn Learning, include the **license_english_status** field heading.
4. To grant access, enter **active**. If you do not want a learner to have access, enter **inactive**.
    a. You can always change a learner's access from your 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.

Upload your CSV over HTTPS

1. **Get your authorization token**
    a. If you are an Enterprise administrator, you can self provision an access token. 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.

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_uplo
ad"
```

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.

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:

Automatic Mode

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)
$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
```

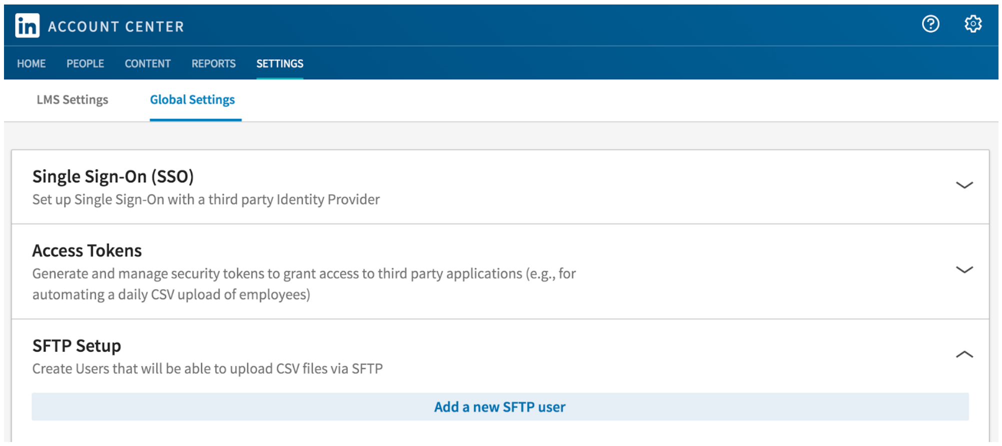
Note: `<RESULT_FILE_HASH>` should be replaced with the `"resultMedia":"urn:li:media:` token you get in the response after running the `curl` command in the prior step.

Upload your CSV over SFTP

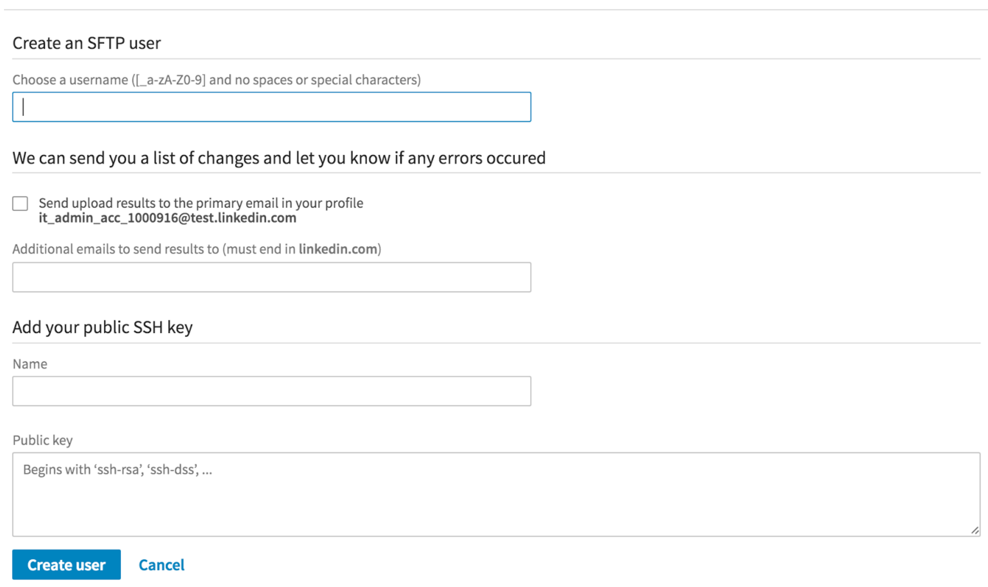
1. Create an SFTP user

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.

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
```

```
/<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.

