

Activate your LinkedIn Learning Account

1.) A notification will be sent to your **SMC Email** to **Activate your LinkedIn Learning Account**.

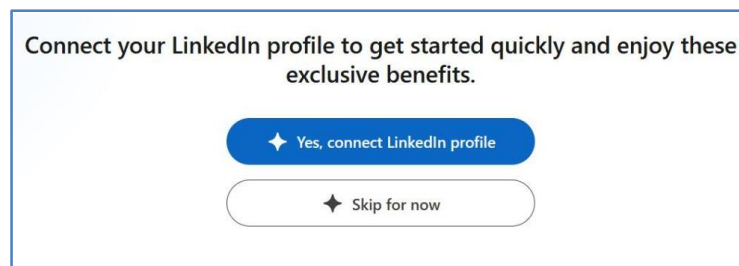


2.) Press **Get Started**, to set up your **LinkedIn Learning Profile**.

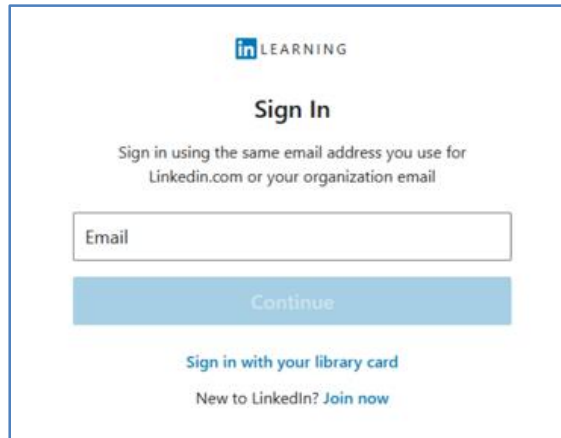
You will be asked to provide your current role, years of experience in your role, as well as goals you would like to focus on. LinkedIn will then create a personalized learning plan for you based on your responses.



3.) If you already have a LinkedIn account, you may also link it to LinkedIn Learning.



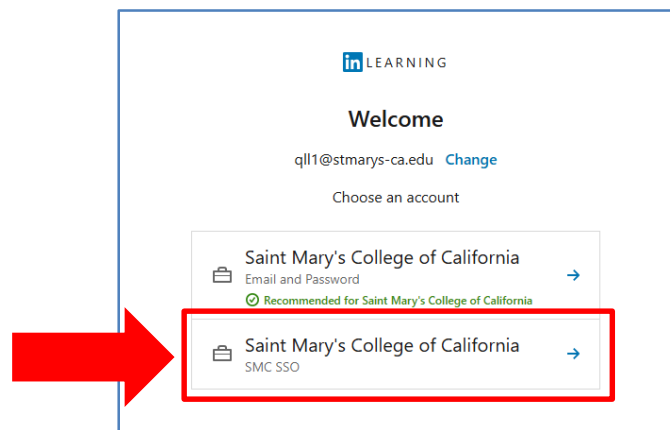
4.) Once your LinkedIn Learning account is activated, you will be asked to sign in with your **SMC Email**.



The image shows the LinkedIn Learning 'Sign In' page. At the top is the LinkedIn Learning logo. Below it is the heading 'Sign In' followed by the instruction 'Sign in using the same email address you use for LinkedIn.com or your organization email'. There is a text input field labeled 'Email' and a blue 'Continue' button. At the bottom, there are two links: 'Sign in with your library card' and 'New to LinkedIn? Join now'.

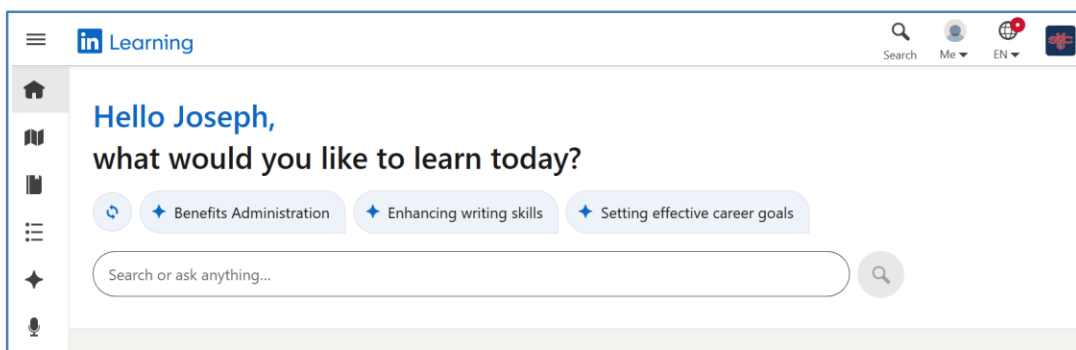
4.) Select **SMC SSO** (Single Sign On).

Selecting **SMC SSO** will allow you to log in **once** and gain access to **LinkedIn Learning** without having to log in again.



The image shows the LinkedIn Learning 'Welcome' screen. It displays the user's email 'qll1@stmarys-ca.edu' with a 'Change' link. Below this is the prompt 'Choose an account'. There are two account options listed: 'Saint Mary's College of California' with 'Email and Password' (marked as recommended) and 'Saint Mary's College of California' with 'SMC SSO'. A large red arrow points to the 'SMC SSO' option, which is also highlighted with a red rectangular box.

You are now logged into LinkedIn Learning



You may now access **LinkedIn Learning** on your **MySMC Staff Portal** landing page, located in the **All Apps** icon

