



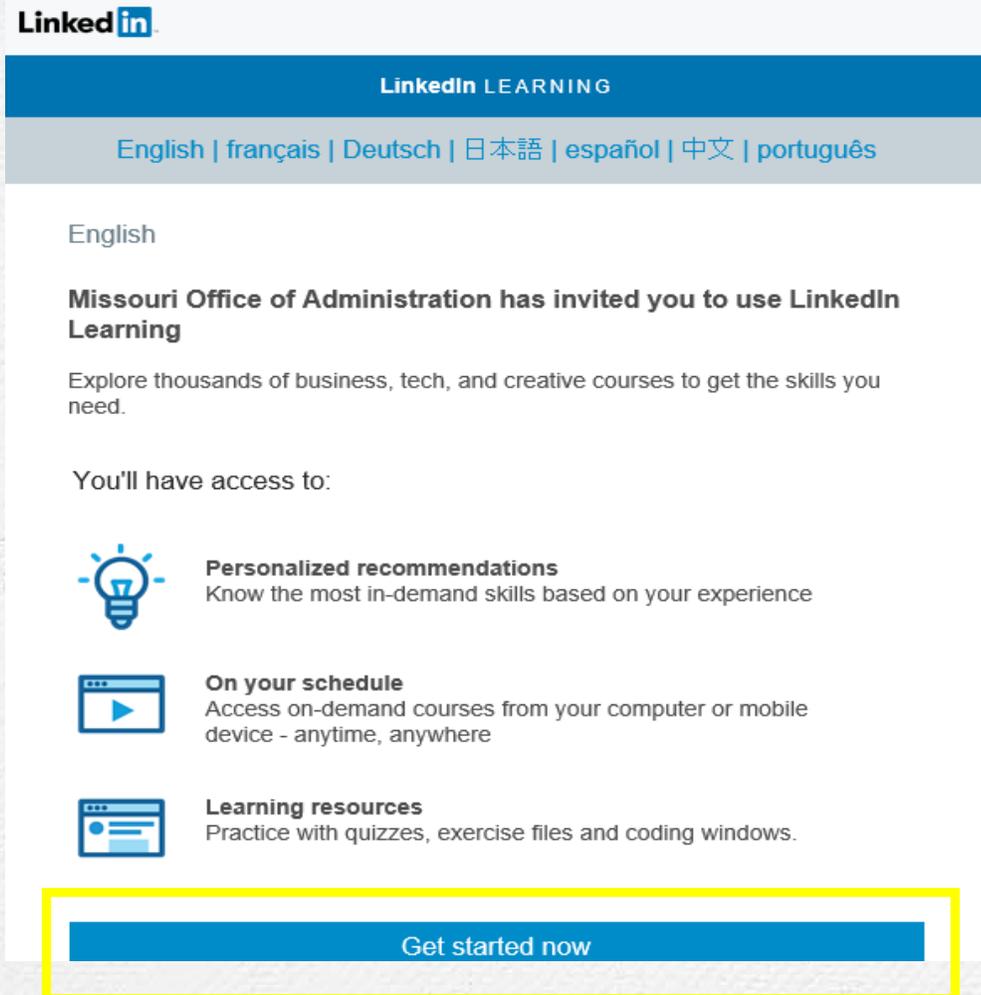
# LinkedIn Learning

How to sign on

**MO LEARNING**

*Powered by LinkedIn Learning®*

# Click activation link in email



You will receive an email (see picture to the left) with an activation link.

Your State of Missouri email address will be associated with your LinkedIn Learning account.

If you aren't accessing the account from a device connected to the state network, you can log in at <https://www.linkedin.com/learning/>



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# Important notice

Users who want to connect their LinkedIn profile to their LinkedIn Learning account should note that they will have to go through two sign-on processes:

