# LINKEDIN LEARNING GUIDE

Benefits of LinkedIn Learning:

→ Allows students to gain important job skills

→ Grants certifications that can be added to their LinkedIn profile

→ Offers high-quality content taught by industry experts

→ Can also provide a personalized recommendation in order to focus on your goals at the moment.

→ Available on mobile devices to provide flexibility

STEPS TO SIGNING INTO YOUR LINKEDIN LEARNING ACCOUNT

Please note that LinkedIn Learning is separate from your LinkedIn Account. However, if you have a LinkedIn account you can link your LinkedIn Learning Account to it. (see step for more information)

1. Go to **https://www.linkedin.com/learning/**
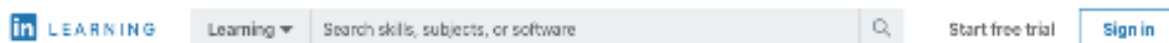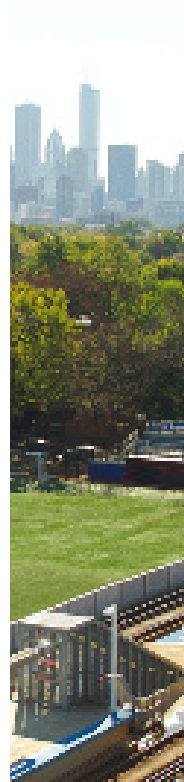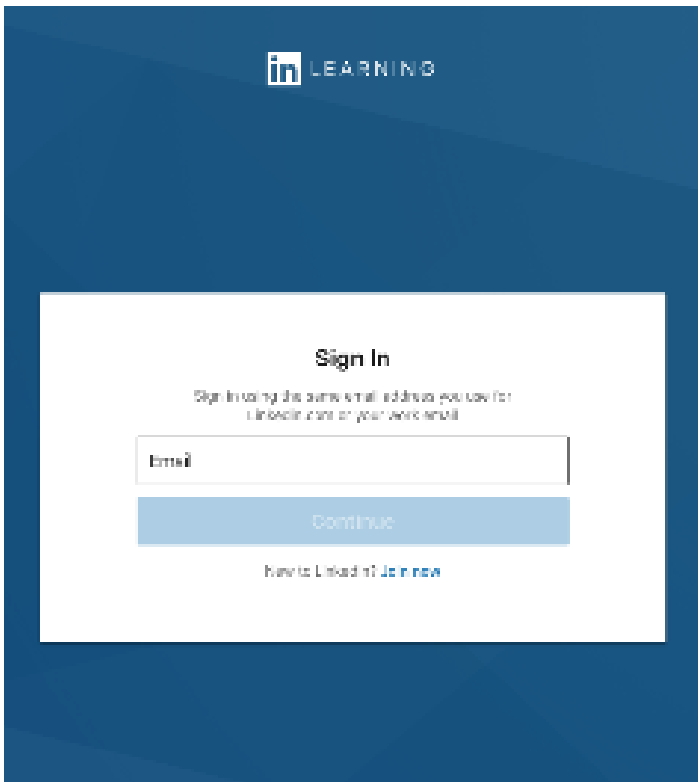
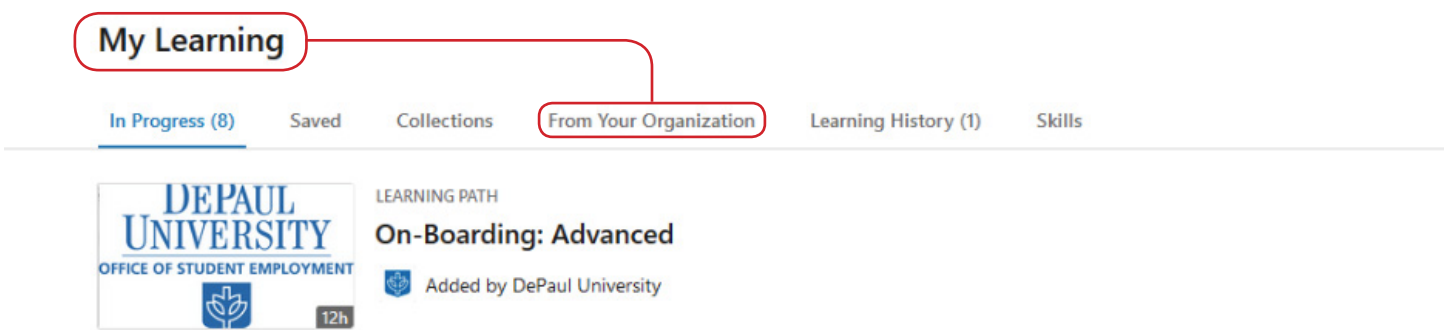**2.** Log in using your **@depaul.edu email**. It will send you to the Campus Connect log in page.

