

# Getting Started with LinkedIn Learning

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## Overview

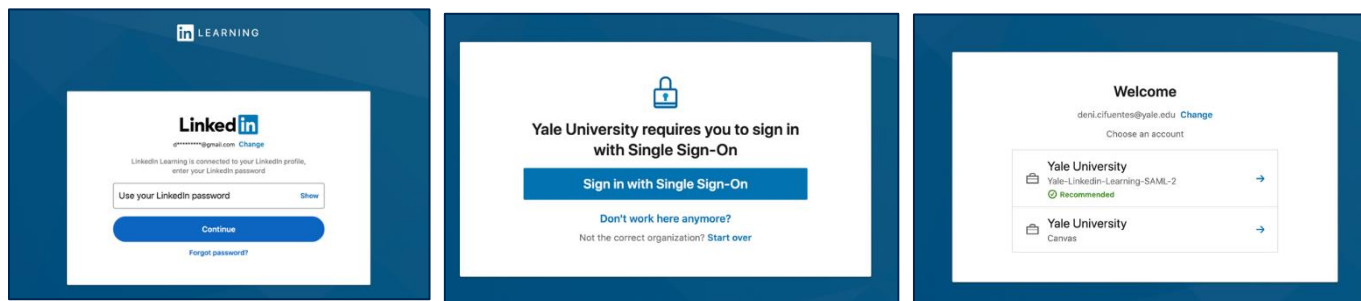
LinkedIn Learning is an on-demand learning platform available to eligible Yale faculty, students, and staff. University members can advance their skillset by accessing professionally-led courses in leadership, professional development, creative media, and information technology that are designed for in-depth and self-paced instruction at skill levels appropriate for beginner and advanced users. The platform also offers the option of taking courses in German, Spanish, French, Japanese, Mandarin or Brazilian Portuguese languages.

## Eligible Yale Participants

Eligible Yale Participants are those with an active Yale Net ID.

## Log in to LinkedIn Learning

Eligible Yale participants can access LinkedIn Learning directly from <https://www.linkedin.com/learning/>. This links requires a user to “sign-in with your organization account,” which brings them to an entry box for their Yale email, which in turn brings them to the CAS login.



# Getting Started with LinkedIn Learning

## Connect your LinkedIn Account to LinkedIn Learning

All Yale participants, regardless of how they enter, will automatically be assigned a LinkedIn Learning license once they CAS in.

To enhance the learning experience and connect professional skill acquisition to one's professional online presence, users are immediately offered the option of connecting their LinkedIn Learning account with their personal LinkedIn profile.

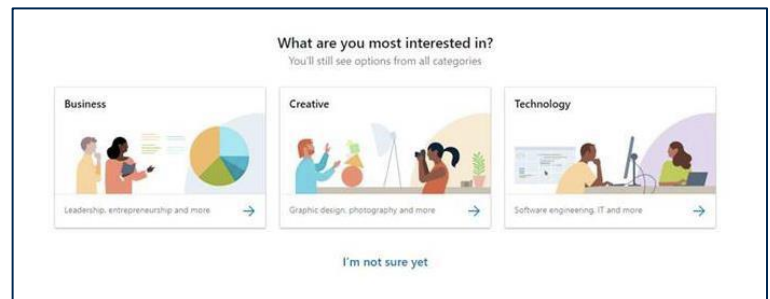
*Please note: a LinkedIn professional profile is **not** required for university participants to access LinkedIn Learning. All learning data on the LinkedIn Learning platform cannot be reviewed by management and contains no ties to individual LinkedIn profiles.*

Users who choose to connect their accounts will be asked to log into their professional LinkedIn profile with their usual email and password.

If the user opts to keep the accounts separate, they are given a chance to change their minds. At this point, users who choose to connect their account will follow the login steps explained above.

*Note: . Instructions on how to disconnect your Personal LinkedIn Profile from your LinkedIn Learning account are on the following pages.*

Users are presented a welcome screen upon their initial login to LinkedIn Learning, and are then invited to indicate areas of interest which will fuel the system's course suggestions.



## LinkedIn Learning

After completing these steps, eligible Yale participants are now in their LinkedIn Learning account and can use the search box to search for content, or scroll down the page to see trending topics. All learner-specific data from previously accessed Lynda.com courses will be migrated when the user activates their account.