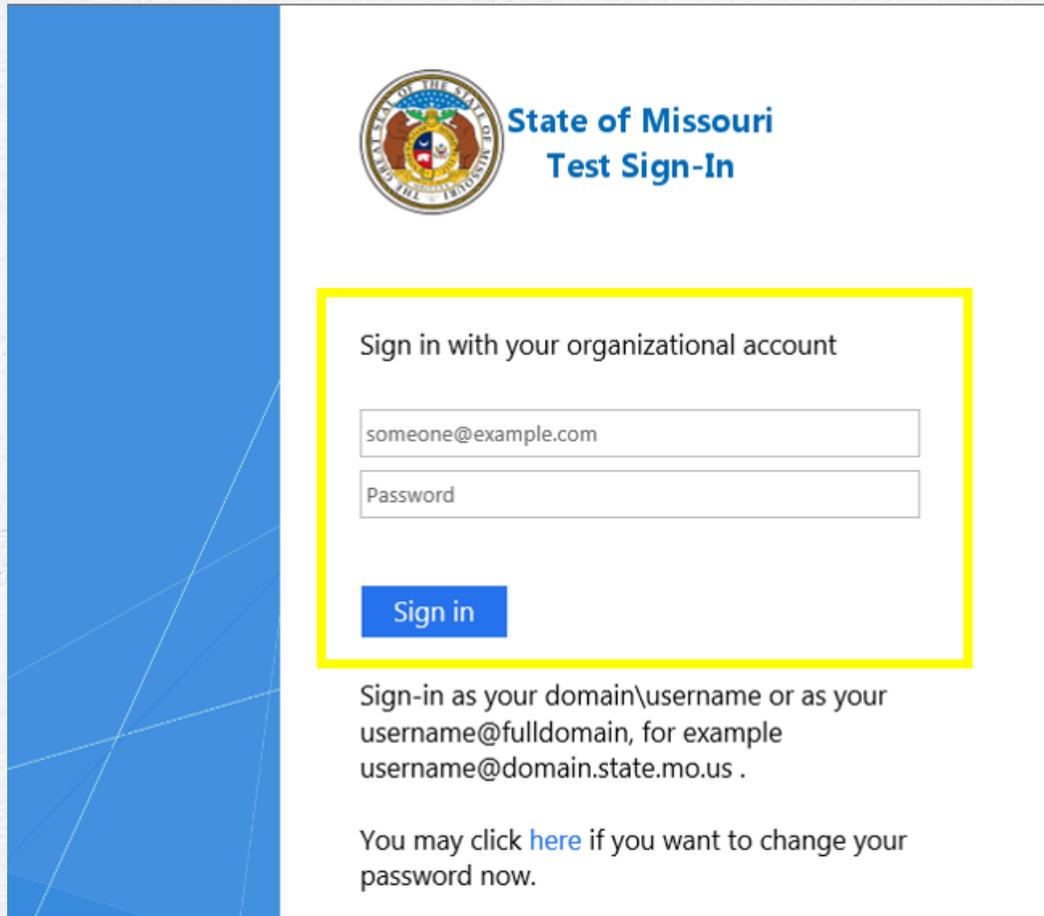
First, the State of Missouri Sign-In to verify you are a State of Missouri employee.

Second, the sign-in to your personal LinkedIn profile.

Continue reading to follow these steps.



# Single Sign On – Log In with State Network ID



 **State of Missouri**  
**Test Sign-In**

Sign in with your organizational account

[Sign in](#)

Sign-in as your domain\username or as your username@fulldomain, for example username@domain.state.mo.us .

You may click [here](#) if you want to change your password now.

- Follow the prompts until the State of Missouri Sign-In screen is displayed. This will be available for ITSD consolidated departments and MoDOT.
- Enter the domain for your department (ads, bds, cds), a backslash (\), and your network username on the first line (e.g. bds\SmithT).
- Department domains:  
ADS – DED, DHE, DIFP, DNR, DOC, DOLIR, DOR, MDA  
BDS – DESE, DPS, OA  
CDS – DHSS, DMH, DSS
- Enter your network password on the second line. This is the same password you use to log into your computer.
- If your division is a non-consolidated ITSD entity, then enter your work e-mail and follow the prompts.



# Option to connect your LinkedIn profile

Welcome!

You now have access to LinkedIn Learning.  
Connect your LinkedIn account and:

- ▶ See trending courses for your profession
- 😊 Get customized recommendations
- 👤 Learn from industry experts

[Connect my LinkedIn account](#)

[Continue without connecting my LinkedIn account](#)

Why am I being asked to connect my LinkedIn account? [Learn more](#)

During the activation process, you have the option to connect your LinkedIn profile to your LinkedIn Learning account.

