

Computer Tutorial:

Log in and use LinkedIn Learning

Purpose: To demonstrate how to log in to and navigate LinkedIn Learning.

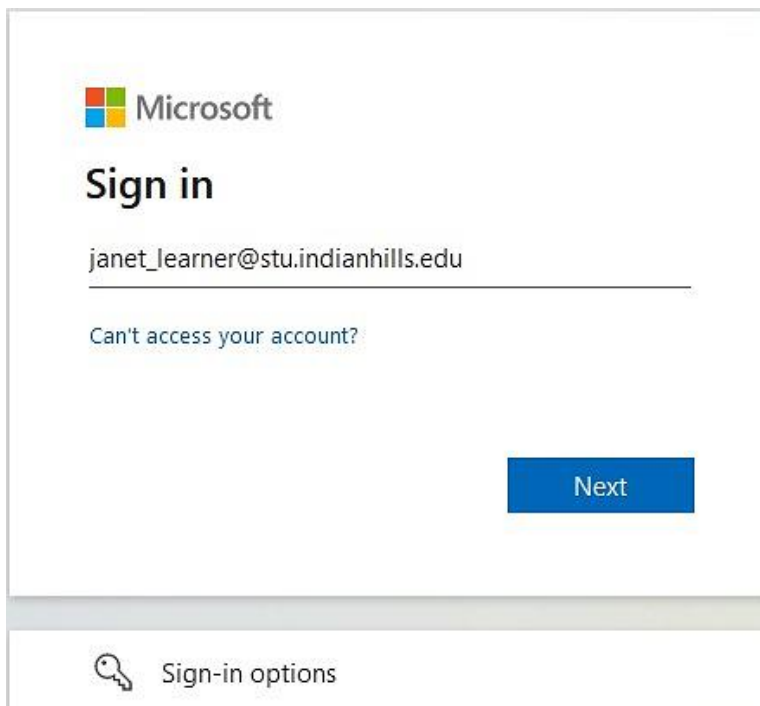
IMPORTANT: The Indian Hills LinkedIn Learning Portal allows all students, faculty, and staff of Indian Hills Community College to log in to the online training library provided by LinkedIn Learning. While the training content itself is provided by LinkedIn Learning, be sure to access these materials through the Indian Hills LinkedIn Learning Portal at www.indianhills.edu/linkedinlearning, rather than going directly to LinkedIn Learning. Otherwise, you will have to pay for a subscription to the service. For more information about LinkedIn Learning, please visit: www.indianhills.edu/linkedinlearninginfo.

To access LinkedIn Learning, go to: www.indianhills.edu/linkedinlearning

This will take you to the “Indian Hills LinkedIn Learning Portal” page (see image below).

On the “Indian Hills LinkedIn Learning Portal” page, enter your “**Username**” and “**Password.**” Then, click “**Login.**”

Note: Use the same username and password that you use to log in to your “MyHills” account. (If you do not know your MyHills username and password, please contact the IT Help Desk for assistance: www.indianhills.edu/helpdesk.)




Microsoft

Sign in

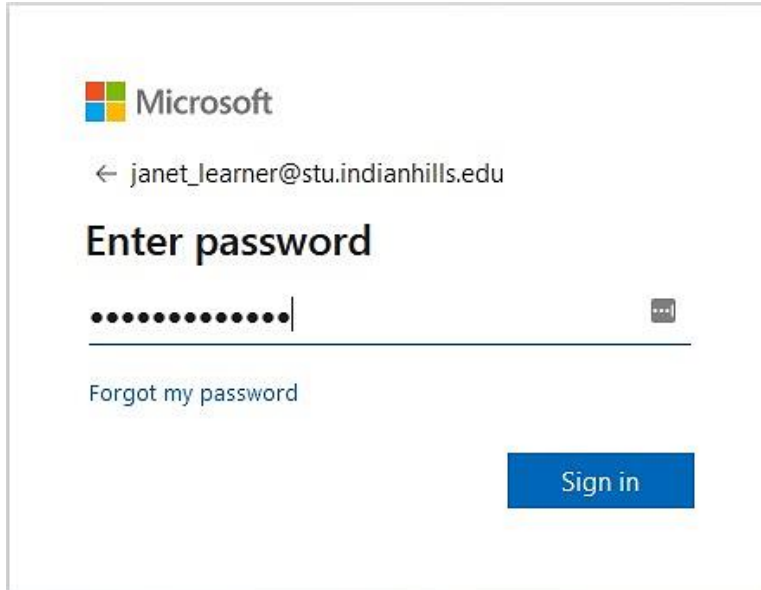
janet_learner@stu.indianhills.edu

[Can't access your account?](#)

