

# License Provisioning in Lynda

## *USER GUIDE*

Office of Management &  
Enterprise Services

Information Services

September 2016



## Reassigning Licenses

1. From the Administrator Home screen, under “Your groups & users”, change the “All User Statuses” to **Active Users**.

### Your groups & users

To activate, deactivate, add, delete, or send email to a group or user(s), select the group or users and click Manage Groups or Manage Users located in the last column of the table. To quickly activate and deactivate a group or user(s), use the drop-down menus in the table. When a group is activated or deactivated the users in the group will either gain or lose access to the lynda.com library. To edit a group or user, click the pencil icon.

Filter By

Groups:  All Group Status

Users:

All User Statuses  
Inactive Users  
Active Users

2. Click the dropdown next to the checkbox of the group you want to edit.

<input type="checkbox"/>	Group Name ↑	#Licenses	#Users	#Active Users	#Users Not Req.	Group Status	Manage Groups ▼
<input type="checkbox"/>	OMES IS	15	14 / 32	14	19	Active ▼	
<b>TOTAL:</b>		<b>15</b>	<b>14 / 32</b>	<b>14</b>	<b>19</b>		

3. Click **Last Login** to sort the active users from oldest to most recent.

<input type="checkbox"/>	Group Name ↑	#Licenses	#Users	#Active Users	#Users Not Req.	Group Status	Manage Groups ▼
<input type="checkbox"/>	OMES IS	15	14 / 32	14	19	Active ▼	
<input type="checkbox"/>	<b>Last Login</b>						
<input type="checkbox"/>	First Name	Last Name	Email	Reg. Status	Last Email	User Status	Last Login
<input type="checkbox"/>	John	Burks	johnny.burks@	Not Reg User		Active ▼	
<input type="checkbox"/>	Randy	Keyes	randall.keyes@	Not Reg User		Active ▼	
<input type="checkbox"/>	Misty	Chancellor	misti.chancellc	Reg User	12/07/2015	Active ▼	01/07/2016
<input type="checkbox"/>	Amy	Powe	amy.powe@or	Reg User	12/02/2015	Active ▼	01/13/2016
<input type="checkbox"/>	Niquita	Clark	niquita.clark@	Reg User	12/07/2015	Active ▼	01/20/2016
<input type="checkbox"/>	Jessy	Papaly	jessy.papaly@	Reg User	12/07/2015	Active ▼	01/28/2016
<input type="checkbox"/>	Gloria	Scott	gloria.scott@o	Reg User	11/20/2015	Active ▼	03/18/2016
<input type="checkbox"/>	Jeffrey	Carlisle	jeffreyc@healt	Reg Sub-Adminis	12/01/2015	Active ▼	07/21/2016
<input type="checkbox"/>	Rhonda	Spain	Rhondags@ht	Reg User	01/29/2016	Active ▼	08/02/2016
<input type="checkbox"/>	Christopher	Mayo	christopher.m	Reg User	12/07/2015	Active ▼	08/16/2016
<b>TOTAL:</b>		<b>15</b>	<b>14 / 32</b>	<b>14</b>	<b>19</b>		

Items per page: 10 ▼ 1-10 of 14

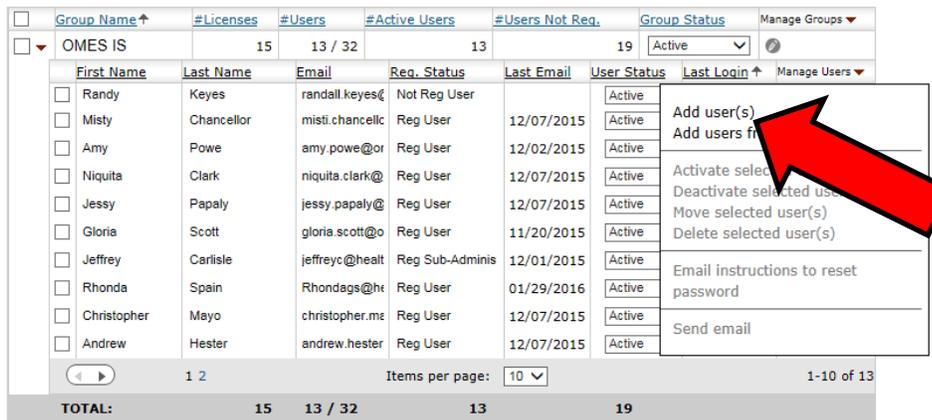
4. Change the User Status of the user you want to deactivate to **Inactive**.

