talend

How to Guide

Managing Your Organization's Talend Academy Subscription

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  - Watch these short videos to learn how to perform your role as an Academy Admin.

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Two Apps:

What are they and why?

The Talend Academy Learning Platform

The **Talend Academy** learning platform is the app where **a learner** will go to login and **complete learning content**.

If a learner does not already have an account, they should ask their organization's **Academy Admin** to create an account for them and give them a license seat.

The Talend Academy platform is found here:

https://academy.talend.com/
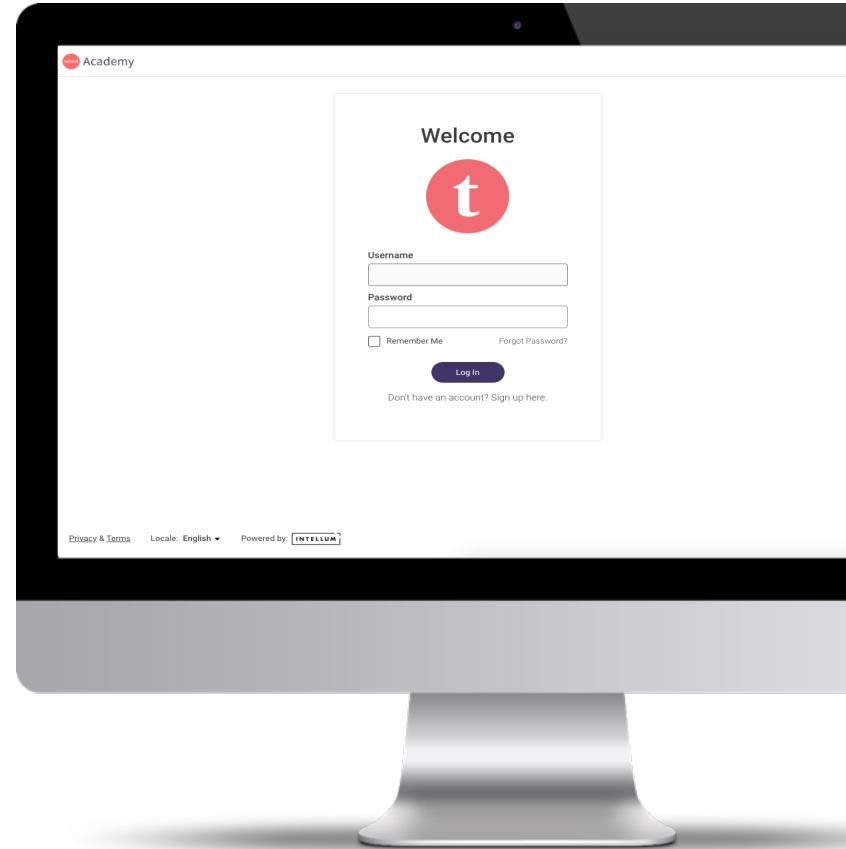
The Academy Admin App

The Academy Admin app is where an *Academy Admin* will go to manage their organization's access to the Talend Academy learning platform.

Academy Admins perform functions like creating accounts and assigning or removing licenses.

NOTE:

There is a separate app for this function because Academy Admins do not always need access to the learning platform. The app allows them to perform their job function without needing a license seat to the actual learning platform.
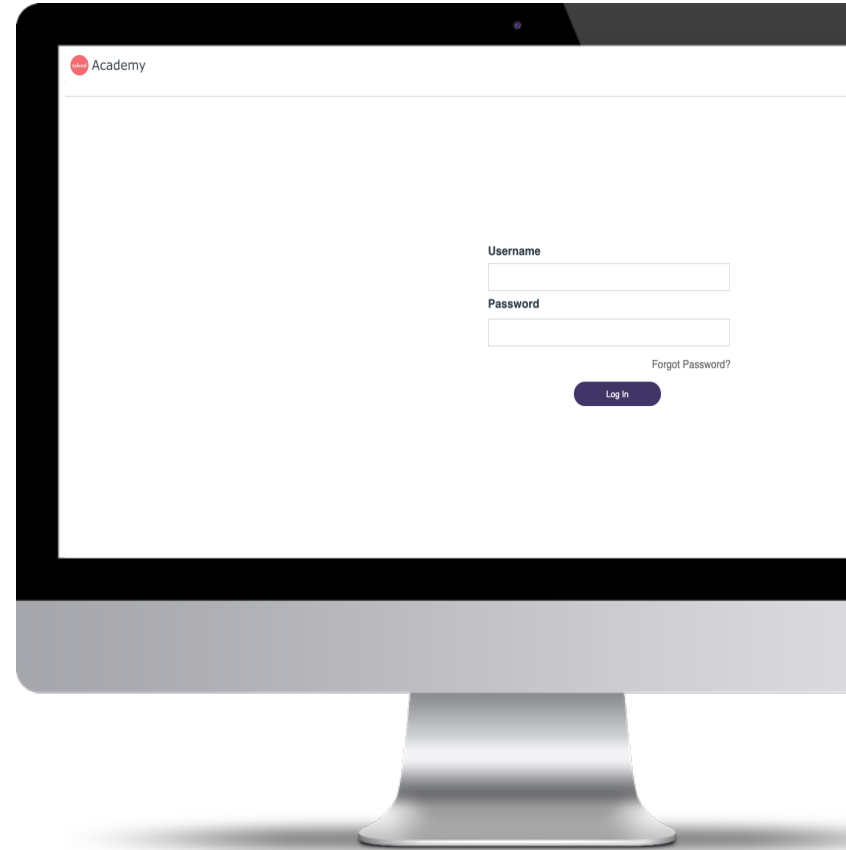
About this Guide