3. Once you sign up they will ask you what skills you are interested in. Please feel free to pick as many as you would like.

4. To access the Learning Paths created by the Office of Student Employment go to "My Learning" then "From Your Organization" tab:

5. You will see 6 courses:

Onboarding: Beginner
Onboarding: Intermediate

Onboarding: Advanced
Ongoing: Beginner

Ongoing: Intermediate
Ongoing: Advanced

6. Verifying completion: Benefits and Processes

Benefits for students: Not only does LinkedIn Learning help you gain skills to help you succeed in your job, but some courses also provide certifications to help you grow your LinkedIn Profile. To include completed course certifications on your Linked In Profile, you will need to link your depaul email to your LinkedIn:

Add or Change Your Email Address for Your LinkedIn Account

Add or change your email address
You can quickly and easily update the email addresses that are associated with your account, or change which primary email address you want to use for your LinkedIn notifications.

Update email address

Both primary and additional email addresses can be used to log in to your LinkedIn account. We recommend that you add at least one personal address and one work address to ensure you can always access your account.
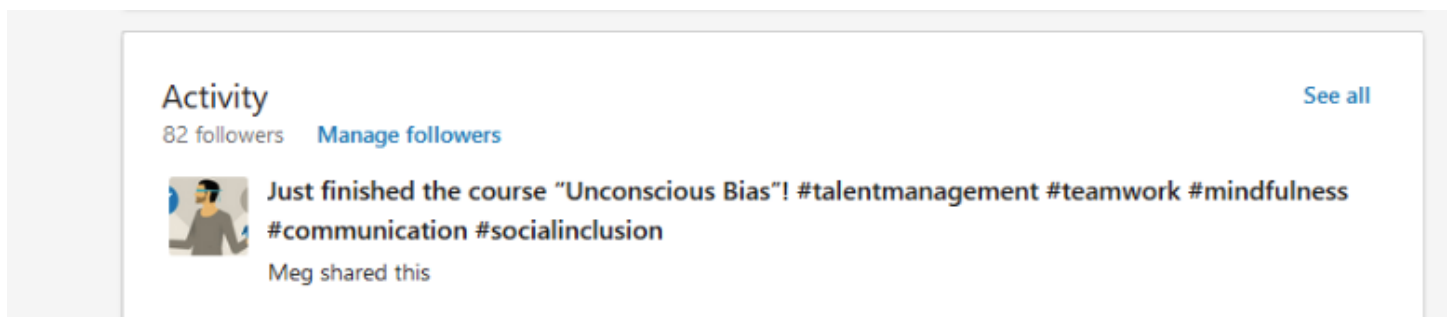
Important: Your primary email address can only be replaced with a confirmed email address.

To add and confirm an email address:

1. Click the ⓐ **Me** icon at the top of your LinkedIn homepage.
2. Select **Settings & Privacy** from the dropdown.
3. Click the **Account** tab at the top of the page.
4. Under **Login and security** click **Change** next to **Email addresses**.
5. Click **Add email address** and enter the new email address into the text box.
6. Click **Send verification.**
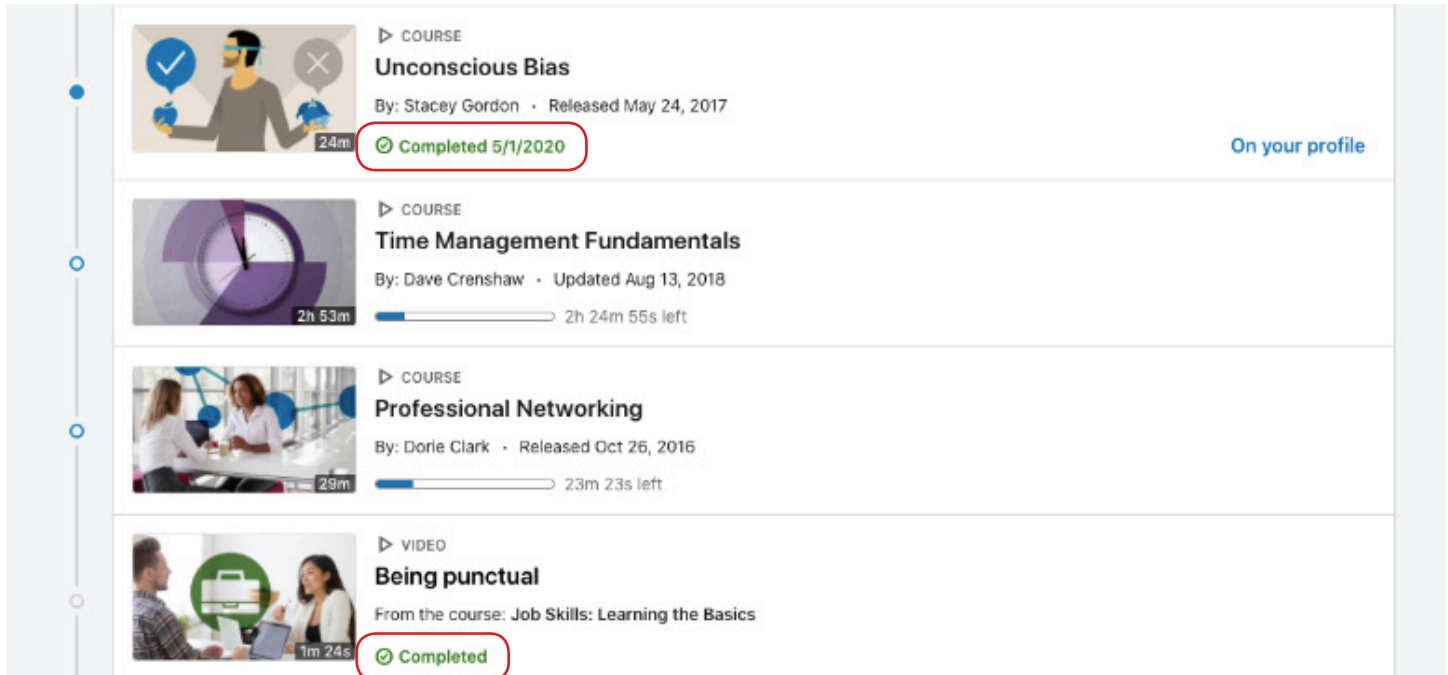7. Enter your LinkedIn password to proceed.