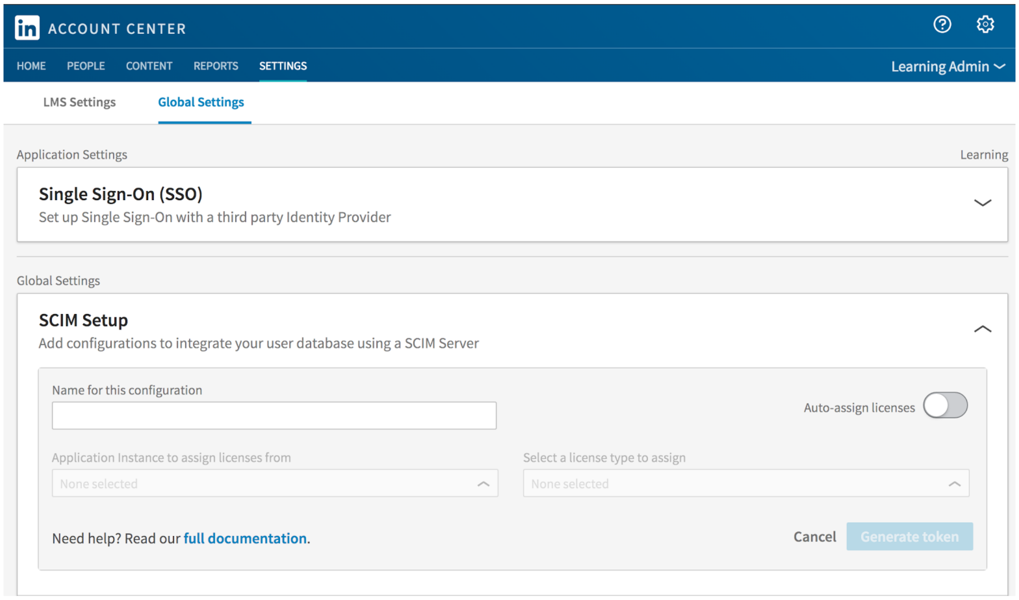
SCIM Provisioning

SCIM is used for data synchronization and license assignment. Before you set up SCIM, you should have access to the Account Center.

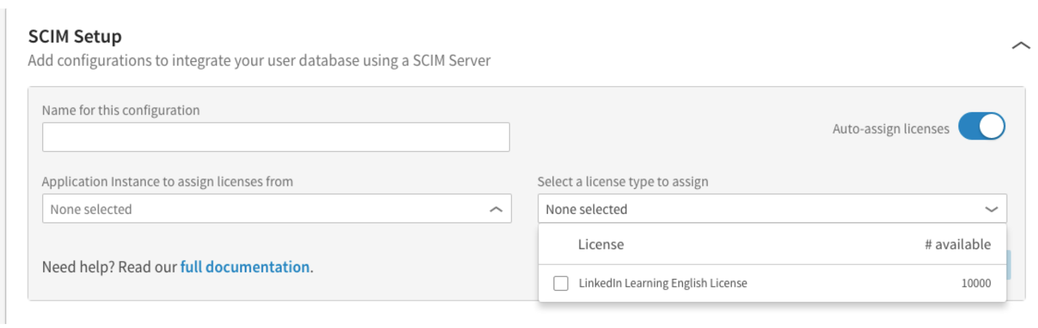
Syncing your Data

1. **Get your authorization token**
    a. If you are an Enterprise administrator, you can self provision an access token. In your account center, go to **Settings > Global Settings** and open the **SCIM Setup** panel.
    Note: If you are accessing the account center directly rather than through a link, you can reach it using the following steps.
        1. Sign in to Learning.
        2. Select **Admin > Admin Settings**.
        3. Click **Advanced Integrations** on the left sidebar. You are directed to the account center.

    b. Click **+ Add new SCIM configuration** and follow the procedure by filling in each field.
        - When auto-assign licenses is not enabled, it means that only user data is synced.



