Provisioning Users

Onboarding learners to the
SocialTalent platform

socialtalent

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There are several methods to onboard learners to the SocialTalent platform, depending on the size and specific needs of your organisation. The SocialTalent Onboarding Specialist will collaborate closely with you to discuss these various methods, ensuring a seamless integration. When deciding which provisioning method to use, there are several considerations to keep in mind:

Considerations	
License Pool Size	Consider the size of your licence pool. For smaller pools, manual management may be quick, easy, and sufficient.
Single Sign-On (SSO) Requirement	Determine if your organisation requires SSO due to internal security policies.
Internal IT Availability for SCIM API Configuration	Check the availability of your internal IT team to configure SCIM API parameters for provisioning based on user groupings in your internal system (e.g., Workday).
Implementation Time	Consider the time required for setting up and implementing the chosen provisioning method.
Ease of Maintenance (Adding and Removing Users)	Ensure ease of maintenance, including adding and removing users. For example, with bulk upload, the columns must be aligned between the SocialTalent format and your HR system.

1. Manual Provisioning

Description:	Admins can add individual users provided there are available licences. Admins can also deactivate and delete users.
SSO Requirement:	***Not required.***
Steps:	**Log in to SocialTalent:** Access User Management.
	Navigate to the Admin section and select **"User Management"**.
	Add User: Click on the **"Add User"** button.
	Fill in Details: Enter user details such as name, email, and role.
	Assign Licence: Assign a licence to the user.
	Save Changes: Click **"Save"** to add the user.
	Click here for detailed step-by-step directions.

2. Bulk Upload

Description:	Bulk upload is a standard and most common method to upload users onto the platform.
	The Bulk Upload feature is a quick way to upload groups of users using spreadsheets to update, deactivate, and delete users.
	Admins can upload up to 1,000 users at one time
SSO Requirement:	***Not required.***
Steps:	**Prepare Spreadsheet:** Organise user data in a spreadsheet following the provided format.
	Access User Management: Navigate to the Admin section and select **"User Management"**.
	Bulk Upload: Click on **"Bulk Upload"** and follow the prompts to upload the spreadsheet.
	Review: Review the uploaded data and make any necessary adjustments.
	Confirm Upload: Confirm and complete the bulk upload process.
	Click here for detailed step-by-step directions.

3. SCIM API

Description:	Our IT support team will work with your HR system administrators to connect the **SocialTalent platform** via API. Once connected, licences will be provisioned automatically to all users who meet your predetermined criteria. All learner attributes that change in your HR system will feed over to SocialTalent. For example, if a user leaves your company, their licence will automatically be de-provisioned, without the need for your platform Admin to do it manually.
SSO Requirement:	***Required.***
Steps:	**Setup SCIM API:** SocialTalent team will work with your HR system administrator or IT to set up SCIM API. **Send File:** Your team sends our IT the required file. **Automated Provisioning:** Our IT support team processes the file and provisions the licences accordingly. **Real-time Updates:** User additions, updates, and deletions are reflected in real-time. **Click here** for more details.

4. Self Registration (Just in Time)

Description:	This is an enhanced option for seamless self-onboarding. Self-registration allows the client's users to register their own details to get a SocialTalent licence. Our IT support team will provide you with a link that the Admin can share with learners to register and claim their licence.
SSO Requirement:	***Required.***
Steps:	**Setup Self Registration:** SocialTalent IT team will work with your IT team to configure self-registration. **Share Registration Link:** Our IT team will share a registration link with you. **User Registration:** Users can register for their own licences using the provided link.