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Linked



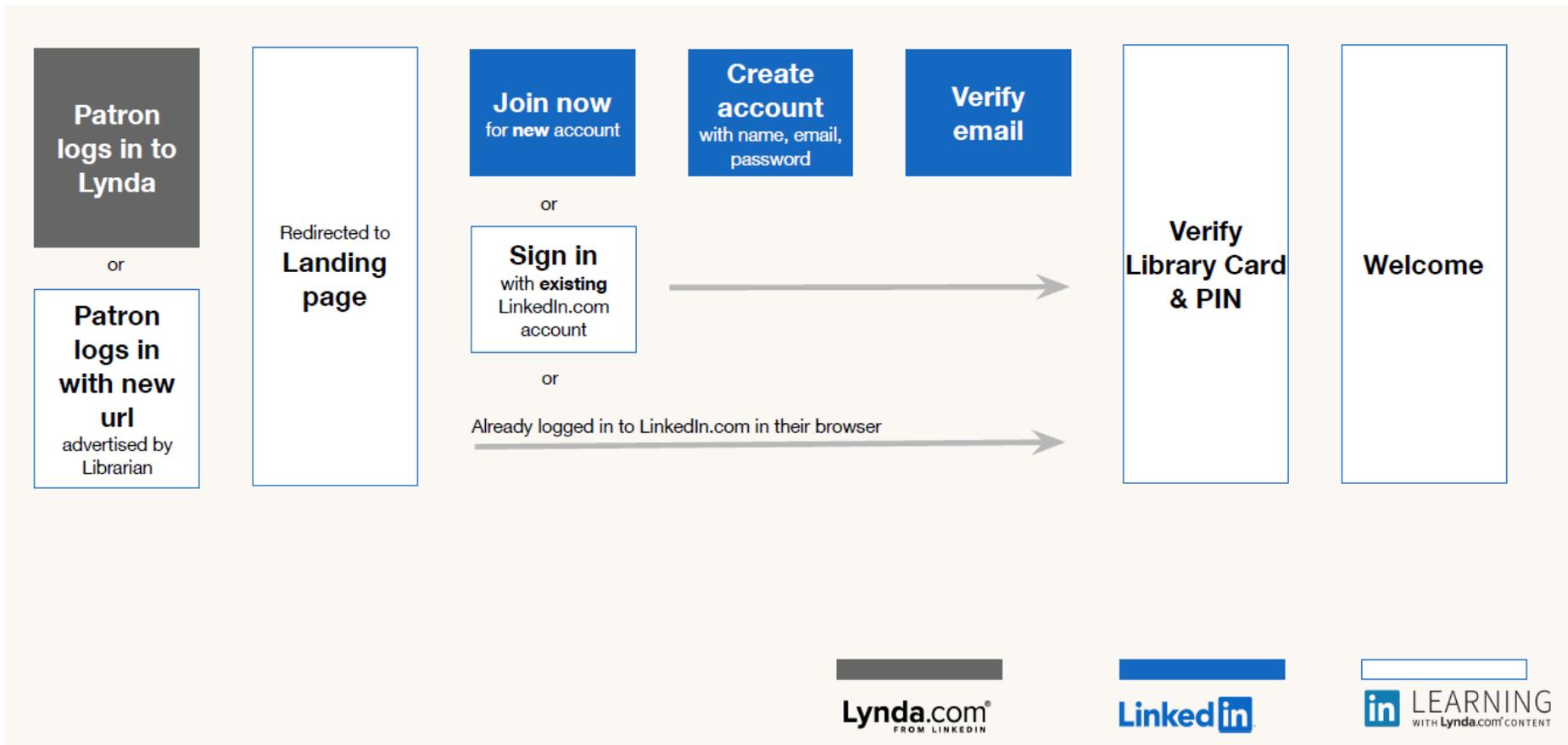
### **Important Disclaimer:**

LinkedIn Learning, formerly known as Lynda.com, is a third party provider that is not operated or managed by Casey Cardinia Libraries. By selecting to utilise free access to LinkedIn Learning you will be taken to a LinkedIn learning sign in page where you will be asked to voluntarily submitting your personal data to a third party organisation.

