Manage Your Talent Insights Licenses in Account Center

As a Talent Insights administrator, you can manage access for your team members to LinkedIn's real-time insights to help make smarter talent decisions. This tip sheet will show you the basics of managing Talent Insights licenses.

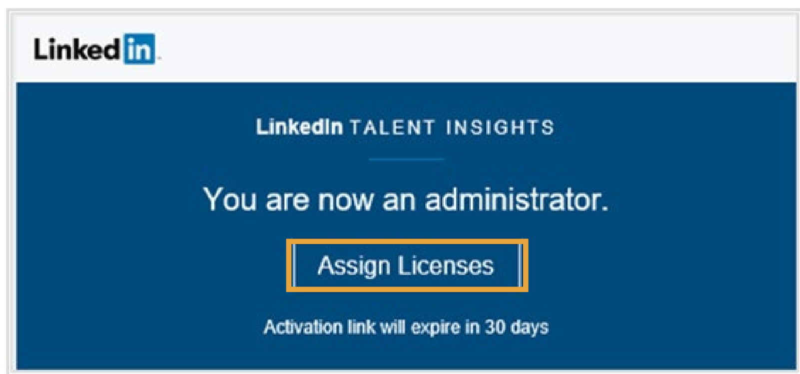
Looking for something not addressed here? Visit the Help Center at LinkedIn.com/help/talent-insights for more information and resources.

Access the Account Center

The **Account Center** is the platform used to manage Talent Insights licenses. You can access the Account Center in three ways, all of which take you to the same place.

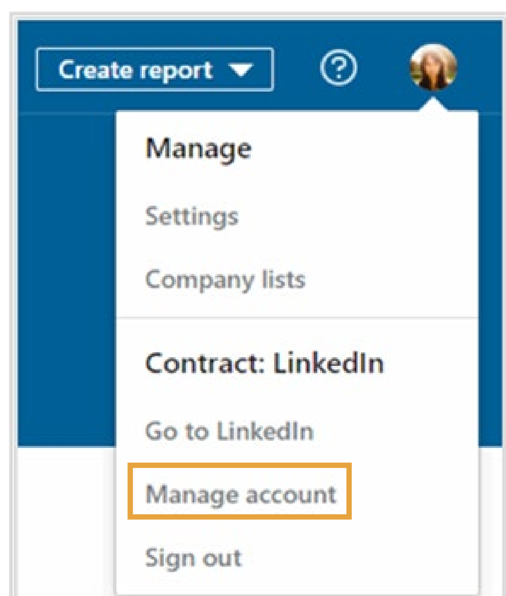
First Time Access: From your Email

1. Search your inbox for a welcome email sent from LinkedIn Talent Insights.
2. Click **Assign Licenses** in this email to access the **Account Center.**



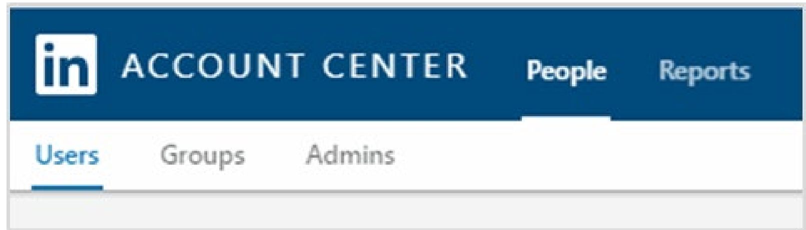
Ongoing Access: Talent Insights Users: From your Account

1. If you have a Talent Insights license, go to your account (by visiting [LinkedIn.com/insights).](LinkedIn.com/insights)
2. Click your **profile picture** in the upper right corner of any Talent Insights screen.
3. Click **Manage account.**



Admin Only (Non-Users): via Direct Link

1. If you do not have a Talent Insights license, navigate to [LinkedIn.com/accountcenter]() to access the account center directly.
2. Create a bookmark for easy access in the future.



