



Qlik Learning Admin Guide

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This document is intended for Qlik Learning Subscription Administrators.

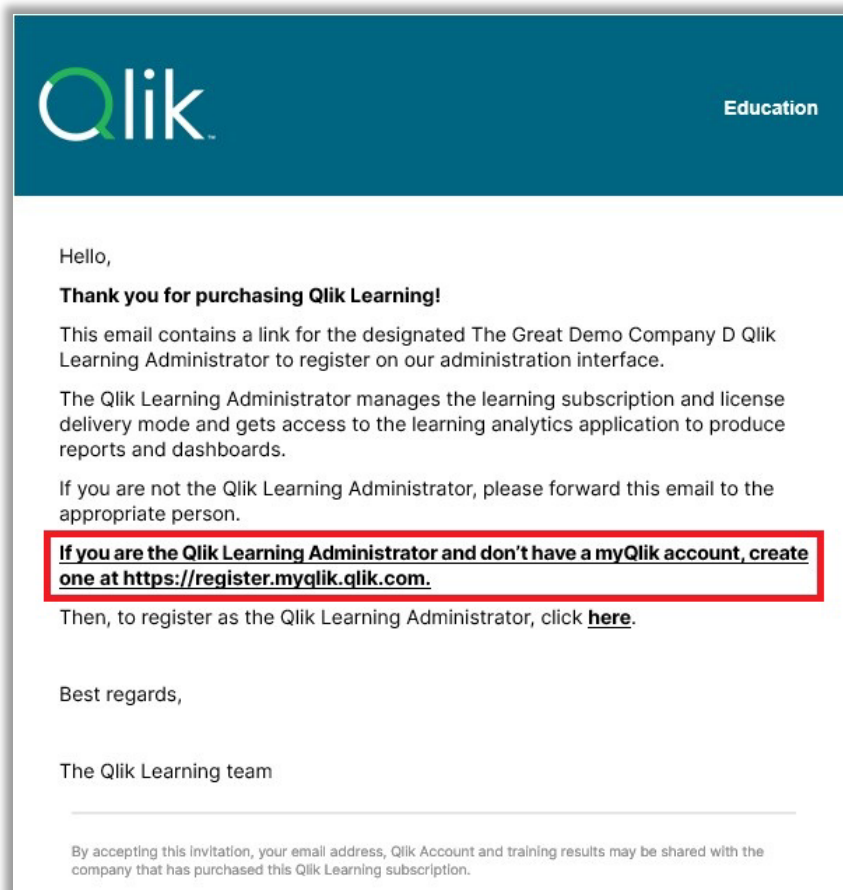


Managing your new Qlik Learning Subscription

When you register, you will have Subscription Administrator permission to manage your Qlik Learning subscription in the [Learning Admin Portal](#).

Accepting your Subscription Administrator access

1. Open the email sent from trainingadministration@qlik.com and click the first link.





2. You will be prompted to create your Qlik identity. Start by adding your email address and clicking the Get Started button. Follow the remaining prompts to complete the creation of your Qlik identity. If you already have a Qlik Account, you need to login with your user information.

Create your Qlik identity

Let's create an account for you.

Email Address

John.Doe@greatdemocompanyD.com

Get Started

Already have an account? Try [signing in](#)

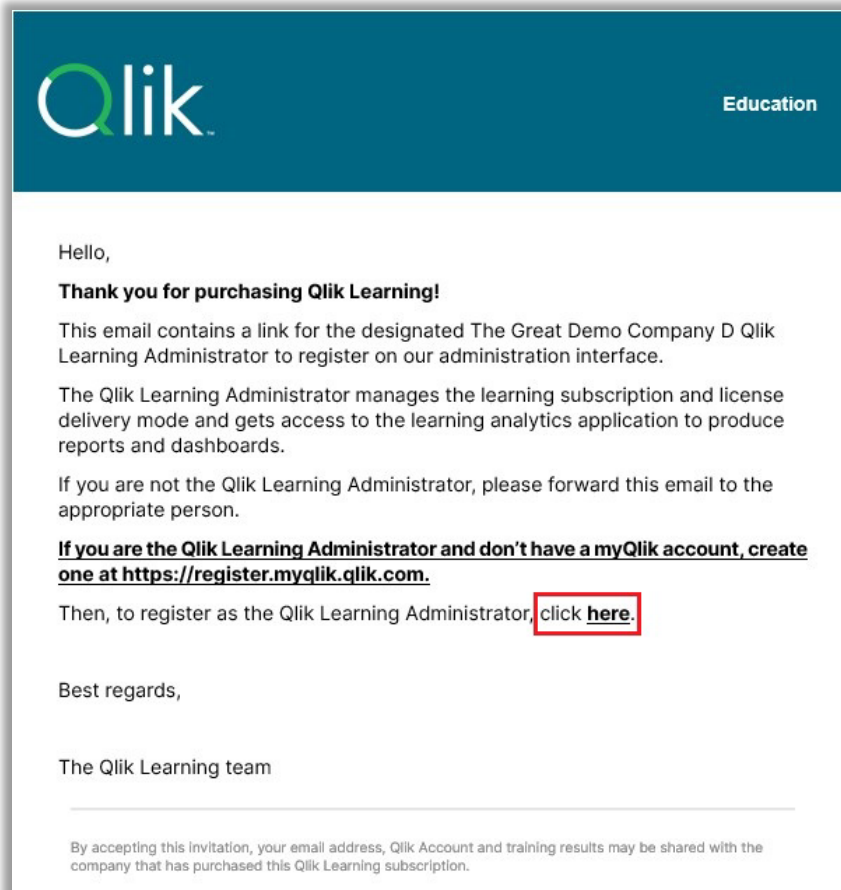
3. After you have successfully created your Qlik identity, you will see your profile information.

Profile information

First name	John	Email	john.doe@ABCCompany.com
Last name	Doe	Telephone	-
Job title	-	Country	United States of America (the)
Company	ABC Company	State/Province	North Carolina



- Next, you need to register as your company's Qlik Learning Administrator. Locate your Qlik Learning Administrator registration email and click the second link.



- Review the information to ensure it is correct, select the Identity Confirmation check box, and click the Submit button.

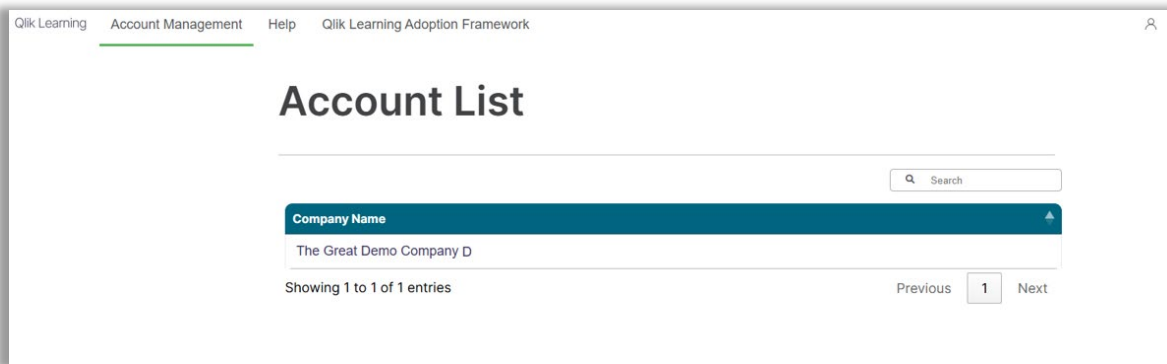


Managing Your Qlik Learning License

Accessing Qlik Learning Using Company Email Domains

NOTE: Partners will use the email domain option only for accessing their licenses.

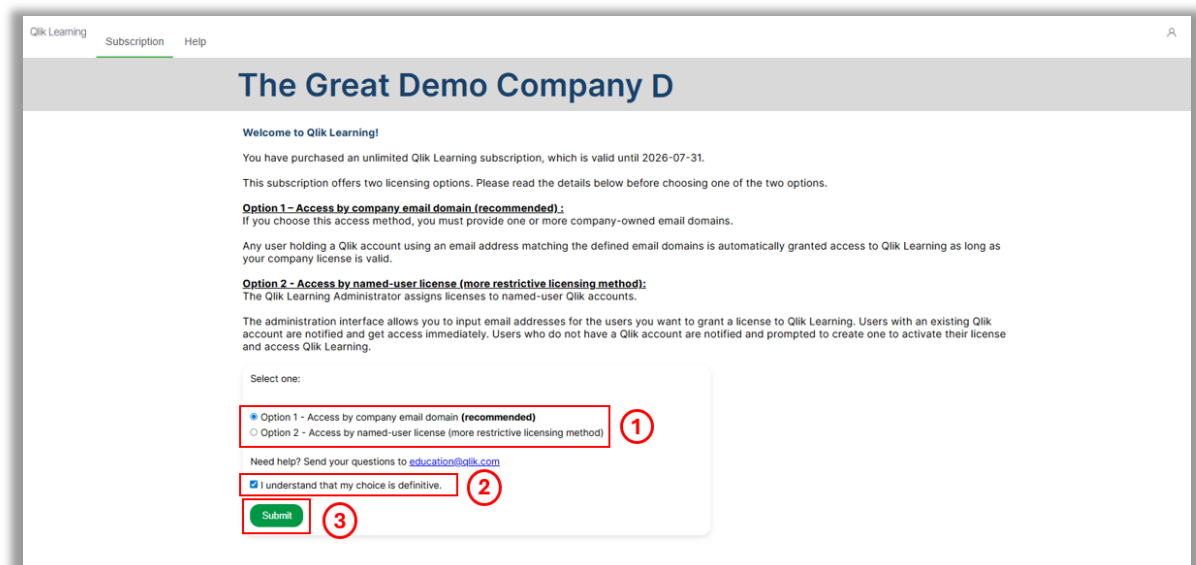
1. After you accept/activate your Qlik admin access, you will be taken to the Account List screen. Click your company's name.



2. When you click your company's name, you will be presented with a screen to choose your licensing options. The administration interface allows you to input email addresses for the users you want to grant a license to Qlik Learning. Users with an existing Qlik account are notified and get access immediately. Users who do not have a Qlik account are notified and prompted to create one to activate their license and access Qlik Learning.

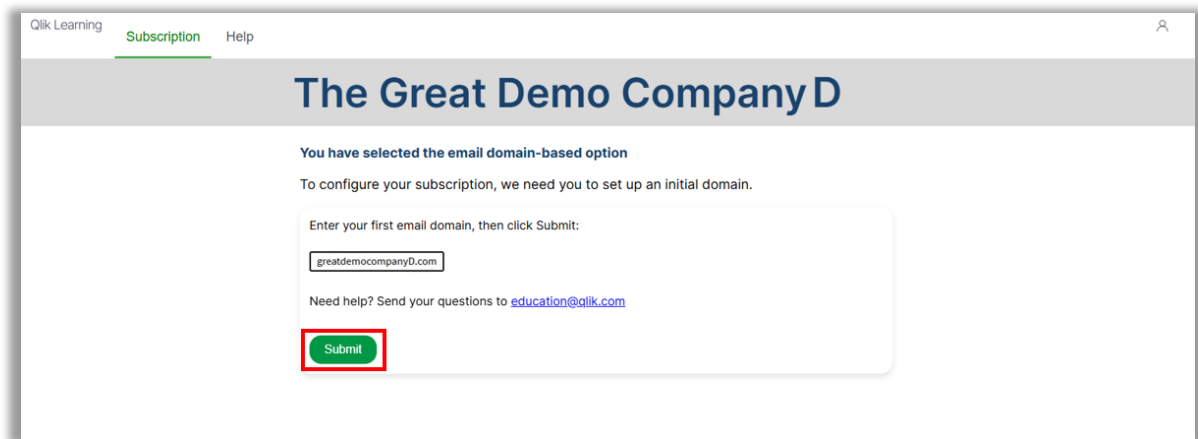
Complete the following:

1. Select Option 1.
 2. Check the box that you understand your choice.
 3. Click the Submit button.
- NOTE: This choice is definitive, and CAN NOT be changed once submitted.**



- Next, add your company email domain name (everything after the @ symbol) and click the Submit button.