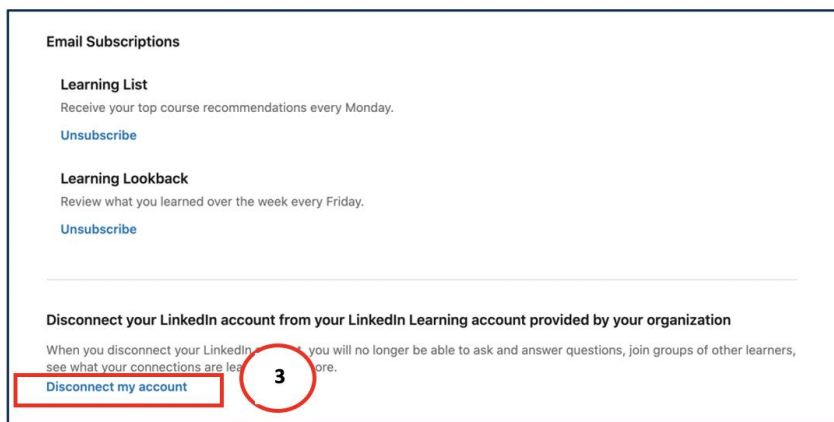
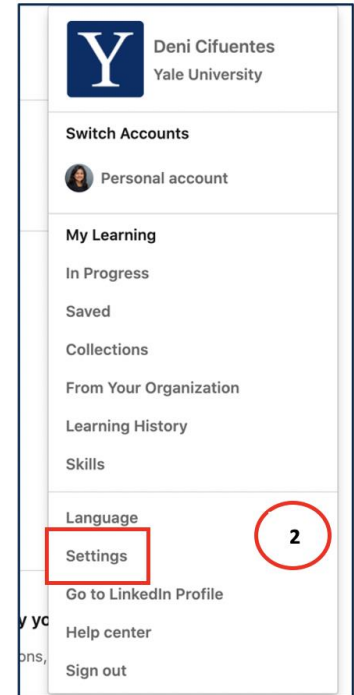
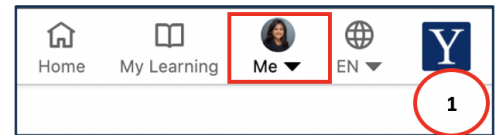


# Getting Started with LinkedIn Learning

## Disconnecting Your Account

If at any point users wish to disconnect their account, they may do so using the following steps:

1. Navigate to the **Me** icon located at the top righthand side of the screen.
2. Click the **Settings** tab.
3. Scroll down to the option to **disconnect your LinkedIn account from your LinkedIn Learning account provided by your organization**.
4. Click **Disconnect my account**.
5. Click **Disconnect** on the appearing popup.



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## Appendix: Frequently Asked Questions

Question	Answer
Can the Yale Administrators of the Yale LinkedIn Learning account see my LinkedIn profile?	If you connect your personal LinkedIn profile with your LinkedIn Learning account, only your learning data will be shared with Yale. No other data from your LinkedIn profile will be accessible or shared. Learners who choose to opt out of using their LinkedIn profile will create a separate LinkedIn Learning account that is not connected.
Specifically, what information will Yale be able to view from my LinkedIn Learning account?	Yale can access and retain the following information: <ul style="list-style-type: none"><li>• Learning activity, such as courses viewed or completed.</li><li>• Profile information, such as your name, work title, and profile photo.</li><li>• Courses from your personal account that you've transferred to your group account.</li></ul>
What information from my personal LinkedIn profile won't be accessible to Yale?	LinkedIn will not give Yale access to private activity from your personal LinkedIn account, such as: <ul style="list-style-type: none"><li>• Your connections.</li><li>• Your private messages.</li><li>• Any job search activity, such as job posts you've viewed.</li><li>• Any learning courses you've viewed in your personal account.</li></ul>
What can my personal LinkedIn Network view?	You're in control of what learning activity is shared with your network. For example, you have the option to: <ul style="list-style-type: none"><li>• Add completed courses to your profile.</li><li>• Share courses with your LinkedIn network.</li></ul>
Can Yale collect employee aggregate data?	Yale can gather a broad view of the organizations' capabilities and learning needs based on the skills identified by Yale employees in their public LinkedIn profiles.
Do I have to connect my LinkedIn profile to my Yale LinkedIn Learning account?	No, connecting your profile is optional. If you change your mind, you can easily connect, or disconnect, your profile later, by clicking the link on your LinkedIn Learning page and logging in to your personal LinkedIn profile page.
Can I disconnect my personal LinkedIn profile from my Yale LinkedIn Learning account at anytime?	Yes, you can disconnect your LinkedIn profile from your LinkedIn Learning account by following the instructions outlined on a previous page.
How can I find out more information about LinkedIn Learning's privacy and account security information?	Learn more about managing profile settings and what people can see on your profile by going to the following website: <a href="https://www.linkedin.com/help/learning/answer/77">https://www.linkedin.com/help/learning/answer/77</a>

# Getting Started with LinkedIn Learning

Question	Answer
Do I need a LinkedIn profile to use LinkedIn Learning?	No, you can access LinkedIn Learning directly <b>via</b> <a href="#">this link</a> .
What are some useful LinkedIn Learning links?	<ul style="list-style-type: none"><li>• LinkedIn Learning Help <a href="https://www.linkedin.com/help/linkedin">https://www.linkedin.com/help/linkedin</a></li><li>• LinkedIn Learning Mobile Apps <a href="https://www.linkedin.com/help/linkedin/mobile-apps">https://www.linkedin.com/help/linkedin/mobile-apps</a></li></ul>