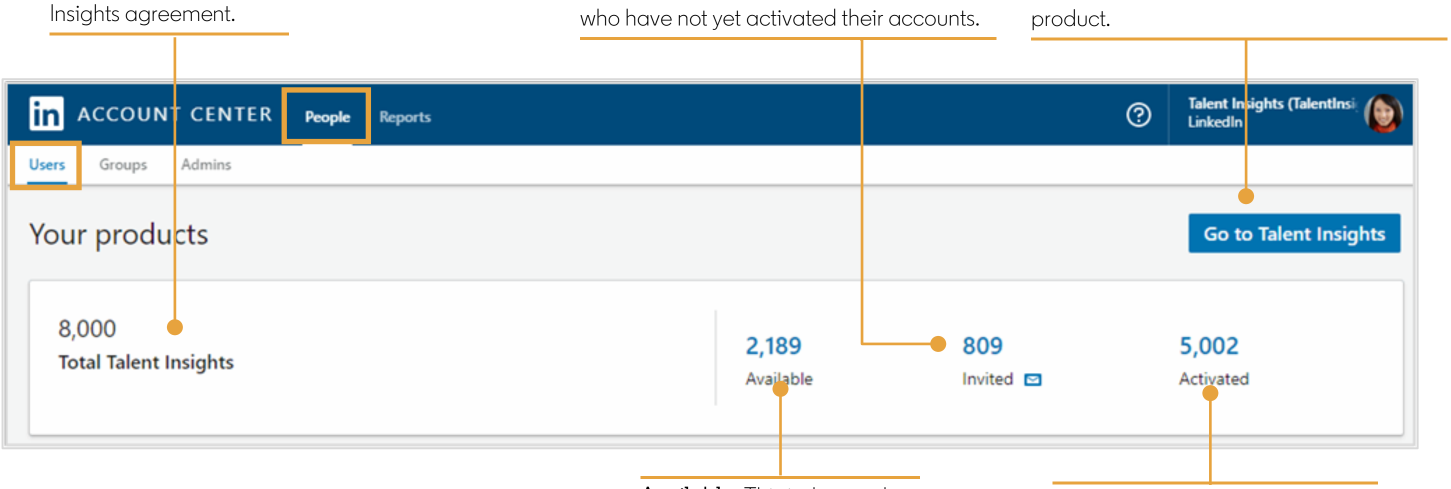
View and Manage Users

In the **Account Center**, under **People** > **Users**, you can view and manage access to Talent Insights.

This is the total number of licenses in your Talent Insights agreement.

Invited: This is the number of users whom you have *invited* to join Talent Insights, but who have not yet activated their accounts.

Use this button to access the Talent Insights product.



Available: This is the number of unassigned licenses.

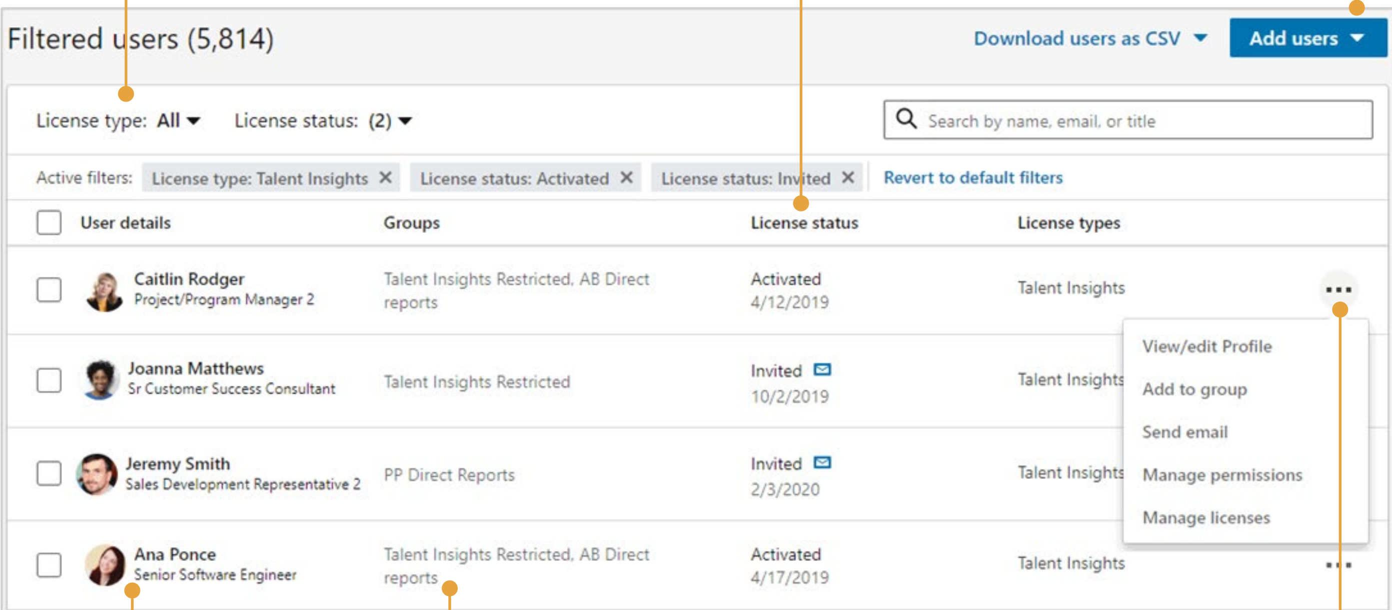
Activated: This is the number of users who have been invited to join and have activated their LinkedIn Talent Insights licenses.