NOTE: You will also want to add all variations of your email domain if you have more than one (ex: greatdemocompanyD.com and greatdemocompanyD.ca, etc.).



Qlik Learning Subscription Help

The Great Demo Company D

You have selected the email domain-based option

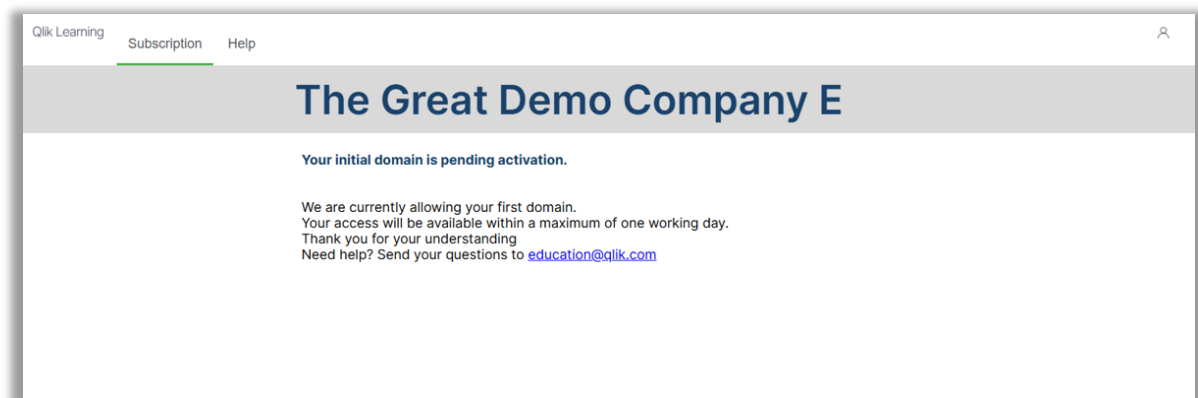
To configure your subscription, we need you to set up an initial domain.

Enter your first email domain, then click Submit:

Need help? Send your questions to education@qlik.com

Submit

- You will receive notification that the Status is Pending Domain Creation.



Qlik Learning Subscription Help

The Great Demo Company E

Your initial domain is pending activation.

We are currently allowing your first domain.
Your access will be available within a maximum of one working day.
Thank you for your understanding
Need help? Send your questions to education@qlik.com



- Once it is approved, the Status becomes Active.
NOTE: Please allow at least 24 hours for approval.

Qlik Learning Account Management Help Qlik Learning Adoption Framework

Account

< Account List

The Great Demo Company D

Subscription Teams Learners

License

Expiration Date	# of Licenses	Domain Count
2026/07/31	Unlimited - Access by company email domain	1/10

Admins

Add an Admin Detach Admin

Search:

Admin Name	Email
<input type="checkbox"/> John Doe	greatdemocompanyD.com

Previous 1 Next

Domains

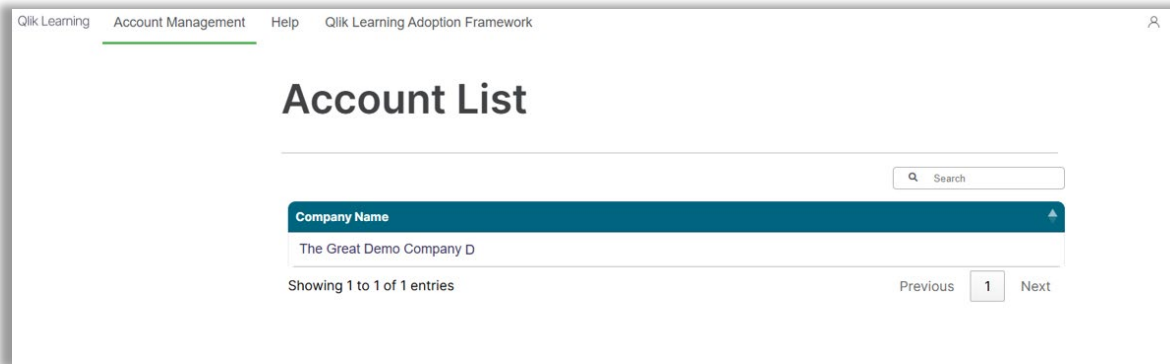
Add a domain

Domain	Status
greatdemocompanyD.com	Active

NOTE: The Learners tab is where administrators can view who has logged in with their email domain.

Accessing Qlik Learning Using a Named User License

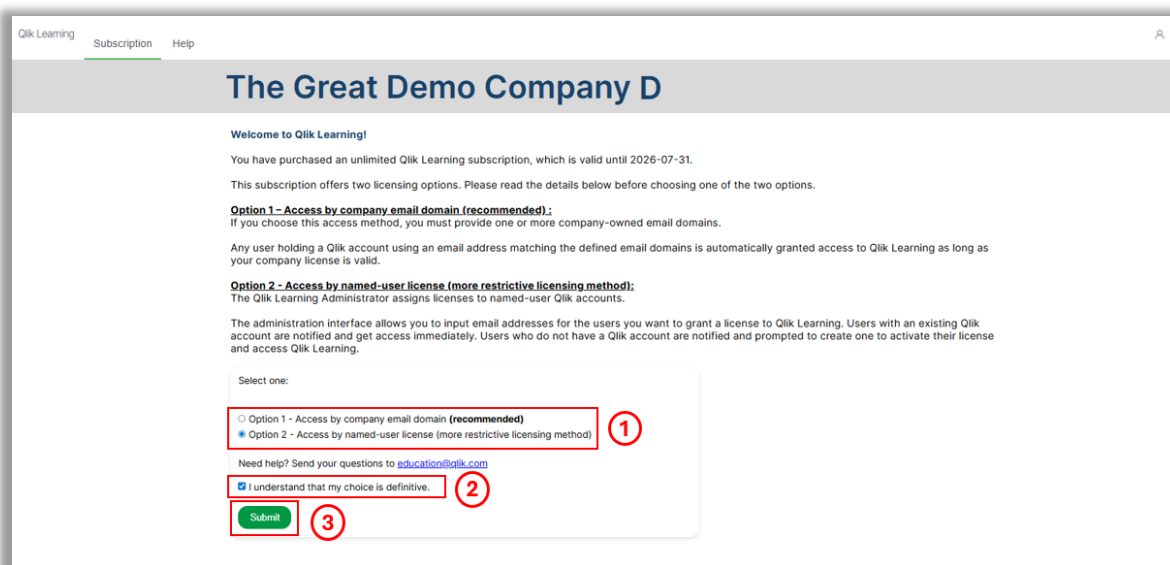
1. After you accept/activate your Qlik admin access, you will be taken to the Account List screen. Click your company's name.



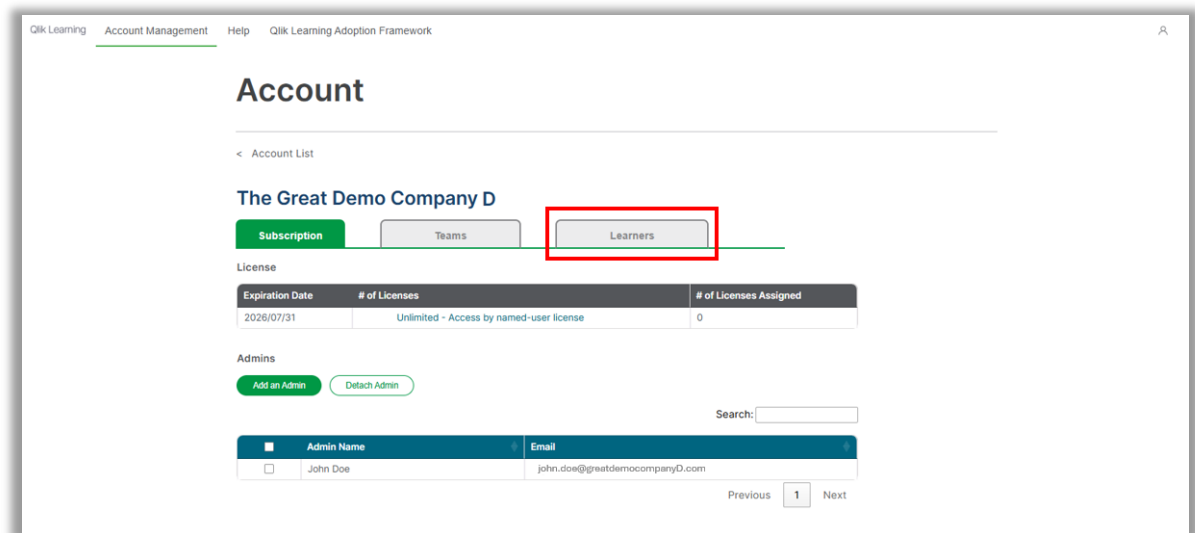
2. When you click your company's name, you will be presented with a screen to choose your licensing options. The administration interface allows you to input email addresses for the users you want to grant a license to Qlik Learning. Users with an existing Qlik account are notified and get access immediately. Users who do not have a Qlik account are notified and prompted to create one to activate their license and access Qlik Learning.

Complete the following:

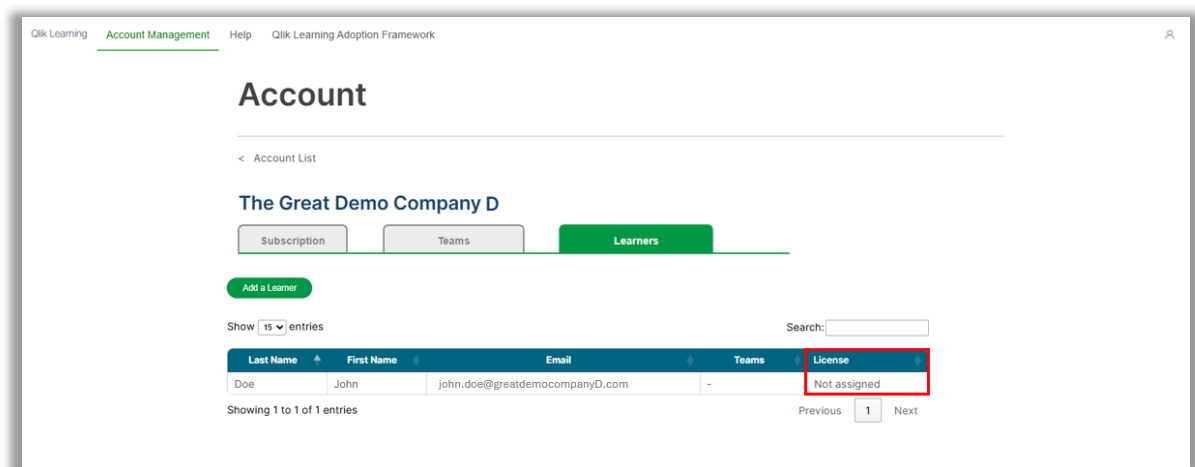
1. Select Option 2.
2. Check the box that you understand your choice.
NOTE: This choice is definitive, and CAN NOT be changed once submitted.
3. Click the Submit button.



