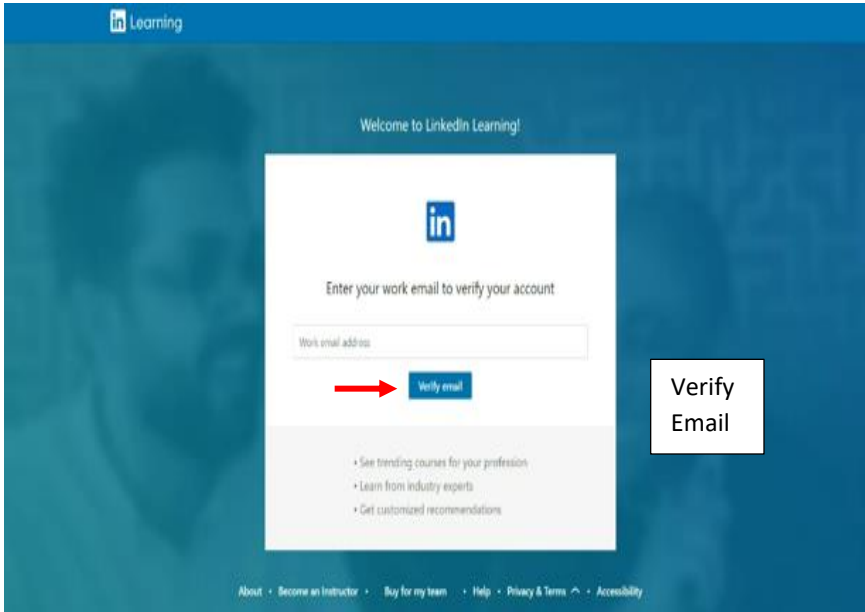
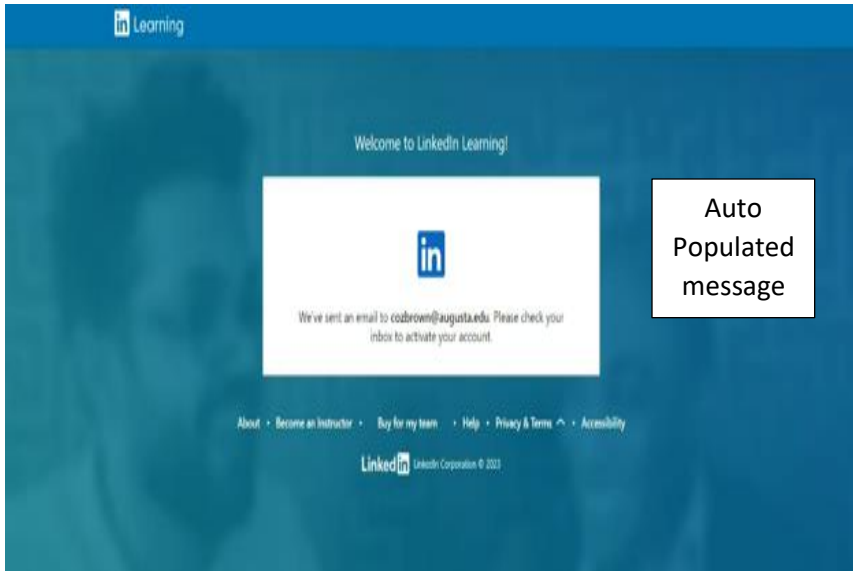