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

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

View the status of each license that has been assigned.

Use this button to add users.



See **User details** including name and title.

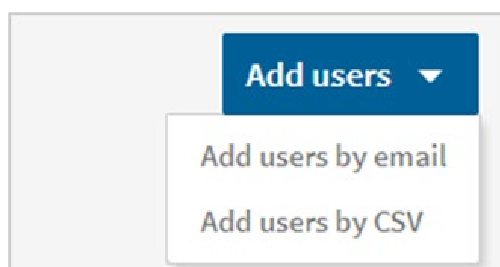
See which **Groups** each user belongs to.

Click the **ellipsis (...)** to take action on any user, such as adding to a group or changing the user permissions.

Add Users

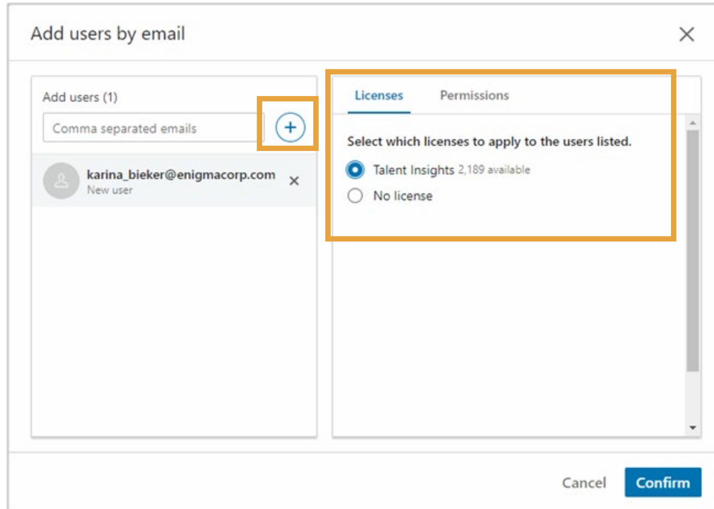
There are two ways to add users under the **Add users** menu in the **Account Center**:

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.

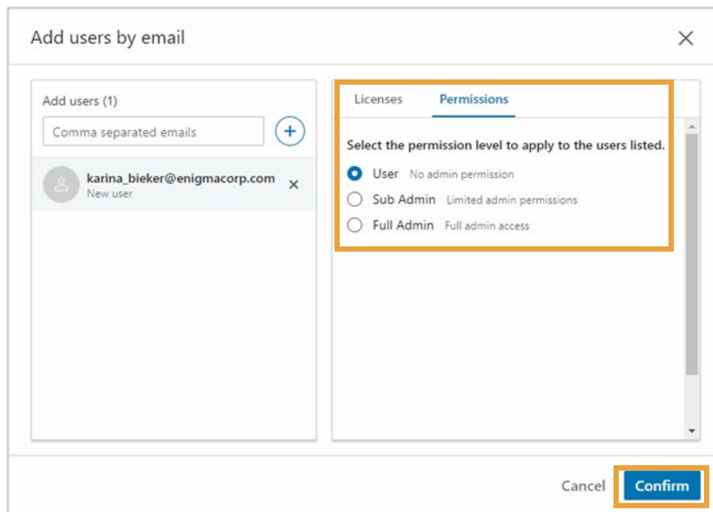


Add Users by Email (recommended)

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 + button.
4. On the **Licenses** tab, select which licenses to apply to the users listed.



