

# How to Search & Take LinkedIn Learning Courses in KLPM

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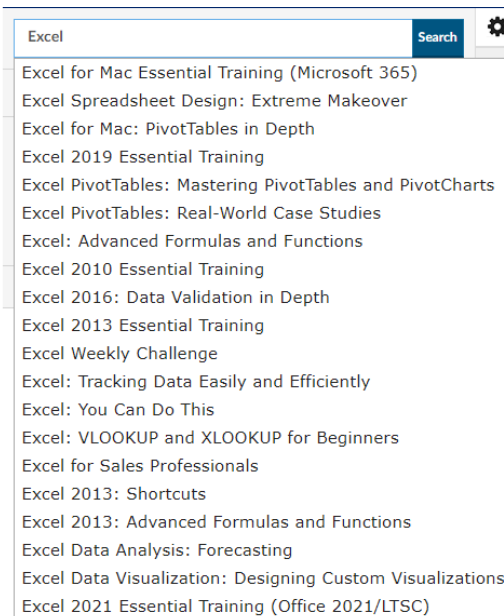
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## Search for Course

1. Click the **Search** tab.



2. There are multiple ways to search.
  - a. **Type** in all or part of a course name and review the auto-fill options. Click the **course** you are interested in.



- b. **Type** in all or part of the course name then click the **Search** button to view all options.

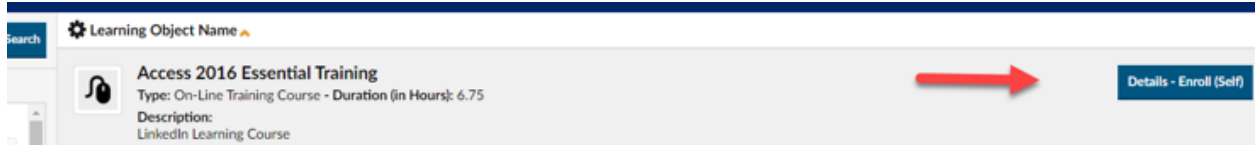
The screenshot shows a search interface with a dark blue header. On the left, under 'Search Criteria', there is a search bar containing the text 'Excel' and a 'Search' button. Below the search bar are sections for 'Catalog' and 'Learning Object Type'. The 'Learning Object Type' section has radio buttons for 'All' (selected), 'Classroom', 'Online', and 'Certification'. On the right, under 'Results', there are three course listings, each with a padlock icon, a title, and a description. The first course is '20 Nano Tips for Maximizing Excel with Mike Tholfsen' (0.20 hours). The second is 'Access 2019: Building Dashboards for Excel' (1.78 hours). The third is 'Access Basics for Excel Users' (0.45 hours). Red arrows point from the search bar to the 'Search' button and from the 'Search' button to the first result.

- c. Click **Catalog** and click the **plus sign** to expand the Catalog. Expand the **LinkedIn Learning Catalog**. Expand each topic to reveal subtopics. Click the **box to the left of the subtopic folder** to review the courses within.

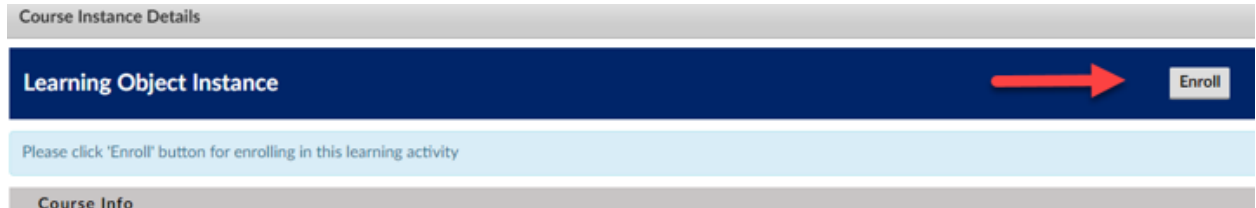
This screenshot shows the search interface with the 'Catalog' section expanded. The 'Search Criteria' section is empty. The 'Catalog' section shows a tree view of folders: 'Catalog', 'DofA CATLOG', 'KANSAS CATALOG', 'LinkedIn Learning Catalog', and 'Business'. The 'Business' folder is expanded, showing subfolders like 'Business Analysis and Strategy', 'Business Software and Tools', 'Career Development', 'Customer Service', and 'Diversity, Equity, and Inclusion (DEI)'. Red arrows point to the 'Catalog' folder, the 'LinkedIn Learning Catalog' folder, the 'Business' folder, and the 'Business Software and Tools' subfolder. The 'Results' section on the right shows three course listings: 'Access 2016 Essential Training' (6.75 hours), 'Access 2019: Forms and Reports' (4.00 hours), and 'Access: Building a Sales Database' (2.23 hours). A navigation bar at the top right includes 'Overview', 'Profile', and 'Search'.