The minimum information you need to provide to LinkedIn Learning is your name and email. No information you have provided to Casey Cardinia Libraries will be used in the creation of your LinkedIn learning account.

By signing up to LinkedIn Learning you agree to the transfer, storing and processing of your data outside of the country where you reside, and LinkedIn Learning will take reasonable steps to ensure that your data is treated securely and in accordance with their Privacy Policy (hyperlink: <https://www.linkedin.com/legal/privacy-policy>).”

To gain free access to LinkedIn Learning you will need to create a LinkedIn learning account, or connect your existing LinkedIn profile to the learning portal. Once you have created or linked an account, enter your library membership information to gain free access to LinkedIn Learning.



## 'Sign in' to LinkedIn.com or 'Join now' to create a new account



### Sign in to LinkedIn Learning

You can use the same email address and password that you use on LinkedIn.com

[Show](#)[Forgot password?](#)[New to LinkedIn? Join now](#)

A new user would click join now

If you select, Join now, you will start creating your LinkedIn account

LinkedIn LEARNING

## Learn More, Achieve More

Sign-up for a LinkedIn account to learn in-demand skills from online courses on LinkedIn Learning

Email

Password (6 or more characters)

By clicking Join now, you agree to the LinkedIn [User Agreement](#), [Privacy Policy](#), and [Cookie Policy](#).

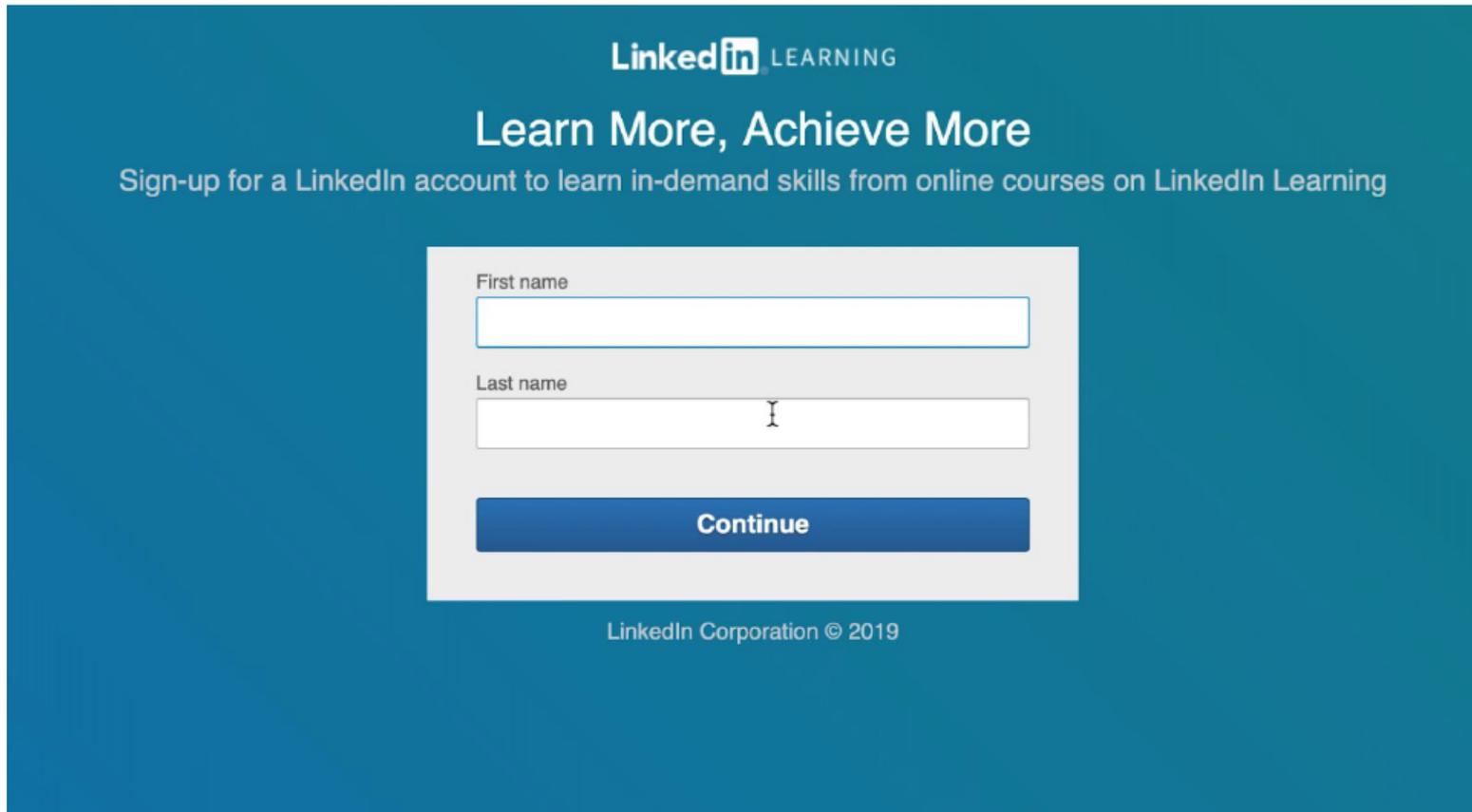
[Join now](#)