   - A confirmation email will be sent to that email address.

PRO TIP: After linking your account to your @depaul.edu email address, completed courses with certifications will appear on your LinkedIn profile. You will be prompted to do this during your first initial log in as well as adding your email to your LinkedIn Learning account.
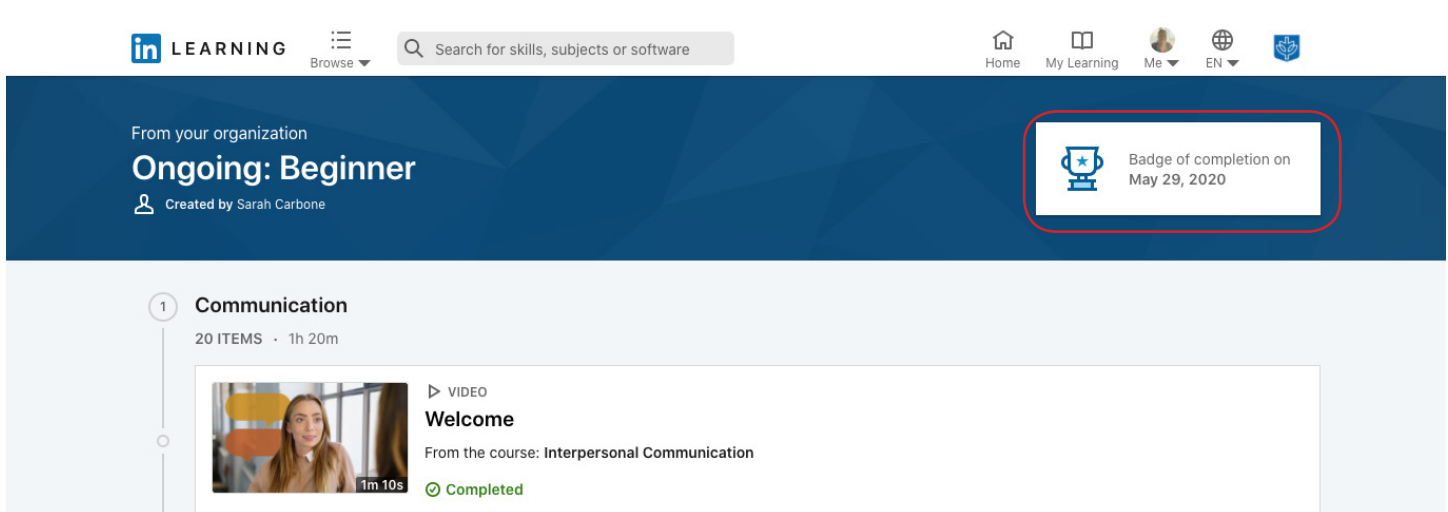
Activity
82 followers   Manage followers

See all

Just finished the course "Unconscious Bias"! #talentmanagement #teamwork #mindfulness #communication #socialinclusion
Meg shared this

Verifying completion with your supervisor: Your supervisor might want you to provide evidence of completing LinkedIn Learning paths or courses, which you can do in two different ways: providing a screen capture of a Course Completion, or an image of a Learning Path Completion Badge.

Example: Course Completion:

Example: Learning Path Completion Badge: