

Bulk User Upload

Bulk upload can be used to add new users and update existing users.

You should not use bulk upload if you use single sign-on and user profiles are created when users first log in (just-in-time provisioning). If you do so, duplicate profiles will be created.

Adding New Users

Setup

To get started, create a Microsoft Excel or CSV template. This is the file you'll use to upload user information.

At a minimum, the file must include a column for user email addresses, first names, and last names, but additional attributes are recommended for better reporting. For example, you can add categories such as business unit, function, manager, or location. This will allow you to group users and track learning activity by user group.

To create your customized upload file template:

- Click **Manage Users > Manage Profile Attributes** from your administrator account.
- Add attributes by clicking **Add another attribute**.
- Once you're finished, download your template by clicking **Download setup file** at the right hand panel.

Add Users ▾
Manage Users ▾

- Add to Group
- Assign a Playlist
- Resend Welcome Email
- Send Custom Email
- Archive Users
- Archive Users in Bulk
- Manage Profile Attributes

Administration
Dashboard
Reports
User Management
Settings
Integration

Profile attributes

Time zone

Features

Profile attributes and values

For better reporting, set or edit up to 30 attributes for your users. Examples of attributes: user type, department, manager name, and location.

Attribute	Values	Required?		
Departments -	<input type="text" value="Engineering"/>	No	Edit	Delete
Location	<input type="text" value="North"/>	No	Edit	Delete
Employee Type	<input type="text" value="Salary"/>	No	Edit	Delete
Manager Name	<input type="text" value="Mike Smith"/>	No	Edit	Delete
+ Add another attribute				

Setup and maintenance

Setup file

Template includes your attributes, so you can add users and values. Add attributes through the interface before downloading.
Download setup file.

Update file

Template includes users, attributes, and values. Update existing information and add more users.
Download update file.

Preparing your file

1. Download your Excel or CSV template by clicking **Add users** and selecting your file format from the dropdown menu, or by downloading it from the **Manage Profile Attributes** page.
2. Open the file in Excel.
3. Populate the template with your users' information.

The screenshot shows the Lynda.com user management interface for a group named "Everyone" (100 members). The navigation bar includes Administration, Dashboard, Reports, User Management (selected), Settings, and Integration. The left sidebar shows "Groups" with "Everyone (100)" selected, and "Profile Attributes" with filters for User status (Active: 18, Unregistered: 82, Archived: 4) and Login status (Visited in last 30 days: 0, No visits in last 30 days: 100). The main content area shows "Everyone" with a "Playlists" section, an "Activity Feed" for "Users Who Logged In" (Nov to Feb), and a search bar for users. Below the search bar, there are buttons for "Add Users" and "Manage Users". A dropdown menu is open under "Add Users", showing options: "Add Individual Users", "Download CSV Template", "Download Excel Template", and "Upload Users in Bulk". Below the menu, there is a table with 1 Admin(s) and a table with user data.

First Name	Last Name	Email or Unique ID	...
Cathy	Mullanix	cmullanix@linkedin.com	Feb 12 2016

4. To customize the column fields (i.e., user attributes) that are included in the template before populating it, click **Manage Users > Manage Profile Attributes**. Review an example upload file below.

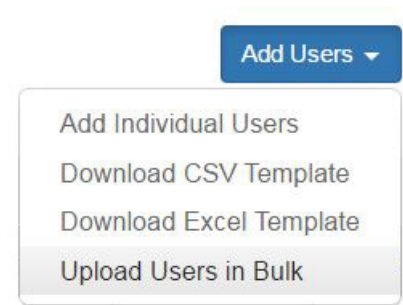
	A	B	C	D	E	F	G	H
1	Email	First name	Last name	Division	Location	Main Manager	Functional Area	Region
2	jsmith@test.com	Jennifer	Smith	Business Unit A	Chicago	Tim Nelson	Operations	North America
3	wjohnson@test.com	William	Johnson	Business Unit B	Omaha	Amanda Bates	Finance	North America

User Information

- You must provide at a minimum email addresses and names.
- Add a line for each user you'd like to add. If you're using a CSV file format, use commas to separate values.
- Other fields (division, location, manager, functional area, region, etc.) are optional but highly recommended, so that you can easily group and recommend content to your users. These fields are customizable by clicking **Manage Users > Manage Profile Attributes** and then clicking **Download setup file**. This file will become your new template.

Uploading

1. Once your upload file is ready, select **Add Users > Upload Users in Bulk**.
2. Choose your file and click **open**.



What Happens Next

- We'll upload the file and notify you of any errors.
- Your newly added users will appear in the **Users** list on the **User Management** tab of your administrator account.
- We'll send an email to your added users with instructions on how to activate their accounts.

Updating Existing Users

Use an Excel file to update or modify existing user information in bulk.

- Click **Manage Users > Manage Profile Attributes > Download update file**.
- Make changes to users in the downloaded Excel document, and save a new version of the document to your local hard drive.
- Upload the revised Excel file by clicking **Manage Users > Manage Profile Attributes > Upload/update account**.
- The changes you made in the Excel document will be reflected in users' profiles.