## Enroll in Course

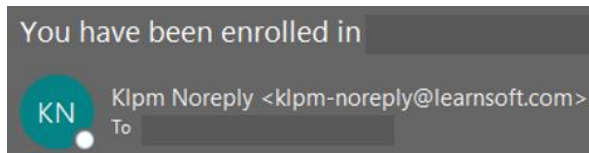
1. Click the **Details – Enroll (Self)** button.



2. Click the **Enroll** button.



3. You will receive an enrollment confirmation email from [klpm-noreply@learnsoft.com](mailto:klpm-noreply@learnsoft.com).



4. Click the **Overview** tab at the top and view the course below on your dashboard.  
\*If you choose to not take a nonrequired course, you can click the **Unenroll** button to the right of the Launch button on the course row. Required courses will not have the Unenroll option.

Kansas

Click here for a quick tour!

Overview Profile Search Help Performance

### User Dashboard

<b>1</b> Upcoming Courses 1 Online / 0 Classroom <b>0 Course(s) In Progress</b>	<b>Past Due</b> 0	<b>Hours in Training</b> 0 0 Online / 0 Classroom	 You are up to date!
	<b>Certifications</b> 0 Due Soon / 0 Overdue	<b>Total Credits</b> 0 .0 Hours / .0 Units / .0 Others	
<b>0</b> Completed Courses 0 Online / 0 Classroom / 0 Others <b>Print Transcripts Report</b>	<b>Incomplete Evaluations</b> 0	<b>Printable Certificates</b> 0	
<b>Courses</b> Certifications Assignments			

My Task Displaying Courses

Course

Access 2016 Essential Training More Info

Enrollment Type: Elective (Self)  
Duration (In Hours): 6.75

Online **Launch** **Unenroll**

## Launch & Complete LinkedIn Learning Course

1. Click the **Launch** button next to the Online button on the course row.

The screenshot shows a 'My Task' header with a 'Displaying Courses' dropdown. Below it is a 'Course' section with a gear icon. The course title is 'Access 2016 Essential Training' with a 'More Info' link. Below the title are 'Enrollment Type: Elective (Self)' and 'Duration (In Hours): 6.75'. To the right of the course information are three buttons: 'Online', 'Launch', and 'Unenroll'. A red arrow points from the course title area to the 'Launch' button.

2. The WBT Launcher window opens. \*Do NOT close this window until you are done taking the course. This will allow KLPM to talk to LinkedIn Learning and record your course progress and completion. Click the **Launch** button to start taking the course.

The screenshot shows a 'WBT Launcher' window with a title bar 'WBT Launcher' and a header 'Access 2016 Essential Training'. The main content area contains the text: 'This course requires a State of Kansas LinkedIn Learning employee account. Login will be required. [More Information](#)'. Below this text is a red arrow pointing to a 'Launch' button. At the bottom, there are three numbered instructions in grey boxes:

1. Important! Do Not Close  
Do not close this WBT Launcher window. This window allows the course to communicate with the LMS.
2. Take Course  
Click the Launch link above to start. The course will open in a new window. Complete the course.
3. Complete Course  
When the course is complete, return to this page. Click the EXIT button to finish (located in the top right of the page).