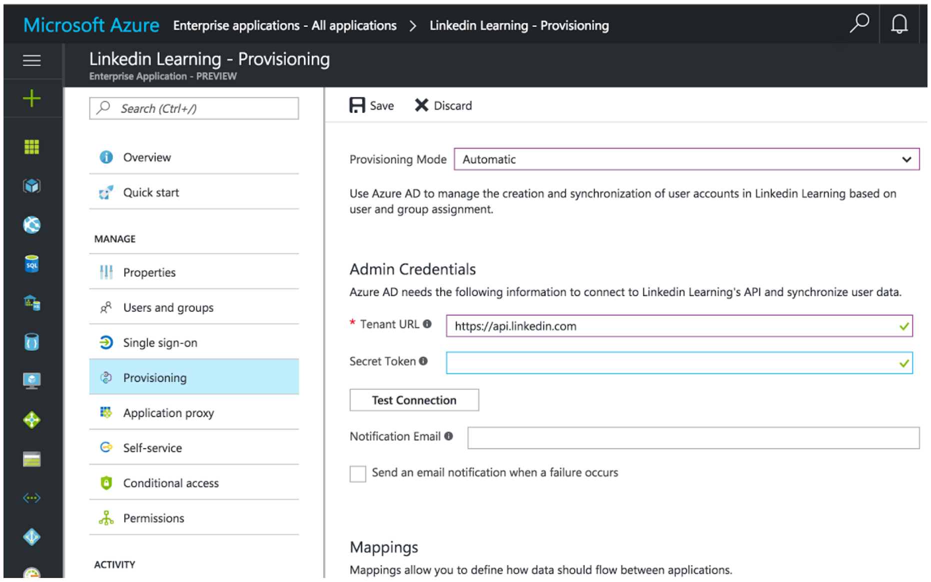
- When auto-license assignment is enabled, you need to note the application instance and license type. Licenses are assigned on a first-come first-serve basis until all the licenses are taken.



c. Click **Generate token**. You should see your access token display under the **Access token** field.
d. Save your access token to your clipboard or computer before leaving the page.

2. Provision in Microsoft Azure

a. Sign in to Microsoft Azure and click **Azure Active Directory** in the left panel.
b. In your active directory, click **Enterprise Applications > All Applications > LinkedIn Learning > Provisioning**.
c. Set Provisioning Mode to **Automatic**.
d. Fill in the following fields under **Admin Credentials**:
   - In the **Tenant URL** field, enter https://api.linkedin.com.
   - In the **Secret Token** field, enter the access token you generated in step 1 and click **Test Connection**.



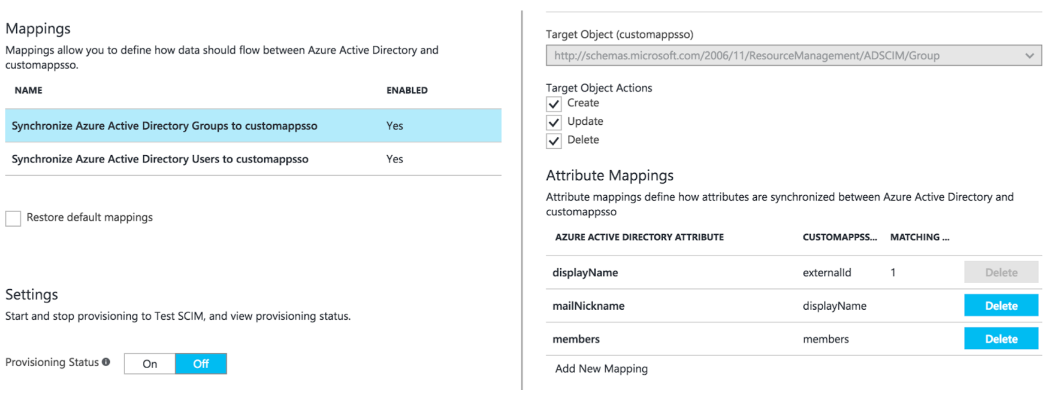
e. You should see a success notification on the upper-right side of your portal.

3. **Configure your attribute mappings**

Note: You must complete this step to be provisioned to the Microsoft Azure application.

a. Under Mappings, click **Synchronize Azure Active Directory Groups to customappsso** and delete the following Attribute Mappings: mail, mailEnabled, and securityEnabled.

b. Under Attribute Mappings, you should only have displayName, mailNickname, and members.