5. On the **Permissions** tab, select the permission level to apply to the users listed.
6. Click **Confirm**.



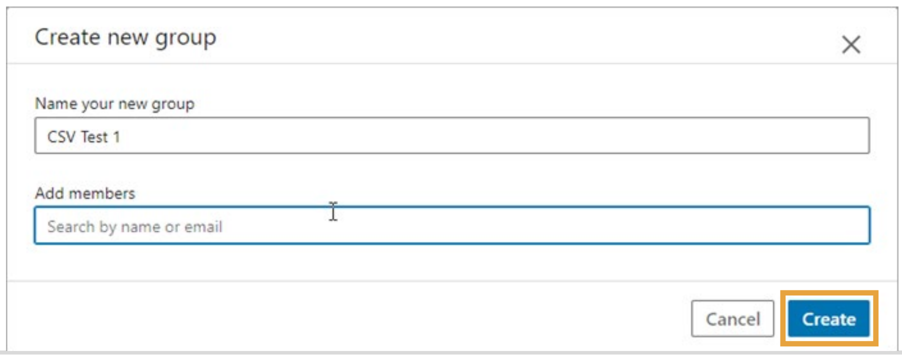
Add Users by CSV: Segment Users into Groups

To add users to groups when using CSV upload, the groups must be created prior to the CSV upload.

To create a new group

1. From the Account Center, click **People**.
2. Click the **Groups** tab.
3. Click **Create new group**.

4. Name your new group and add members. You can add members by name, email address, or title.
5. Click **Create**.



Add Users by CSV: Download the CSV template

1. From the Account Center > **Users** tab, click **Add users**.
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
1	preferred_first_name	preferred_last_name	primary_email_address	work_title	license_talentInsights_talentInsights_status
2	John	Smith	john.smith@test.linkedin.com	Recruiting Manager	active
3	Timothy	Smith	timothy.smith@test.linkedin.com	Analyst	active
4					

When editing the CSV template follow these guidelines:

- Every entry must include an email address.
- Names are optional, but highly recommended.
- Work titles are optional, but highly recommended so that you can easily group users.
- Under status, an entry of Active will add the user and grant them access. An entry of Inactive will add them, but not grant them access.
- If you use a text editor, add a line for each user and separate the values with commas.

Add Users by CSV: Populate the CSV file

1. Insert a column for each group you would like to add users to.
2. Enter a group name in the header row, using the format: **group: [name]**.
3. In each column, for each user, enter either 1 to indicate the user should be included in that group, or 0 to indicate the user should not be included in that group.

Note: If you have multiple groups on your dashboard but only need to add users to specific groups, only include those specific groups in the spreadsheet. The spreadsheet does not need to include every group on your dashboard.

In the example shown below, when the file is uploaded, John Smith would be added to the CSV Test 1 group and Timothy Smith would be added to the CSV Test 2 group.

	A	B	C	D
1	preferred_first_name	preferred_last_name	group: CSV Test 1	group: CSV Test 2
2	John	Smith	1	0
3	Timothy	Smith	0	1

Add Users by CSV: Upload the CSV file

1. From the Account Center > **Users** tab, click **Add users**.
2. Select **Add users by CSV** from the dropdown.
3. Select the **CSV file** to upload from your computer and click **Open** or **Choose**. A banner will appear on the **All Users** page notifying you if your upload was successful.

What you can expect after your CSV file has been uploaded:

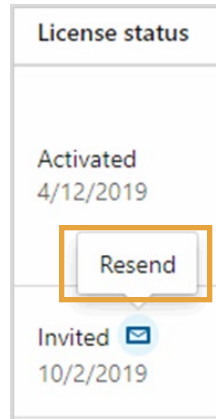
- We'll process the file, check for errors and notify you if you need to update any information.
- We'll send an email to the users you've added, with instructions on how to activate their accounts. If a user has been added as an inactive user, a welcome email is not sent.
- Your newly added users appear in the users 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 user as **Inactive**, they display in the user list as **Unassigned**.