Already on LinkedIn? [Sign in](#)

For reference: [User Agreement](#), [Privacy Policy](#), and [Cookie Policy](#).

LinkedIn Corporation © 2019

**First name, Last name and email are the only requirements you need to create your LinkedIn Learning account**



The image shows a sign-up form for LinkedIn Learning on a teal background. At the top, the LinkedIn Learning logo is displayed. Below it, the heading "Learn More, Achieve More" is centered, followed by the text "Sign-up for a LinkedIn account to learn in-demand skills from online courses on LinkedIn Learning". The form itself is a light gray box containing two input fields: "First name" and "Last name". The "Last name" field has a cursor. Below the fields is a blue "Continue" button. At the bottom of the form, the text "LinkedIn Corporation © 2019" is visible.

LinkedIn LEARNING

## Learn More, Achieve More

Sign-up for a LinkedIn account to learn in-demand skills from online courses on LinkedIn Learning

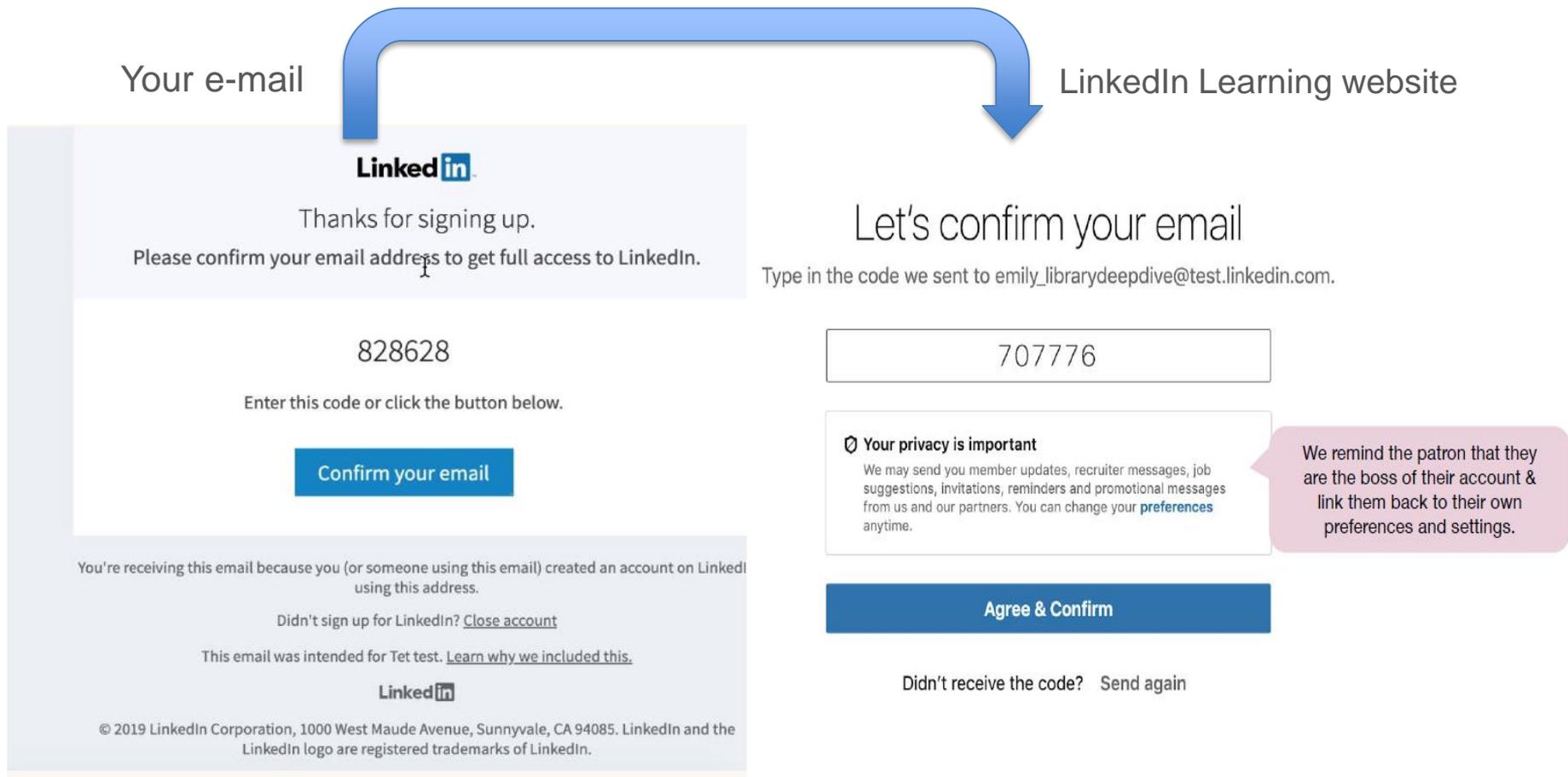
First name

Last name

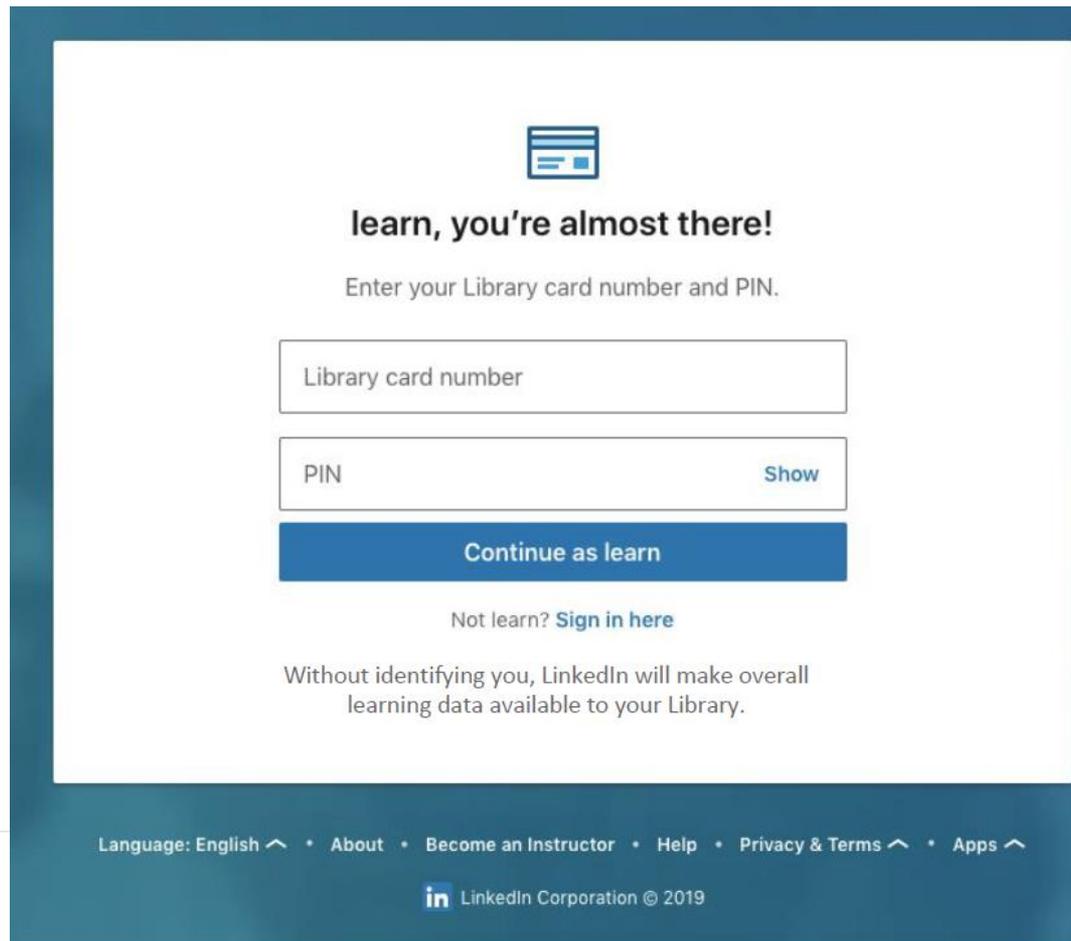
**Continue**

LinkedIn Corporation © 2019

You will then be taken through a verification step: LinkedIn Learning send a code to the email you provide, and then you copy the code from your email and enter it on LinkedIn Learning during your log-in process.



You then enter your Library card & password to confirm membership in your library and receive free access to LinkedIn Learning



The screenshot shows a verification page for LinkedIn Learning. At the top center is a blue icon of a library card. Below it, the text reads "learn, you're almost there!". Underneath that is the instruction "Enter your Library card number and PIN." There are two input fields: the first is labeled "Library card number" and the second is labeled "PIN" with a "Show" link to its right. Below the input fields is a blue button labeled "Continue as learn". Under the button, it says "Not learn? [Sign in here](#)". At the bottom of the main content area, there is a disclaimer: "Without identifying you, LinkedIn will make overall learning data available to your Library." The footer of the page contains navigation links: "Language: English ^", "About", "Become an Instructor", "Help", "Privacy & Terms ^", and "Apps ^". The LinkedIn logo and "LinkedIn Corporation © 2019" are centered at the very bottom.



**learn, you're almost there!**

Enter your Library card number and PIN.

Library card number

PIN [Show](#)

[Continue as learn](#)

Not learn? [Sign in here](#)

