



# User Deletion

How to delete users with a CSV upload.

Now you can delete users in LinkedIn Learning with the new User Deletion feature which removes users' account and associated data (e.g., Learning Reports and Learning history).

1 Navigate to "Global Settings" from your profile menu.

The screenshot shows the LinkedIn Learning interface. At the top, there is a navigation bar with 'LEARNING', 'People', 'Content', and 'Reports'. A search bar is in the center, and utility icons for 'Add', 'Help', and 'Me' are on the right. The 'Me' icon is highlighted with a green box. Below the navigation bar, the 'Settings' page is displayed. The 'Global Settings' tab is highlighted with a green box. Under 'Global Settings', the 'User Deletion' section is expanded, and the 'Delete users' button is highlighted with a green box.

2 Click on the "Global Settings" tab

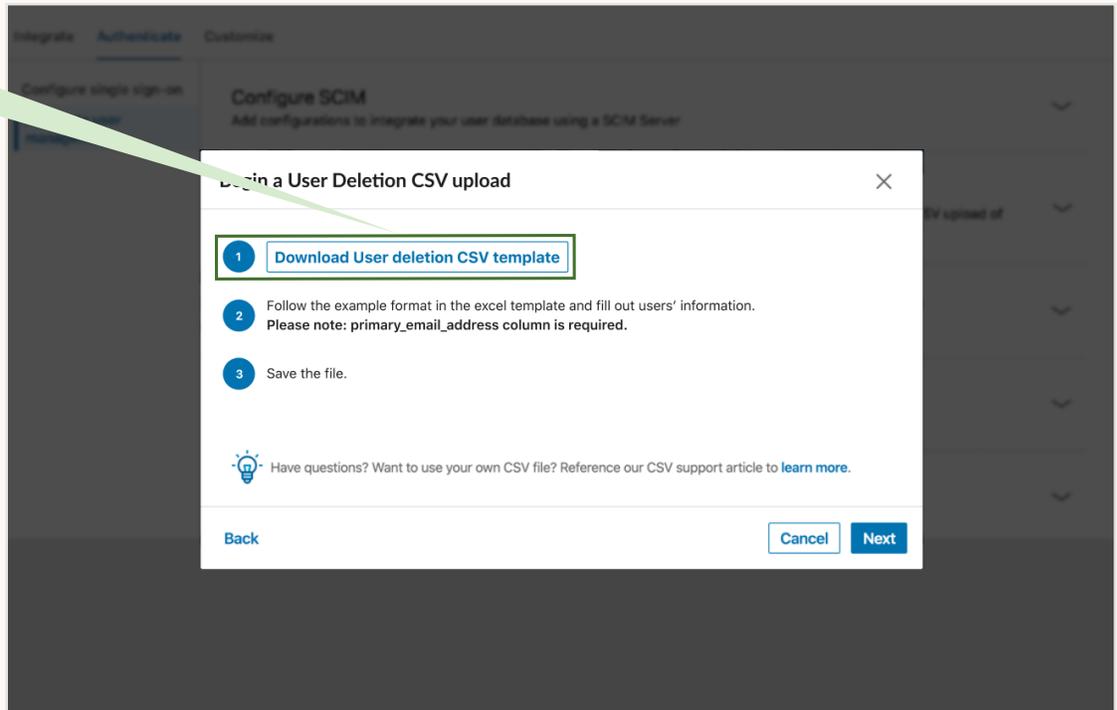
3 Click on "Delete users".



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4 Download CSV.



5 Fill out the “primary\_email\_address” column (must be filled), then “Save” File.

If email addresses aren't used, fill out the “unique\_user\_id” column instead.

	A	B	C
1	primary_email_address	unique_user_id	
2	test@abc.com	1111	
3	test2@abc.com	2222	
4	test3@abc.com	3333	
5	test4@abc.com	4444	
6	test5@abc.com	5555	
7			
8			



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## How to delete users with a CSV upload.

- 6 Click here to upload the CSV file. Then click on "Upload"

**Upload User Deletion CSV**

**Upload CSV file**  
Upload file limit is 15 mb.

**Important notice**  
By continuing they will perform a full delete of the users in their CSV file including the learner profile and history. This action can not be undone.