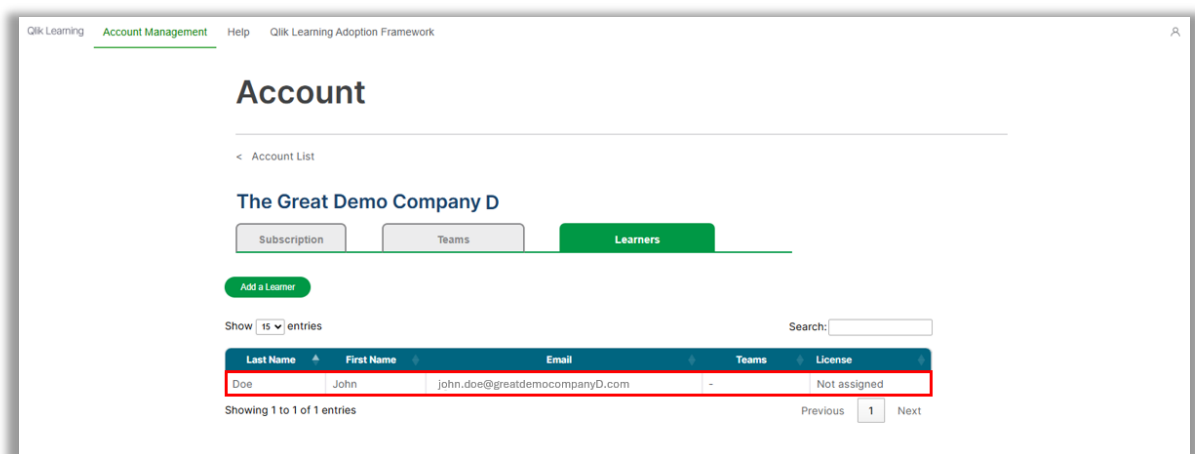
- Click on the Learners tab on the next screen.



- Here you will see that a license has not yet been assigned.



- To add a license to the learner, you may click on either the learners first or last name, email address, or the Not Assigned wording.



- Next, you will click on Assign License and then the Update Learner button.

Update John Doe Information

You update learner information or deactivate learner by filling out the fields below.

Team:

None

☒ Assign License

☐ Deactivate Learner

Update Learner Cancel

- The license status has now been updated to Assigned.

Qlik Learning Account Management Help Qlik Learning Adoption Framework

Account

< Account List

The Great Demo Company D

Subscription Teams **Learners**

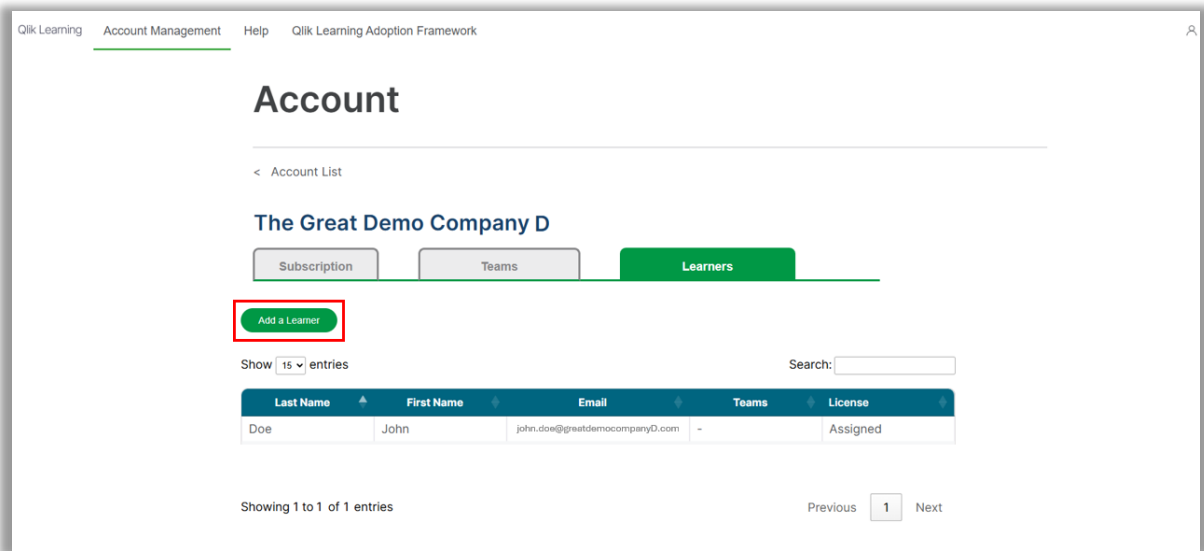
Add a Learner

Show 15 entries Search:

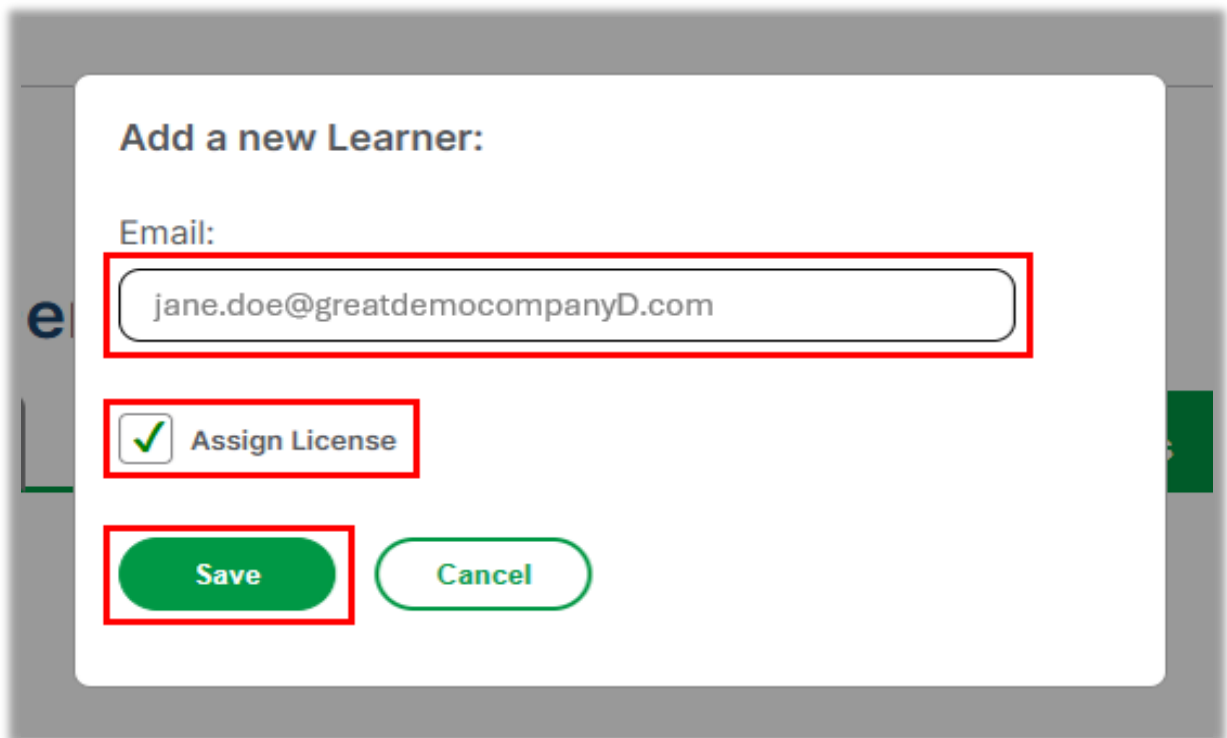
Last Name	First Name	Email	Teams	License
Doe	John	john.doe@greatdemocompanyD.com	-	Assigned

Showing 1 to 1 of 1 entries Previous 1 Next

- To add additional learners who need an assigned license, click the Add a Learner button.



- Enter the email address of the learner, click on Assign License and then the Save button.





10. If the added learner has already created their Qlik Identity, they will show as accepted. However, if they have not, they will show as Pending activation, and an email will be sent to them to accept.

Qlik Learning Account Management Help Qlik Learning Adoption Framework

Account

< Account List

The Great Demo Company D

Subscription Teams **Learners**

Add a Learner

Show 15 entries Search:

Last Name	First Name	Email	Teams	License
Doe	John	john.doe@greatdemocompanyD.com	-	Assigned
Doe	Jane	jane.doe@greatdemocompanyD.com	-	Assigned

Showing 1 to 3 of 3 entries Previous 1 Next

Qlik Learning Account Management Help Qlik Learning Adoption Framework

Account

< Account List

The Great Demo Company D

Subscription Teams **Learners**

Add a Learner

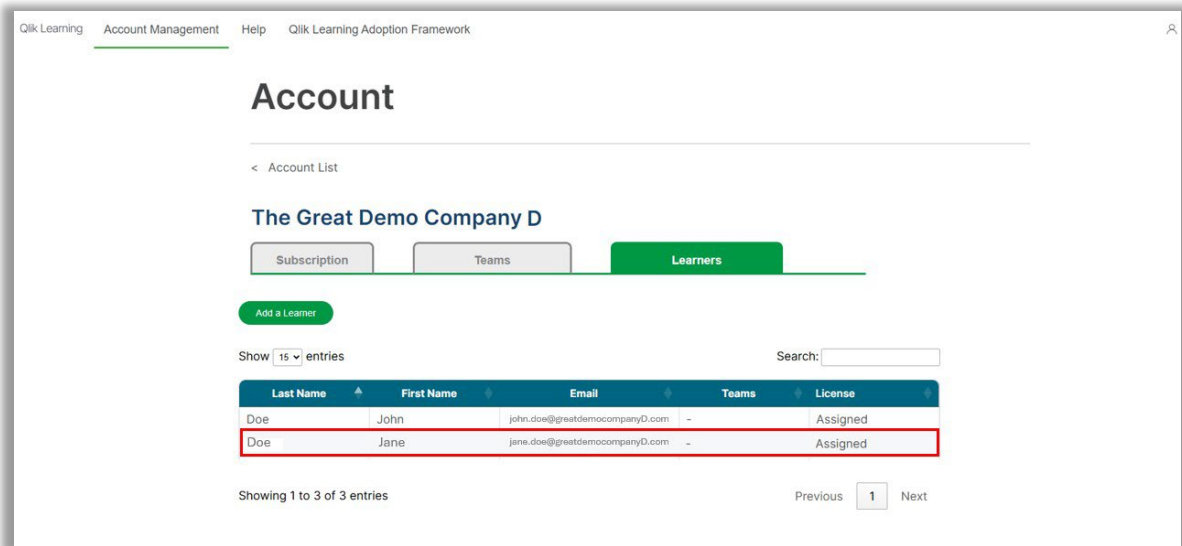
Show 15 entries Search:

Last Name	First Name	Email	Teams	License
Doe	John	john.doe@greatdemocompanyD.com	-	Assigned
Pending activation	Pending activation	jane.doe@greatdemocompanyD.com	Pending activation	Pending activation

Showing 1 to 2 of 2 entries Previous 1 Next

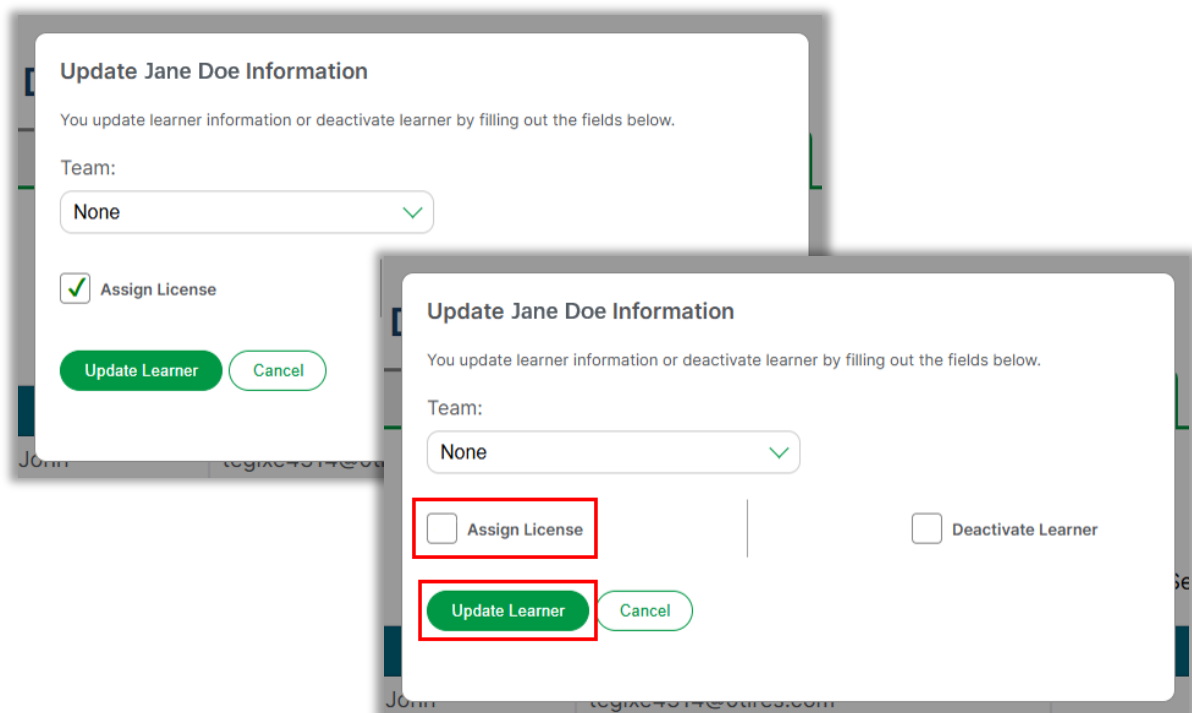
Removing Assigned Licenses for Named User Licenses Only

1. You can remove a learner's subscription after the user accepts the invitation. Locate the learners name under the Learners tab and click on their name.