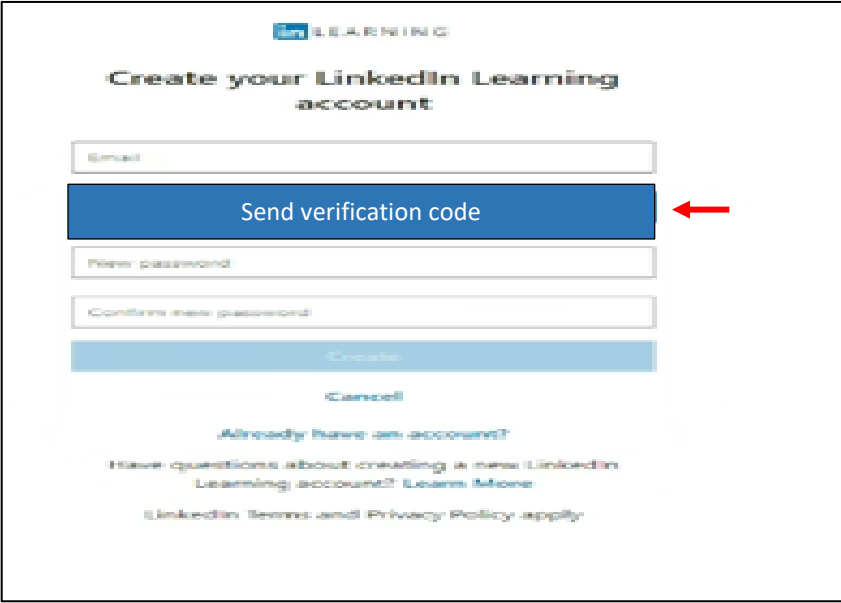


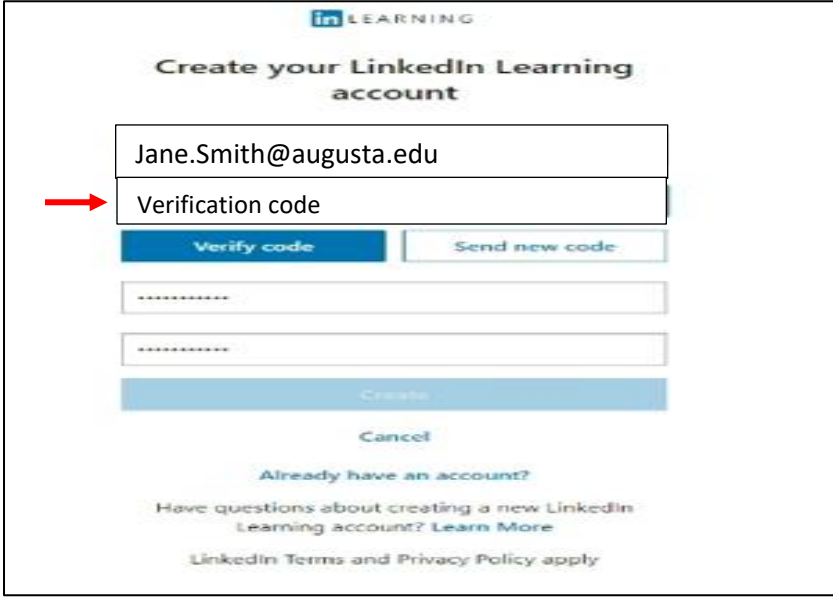

Team Members: How to Activate LinkedIn Learning Account


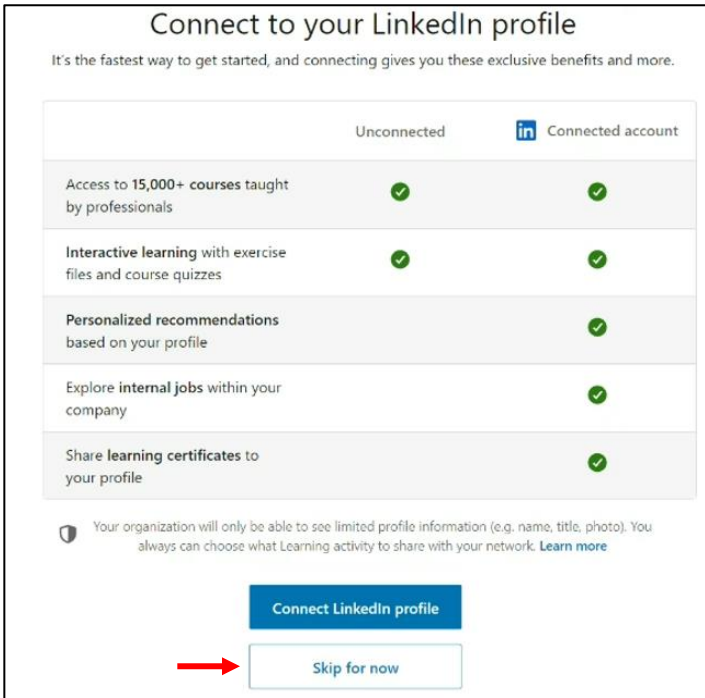
This tip sheet is used to show how to activate a LinkedIn Learning Account.