This guide covers the core functionality of the **Academy Admin** app.

When you login to the Talend Academy learning platform for the first time, you can complete the **"Getting Started with Talend Academy"** course to learn how to use the Talend Academy learning platform.

Talend Academy Admin

Job Aid Video Series

Talend Academy Admin Job Aid Video Series

- [Watch the videos here](https://view-su2.highspot.com/viewer/6413690769af121ebe8810cc)
  - https://view-su2.highspot.com/viewer/6413690769af121ebe8810cc
- The series includes short episodes showing you how to:
  - Access the site
  - Create new learners
  - Manage licenses
  - Enroll learners in training
  - Report on learner progress
 - Create management structures

How To:

Access the Academy Admin App

Access the App

1. Go to: https://academyadmin.talend.com
   - Note:
     - This link will take you to a secure instance of the site at a longer URL.
2. The first time you access the site you should use the *Forgot Password* link to reset your password and gain access.
   - Note that only the people identified by your organization as Academy Admins will have access.
   - If you are not an Academy Admin and you try to reset your password, you will not get an email.
3. Once you reset your password, please login.
4. If you think you should have access or need to give someone else at your company access, please email:
   - CustomerCare@talend.com

Username

Password

Forgot Password?
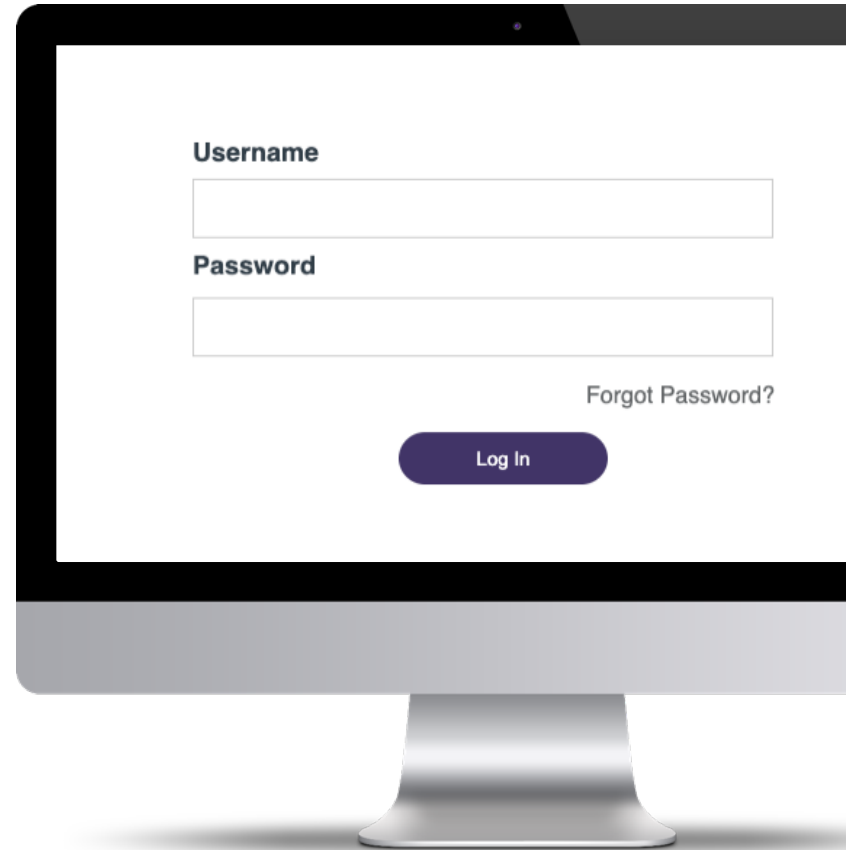
Log In

How To:

Manage your company

Manage Your Company

Step 1

- Log in to the site to see the companies that you may manage.