2. On the next screen uncheck the Assign License box and click on the Update Learner button.

NOTE: The only time you would want to check the Deactivate Learner box would be if the user has left the company.



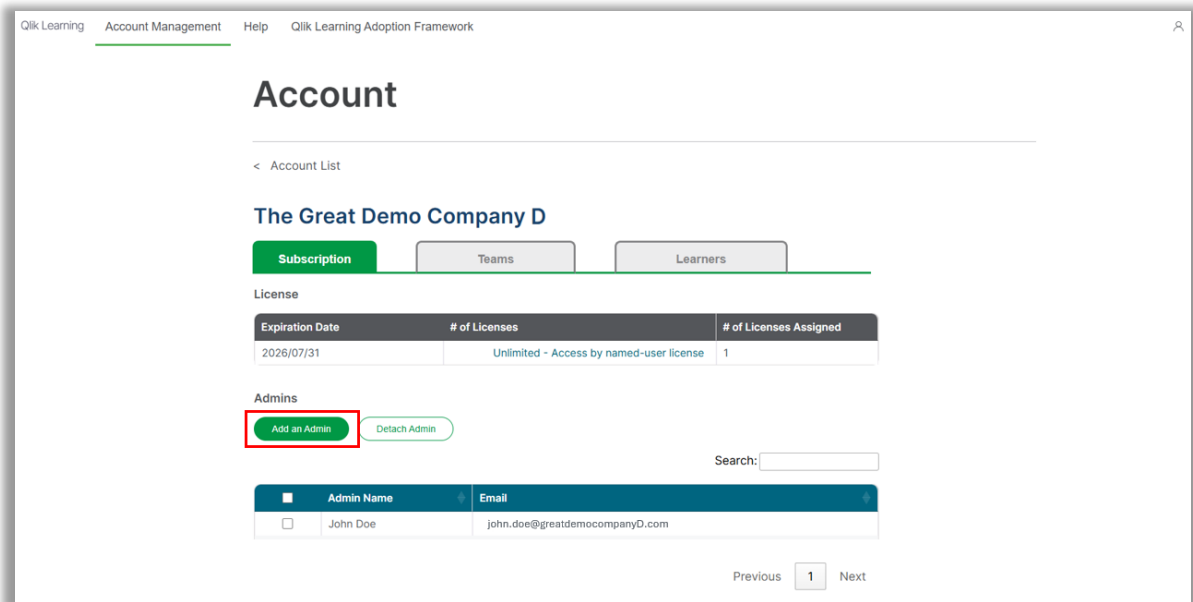
3. The license should now show as Not assigned.

The screenshot shows the 'Account Management' section of the Qlik Learning Admin Guide. The 'Learners' tab is selected for 'The Great Demo Company D'. A red box highlights the 'Add a Learner' button. Below this, a table displays learner information. The table has columns for Last Name, First Name, Email, Teams, and License. The entry for 'Doe, Jane' is highlighted in red, showing a 'Not assigned' license.

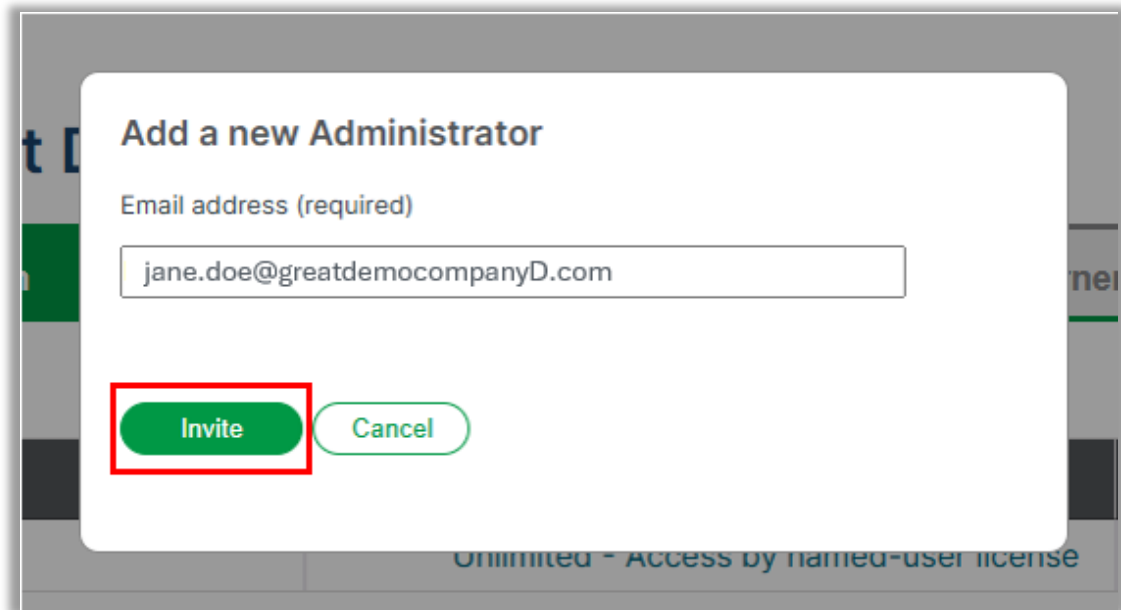
Last Name	First Name	Email	Teams	License
Doe	John	john.doe@greatdemocompanyD.com	-	Assigned
Doe	Jane	jane.doe@greatdemocompanyD.com	-	Not assigned

Inviting or Removing an Administrator

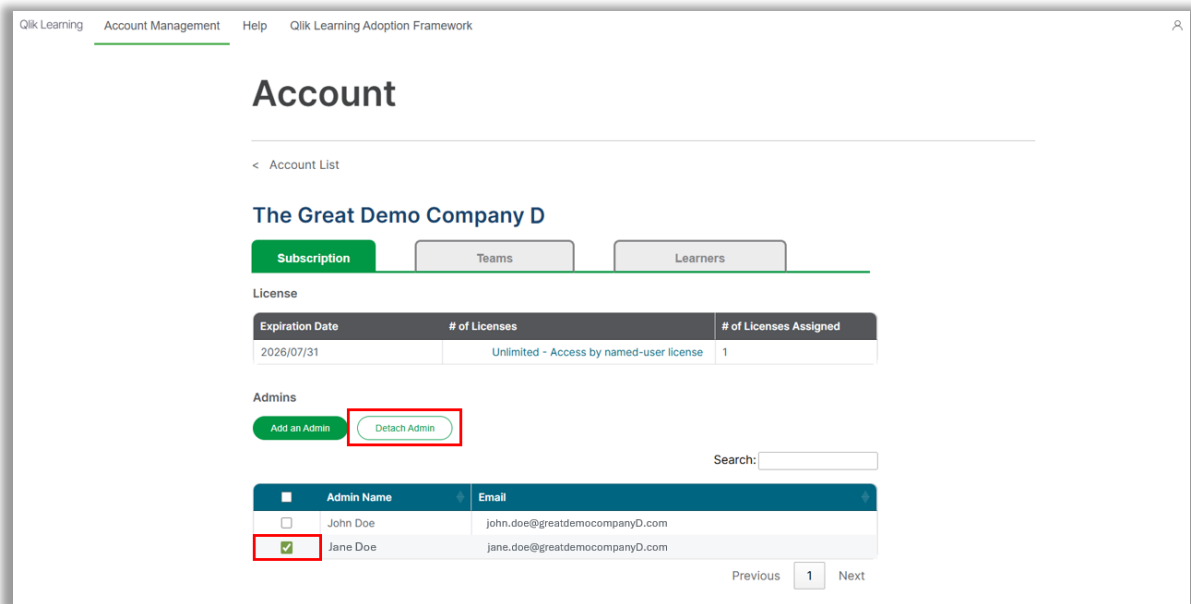
1. In the Subscription tab, click on the Add an Admin button.



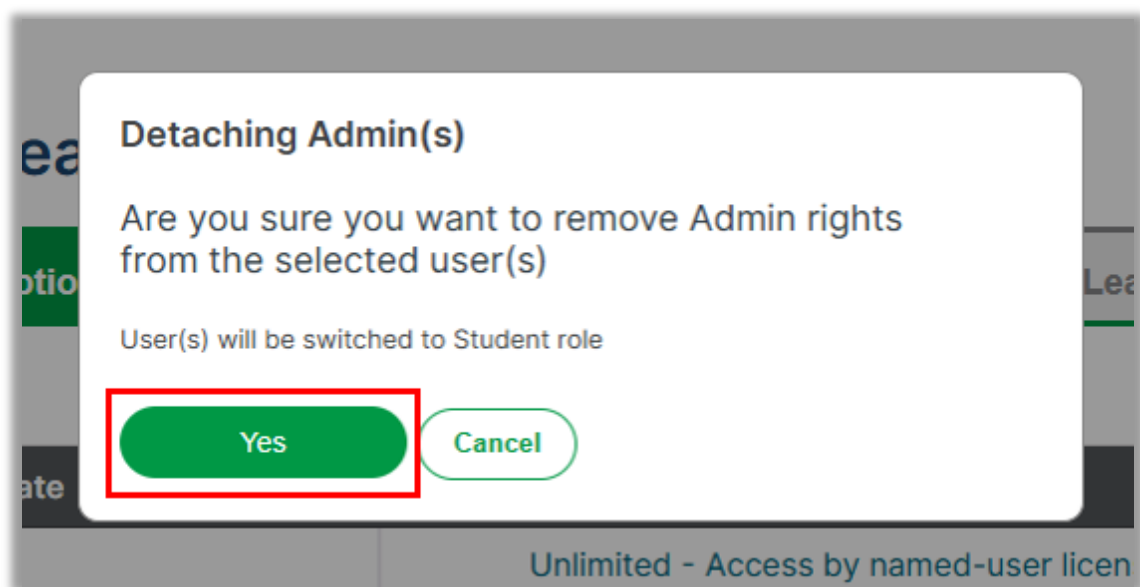
2. Enter the email address of the admin you want to add and click on the Invite button. They will be sent an email with instructions on how to access the system.



- To remove an admin, select the name of the admin you want to remove and then click on the Detach Admin button.