<input type="checkbox"/>	Group Name ↑	#Licenses	#Users	#Active Users	#Users Not Req.	Group Status	Manage Groups ▼
<input type="checkbox"/>	OMES IS	15	14 / 32	14	19	Active ▼	
<input type="checkbox"/>	First Name	Last Name	Email	Reg. Status	Last Email	User Status	Last Login
<input type="checkbox"/>	John	Burks	johnny.burks@	Not Reg User		Active ▼	
<input type="checkbox"/>	Randy	Keyes	randall.keyes@	Not Reg User		Inactive ▼	
<input type="checkbox"/>	Misty	Chancellor	misti.chancellc	Reg User	12/07/2015	Active ▼	01/07/2016
<input type="checkbox"/>	Amy	Powe	amy.powe@or	Reg User	12/02/2015	Active ▼	01/13/2016

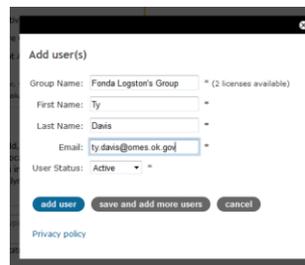
- A confirmation window will appear. Select whether or not you want to notify the deactivated user and click the **ok** button.



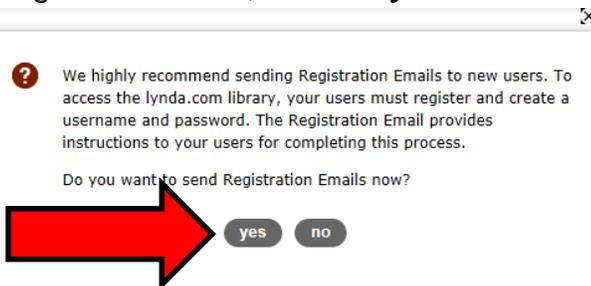
- To add a new user, open the group to which they will belong. Click the **Manage Users** dropdown and select **Add user(s)**.



- Complete the user information in the Add user(s) window. When all the information has been entered, click the **add user** button.



- If prompted to send a registration email, click the **yes** button.



9. The email template page will appear. Ensure the email looks okay and click the **send** button.

**Email content**

Subject: Welcome to lynda.com online training

Body: Dear %UserFirstName% %UserLastName%,

Welcome to lynda.com, a vast online library of engaging video tutorials that can help anyone learn software, creative, and business skills. %AdminFullName%, the lynda.com administrator at %OrganizationName%, has initiated the creation of your account.

To complete your registration and get started, click the link below and enter the Group Code %GroupCode%.

%lyndaComRegistrationURL%

To learn about navigating the site, exploring helpful features, finding specific instruction, and more, view a [welcome video](#) and watch the [How to use lynda.com course](#).

If you have any questions, contact %AdminFullName%. Or contact us at the [lynda.com customer service office](#) in your region.

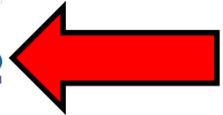
[new template](#) [preview](#) [edit](#)

**Approve users to send email**

BCC me on email (Only one copy will be sent to your email address)

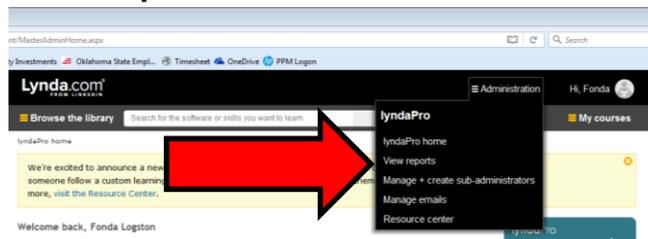
Recipients list: 1 user selected [view recipients list](#)

