

# 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/>

The screenshot shows the LinkedIn Learning website. At the top, there's a navigation bar with the LinkedIn Learning logo, a "Learning" dropdown menu, a search bar containing "Search skills, subjects, or software", a magnifying glass icon, a "Start free trial" button, and a "Sign in" button. Below the navigation is a large, light-colored circular graphic featuring two people sitting at desks with laptops, surrounded by framed pictures on the wall and a lamp. The text "Keep learning in the moments that matter" is overlaid on the left side of the circle. At the bottom left, there are two buttons: "Start my free month" and "Buy for my team".

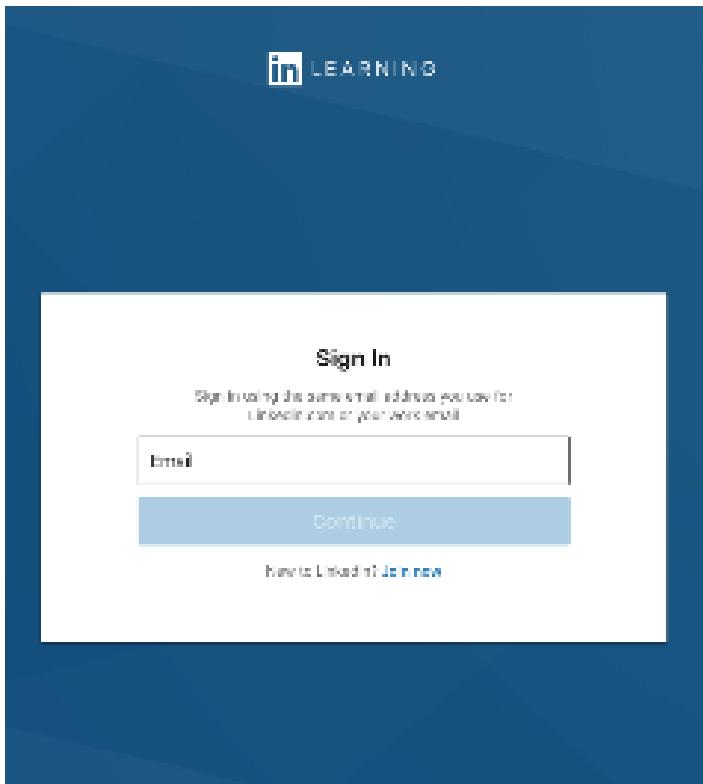
Keep learning in the moments that matter

Courses for every step of your career. Instructors with real-world experience.

[Start my free month](#)

[Buy for my team](#)

Explore courses



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:

A screenshot of the LinkedIn Learning interface. At the top, there is a navigation bar with tabs: "In Progress (8)", "Saved", "Collections", "From Your Organization" (which is highlighted with a red box), "Learning History (1)", and "Skills". Below the navigation bar, there is a section titled "LEARNING PATH" featuring a thumbnail for "On-Boarding: Advanced" created by DePaul University. The thumbnail includes the DePaul University logo, the title "On-Boarding: Advanced", the creator "Added by DePaul University", and a timestamp "12h".

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 LinkedIn 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 [See all](#)

82 followers [Manage followers](#)



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:**

A screenshot of the LinkedIn Learning interface showing a list of completed courses. The first course, "Unconscious Bias" by Stacey Gordon, was completed on May 1, 2020. The second course, "Time Management Fundamentals" by Dave Crenshaw, has 2h 53m left. The third course, "Professional Networking" by Dorie Clark, has 23m 23s left. The fourth item is a video titled "Being punctual" from the course "Job Skills: Learning the Basics", which is also marked as completed.

**Example: Learning Path Completion Badge:**

A screenshot of the LinkedIn Learning interface showing an "Ongoing: Beginner" learning path created by Sarah Carbone. The path includes a "Communication" section with 20 items and 1h 20m duration. A video titled "Welcome" from the course "Interpersonal Communication" has been completed. A completion badge is displayed in a box, stating "Badge of completion on May 29, 2020".

