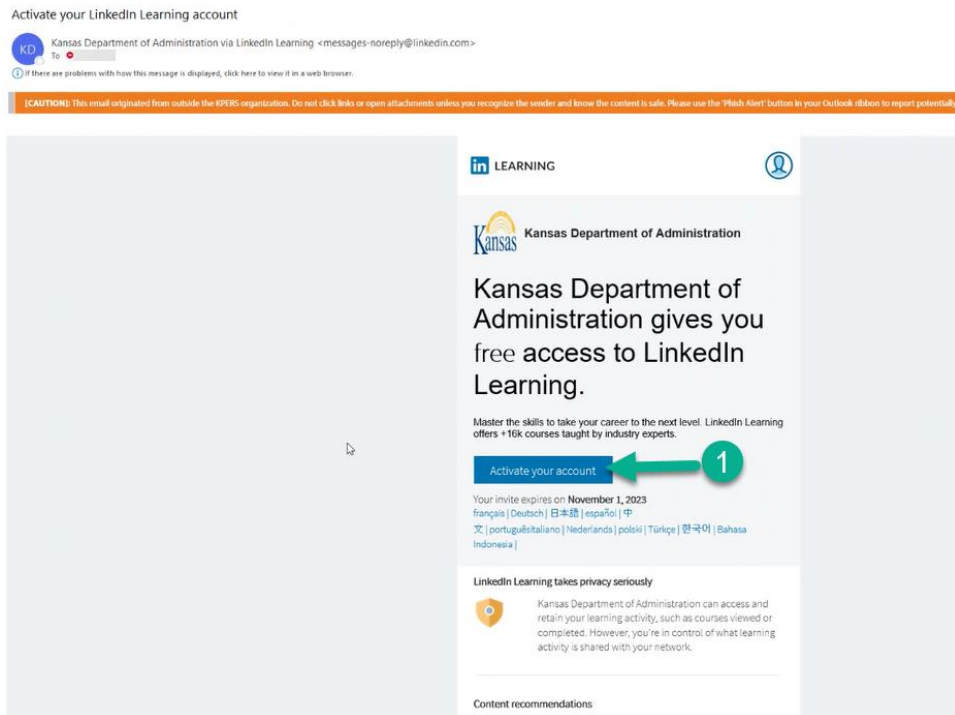


## Setup a LinkedIn Learning Account

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.

The image shows a screenshot of the LinkedIn Learning account creation process. At the top left, a green circle with the number '4' and a green arrow pointing down indicates the current step. The LinkedIn Learning logo is at the top center. Below the logo, the text 'Create your LinkedIn Learning account' is displayed. The form consists of several fields and buttons: an 'Email' input field, a blue 'Send verification code' button, a 'New password' input field, a 'Confirm new password' input field, a light blue 'Create' button, and a 'Cancel' link. Below the form, there is a link for 'Already have an account?', a link for 'Have questions about creating a new LinkedIn Learning account? Learn More', and a link for 'LinkedIn Terms and Privacy Policy apply'.

4

in LEARNING

Create your LinkedIn Learning account

Email

Send verification code

New password

Confirm new password

Create

Cancel

[Already have an account?](#)

Have questions about creating a new LinkedIn Learning account? [Learn More](#)

[LinkedIn Terms and Privacy Policy apply](#)

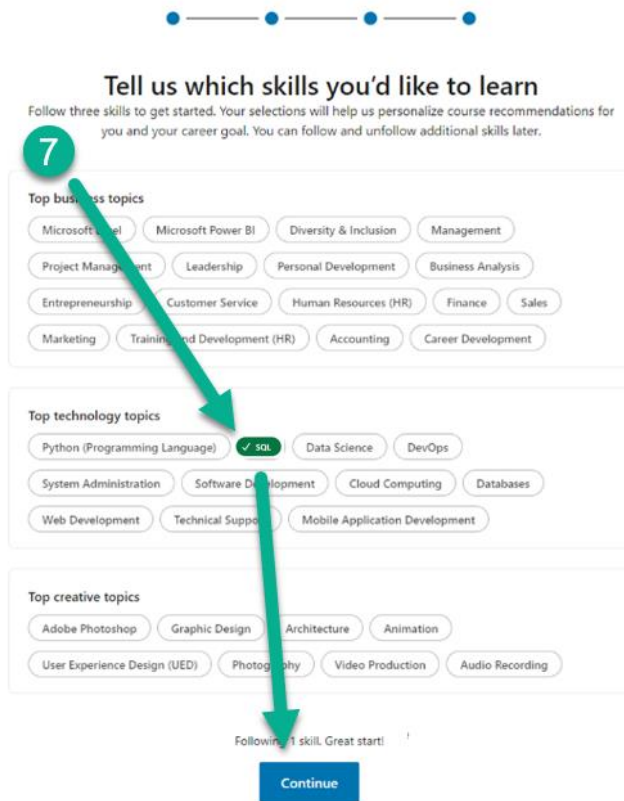
5. Enter the **verification number** from the email into the verification code field then click the **Verify code** button. Enter a **new password** in the New password field and retype the new password in the Confirm new password field to confirm then click the **Create** button.

The screenshot shows the LinkedIn Learning account creation process at step 5. At the top, the LinkedIn Learning logo is displayed. Below it, the heading reads "Create your LinkedIn Learning account" with a large green circle containing the number "5". The form includes a text input field for the email address containing "amanda. @ks.gov", a text input field for the verification code containing "735368", a blue "Verify code" button, and a white "Send new code" button. Below these are two text input fields for "New password" and "Confirm new password", followed by a large blue "Create" button and a smaller "Cancel" button. At the bottom, there are links for "Already have an account?", "Have questions about creating a new LinkedIn Learning account? Learn More", and "LinkedIn Terms and Privacy Policy apply". Green arrows point to the email field, the verification code field, the "Verify code" button, the "New password" field, the "Confirm new password" field, and the "Create" button.

