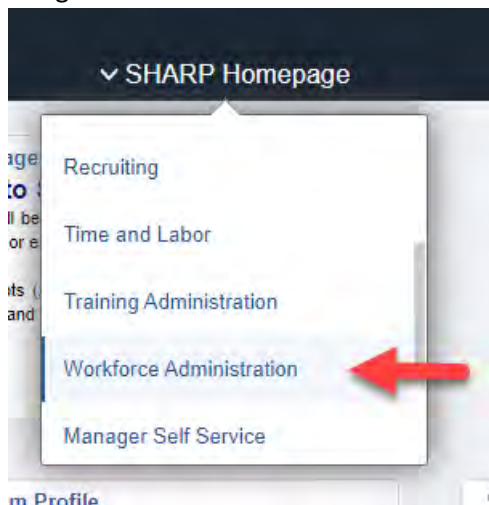


KLPM & LinkedIn Learning Guide for HR Offices

- LinkedIn Learning offers thousands of courses through KLPM (Kansas Learning & Performance Mgmt) to active employees of participating agencies. See the LinkedIn Learning website for more information: <https://admin.ks.gov/offices/systems-management/applications/klpm/linkedin-learning>
- Active employees from participating agencies are loaded each night from SHARP. An initial agency load will be completed but HR Offices will need to maintain the Domain type email address for new employees to access LinkedIn Learning.

How to Add a New Employee to KLPM & LinkedIn Learning

- 1) Hire the employee into SHARP prior or on the date of their first day to work. This ensures the employee has access to training their first week of work. They will get access to KLPM and LinkedIn Learning the day after their hire and Domain type email is entered into SHARP.
- 2) Enter the employee's state issued work email for the Domain email type in Personal Information.
 - a) Log into SHARP.
 - b) Navigate to Administer Workforce Homepage.



- c) Click Hire Employee or Maintain Employee Record tile, depending on if you are adding or updating an employee.



- d) Click Modify a Person and enter the employee's Employee ID. Click Search.

Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Include History Correct History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- e) Click Contact Information tab at the top and scroll down to Email Addresses section. Click the plus sign to add a new row if there are existing rows.

[Biographical Details](#) [Contact Information](#) [Regional](#)

Empl ID K000000000

Current Addresses

Address Type	As Of Date	Status	Address		
Home	10/24/2017	A		View Address Detail	+ -

Phone Information

*Phone Type	Telephone	Extension	Preferred		
Department of Administrat			<input checked="" type="checkbox"/>	+ -	

Email Addresses

*Email Type	*Email Address	Preferred		
Department of Administratio	l@ks.gov	<input checked="" type="checkbox"/>	+ -	
Domain	ks.gov	<input type="checkbox"/>	+ -	

Instant Message IDs ⓘ

- f) Choose 'Domain' under Email Type. Enter the employee's email address. If no other email address has the Preferred checkbox marked, check on the checkbox. Click Save.
 - i) The 'Domain' type email address may be the same as other email types.
 - ii) At least one email address must be marked as Preferred.
- 3) During new employee onboarding:
 - a) Ensure they have the link to **KLPM**, their username, and default password for KLPM.
 - i) KLPM: <https://app.learnsoft.com/klpm/>
 - ii) The username is their Employee ID. The default password is the first two letters of their last name (lowercase) and the last 4 of their SSN (ex. John Smith, sm1234).
 - iii) Additional information for the user can be found at our KLPM information page: <https://admin.ks.gov/offices/systems-management/applications/klpm>
 - b) Let the employee know they will be receiving an **activation email** from LinkedIn Learning.
 - i) Their username will be the email you entered into the Personal Information Domain email type field, they will be prompted to create a new password during activation.
 - ii) Email/provide access to the guides 'Setup a LinkedIn Learning Account' and 'How to Search & Take LinkedIn Learning Courses in KLPM'. These guides are available on our LinkedIn Learning page: <https://admin.ks.gov/offices/systems-management/applications/klpm/linkedin-learning>