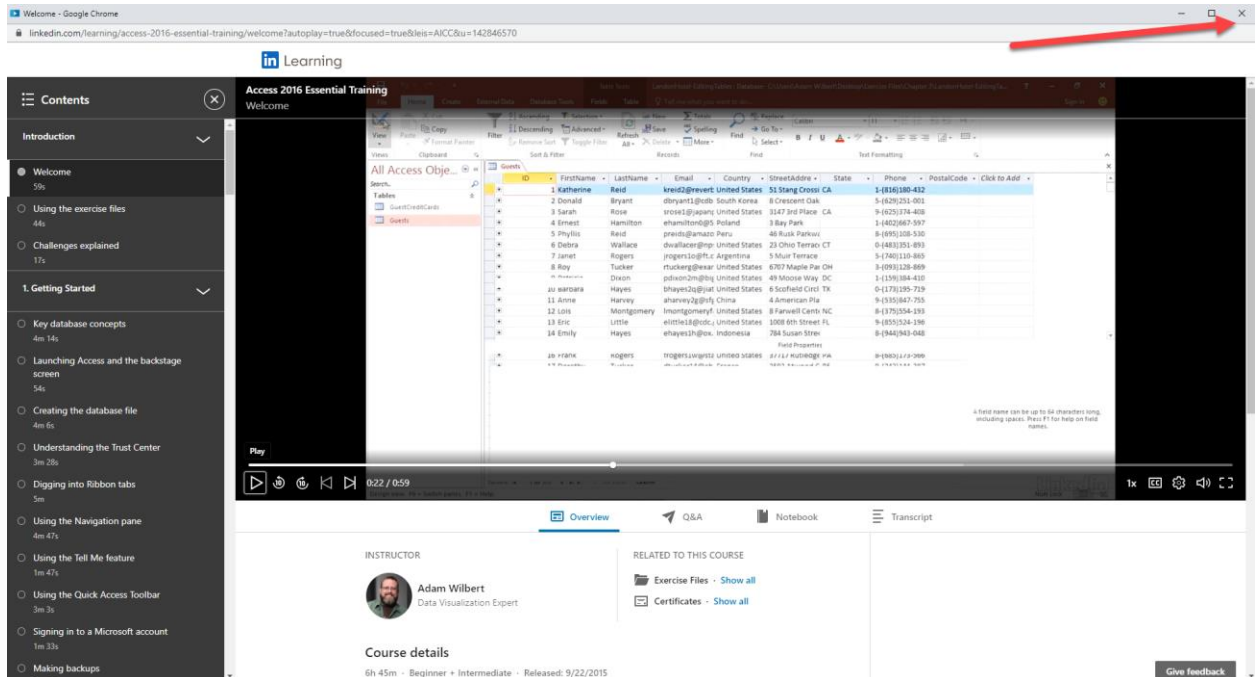
- If prompted to sign in, enter your **agency work email address** in the Email field and click the **Continue** button. Then enter your **password** in the Use your LinkedIn password field and click the **Continue** button.

The image displays two screenshots of the LinkedIn Learning sign-in interface. The left screenshot is titled 'Sign In' and features the LinkedIn Learning logo at the top. Below the logo, it says 'Sign in using the same email address you use for LinkedIn.com or your organization email'. There is an input field labeled 'Email' with a red arrow pointing to it. Below the input field is a blue 'Continue' button. At the bottom, there are links for 'Sign in with your library card' and 'New to LinkedIn? Join now'. The right screenshot shows the next step where it says 'LinkedIn Learning is connected to your LinkedIn profile, enter your LinkedIn password'. There is an input field labeled 'Use your LinkedIn password' with a 'Show' link on the right. A red arrow points to this input field. Below it is a blue 'Continue' button, a 'Forgot password?' link, and a 'Sign in with a one-time link' button.

- If you have forgotten your password, try using the **Forgot Password?** link or **Sign in with a one-time link** button.

