

User Activation Rate Improvement for Admins

Guide your users through the activation process so that they can get started learning.

The approach outlined below is relevant for accounts using manual upload or bulk upload using a CSV file. If you added users with a different method, you can increase activation by re-sending your internal promotion email. Generating awareness and promoting excitement with potential users will encourage them to set up their account and start learning. **[Check out resources to help you spread the word.](#)**

Check activation status and resend welcome email

Locate unregistered users and resend the Welcome Email in four easy steps:

1. Log in to your LinkedIn Learning account and [navigate to the People tab](#).
2. Use the **License Status** filter to find unactivated users by selecting “Invited”.

License status: (1) ▾

50 results

Activated

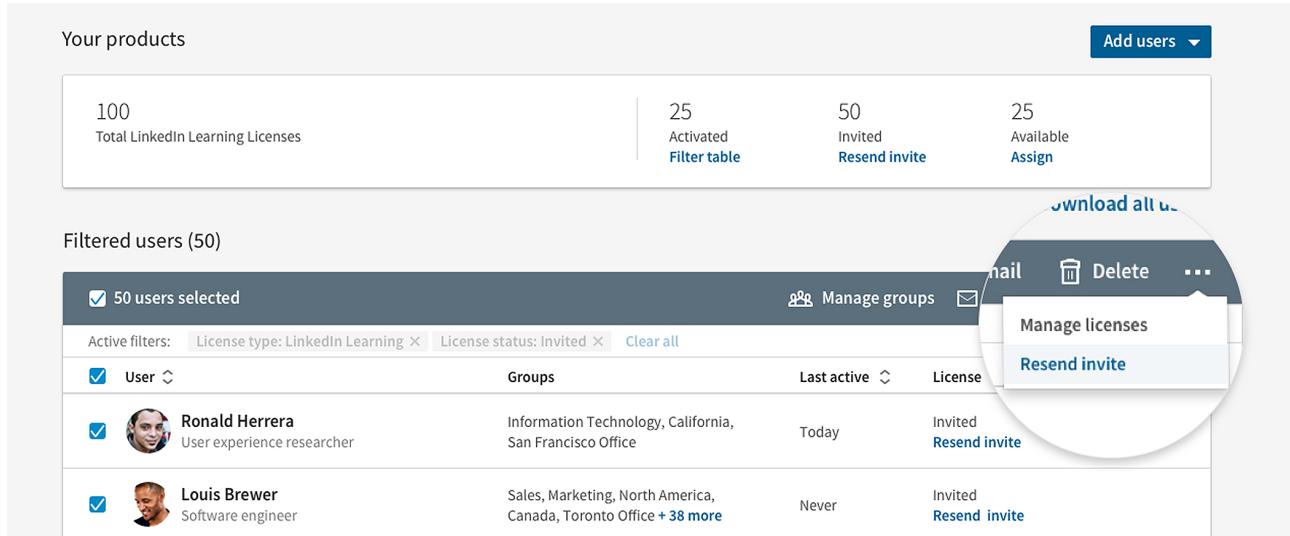
Invited

No license

[Clear all](#)

3. **Select all users** on the list.

4. Choose “Resend invite” from the menu at the top right of the users list.



Your products

100 Total LinkedIn Learning Licenses

25 Activated Filter table

50 Invited Resend invite

25 Available Assign

Download all user data

Filtered users (50)

50 users selected

Active filters: License type: LinkedIn Learning X License status: Invited X Clear all

User ▾

Ronald Herrera User experience researcher

Louis Brewer Software engineer

Groups

Last active ▾

License

Information Technology, California, San Francisco Office

Today

Invited Resend invite

Sales, Marketing, North America, Canada, Toronto Office + 38 more

Never

Invited Resend invite

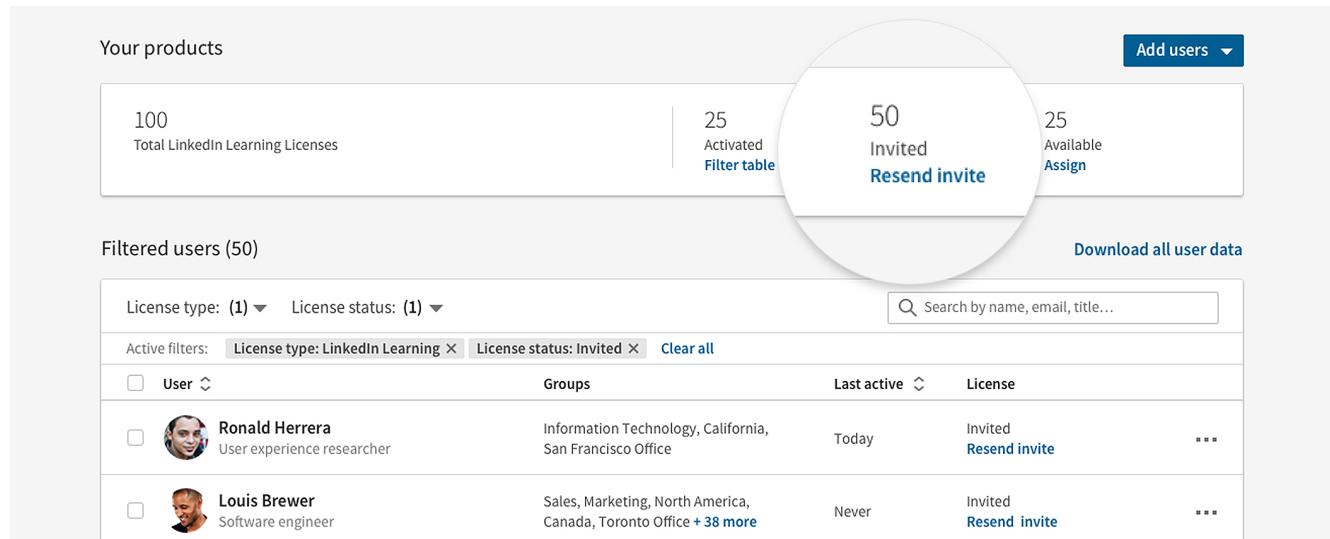
Manage groups

Mail Delete ...

Manage licenses

Resend invite

You can also quickly resend the invite email to all unactivated users by selecting “Resend invite” at the top of the People tab. It’s good practice to do this once a week. The registration link in the email expires after two weeks for security reasons.



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Filtered users (50)

License type: (1) ▾ License status: (1) ▾

Active filters: License type: LinkedIn Learning X License status: Invited X Clear all

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Search by name, email, title...

Troubleshoot Welcome Email Deliverability Issues

If users aren’t receiving the invite email, it may be landing in their spam folder. You’ll need to provide this **whitelist information** to your technical team. This will ensure that LinkedIn Learning emails are successfully delivered to your users.