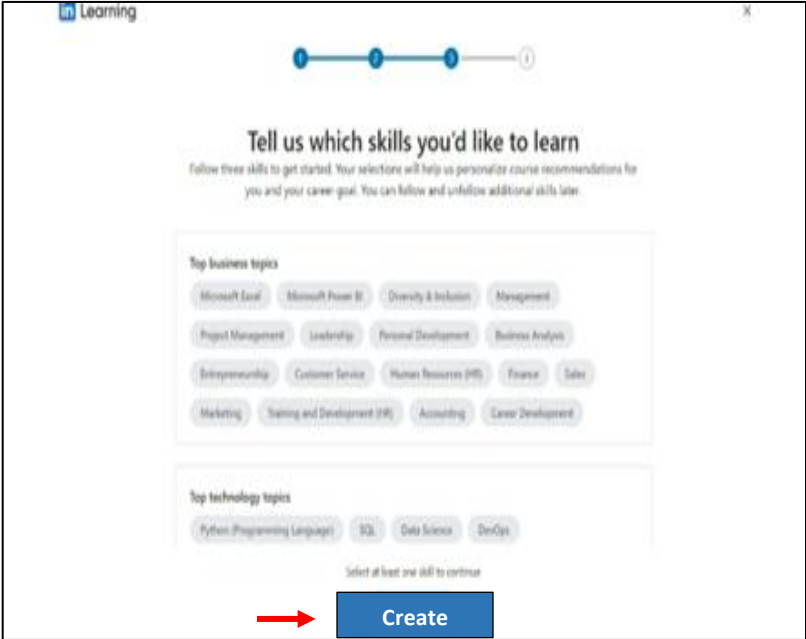
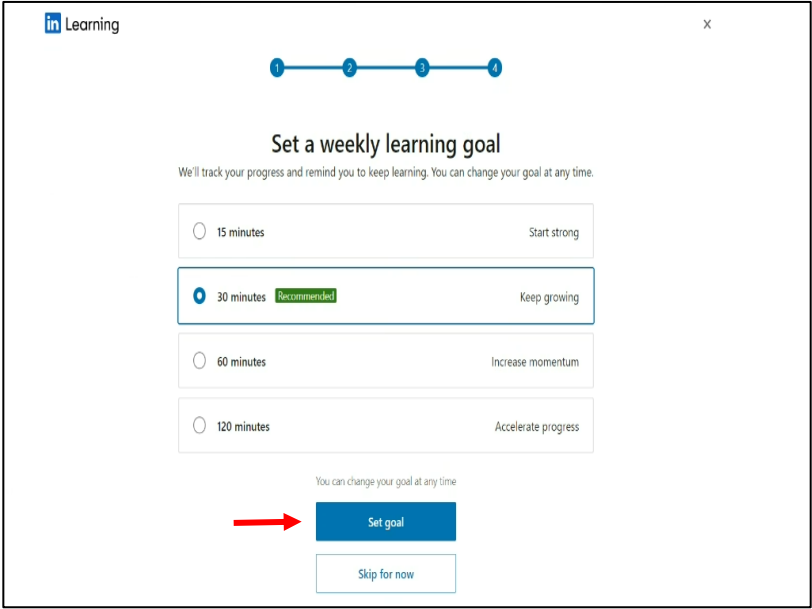
Explanation	Screenshot
<p>Open an internet browser and type the following in the url: www.linkedin.com/learning/activate</p> <p>Enter your Wellstar MCG Health email address.</p> <p>Click verify email.</p>	
<p>Dialogue box appears with a message prompting you to check your Outlook email to activate your account.</p> <p>An automatic email will be generated to you.</p> <p>Subject Line of Email: [EXTERNAL] Wellstar Health System invites you to access LinkedIn Learning</p>	

Explanation	Screenshot
<p>Click on the Accept your Invite button provided in the email.</p>	
<p>Click on Create a LinkedIn Learning Account.</p>	