[Back](#) [Cancel](#) [Upload](#)

- 7 Wait for the CSV file to upload.

**Upload User Deletion CSV**

Please wait while your CSV is being uploaded  
This will take a few minutes. Please do not close this window.

0 of 123 rows uploaded

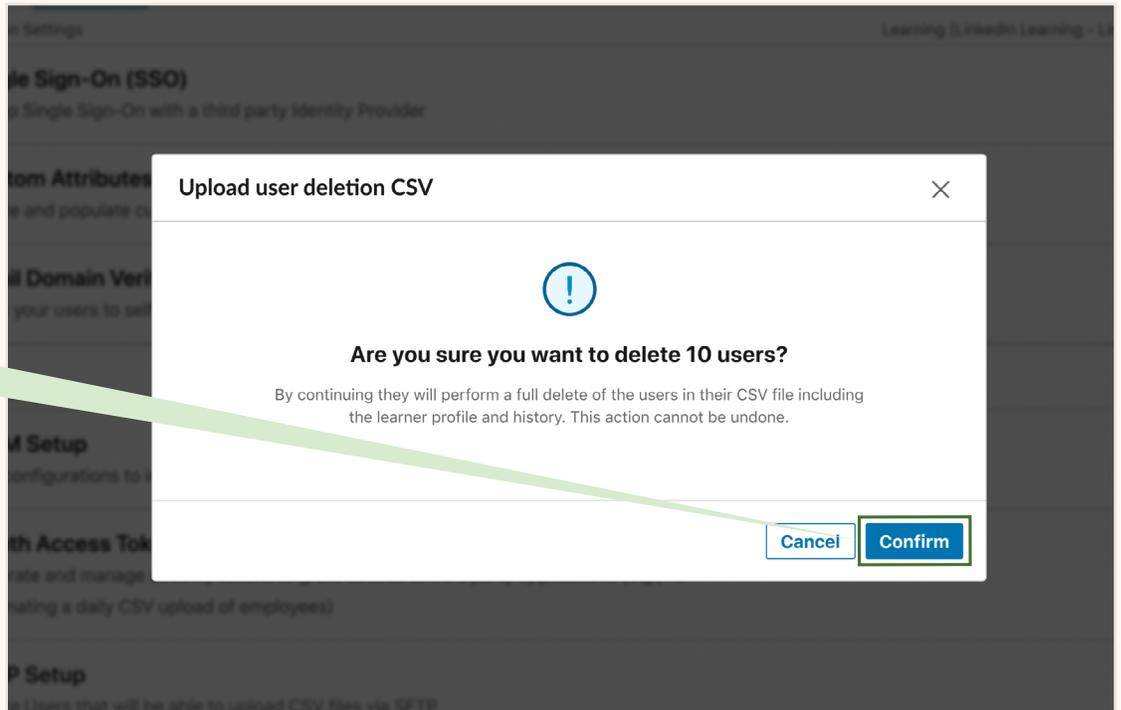
[Cancel upload](#)



