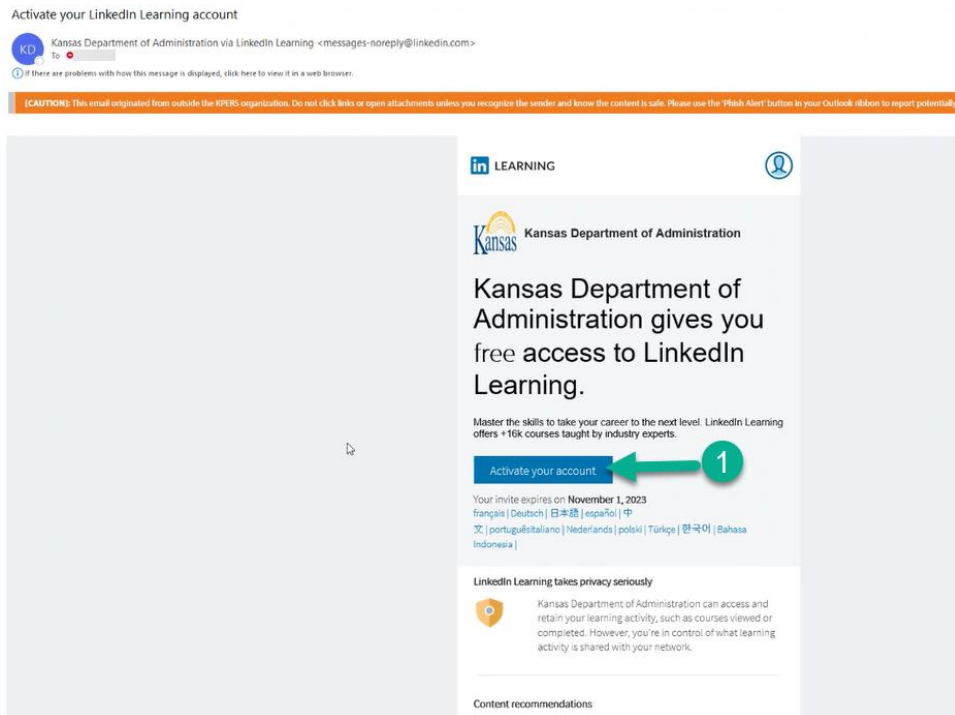# Setup a LinkedIn Learning Account

To take LinkedIn Learning courses in KLPM, you must first complete a one-time setup of your account in LinkedIn Learning. *An internet connection and web browser are required to complete activation.

1.  Your agency work email address should receive an activation email. This email address was provided by your agency. If you don't find the activation email in your Inbox, look in your Junk or Spam folder. Click the **Activate your account** button on the email to begin.



*If you did not receive your activation email and you are in a participating agency, please contact your HR office to check that your Domain email address in SHaRP is correct.

2. A web browser window opens. Click the **Create a LinkedIn Learning account** button.
   Do **not** click the 'Sign in with LinkedIn' button. *LinkedIn and LinkedIn Learning are different.



   a. *What if I accidentally clicked to connect my account, and now I'm on a LinkedIn sign in page?*
      i. *Scroll to the bottom of the LinkedIn sign in page and click 'Create a LinkedIn Learning account' instead. Then click 'Yes, skip' on the popup box.*

      *Note: If you already have a LinkedIn account, this account is not the same.*
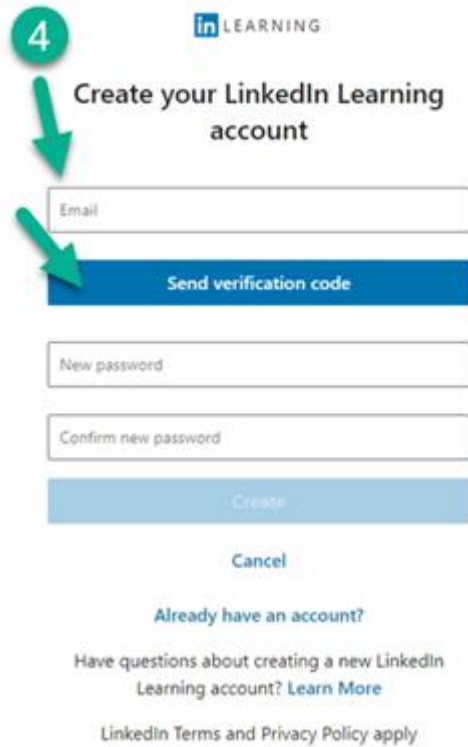
3. Click the **Don't connect my account** button.



a. *What if I accidentally clicked to connect my account, and now I'm on a LinkedIn sign in page?*
   i. *Scroll to the bottom of the LinkedIn sign in page and click 'Create a LinkedIn Learning account' instead. Then click 'Yes, skip' on the popup box.*

   *Note: If you already have a LinkedIn account, this account is not the same.*

4. Enter your **agency work email address** in the Email field then click the **Send verification code** button. Go to your agency work email inbox and look for the **LinkedIn Learning account email verification code** email (if you don't find it check your Junk or Spam folders) and retrieve the verification number.

5. Enter the **verification number** from the email into the verification code field then click the **Verify code** button. Enter a **new password** in the New password field and retype the new password in the Confirm new password field to confirm then click the **Create** button.