[back](#) [send](#)  
lyndaPro home Send Email

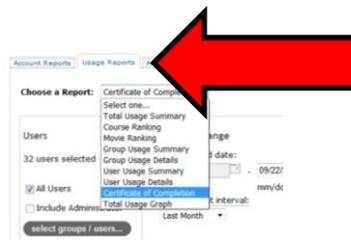


## Running Course Completion Reports

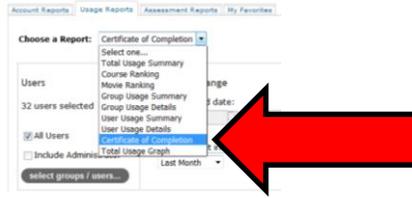
1. From the Administrator Home screen, hover over the Administration tab at the top of the screen and click **View reports**.



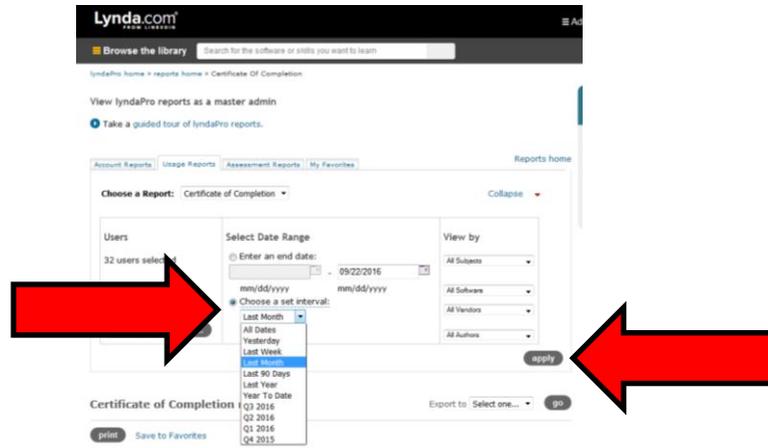
2. Click the **Usage Reports** tab.



3. Click the Choose a Report dropdown and select **Certificate of Completion**.



4. Click the **Choose a set interval** radio button and select **Last Month**. Then click the **apply** button.



5. Open a new web browser and login to ELM.
6. On the menu on the left, click **Enterprise Learning**. Under Enterprise Learning, click **Learner Tasks** and then click **Add Supplemental Learning**.



7. If you have the employee's Employee ID Number, you can enter it in the Employee ID field and click the **Search** button.

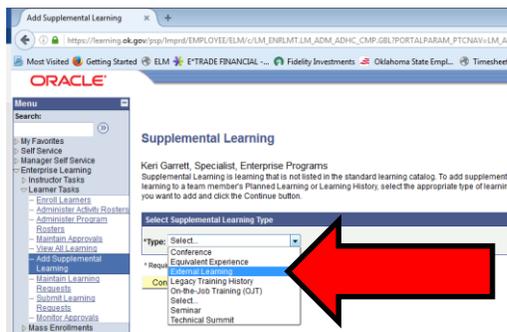
7.1. If you don't have the employee's Employee ID Number, enter the employee's first and last name into the Learner field and click the **Search** button.



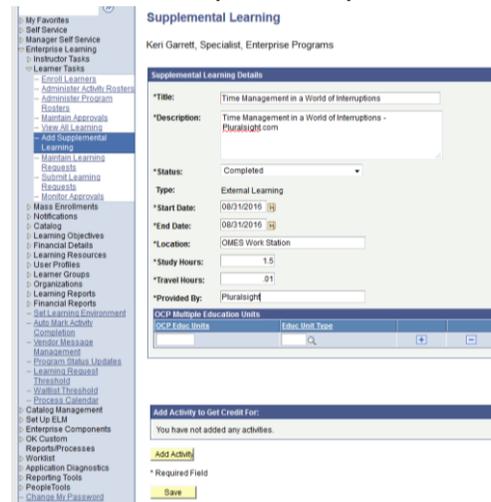
8. Click the **Add** button next to the employee you wish to edit.



9. Click the Type dropdown and select **External Learning**. Then click the **Continue** button.



10. In the Supplemental Learning window, fill in all the required fields utilizing information from the Certificate of Completion report.



11. Once you have filled in all the necessary information, click the **Save** button.