Resend Activation Emails

You can resend emails prompting users to activate their licenses in two ways: Individual User or Multiple Users.

Individual User

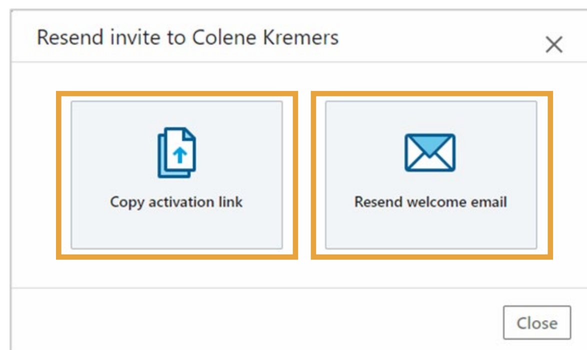
1. In the **License status** conlumn, hover over the **envelope** icon beside the Invited status, and click **Resend**.



2. Click **Copy activation link** to copy an activation link (*unique to that user's account)* to your clipboard,

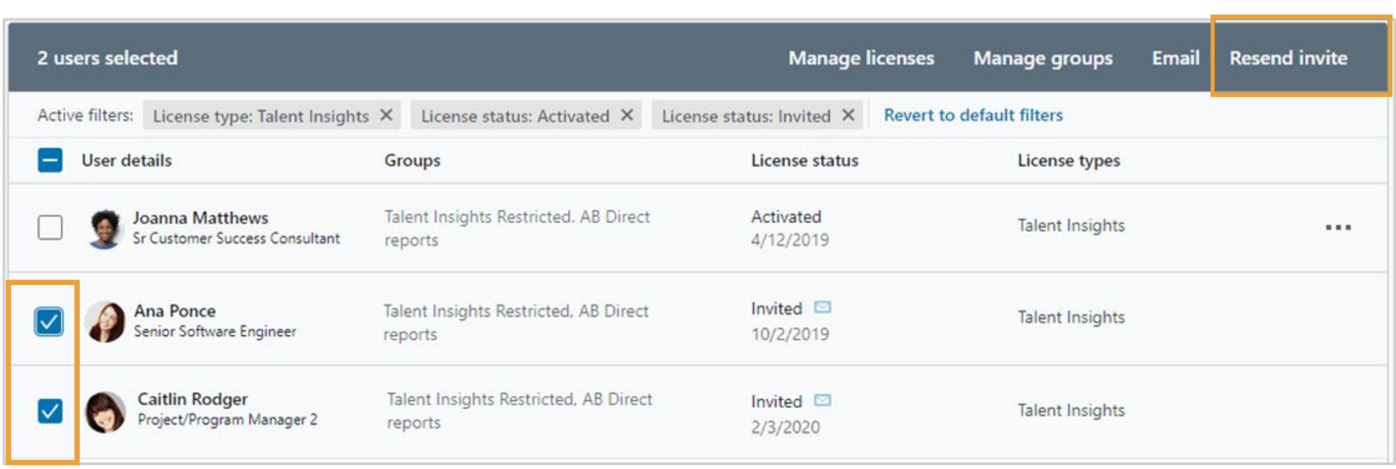
   OR

   Click **Resend welcome email** to send an automated email.