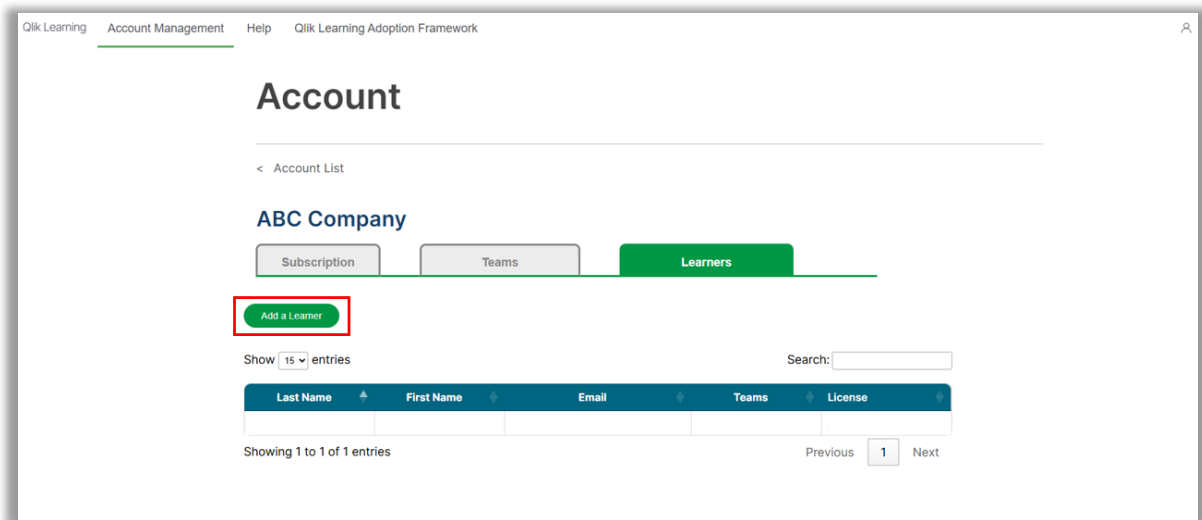


- On the next screen, click on the Yes button to confirm removal of the admin. They will then be removed from the list of active admins.



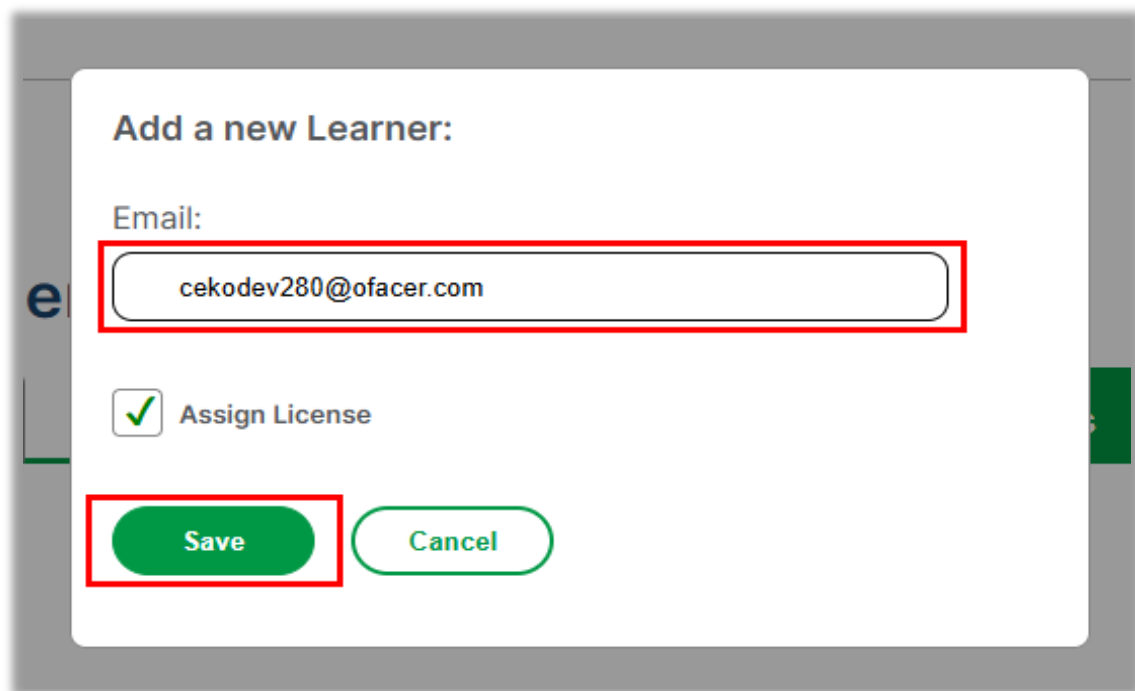
Adding Team Members

1. In the Learners tab, click on the Add a Learner button.

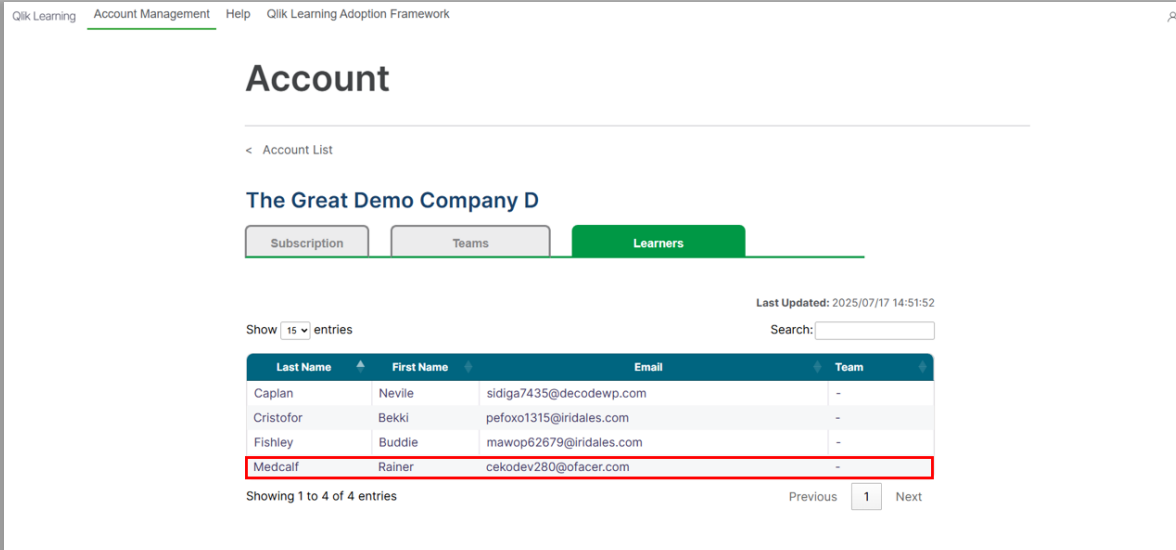


2. Next, enter the email address of the learner and click the Save button.

NOTE: Please ensure the Assign License checkbox has a checkmark in it.



- The new learner will now appear on the list.



Qlik Learning Account Management Help Qlik Learning Adoption Framework

Account

< Account List

The Great Demo Company D

Subscription Teams **Learners**

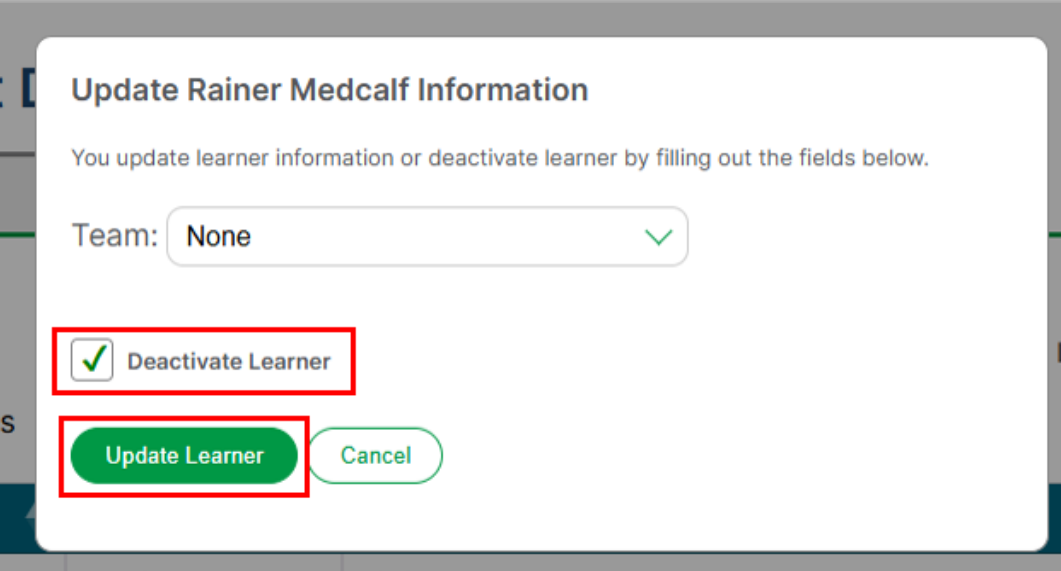
Last Updated: 2025/07/17 14:51:52

Show 15 entries Search:

Last Name	First Name	Email	Team
Caplan	Nevile	sidiga7435@decodewp.com	-
Cristofor	Bekki	pefoxo1315@iridales.com	-
Fishley	Buddle	mawop62679@iridales.com	-
Medcalf	Rainer	cekodev280@ofacer.com	-

Showing 1 to 4 of 4 entries Previous 1 Next

- To remove a learner, select the name to be removed and click on it. On the next screen check the Deactivate Learner checkbox and click on the Update Learner button.



Update Rainer Medcalf Information

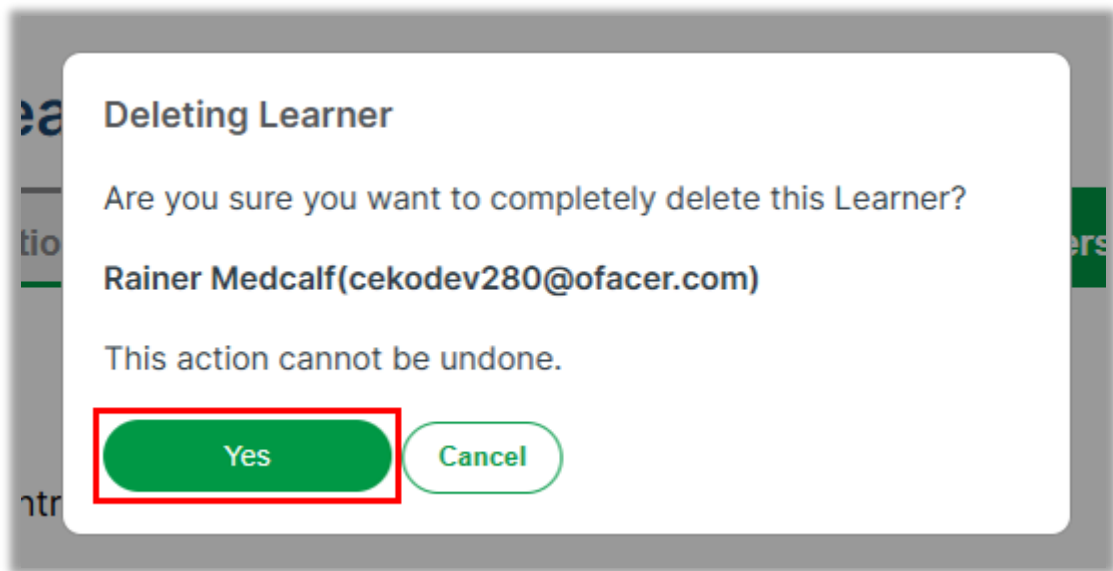
You update learner information or deactivate learner by filling out the fields below.