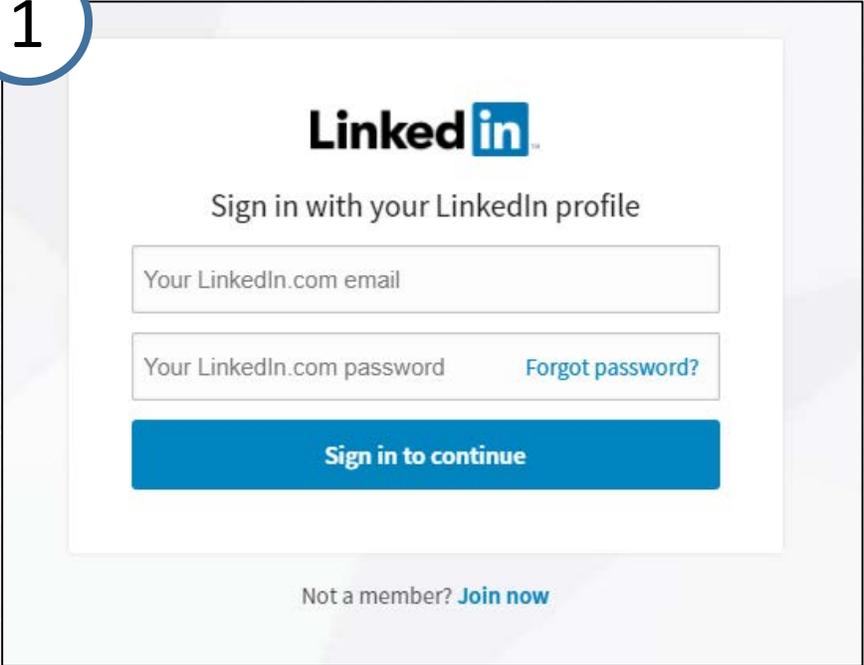
Only learning data will be shared with the State of Missouri. No other data from your LinkedIn profile will be accessible.

The advantage of connecting your profile is the LinkedIn Learning transcript will be reflected on your profile, even if you accept employment elsewhere. This allows you to keep track of what courses you've taken.



# Choose to connect your LinkedIn profile

1



**LinkedIn**

Sign in with your LinkedIn profile

Your LinkedIn.com email

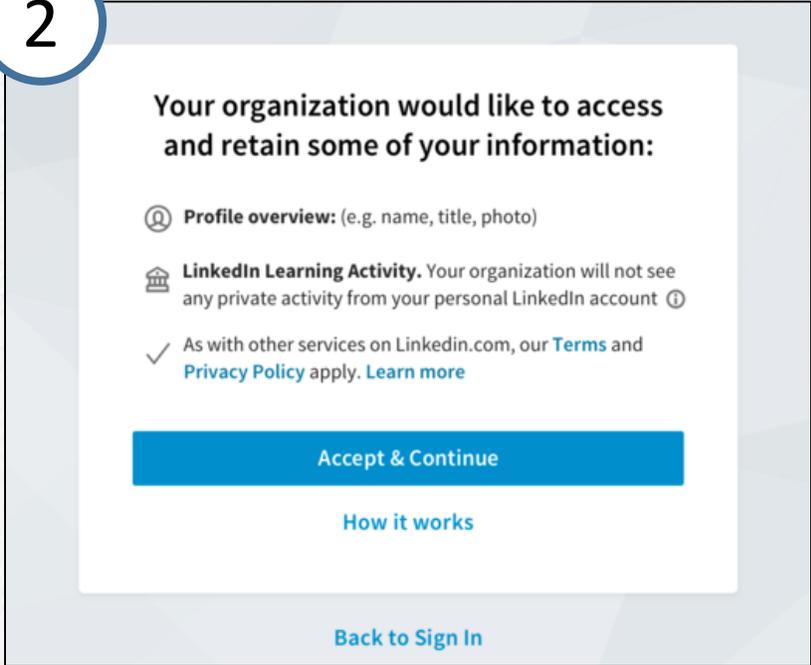
Your LinkedIn.com password [Forgot password?](#)

**Sign in to continue**

Not a member? [Join now](#)

Sign in with your existing LinkedIn profile using the email address associated with your LinkedIn profile.

