LinkedIn Learning Sign-In

This guide will cover:

- Sign-in procedures for employees with an existing LinkedIn account and would like to sync their profile.
- Sign-in procedures for employees that do not want to connect to a LinkedIn profile.

LinkedIn Learning is a resource for Benefited Employees of the University of Wyoming only. Non-Benefited employees will not be receive access when signing in.

Note: LinkedIn Learning is a product of LinkedIn. LinkedIn is a professional business social media platform separate from LinkedIn Learning. The platforms are separate from one another allowing you to use each separately or you may sync them together allowing completed training to reflect on your LinkedIn profile.

Step One

Signing in to LinkedIn Learning.

- Click the Sign In button located at the center of the page
If you receive the below image ensure your web browser is set to allow third party cookies.

If cookies are enabled the LinkedIn Welcome pop-out will display.

**Note:** At this time you have the option to connect with an existing LinkedIn account or continue without a LinkedIn account. Access to Learning **does not** require syncing to a LinkedIn account. You will only be asked this once if you choose not connect to a LinkedIn account but create one later you can sync at that time.
Choose either Connect with me LinkedIn account or Continue without LinkedIn.
If you choose Connect with my LinkedIn account continue to Step Two, if you choose Continue without LinkedIn proceed to Step Four.
Step Two

Connecting to a LinkedIn account

- Click **Connect my LinkedIn account**.

- A LinkedIn sign window will open.
- Enter your **Email or Phone#** and **password** for your personal LinkedIn account which is separate from your UW single sign on. This allows your Learning account sync your LinkedIn account with your UW LinkedIn Learning account. When you return to LinkedIn Learning you will need to re-enter this information.
- Click **Sign-In**.

**Note:** After syncing accounts, when you return to LinkedIn Learning you will be prompted with a sign in to sync your LinkedIn account. Remember your LinkedIn sign on credentials for future use.

**Note:** To understand the benefits of syncing accounts watch the LinkedIn Learning tutorial located on the UW LinkedIn Learning Home page.
- A confirmation window will appear confirming your identity.
- If your identity is correct, click **Accept and continue as **name****.
- The **What skills do you want to learn** pop-up will display
- Enter skills you would like to learn more about or choose from the list of provided skills. This will enable the choice **Pick one or more skills to continue**.
- You may also skip this process by clicking **Skip**.

You will now see the LinkedIn Learning Home Page.
- The top bar is your navigational area.
- Below that you will find courses you have In progress, Saved training and suggestions From Your Organization.

**Note:** For a complete tutorial on how to navigate and use LinkedIn Learning to its full potential we suggest watching the course *How to use LinkedIn Learning* first. You can find this course in the Get Started collection under the From your Org tab.
Step Three

Returning to LinkedIn Learning with a linked account

**Note:** Future Sign-in will prompt you to accomplish UW single Sign on then provide your LinkedIn email and password. This action links your experience in Learning with your LinkedIn profile.

- After signing in through the UW single sign on you will be prompted to provide your LinkedIn **Email** and **password**.
- This will be the same email and password you use to access your LinkedIn Profile it may be different then you UW single sign on username and password.

You will now see the LinkedIn Learning home page.
Step Four

Sign-in without connecting to a LinkedIn account.

**Note:** Access to LinkedIn Learning does not require a LinkedIn social media profile. If choosing *Continue without LinkedIn* you will still have access to the entire Learning library. You should only be asked this once. If in the future you choose to create a LinkedIn profile you may connect at that time.

- Click *Continue without LinkedIn*

You will be prompted again to ensure you don’t want to connect this will only happen once. After your Learning account is created you should not see this again.
- Click *Do not connect my account*. 
- A pop-up will appear asking you to enter your current or desired job title. This is so Learning can direct you to training that matches your occupation. You may either enter a title or skip.

- The *What skills do you want to learn* pop-up will appear.

- Learning will require you to choose at least one skill to continue.
You will now see the LinkedIn Learning Home Page.
The top bar is your navigational area.
Below that you will find courses you have In progress, Saved training and suggestions From Your Organization.

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