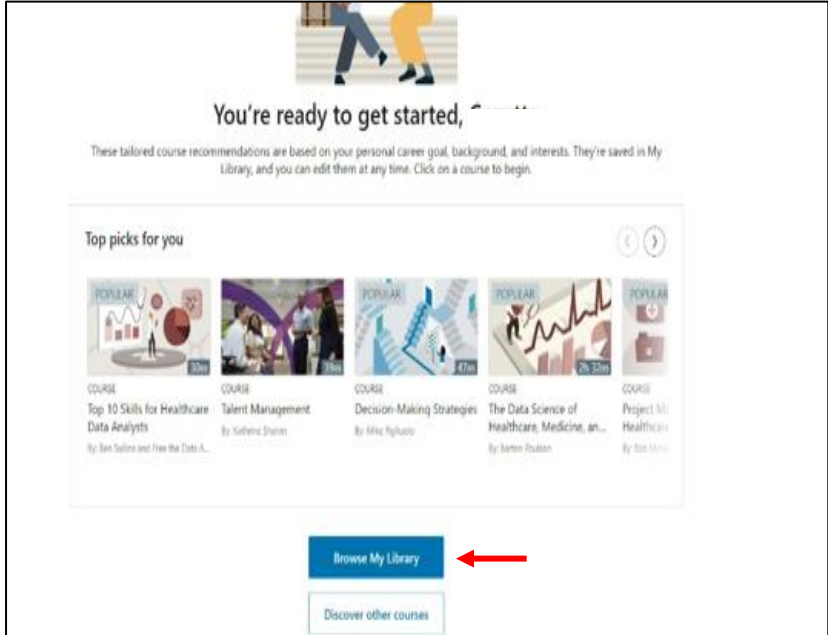
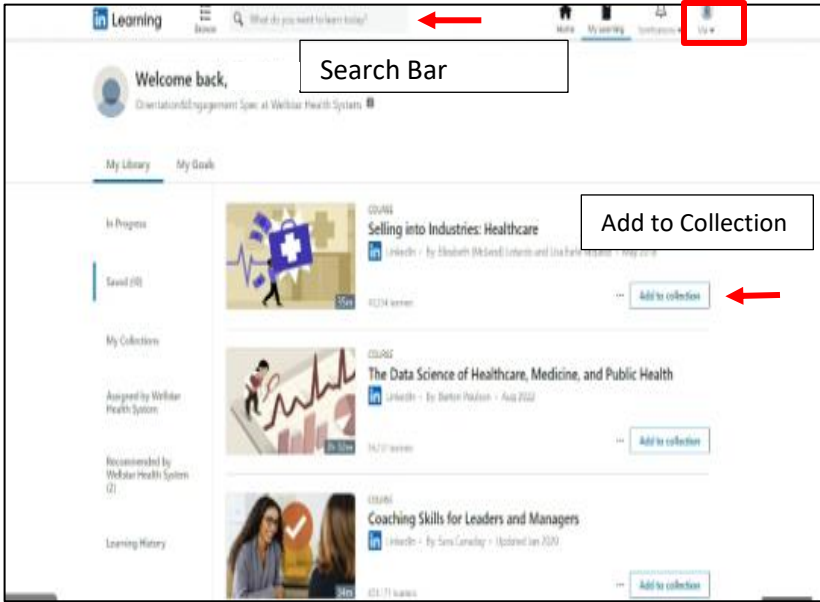
Explanation	Screenshot
<p>Click on Don't Connect My Account.</p>	 <p>The screenshot shows the LinkedIn Learning sign-in page. At the top, it says "in LEARNING". Below that is the LinkedIn logo and the text "Sign in to access your free LinkedIn Learning account". A sub-header reads "The fastest way to get started is to connect LinkedIn Learning to your personal LinkedIn profile". There are two bullet points: "Easily access learning directly from LinkedIn.com" and "Share your learning achievements with your network". A modal dialog box is open with the title "Are you sure?". The text inside says "You won't be able to engage with your peers and instructors on LinkedIn Learning or share what you're learning with your network." There are three buttons: "Not sure", "Don't connect my account" (highlighted with a red arrow), and "Close".</p>
<p>Enter your Wellstar MCG Health email address.</p> <p>Enter Wellstar MCG Health Password twice.</p> <p>Click Send Verification Code.</p> <p>An automated email will be sent to you which will contain a verification code.</p> <p>Subject Line of Email Microsoft on behalf of LinkedIn Learning</p>	 <p>The screenshot shows the LinkedIn Learning account creation page. At the top, it says "in LEARNING". Below that is the text "Create your LinkedIn Learning account:". There are three input fields: "Email", "New password", and "Confirm new password". Below these fields are two buttons: "Create" and "Cancel". A large blue button labeled "Send verification code" is highlighted with a red arrow pointing to it from the right. At the bottom, there is a link "Already have an account?" and a link "Have questions about creating a new LinkedIn Learning account? Learn More". At the very bottom, it says "LinkedIn Terms and Privacy Policy apply".</p>