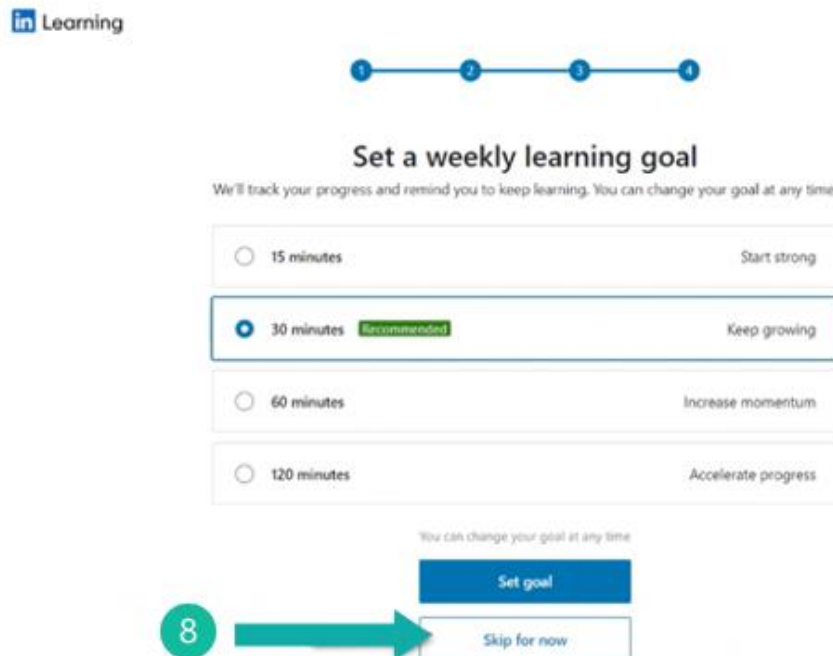
6. Click the **Skip for now** button. Do **not** click the 'Connect LinkedIn account' button.

The screenshot shows the LinkedIn Learning account connection step at step 6. At the top, there is a progress indicator with four circles, the first of which is filled and contains the number "6". The heading reads "Connect your LinkedIn account for the best learning experience". Below this, a sub-heading says "We'll recommend courses based on your background and what millions of other LinkedIn members are learning. You'll also unlock other exclusive features." The main content area contains three sections: "Connecting your account is the fastest way to get started", "See which courses people in your industry are watching", and "Your privacy is important" with a sub-heading "Your organization will only be able to see limited profile information (e.g. name, title, photo). They won't have access to your private activity on LinkedIn (e.g. connections, messages, searches). You always have control over what is visible to your network. Learn more". At the bottom, there are two buttons: a blue "Connect LinkedIn account" button with a red 'X' over it, and a white "Skip for now" button. A green arrow points from the "6" in the progress indicator to the "Skip for now" 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.



### You're ready to get started

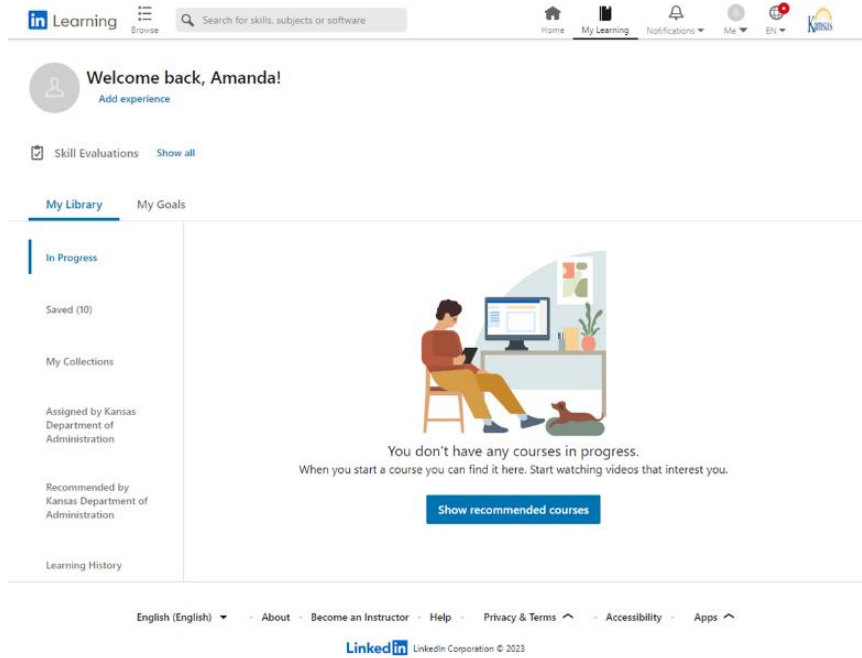
These tailored course recommendations are based on your personal career goal, background, and interests. They're saved in My Library, and you can edit them at any time. Click on a course to begin.

The screenshot displays the LinkedIn Learning interface. At the top, there's a header with the LinkedIn Learning logo and a navigation bar. Below the header, a section titled "You're ready to get started" features a sub-header and a paragraph explaining that course recommendations are tailored to the user's profile. The main content area shows a grid of course cards. The first card is "Leadership Foundations" by Dr. Stanley Davis, dated May 11, 2023. Below it are three smaller cards: "Daily Habits for Effective People Management" by Ashley Reed, "Top 10 Rules for Highly Effective Leadership" by Todd Crowder, and "Leadership: Practical Skills" by Chris Duff. At the bottom of the interface, there are two buttons: "Browse My Library" and "Discover other courses". A green arrow points to the "Browse My Library" button, which is also marked with a green circle containing the number 9.

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](#) .