2



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

-  **Profile overview:** (e.g. name, title, photo)
-  **LinkedIn Learning Activity.** Your organization will not see any private activity from your personal LinkedIn account
- ✓ As with other services on LinkedIn.com, our [Terms](#) and [Privacy Policy](#) apply. [Learn more](#)

**Accept & Continue**

[How it works](#)

[Back to Sign In](#)

Accept the privacy terms to continue.



# If you choose not to connect your LinkedIn profile

1

Welcome!



You now have access to LinkedIn Learning.  
Connect your LinkedIn account and:

- See trending courses for your profession
- Get customized recommendations
- Learn from industry experts

**Connect my LinkedIn account**

Continue without connecting my LinkedIn account

Why am I being asked to connect my LinkedIn account? [Learn more](#)

2

To confirm your identity, please enter your email to receive your verification code.

yourname@email.com

**Send verification code**

New Password

Confirm New Password

Create

Cancel

3

Verify your email address

Thanks for verifying your [yourname@email.com](#) account!

**Your code is: 505044**

Sincerely,  
LinkedIn Enterprise (EI)

To confirm your identity, please enter your email to receive your verification code.

yourname@email.com

505044

**Verify code** Send new code

8-16 characters, containing 3 out of 4 of the following:  
Lowercase characters, uppercase characters, digits (0-9),  
and one or more of the following symbols: @ # \$ % ^ & \* -  
\_ += [ ] { } \ | \ ' , ? / ' ~ " ( ) ; , .

New Password

Confirm New Password

Create

Cancel

4

To confirm your identity, please enter your email to receive your verification code.

yourname@email.com!

**Change e-mail**

.....

.....

**Create**

Cancel

1. Indicate that you would like to continue without connecting your LinkedIn account.
2. Enter your organization email address that you wish to sign in with.
3. Check that email address for the verification code. Then enter it into the form and click "Verify code." *\*Note that the verification code email will come from "Microsoft on behalf of LinkedIn Learning."*
4. Finally, create a password to sign into the account. Then click "Create."



# Want to create a LinkedIn profile?

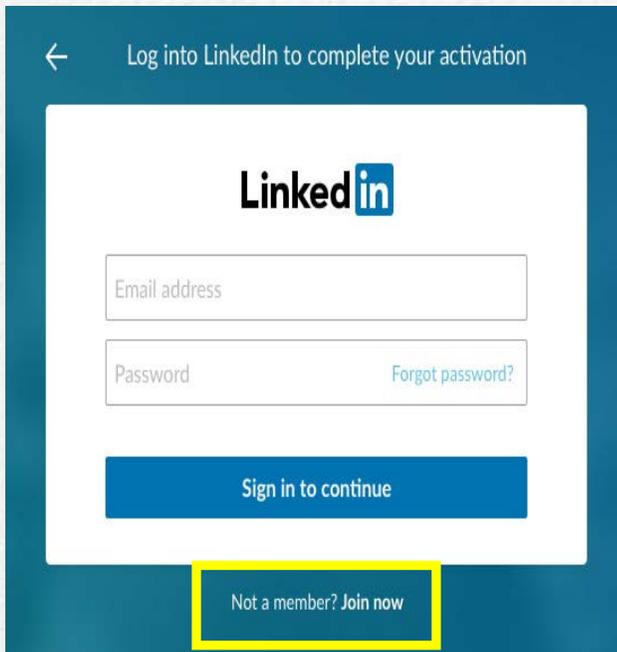
1 Click “Not a member? Join now.”

2 Complete form to create an account and click “Join Now.”

3

Check the e-mail address you entered at the prompt and enter the code that is sent to verify your identity.