Multiple Users

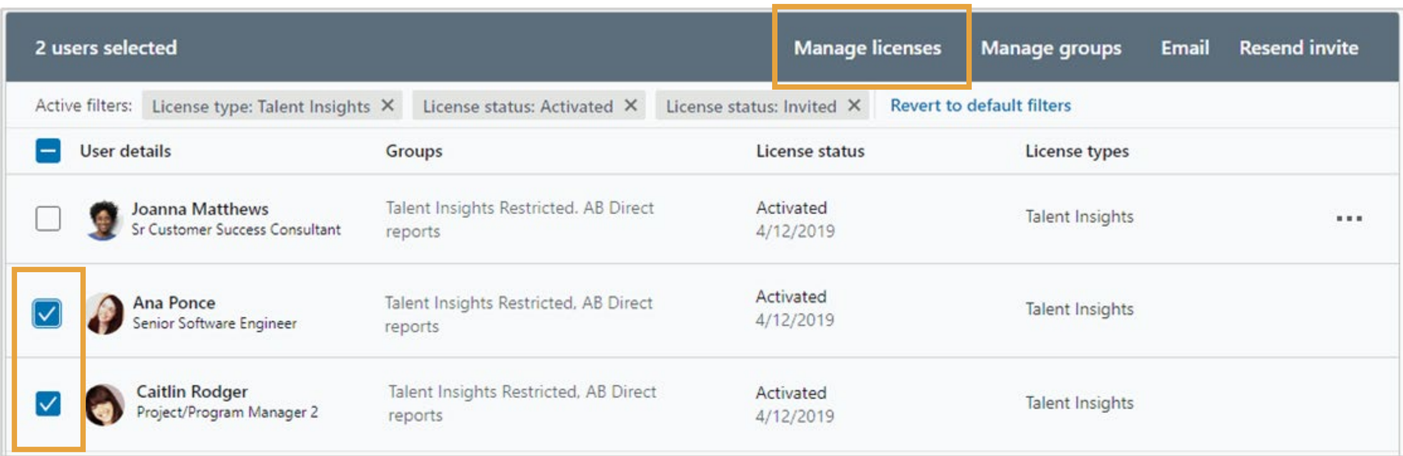
1. To resend a batch of activation emails, select the user(s).
2. Click **Resend invite**.



Reassign or Revoke Licenses

To revoke a user's license:

1. Select the user(s).
2. Click **Manage licenses**.



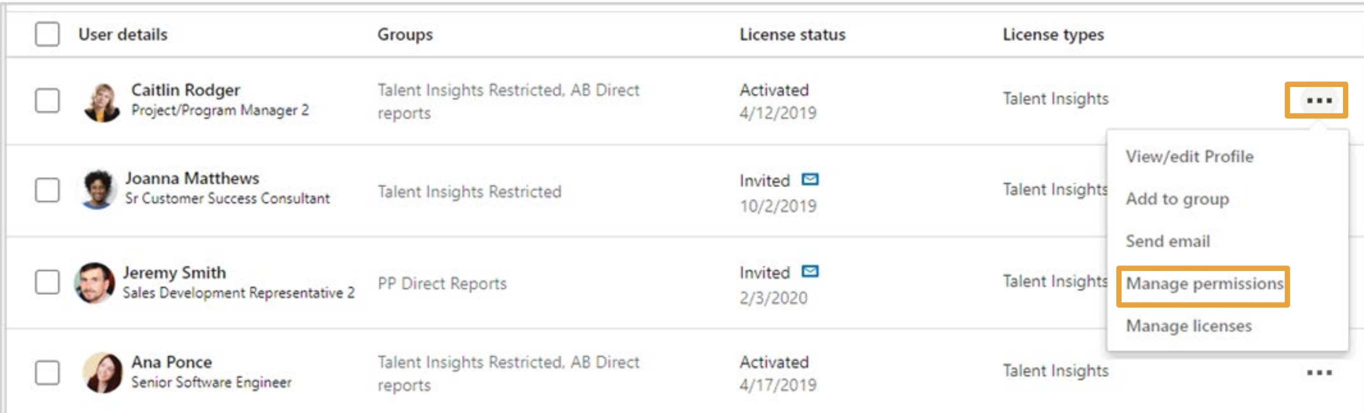
3. From the Manage Licenses dialog box, select **Revoke Talent Insights**.
4. Click **Confirm**.

Note: To reassign a seat, you must first revoke the license of the current, user using the steps outlined above before adding the new user.

Assign Other Admins

To assign admin permissions to other users in your account:

1. Click the More options drop down […] for the user that you would like to give admin permissions.
2. Select **Manage Permissions.**



3. Here you have the option to select the admin type, either **User**, **Sub Admin**, or **Full Admin**.
   - **User** permissions have no admin access.
   - **Sub admins** have more limited access and cannot manage permissions. They can view and generate reports.
   - **Full admin** privileges allow a user to manage users and licenses, create and edit groups, and manage permissions for all users.
4. Click **Save.**