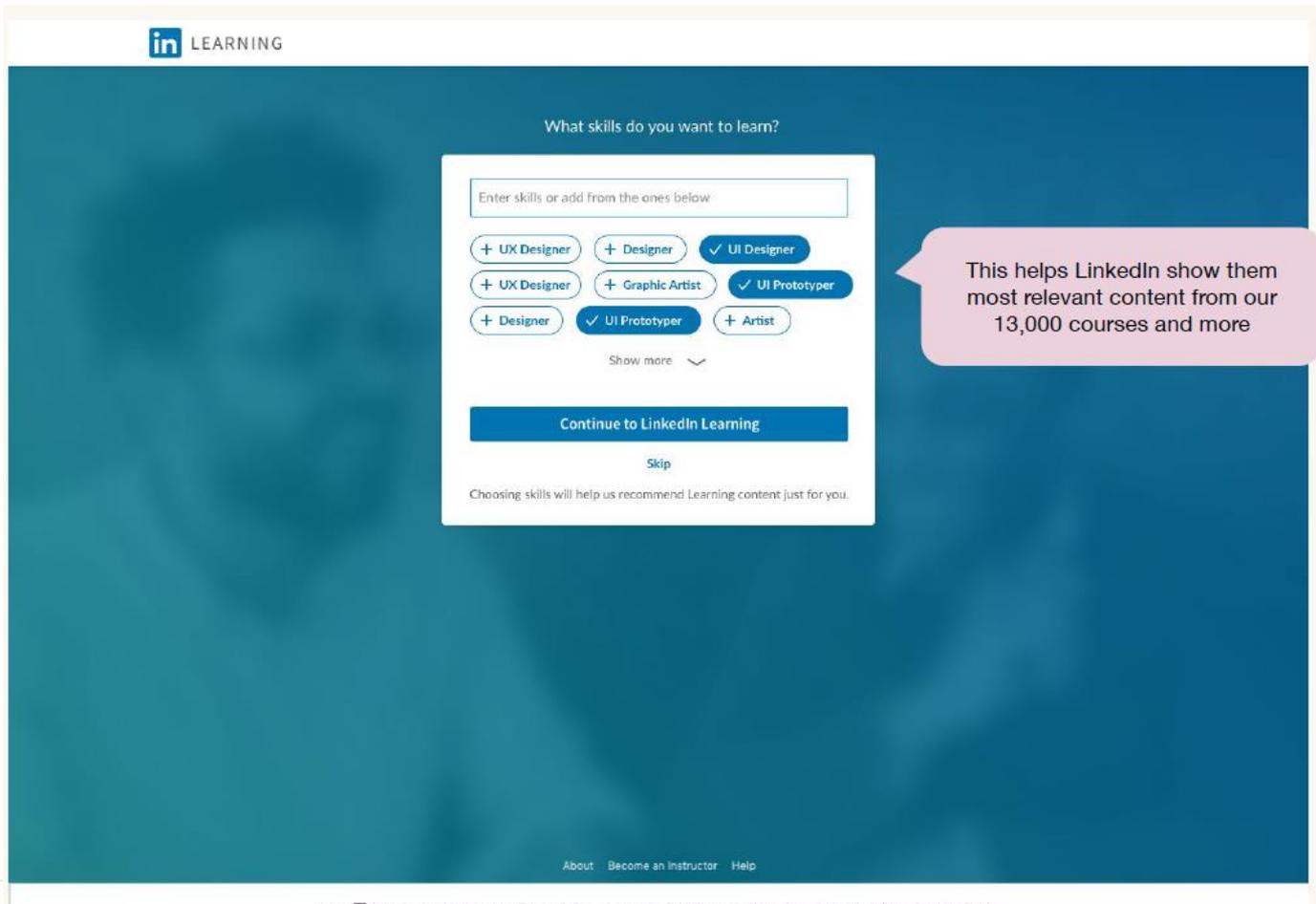
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Language: English ^ • [About](#) • [Become an Instructor](#) • [Help](#) • [Privacy & Terms](#) ^ • [Apps](#) ^

 LinkedIn Corporation © 2019

You now are now using LinkedIn Learning!

It is optional for you to highlight skills you want to learn before you start



The screenshot shows the LinkedIn Learning interface with the heading "What skills do you want to learn?". Below this is a search input field with the placeholder text "Enter skills or add from the ones below". A grid of skill tags is displayed, including "UX Designer", "Designer", "UI Designer", "Graphic Artist", "UI Prototyper", and "Artist". Some tags have a plus sign, while others have a checkmark. A "Show more" link is visible below the grid. At the bottom of the modal, there are buttons for "Continue to LinkedIn Learning" and "Skip". A note at the bottom of the modal states: "Choosing skills will help us recommend Learning content just for you." At the bottom of the page, there is a footer with links for "About", "Become an Instructor", and "Help".