6. Click the **Skip for now** button. Do **not** click the 'Connect LinkedIn account' button.

7. Select at least one **skill** then click the **Continue** button.
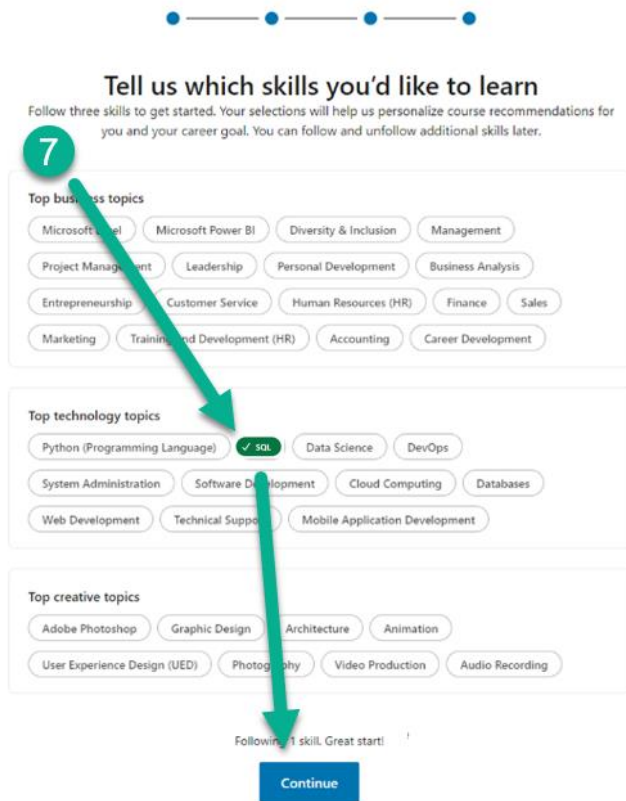


8. Click the **Skip for now** button.
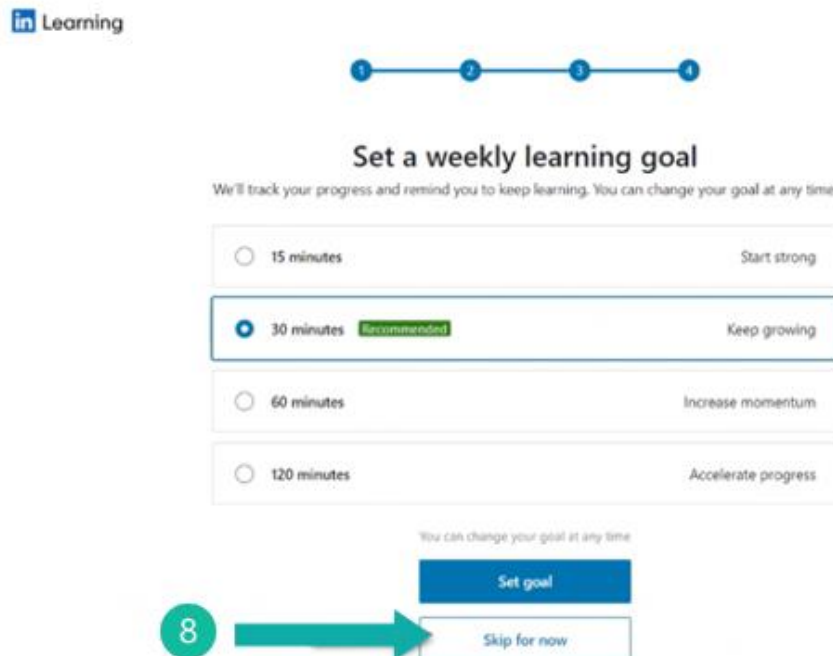
9. Click the **Browse My Library** button.

10. Your account is now setup in LinkedIn Learning! **Close the LinkedIn Learning window and log into KLPM** (Kansas Learning & Performance Management) to begin taking courses.
    **\*Taking LinkedIn Learning courses through KLPM will add their completion to your official work training transcript.**
    **\*Save your username and password for future reference as you may be required to enter them when you launch a LinkedIn Learning course through KLPM.**
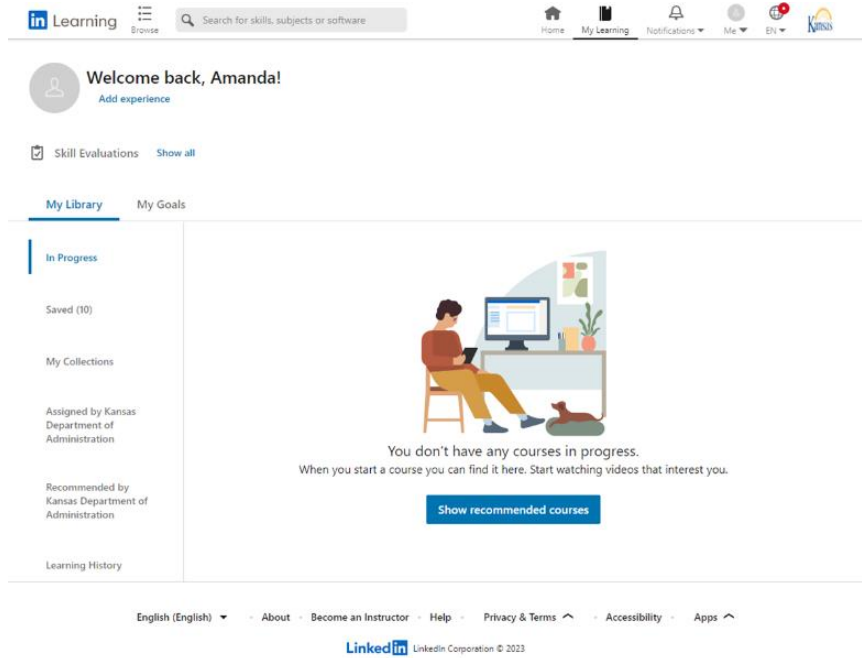


Go to the Kansas Department of Administration **LinkedIn Learning** webpage for more information on accounts, participating agencies, and additional guides LinkedIn Learning .