Next

 Sign-in options

Once you enter your username, click **“Next.”**



The image shows a Microsoft login interface. At the top left is the Microsoft logo. Below it is a back arrow and the email address 'janet_learner@stu.indianhills.edu'. The main heading is 'Enter password'. Below this is a password input field with a series of dots and a visibility toggle icon. Underneath the input field is a link that says 'Forgot my password'. At the bottom right is a blue button labeled 'Sign in'.


Enter your password, then click **“Sign in.”**

The first time you log in to LinkedIn Learning, you will be given the option to connect your LinkedIn Learning account with your LinkedIn account.



The image shows two buttons. The top button is blue with a white LinkedIn icon and the text 'Connect my LinkedIn account'. The bottom button is white with a blue border and the text 'Continue without connecting my LinkedIn account'.

When you choose to connect your LinkedIn account, you will be prompted to log in.



The image shows a LinkedIn login screen. At the top left is a back arrow and the text 'Log into LinkedIn to complete your activation'. The LinkedIn logo is centered. Below it are two input fields: 'Email address' and 'Password'. To the right of the password field is a link that says 'Forgot password?'. Below the input fields is a blue button labeled 'Sign in to continue'. At the bottom of the screen is a link that says 'Not a member? Join now'.

Review the privacy policy, and click **“Accept and continue”** to finish.

Your organization would like to confirm your identity and access and retain some of your information:



The profile card features a circular profile picture of a woman with red hair. Below the photo, the name "Janet Learner, Student" is displayed. Underneath, there are two items: "Profile Information" with a person icon and the text "(e.g. name, title, photo)", and "LinkedIn Learning Activity" with a graduation cap icon.

To disconnect your profile you can contact [customer service](#).

LinkedIn's [Terms](#) and [Privacy Policy](#) apply. [Learn more](#)

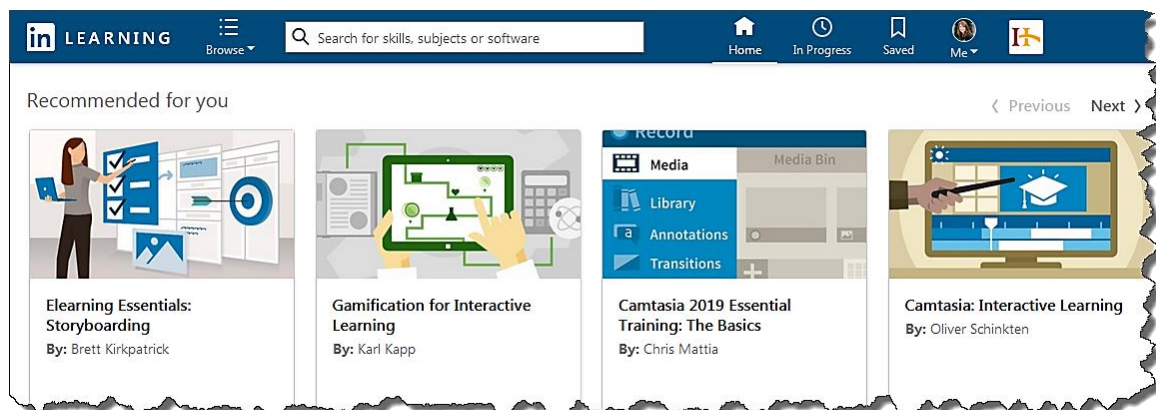
Accept and continue as Janet

[How it works](#)