What skills do you want to learn?

Enter skills or add from the ones below

+ UX Designer + Designer ✓ UI Designer

+ UX Designer + Graphic Artist ✓ UI Prototyper

+ Designer ✓ UI Prototyper + Artist

Show more ▾

Continue to LinkedIn Learning

Skip

Choosing skills will help us recommend Learning content just for you.

About Become an Instructor Help

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This helps LinkedIn show them most relevant content from our 13,000 courses and more

Your LinkedIn Learning Profile creates a public LinkedIn.com profile for you. You have controls to manage the privacy of that account.

To access your Privacy controls to your profile head to your LinkedIn Learning account profile and select 'Privacy'

You could have a **complete** and **highly searchable** profile.

- Use profile as professional brand
- Can be found with a google search or within LinkedIn
- Highly recommended for professionals, job seekers and students

You could have an **obscure** profile. Controls available in Settings include:

- Last name can be set to initial only
- Profile's public visibility can be turned off for search engines
- Ability to manage who can discover you on LinkedIn

you're the boss of your account.

672 connections

Pro Everest Internal Test

Member since February 3, 2009

Account **Privacy** Ads Communications

How others see your profile and network information

How others see your LinkedIn activity Change

How LinkedIn uses your data

Job seeking preferences

Blocking and hiding

**Edit your public profile** Change

Choose how your profile appears to non-logged in members via search engines or permitted services

**Who can see your email address** Change

Choose who can see your email address on your profile

**Who can see your connections** Change  
Connections

Choose who can see your list of connections

**Viewers of this profile also viewed** Change  
No

Choose whether or not this feature appears when people view your profile

**Who can see your last name** Change  
Full

Choose how you want your name to appear

**Representing your organization and interests** Change  
Yes

Choose if we mention you with content about your employers or other content you publicly expressed an interest in

Account    Mentions    **Privacy**    by others    Ads    Communications

Choose whether other members can mention or tag you

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## How LinkedIn uses your data

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**Manage your data and activity** Change

Review the data that you've provided, and make changes if you'd like

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**Download your data** Change

Download an archive of your account data, posts, connections, and more

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**Manage who can discover your profile from your email address** Change

Nobody

Choose who can discover your profile if they are not connected to you but have your email address

---

**Manage who can discover your profile from your phone number** Change

Nobody

Choose who can discover your profile if they have your phone number

---

**Sync contacts** Change

Manage or sync contacts to connect with people you know directly from your address book

---

**Sync calendar** Change

Manage or sync calendar to get timely updates about who you'll be meeting with

---

**Salary data on LinkedIn** Change

See and delete your salary data

---

**Search history** Change

Clear all previous searches performed on LinkedIn

---

**Personal demographic information** Change

Choose what details you provide about your personal demographics

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**Social, economic and workplace research** Change

Yes

Choose whether we can make some of your data available to trusted services for policy and academic research

For more information on how to manage and control your privacy settings with LinkedIn Learning [this website will help you.](#)

## How others see your LinkedIn activity

<b>Profile viewing options</b>	<span>Change</span>
Choose whether you're visible or viewing in private mode	Private mode
<b>Manage active status</b>	<span>Change</span>
Choose who can see when you are on LinkedIn	
<b>Share job changes, education changes, and work anniversaries from profile</b>	<span>Change</span>
Choose whether your network is notified	No
<b>Notifying connections when you're in the news</b>	<span>Change</span>
Choose whether we notify people in your network that you've been mentioned in an article or blog post	Yes
<b>Mentions or tags by others</b>	<span>Change</span>
Choose whether other members can mention or tag you	Yes