Team: None ✓

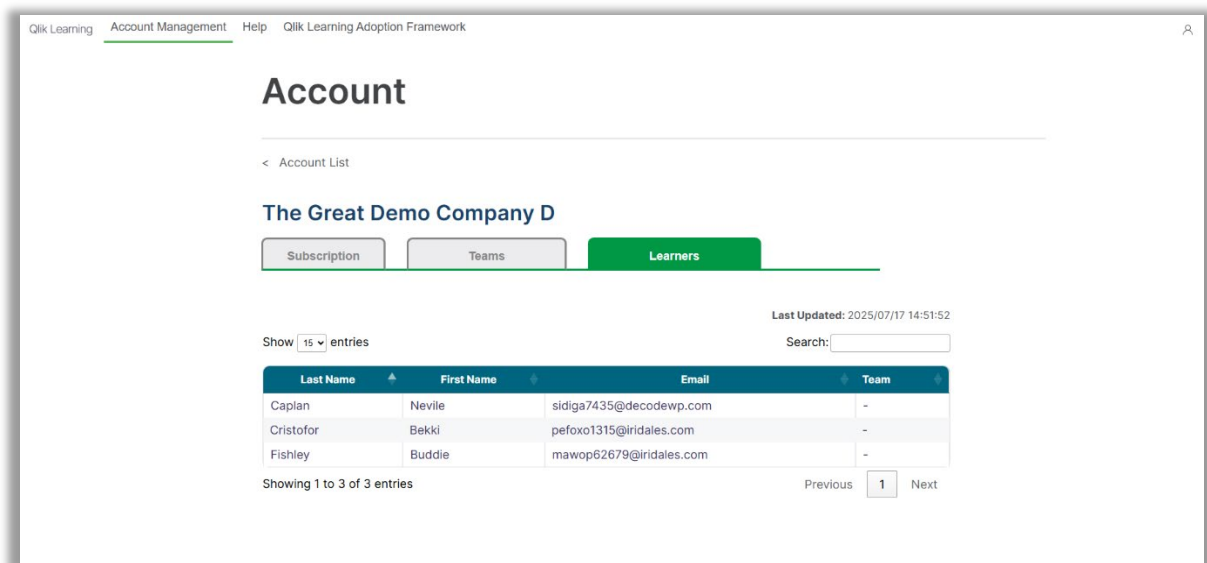
☒ Deactivate Learner

Update Learner Cancel

- Click on the Yes button to confirm the removal.

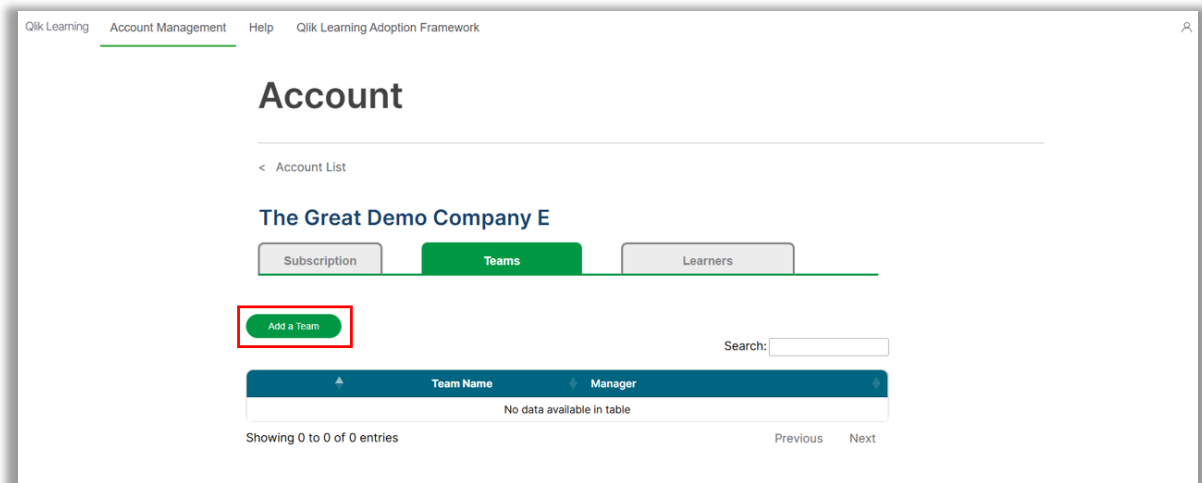


- The learners' name will no longer appear on the list.

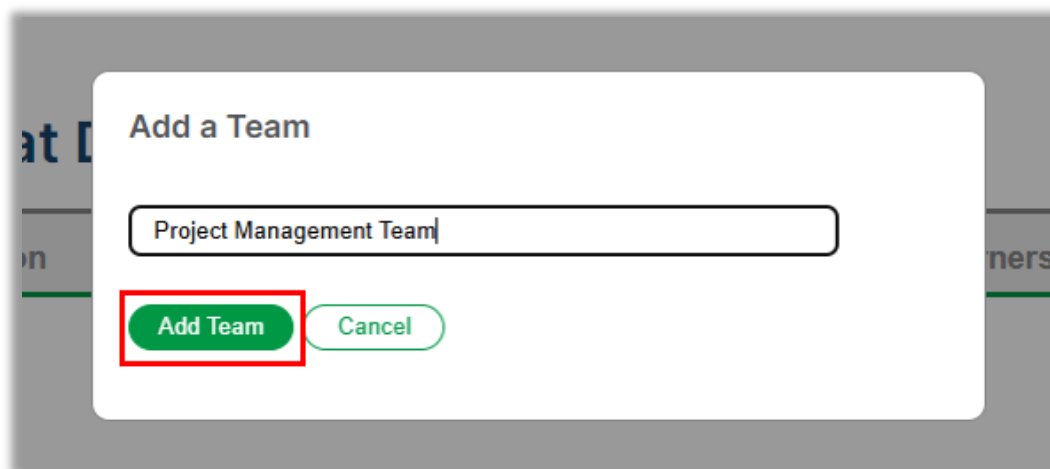


Creating a Team List

1. Click on the Teams tab on the Account Management page, then click on the Add a Team button.



2. On the next screen enter the name of the team you want to create and then click on the Add Team button.



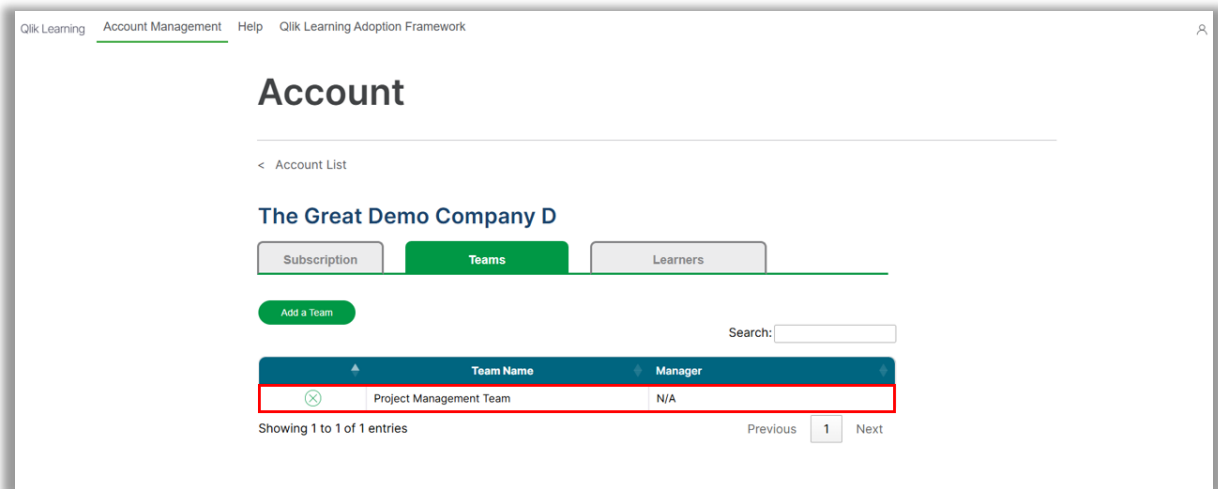
3. The new team will be added to your list.

The screenshot shows the 'Account Management' section of the Qlik Learning Admin Guide. The page title is 'Account'. Below the title, there is a breadcrumb link '< Account List'. The main heading is 'The Great Demo Company E'. Below this, there are three tabs: 'Subscription', 'Teams', and 'Learners'. The 'Teams' tab is currently selected. Below the tabs, there is a green button labeled 'Add a Team' and a search bar labeled 'Search:'. Below the search bar, there is a table with two columns: 'Team Name' and 'Manager'. The table contains one entry: 'Project Management Team' with a manager of 'N/A'. The entry is highlighted with a red border. Below the table, there is a pagination bar that says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

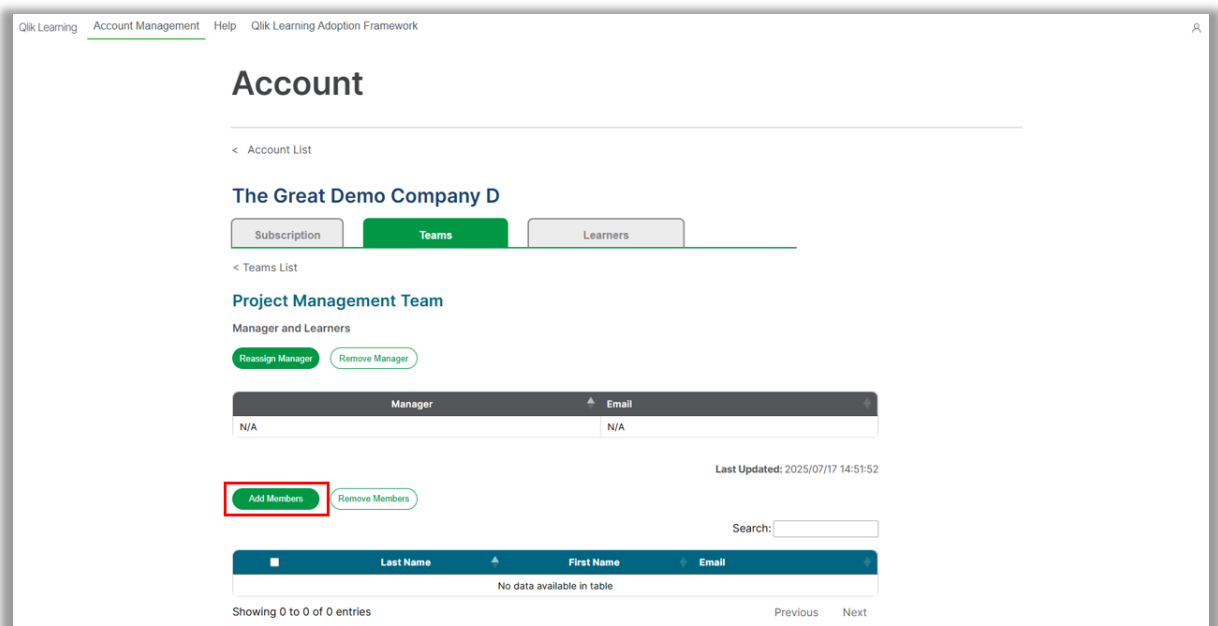
Team Name	Manager
Project Management Team	N/A

Assigning Learners to a Team

1. In the Teams tab, locate the name of the team you need to assign learners to and click on it.



2. On the next screen, click on the Add Members button.



3. Select the learners you want to add to the team and click on the Assign User button.

Assigning Members

Search:

<input type="checkbox"/>	Last Name	First Name	Email	Current Team
<input checked="" type="checkbox"/>	Caplan	Nevile	sidiga7435@decodewp.com	-
<input checked="" type="checkbox"/>	Cristofor	Bekki	pefoxo1315@iridales.com	-
<input checked="" type="checkbox"/>	Fishley	Buddie	mawop62679@iridales.com	-

Showing 1 to 3 of 3 entries

Previous 1 Next

4. The selected learners will now show in the list for the assigned team.

Qlik Learning Account Management Help Qlik Learning Adoption Framework

Account

< Account List

The Great Demo Company D

Subscription **Teams** Learners

< Teams List

Project Management Team

Manager and Learners

Manager	Email
N/A	N/A

Last Updated: 2025/07/17 14:51:52

Search:

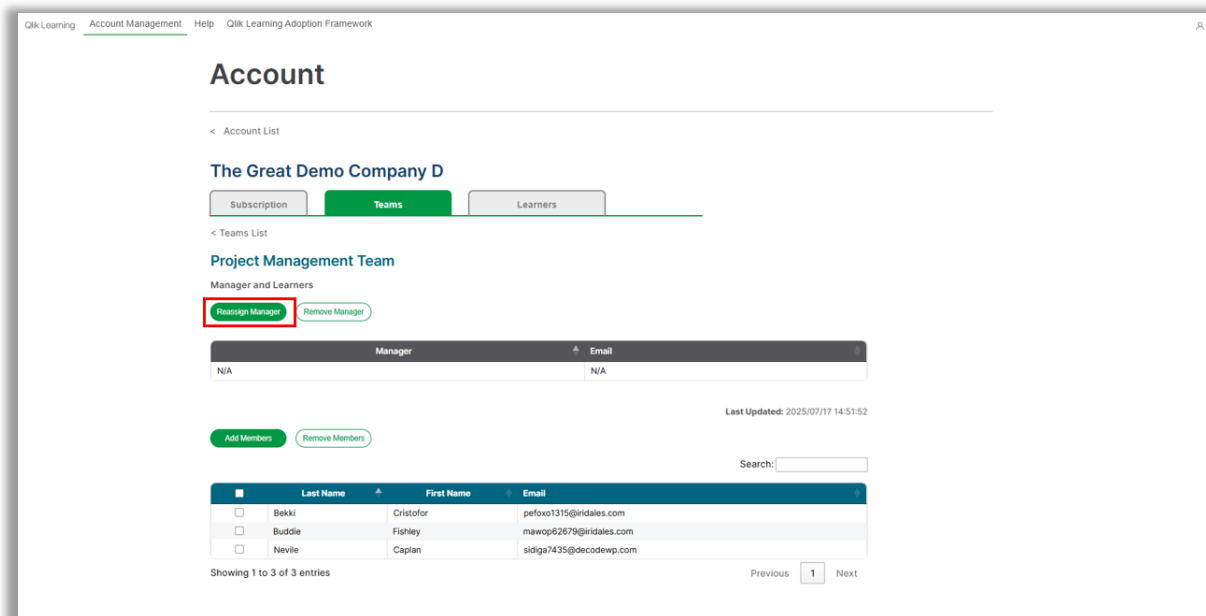
<input type="checkbox"/>	Last Name	First Name	Email
<input type="checkbox"/>	Bekki	Cristofor	pefoxo1315@iridales.com
<input type="checkbox"/>	Buddie	Fishley	mawop62679@iridales.com
<input type="checkbox"/>	Nevile	Caplan	sidiga7435@decodewp.com

Showing 1 to 3 of 3 entries

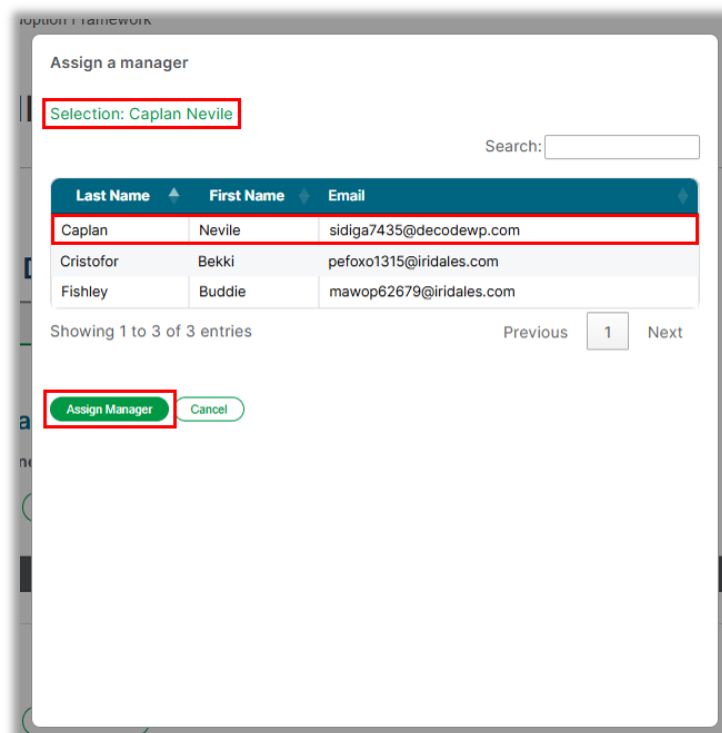
Previous 1 Next

Assigning or Removing a Manager

7. In the Teams tab, locate and click on the Reassign Manager button.



8. On the next screen, locate and click on the name of the manager you want to add to the team from the list provided. Double check that the selected name also shows in the top left-hand corner next to the word selection before you click the Assign Manager button.



9. The manager's name will now appear on the list.

The screenshot shows the 'Account' page in the Qlik Learning Admin Guide. The breadcrumb trail is 'Account Management > Account List'. The page title is 'Account'. Below the title, there's a section for 'The Great Demo Company D' with tabs for 'Subscription', 'Teams', and 'Learners'. The 'Teams' tab is selected, showing a 'Teams List' with one team: 'Project Management Team'. Under this team, there's a 'Manager and Learners' section. A 'Reassign Manager' button is visible. Below it, a table lists the manager and learners. The manager is 'Neville Caplan' with email 'sidgs7435@decodewp.com'. Below the manager table, there's a table for learners. The table has columns for 'Last Name', 'First Name', and 'Email'. The learners listed are 'Bekki' (Cristofor, pefoxo1315@gridales.com) and 'Buddie' (Fishley, mawop62679@gridales.com). The page also shows 'Last Updated: 2025/07/17 14:51:52' and a search bar.

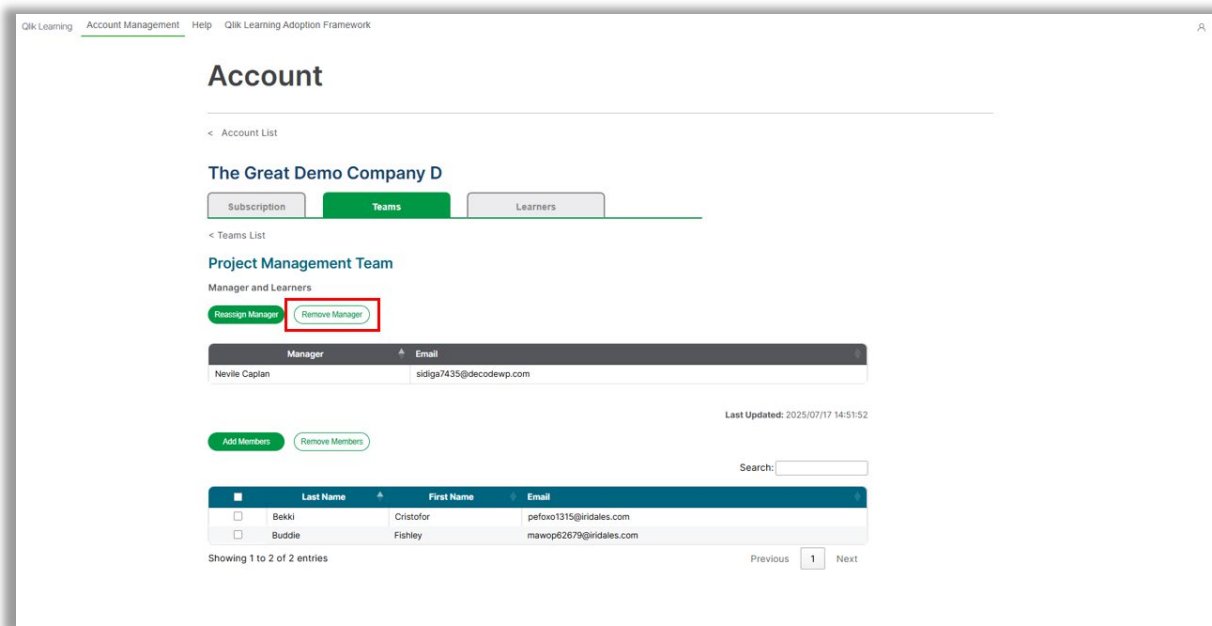
Manager	Email
Neville Caplan	sidgs7435@decodewp.com

	Last Name	First Name	Email
<input type="checkbox"/>	Bekki	Cristofor	pefoxo1315@gridales.com
<input type="checkbox"/>	Buddie	Fishley	mawop62679@gridales.com

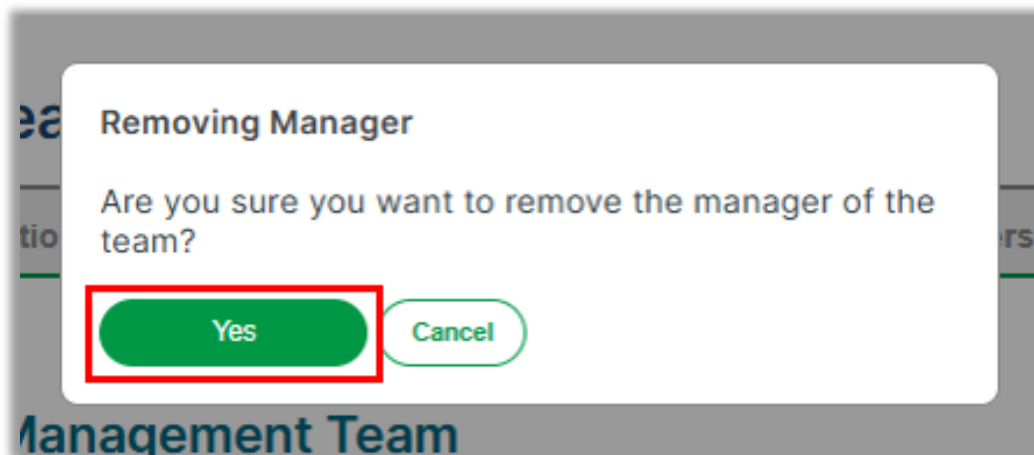
10. Once a manager has been assigned, they will then see the Manage button in the top navigation and will be able to enroll learners into required or recommended training.

The screenshot shows the 'Manage' page in the Qlik Learning Admin Guide. The breadcrumb trail is 'Qlik Learning > Home > Events > Manage > Help > My Learning'. The page features a large circular graphic with the Qlik logo and the text 'Ready, Set, Go!'. To the right, there's a section titled 'VIRTUAL TOUR' with the heading 'Getting Started with Qlik Learning'. Below the heading, there's a paragraph: 'Something seems...different. Learn why we built a new Qlik Learning and how to use it. Earn the Ready, Set, Go! badge after you finish the course.' A 'Get Learning' button is located at the bottom of this section.