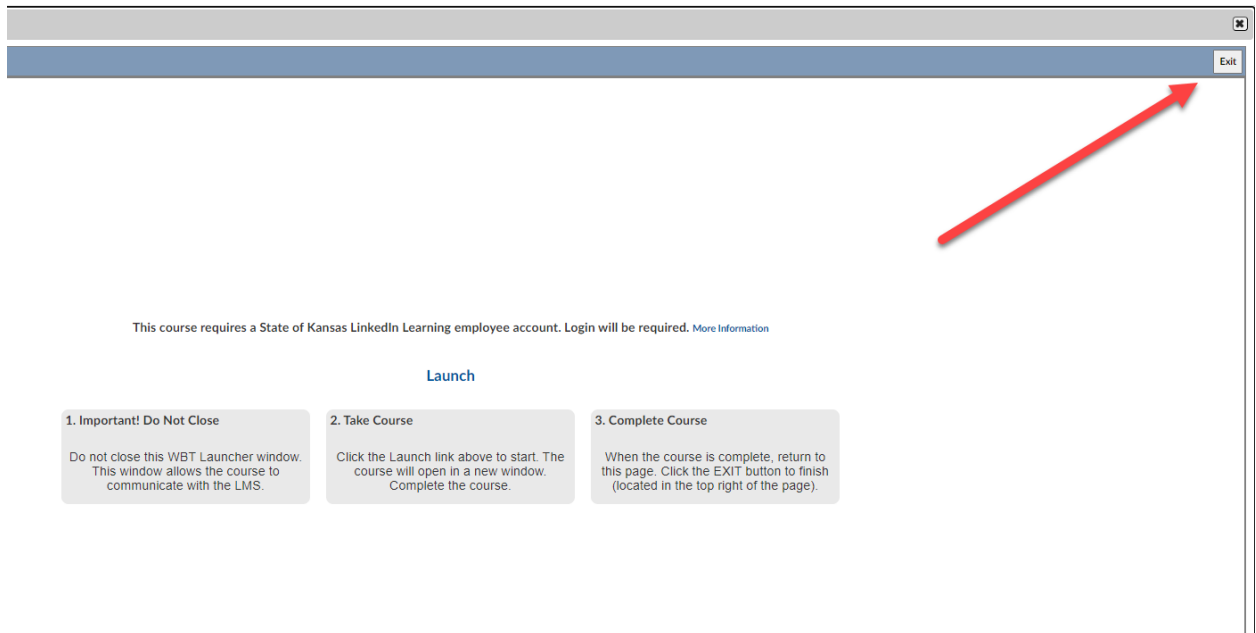
This screenshot shows the 'Use your LinkedIn password' screen from the LinkedIn Learning sign-in process. It features the LinkedIn Learning logo at the top, followed by '@ks.gov Change' and the text 'LinkedIn Learning is connected to your LinkedIn profile, enter your LinkedIn password'. There is an input field labeled 'Use your LinkedIn password' with a 'Show' link on the right. Below the input field is a blue 'Continue' button. Below the 'Continue' button is a 'Forgot password?' link with a red arrow pointing to it. At the bottom is a 'Sign in with a one-time link' button with a red arrow pointing to it.

5. When you are done for the day or have completed the course, close the course window by clicking the X in the top right corner of the screen.



The screenshot shows a web browser window displaying a LinkedIn Learning course titled "Access 2016 Essential Training". The video player is in the foreground, showing a table of data with columns: ID, Firstname, Lastname, Email, Country, StreetAddress, State, and Phone. The video is at 0:22 / 0:59. Below the video, there is an instructor profile for Adam Wilbert, Data Visualization Expert, and course details including duration (6h 45m), level (Beginner + Intermediate), and release date (9/22/2015). A red arrow points to the close button (X) in the top right corner of the browser window.

6. Next, click the **Exit** button on the WBT Launcher window. \*You must complete this step for LinkedIn Learning to talk to KLPM and record your completion on your transcript in KLPM.




The screenshot shows a WBT Launcher window with a blue header bar and a white body. A red arrow points to the "Exit" button in the top right corner. Below the window, there is a message: "This course requires a State of Kansas LinkedIn Learning employee account. Login will be required. [More Information](#)". Under the heading "Launch", there are three numbered steps:

- 1. Important! Do Not Close**  
Do not close this WBT Launcher window. This window allows the course to communicate with the LMS.
- 2. Take Course**  
Click the Launch link above to start. The course will open in a new window. Complete the course.
- 3. Complete Course**  
When the course is complete, return to this page. Click the EXIT button to finish (located in the top right of the page).

- If you did not complete the course, you can continue to access it from the My Task list on your User Dashboard in KLPM. Once you complete the course, it will disappear from the My Task list on your User Dashboard in KLPM and will be recorded on your KLPM training transcript.

Overview Profile Search Performance Learning Object Team Reports Help Resources

User Dashboard Group User

<p><b>4</b> Upcoming Courses 4 Online / 0 Classroom</p> <p><b>1</b> Course(s) In Progress</p>	<p>Past Due 0</p>	<p>Hours in Training 0 0 Online / 0 Classroom</p>	 <p>Some items are due soon! View Assignments due soon View Certificates due soon</p>	<p>April 2024</p> <table border="1"> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>							Sun	Mon	Tue	Wed	Thu	Fri	Sat		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
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<p>Courses Certifications Assignments</p>																																																				

My Task Displaying Courses Actions

Course

## My Transcript

**Region**

**Facility:**

**Department:**

**Name:**

**Employee ID:**

**Hire Date:**

Course Number Course Name

Date Completed

Score

Credit Hours

Applicable CEUs