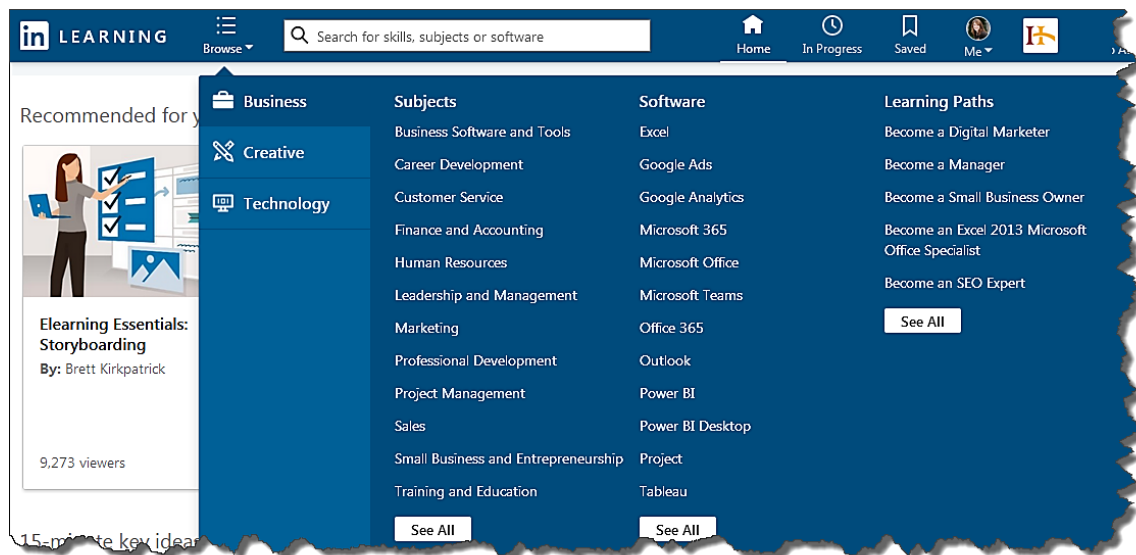
If you don't have a LinkedIn account and want to create one, you can choose to create an account and then link it to your LinkedIn Learning account.

Note: One advantage to having the accounts linked is that once you've completed courses on LinkedIn Learning you can easily add the certificates of completion to your LinkedIn account, helping to improve your profile and your personal brand by showing that you're continuing to learn and improve.

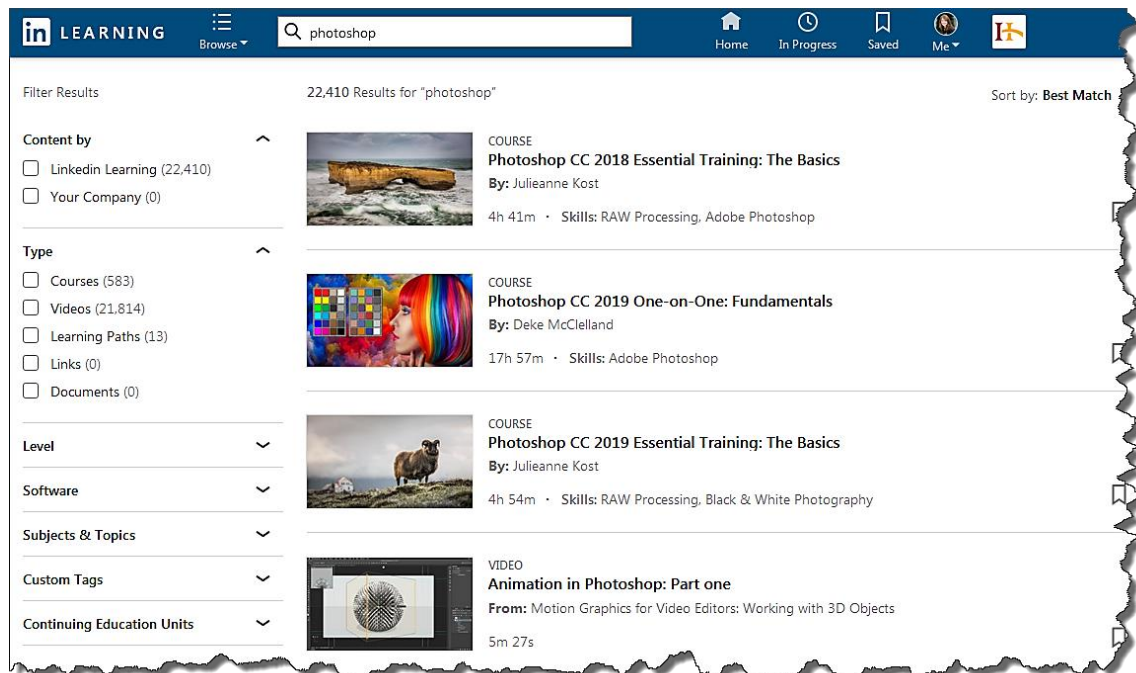
On the LinkedIn Learning page, you will see your photo (if you have added one or connected your LinkedIn account) and the Indian Hills logo. This indicates that you have successfully logged in to your account.