11. To remove the manager, click on the Remove Manager button.



12. Click on the Yes button to confirm removal.





13. The new manager's name will now be removed from the team.

Qlik Learning

Account Management

Help

Qlik Learning Adoption Framework

Account

< Account List

The Great Demo Company D

Subscription

Teams

Learners

< Teams List

Project Management Team

Manager and Learners

Reassign Manager

Remove Manager

Manager	Email
N/A	N/A

Last Updated: 2025/07/17 14:51:52

Add Members

Remove Members

Search:

	Last Name	First Name	Email
<input type="checkbox"/>	Bekki	Cristofor	peflowo1315@iridates.com
<input type="checkbox"/>	Buddie	Fishley	mawop62679@iridates.com
<input type="checkbox"/>	Neville	Caplan	sidiga7435@decodewp.com

Showing 1 to 3 of 3 entries

Previous

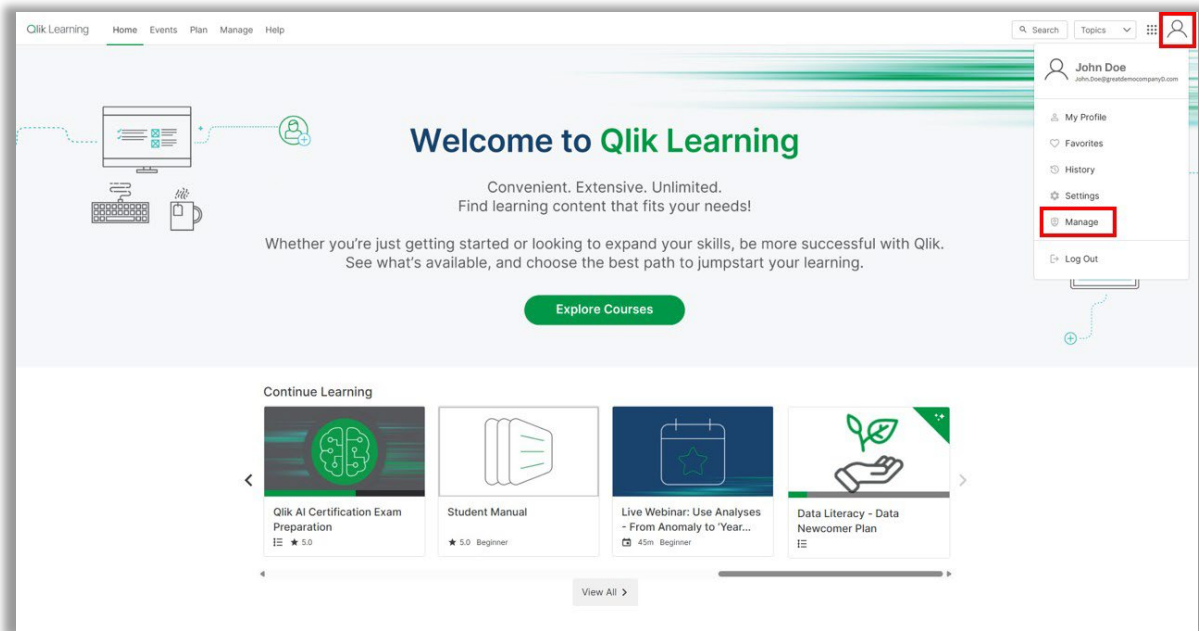
1

Next

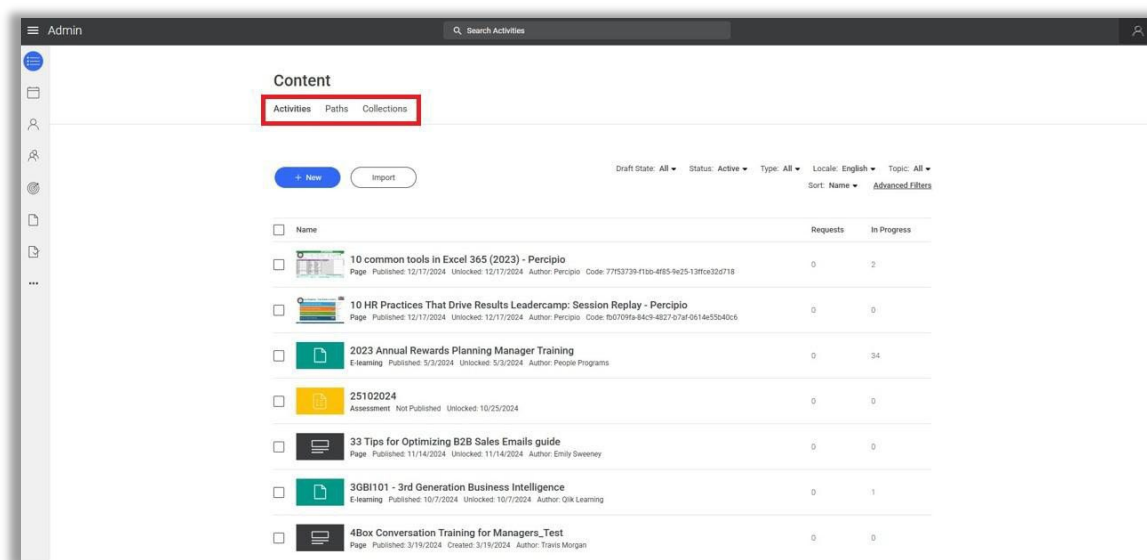


Enrolling Learners in Training

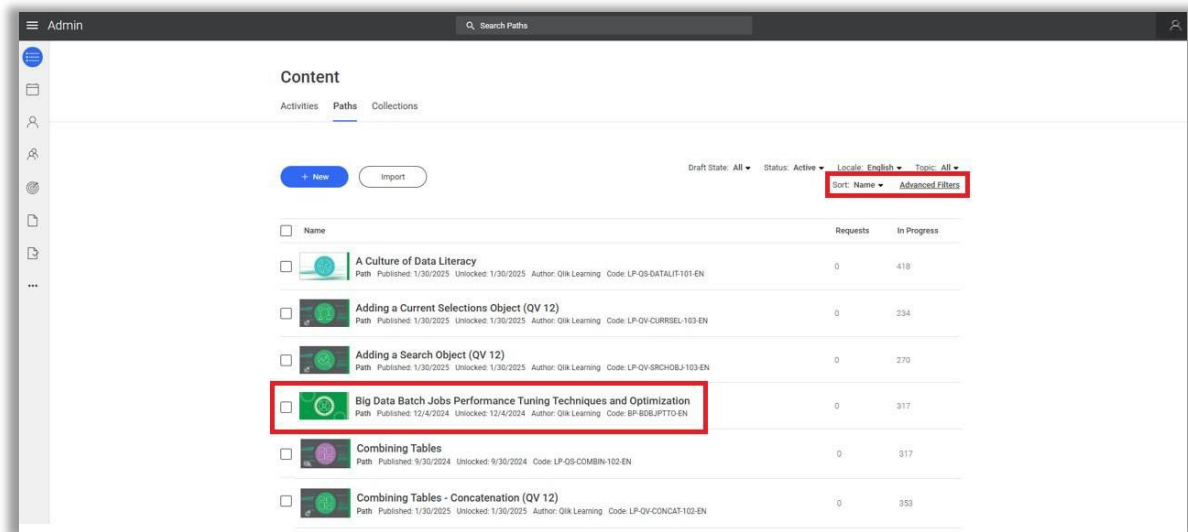
1. Log in into your admin account, click the Profile button at the top right of your dashboard, and click the Manage link in the drop-down.



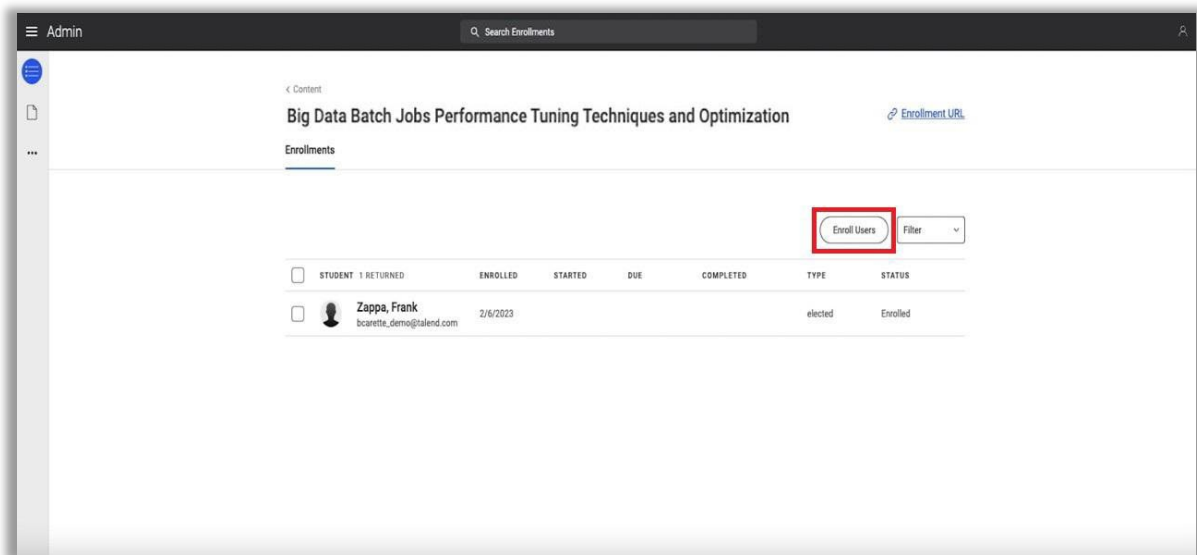
2. You will then be directed to the content page. Here you can choose different types of content, such as Activities, Paths, and Collections.



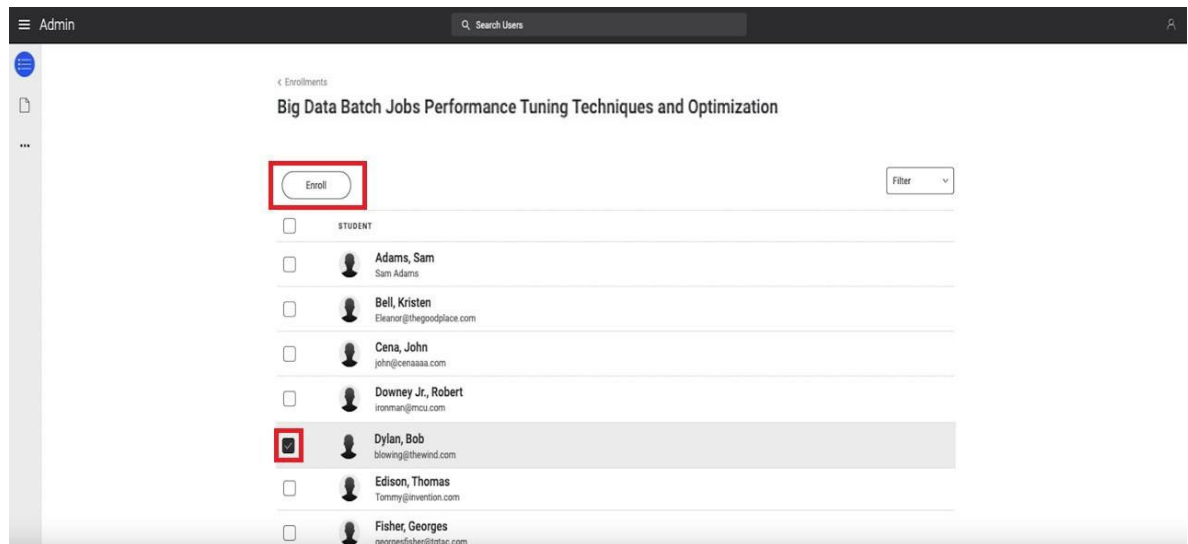
- Next, click the Paths tab. Here you can browse all the learning content available. You can adjust the filters and sort options to narrow your search. Once you have found the content you are looking for, click the title.



- On the next page, you will see the learners already enrolled in this path. Click the Enroll Users button to enroll other learners.



5. Here you will see all the available learners in your organization. Select the user you would like to enroll by clicking the box next to their name and click the Enroll button.



6. On this screen, you will be able to:
 1. Assign a due date for the training.
 2. Make the training either Recommended or Required.
 3. Provide a reason why they need to complete this training.

Once you have completed filling out the information, click the Save button to finalize the enrollment.

The 'NEW ENROLLMENT' form is shown with the following fields and values:

- Due:** A date input field, circled with a red circle 1.
- Status:** A dropdown menu with 'in-progress' selected.
- Type:** Radio buttons for 'Recommended' (selected) and 'Required', circled with a red circle 2.
- Recommended by:** A text field with 'Sam Adams' entered.
- Reason:** A text area, circled with a red circle 3.
- Save:** A blue button at the bottom.



Notes

1. Invitation links are unique to the user and can only be accepted once. Therefore, only the intended recipient should click on the invite link. If another user clicks on this link, the invite will then be associated with that user's account.
2. A Qlik Identity and password is required to access the Qlik Learning Admin Portal.

For questions, please contact Education@qlik.com