Explanation	Screenshot
<p>Your organization email and created password will automatically display.</p> <p>Enter the verification code from your email.</p>	 <p>The screenshot shows the LinkedIn Learning account creation process. At the top, it says "in LEARNING" and "Create your LinkedIn Learning account". Below this, there are two input fields: the first contains the email address "Jane.Smith@augusta.edu" and the second is labeled "Verification code". A red arrow points to the "Verification code" field. Below the input fields are two buttons: "Verify code" (highlighted in blue) and "Send new code". Further down are two password fields (indicated by asterisks), a "Create" button (highlighted in blue), and a "Cancel" button. At the bottom, there is a link "Already have an account?", a link "Have questions about creating a new LinkedIn Learning account? Learn More", and a link "LinkedIn Terms and Privacy Policy apply".</p>
<p>Click Verify Code.</p>	 <p>This screenshot is identical to the one above, but the "Verify code" button is highlighted in blue, and a red arrow points to it. The "Create" button is no longer highlighted.</p>

Explanation	Screenshot																		
Click Create .																			
Click Skip for Now .	 <table border="1"><thead><tr><th></th><th>Unconnected</th><th>Connected account</th></tr></thead><tbody><tr><td>Access to 15,000+ courses taught by professionals</td><td>✓</td><td>✓</td></tr><tr><td>Interactive learning with exercise files and course quizzes</td><td>✓</td><td>✓</td></tr><tr><td>Personalized recommendations based on your profile</td><td></td><td>✓</td></tr><tr><td>Explore internal jobs within your company</td><td></td><td>✓</td></tr><tr><td>Share learning certificates to your profile</td><td></td><td>✓</td></tr></tbody></table>		Unconnected	Connected account	Access to 15,000+ courses taught by professionals	✓	✓	Interactive learning with exercise files and course quizzes	✓	✓	Personalized recommendations based on your profile		✓	Explore internal jobs within your company		✓	Share learning certificates to your profile		✓
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Share learning certificates to your profile		✓																	