To view a list of all courses offered through LinkedIn Learning, use the drop-down menu at the top, to browse by subject, software, and learning paths. To search for a specific course or subject matter, you can type what you are searching for in the “search” box.

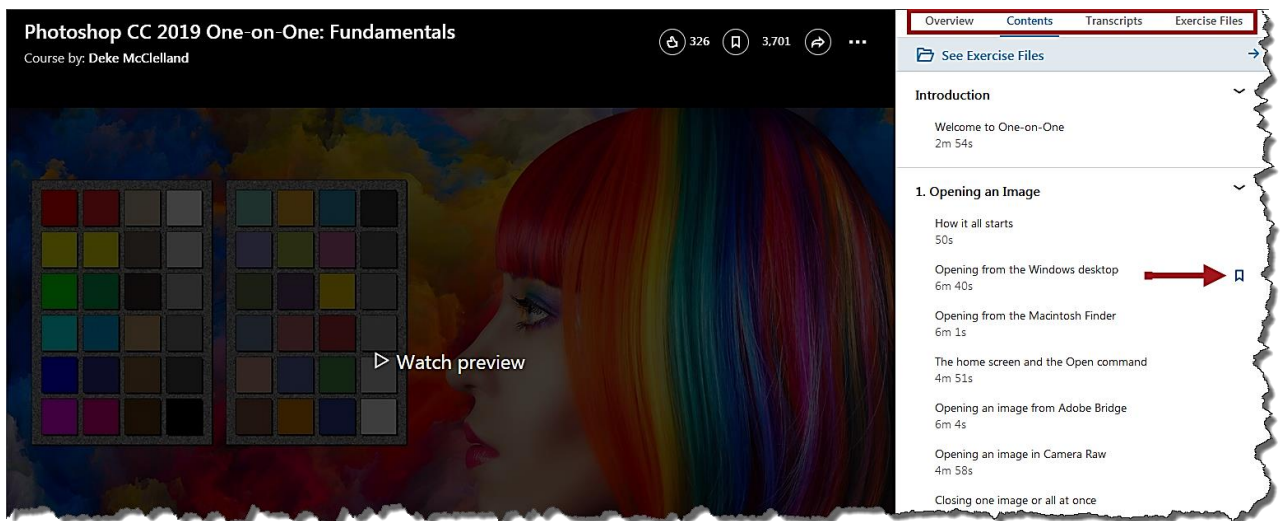


When you “search” for a course, a list will appear. Select a course by clicking on its title.