a. Click 

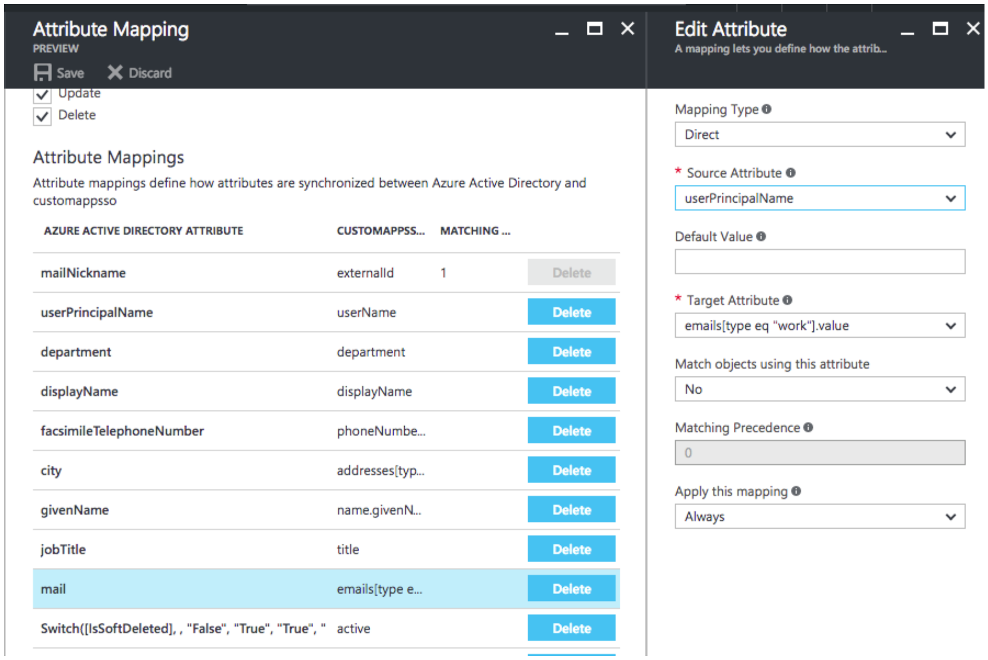
before closing each window.

b. Under Mappings, click **Synchronize Azure Active Directory Users to customappsso**, and under Attribute Mappings, click **mail**. A new window displays.

c. In the new window, change the Source Attribute to **userPrincipleName** and click **OK**.

d. Click 

before closing each window

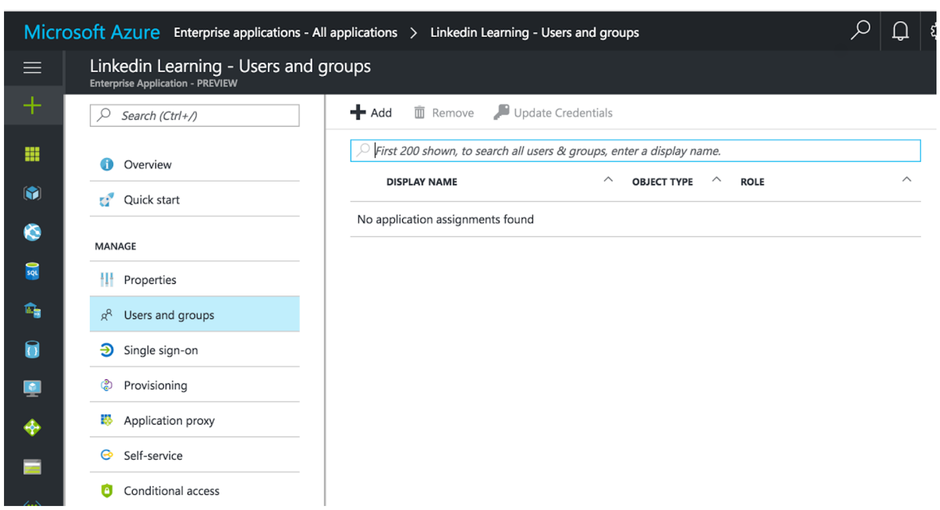


e. This configuration allows your Microsoft Azure data to sync intermittently with your LinkedIn data.

Adding a User/Group in Microsoft Azure

Note: You must complete step 3 of Syncing your data to provision users directly through Microsoft Azure.

1. In your Microsoft Azure Portal, click **Azure Active Directory** in the left panel.
2. In your active directory, navigate to **Enterprise Applications > All Applications > LinkedIn Learning > Users and Groups**.



3. Click **+ Add > Users and groups** and select the users or groups you would like to add
4. Click **Select** and then click **Assign**. You should see the user display in your list of Users and groups.

Support

Supporting Documentation

- Single Sign-on Administrator Guide
- Privacy and Security Whitepaper: Account Center User Database Integration (UDI)

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.