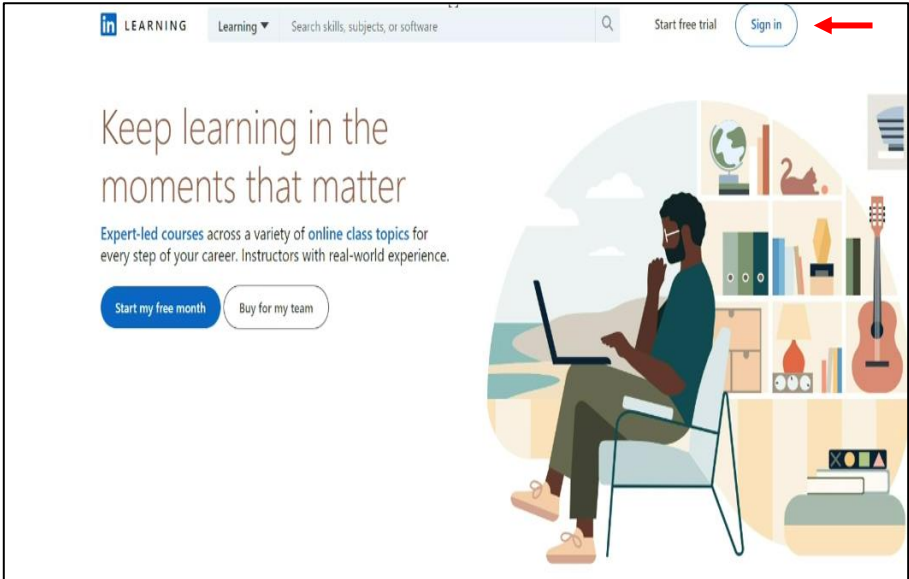

Explanation	Screenshot
<p>Click on the topics in gray to create a learning goal.</p> <p>Select Create.</p>	 <p>The screenshot shows the LinkedIn Learning interface for setting a learning goal. At the top, there is a progress bar with four steps: 1 (active), 2, 3, and 4. Below the progress bar, the heading reads "Tell us which skills you'd like to learn". Underneath, there are two sections: "Top business topics" and "Top technology topics". Each section contains several gray buttons representing different skills. At the bottom, there is a blue "Create" button with a red arrow pointing to it.</p>
<p>Click Set Goal.</p> <p>Select a timeframe of how often you want to take advantage of learning weekly.</p>	 <p>The screenshot shows the LinkedIn Learning interface for setting a weekly learning goal. At the top, there is a progress bar with four steps: 1, 2 (active), 3, and 4. Below the progress bar, the heading reads "Set a weekly learning goal". Underneath, there are four radio button options for timeframes: 15 minutes, 30 minutes (Recommended), 60 minutes, and 120 minutes. At the bottom, there is a blue "Set goal" button with a red arrow pointing to it.</p>

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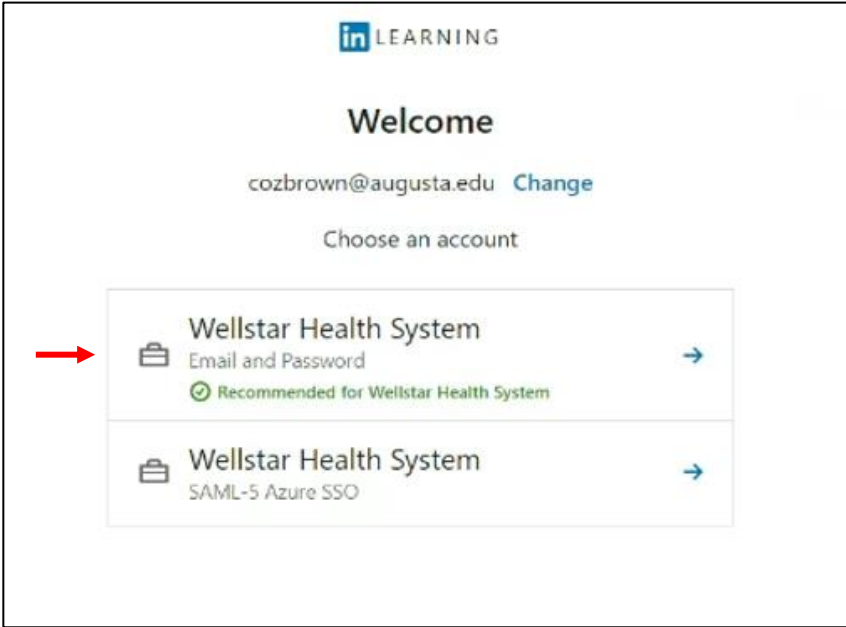
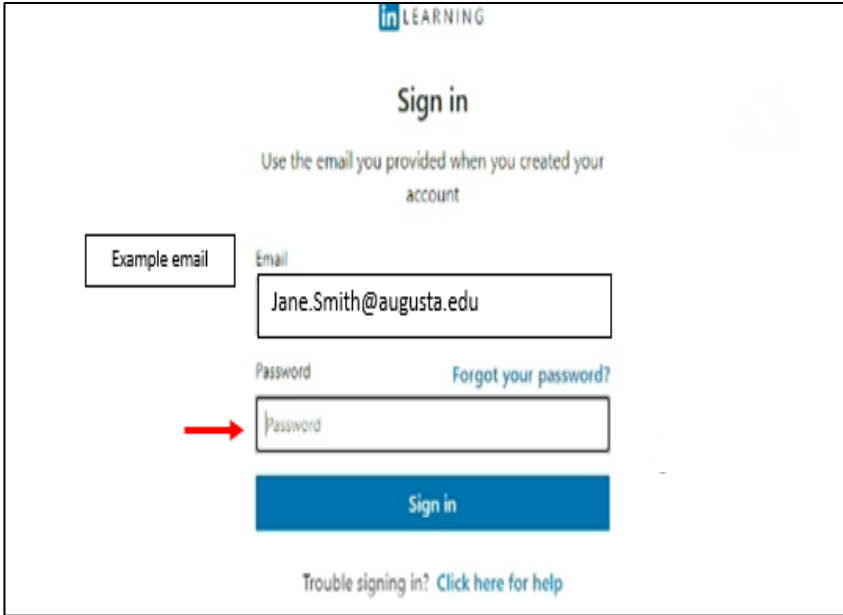
Explanation	Screenshot
<p>Click Browse My Library to view and select courses for your goal.</p>	 <p>The screenshot shows the LinkedIn Learning interface. At the top, it says "You're ready to get started," followed by a note: "These tailored course recommendations are based on your personal career goal, background, and interests. They're saved in My Library, and you can edit them at any time. Click on a course to begin." Below this is a section titled "Top picks for you" with five course cards. At the bottom, there are two buttons: "Browse My Library" (highlighted with a red arrow) and "Discover other courses".</p>
<p>Click Add to Collection to select your desired courses.</p> <p>You may also type a topic name in the search bar to search the LinkedIn Learning Library for specific topics.</p> <p>To log out of LinkedIn Learning, click on the (Me) icon and select sign out.</p>	 <p>The screenshot shows the LinkedIn Learning "My Library" page. At the top, there is a search bar and a "(Me) icon" (highlighted with a red box and a red arrow). Below the search bar, the page is divided into sections: "In Progress", "Saved (0)", "My Collections", "Assigned by Wellstar Health System", "Recommended by Wellstar Health System (2)", and "Learning History". The "In Progress" section shows three course cards. The first card, "Selling into Industries: Healthcare", has an "Add to collection" button highlighted with a red arrow. The second card, "The Data Science of Healthcare, Medicine, and Public Health", also has an "Add to collection" button. The third card, "Coaching Skills for Leaders and Managers", has an "Add to collection" button.</p>