- Click on the company you want to manage.

License management

Company
THE GREAT TALEND ACADEMY Cie

How To:

Manage Learners

Manage Learners

Adding a New Learner: Step 1

- After logging in and selecting a company and license to manage, you will see a summary of that license.

- To create a new learner, click the **_Add a Learner_** button.

Manage Learners
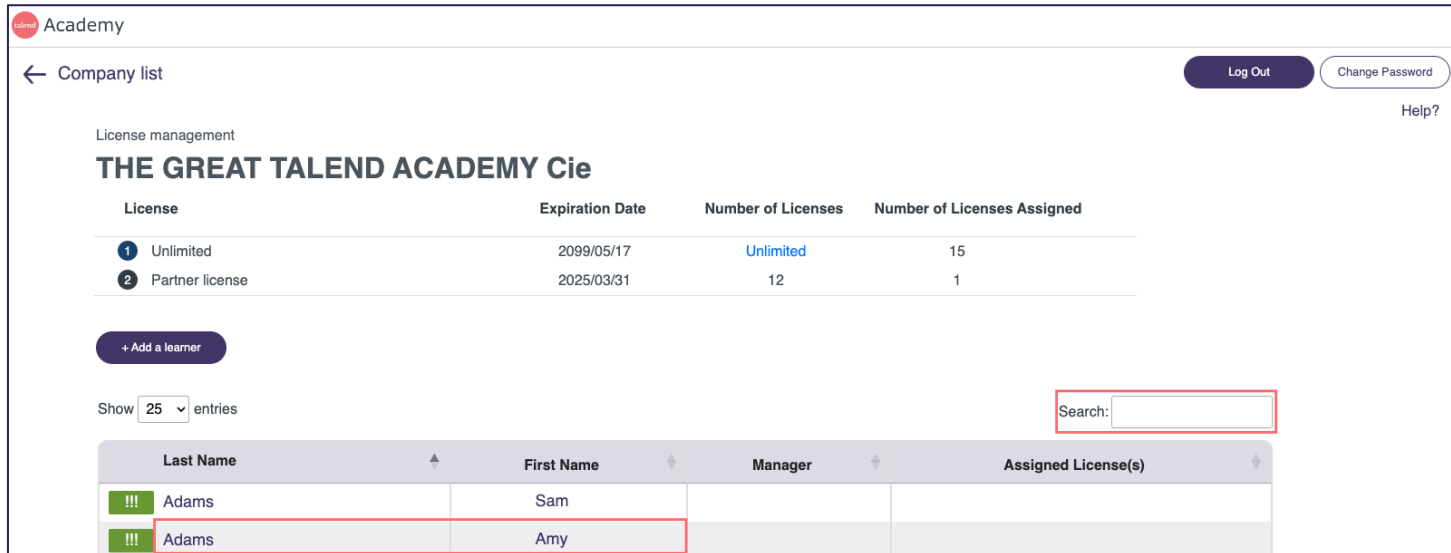
Adding a New Learner: Step 2

- Complete the new learner screen:
  - First Name:
    - Enter the learner's first name.
  - Last Name:
    - Enter the learner's last name.
  - Is a Manager?
    - To see if this capability is useful to you, watch the Job Aid video.
  - Assign a license subscription:
    - Granting a license seat is necessary for the learner to access subscription content. You must have seats available. Choose from your available licenses.
  - Email
    - Enter the learner's email.
  - Country
    - Enter the learner's country.
  - Select a Manager
    - To see if this capability is useful to you, watch the Job Aid video.
  - Save
    - Once you save the new learner, they will automatically be sent an email with instructions on how to access the platform.

First Name	Last Name

☐ Is a manager?

Assign a license subscription:
No Subscription ▼

Email

United States ▼   Select a Manager ▼

Save

Cancel

Manage Learners

Updating a Learner: Step 1

- Click on the learner's name to edit information about that learner.

- If you manage many learners, use the search feature to filter the learner list.

Manage Learners

Updating a Learner: Step 2

- From this screen you may edit any of the properties about the learner.

- You can unassign (or assign) a license seat.
  - Note:
    - If a learner is no longer a part of your company, simply unassign the license.
    - You cannot delete a learner, as their work and learning history is their own.

| Amy | Adams |

☐ Is a manager?

Assign or Remove a license subscription:
No Subscription

amy@moviestar.com

| United States | Select a Manager |

Update

Cancel

Questions or need help?

Reach out to CustomerCare@talend.com for support!