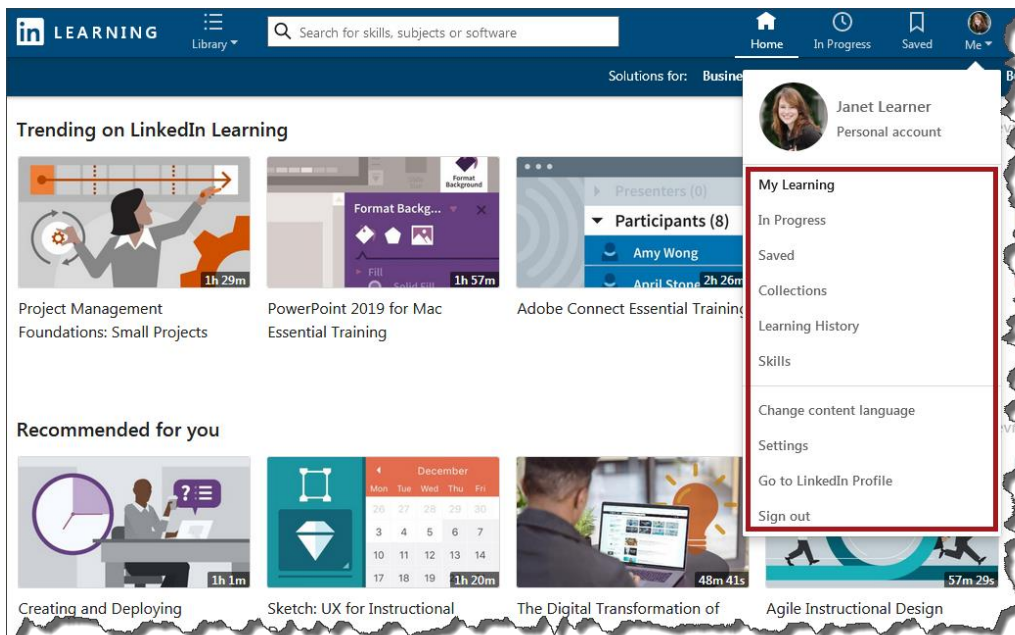


Once in a course, you can play a movie by clicking on it. Click “bookmark course” to add a course to your bookmarks.

You can find additional information about a course, including its course description and author, as well as download the exercise files used by the presenter and view a transcript and Frequently Asked Questions (FAQs), by clicking the corresponding tabs.



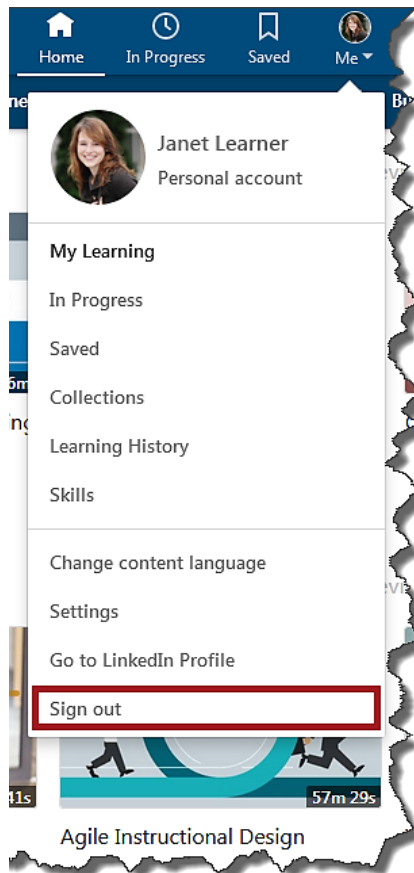
There are *numerous* other features. For additional information on how to use the many features of LinkedIn Learning, click the drop-down menu and use the options provided.



To log out of LinkedIn Learning, you must follow this two-step process:

1. Click **“sign out”** from your profile drop-down menu.
2. **Close your web browser!**

You will not be completely logged out of the LinkedIn Learning Portal until you close your web browser. If you do not close your browser, someone else could gain access to your account.



Accessing LinkedIn Learning from an iPad or iPhone

To access LinkedIn Learning from your iPad or iPhone, download/install the FREE LinkedIn Learning app from the Apple iTunes App Store. Just search for “LinkedIn Learning.” After installing the app, click to open.



After opening the app, choose “**Sign in with your organization portal**” and type “indianhills.edu” in the box provided (no quotation marks). Then, click “go.”

Note: Do not enter your login information on this page.



You will be taken to the “Indian Hills LinkedIn Learning Login” page. Enter your “**Username**” and “**Password**” in the spaces provided.

Then, click “**Login.**”

Note: Use the same username and password that you use to log in to your “MyHills” account.



Now, you can access the vast training materials provided by LinkedIn Learning right from your mobile device!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*