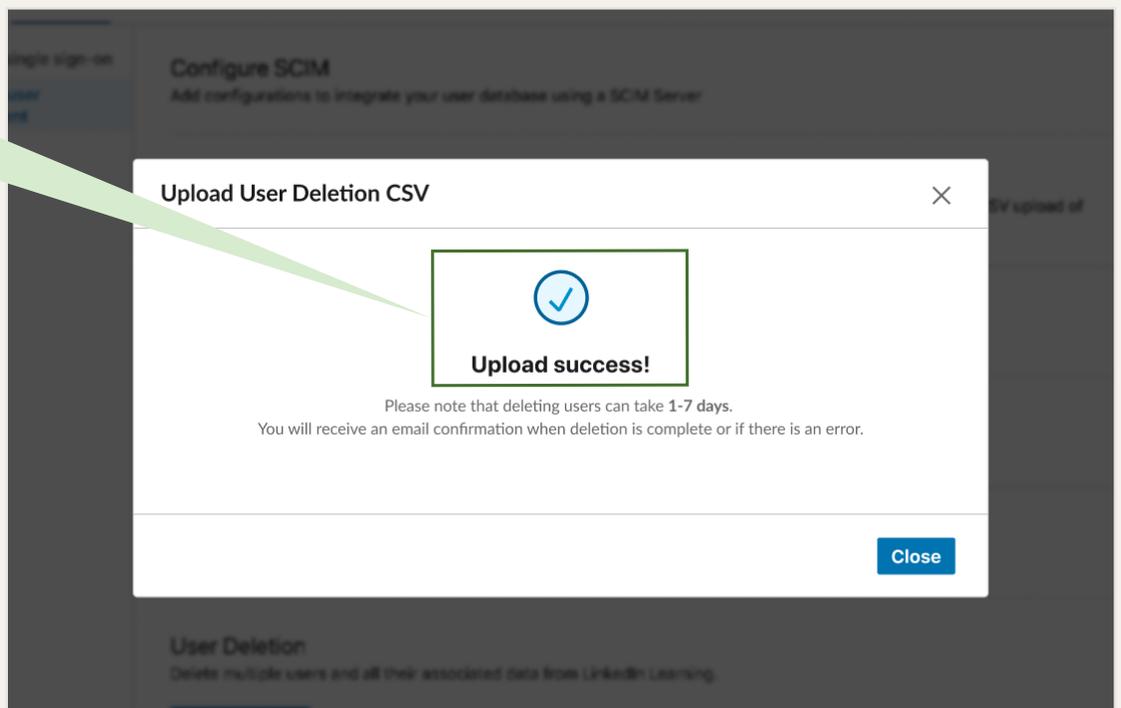
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- 8 A warning message will appear to ensure you're deleting the correct users. Click "Confirm" to continue.



- 9 You will receive a confirmation that your upload was successful.

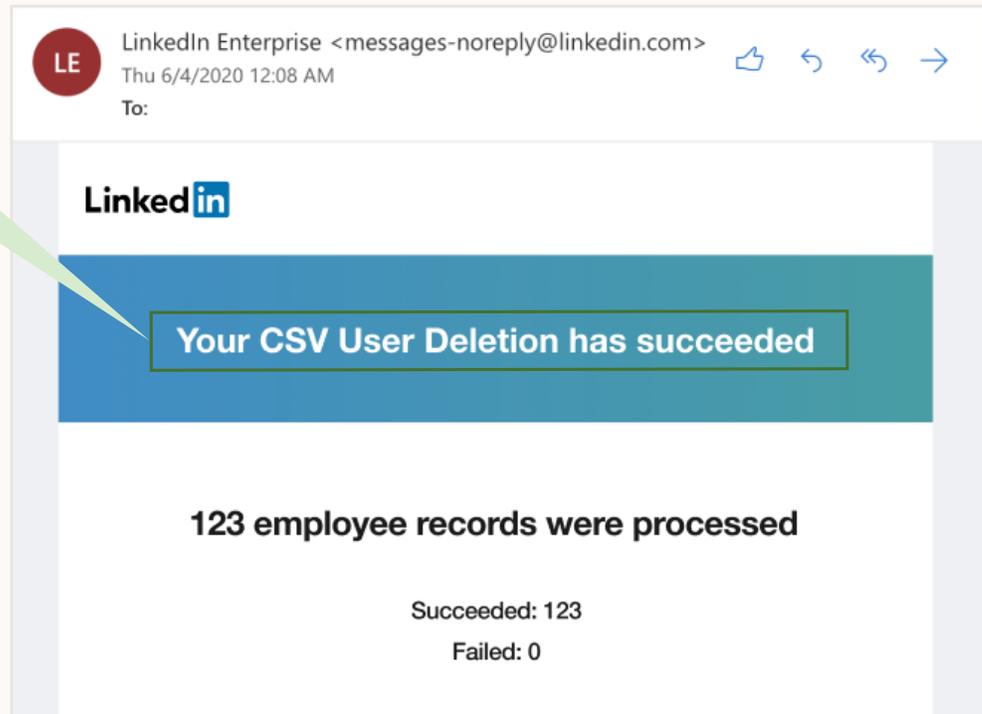


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- 10 You will receive an email confirmation in 1-7 days after the user deletion is completed. If the user deletion is successful, then no further action is needed.



- 11 If the user deletion failed, please click on "Download the results file" to view the error summary. Try uploading the CSV file again after making adjustments.