Team Members: How to Log into LinkedIn Learning

This tip sheet is used to show how to log into LinkedIn Learning.

Explanation	Screenshot
<p>Open an internet browser and type in the url: LinkedInLearning.Com</p> <p>Click Sign In.</p>	 <p>The screenshot shows the LinkedIn Learning homepage. At the top right, there is a navigation bar with the LinkedIn Learning logo, a search bar, and a 'Sign in' button. A red arrow points to the 'Sign in' button. Below the navigation bar, the main heading reads 'Keep learning in the moments that matter'. Underneath, there is a sub-heading: 'Expert-led courses across a variety of online class topics for every step of your career. Instructors with real-world experience.' Two buttons are visible: 'Start my free month' and 'Buy for my team'. The background features an illustration of a person sitting at a desk with a laptop, surrounded by books and a guitar.</p>
<p>Enter your Wellstar MCG Health email address.</p> <p>Click Continue.</p>	 <p>The screenshot shows the LinkedIn Learning sign-in page. The heading is 'Sign In'. Below it, the text reads: 'Sign in using the same email address you use for LinkedIn.com or your organization email'. There is an input field containing the email address 'Jane.Smith@augusta.edu'. A red arrow points to the 'Continue' button below the input field. At the bottom, there are links for 'Sign in with your library card' and 'New to LinkedIn? Join now'.</p>

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Explanation	Screenshot
<p>Select Recommended for Wellstar Health System.</p>	
<p>Enter your Wellstar MCG Health password.</p> <p>Click Sign in.</p>	

Wellstar SuccessFactors

Explanation	Screenshot
<p>LinkedIn Learning Homepage displays.</p> <p>Click Browse to display a list of courses.</p>	