4 Review the privacy policy and click “Accept and continue to connect LinkedIn Learning account.”



← Log into LinkedIn to complete your activation

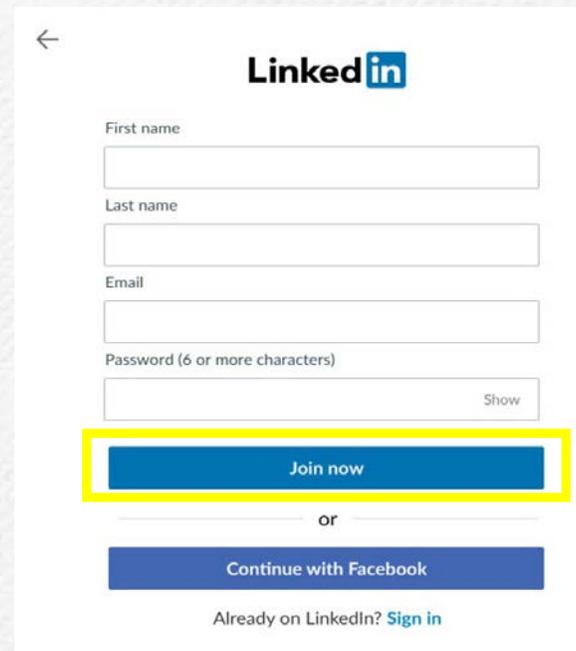
**LinkedIn**

Email address

Password [Forgot password?](#)

**Sign in to continue**

**Not a member? Join now**



← **LinkedIn**

First name

Last name

Email

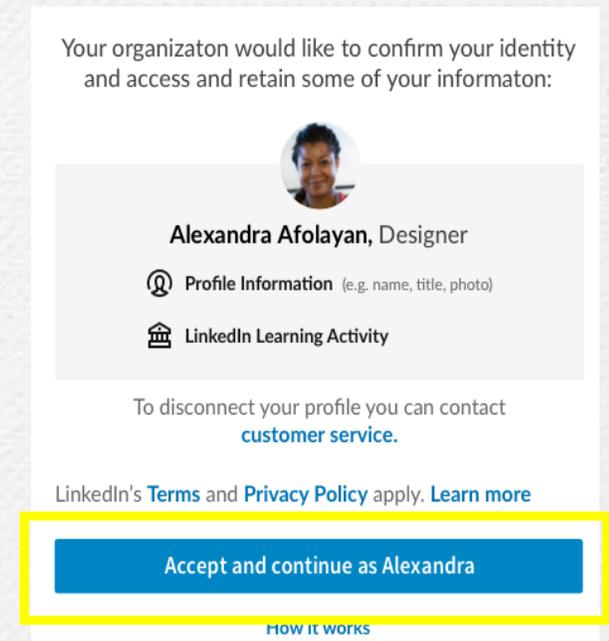
Password (6 or more characters) [Show](#)

**Join now**

or

**Continue with Facebook**

Already on LinkedIn? [Sign in](#)



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



**Alexandra Afolayan, Designer**

 **Profile Information** (e.g. name, title, photo)

 **LinkedIn Learning Activity**

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

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

**Accept and continue as Alexandra**

[How it works](#)

Find tips to creating a great LinkedIn profile at [oa.mo.gov/molearning](http://oa.mo.gov/molearning)

# Personalize your account

What is your current or desired job title? (Optional)

 ×

Continue

After you have signed in, select a job title and set of skills you are interested in learning.

Pick the skills that interest you.

- ✓ Digital Marketing + Design + Microsoft Excel + Databases
- ✓ Business Strategy + Mobile Application Development
- + Data Analysis ✓ Leadership + Web Development
- + Microsoft Office + Back-End Web Development ✓ Presentations

Show more ▾

Continue

If you have connected your LinkedIn profile, these options will be pre-populated with suggestions.



# Begin learning!

The screenshot displays the LinkedIn Learning user interface. At the top, there is a dark blue navigation bar with the LinkedIn Learning logo on the left, a search bar in the center, and navigation icons for Home, In Progress, Saved, My Org, and Me on the right. Below the navigation bar, a white card contains a personalized greeting: "Good Morning, Emma" and "Let's learn something new today!". Underneath the greeting, there are several skill tags: "Business Strategy", "Digital Marketing", "Presentations", "Leadership", and "Edit skills". The main content area is titled "Recommended for you" and features a grid of four items. The first item is a call-to-action card with a lightbulb icon, the text "Connect your profile to unlock premium recommendations", and a blue "Connect my profile" button. The other three items are placeholder cards with grey headers and horizontal bars representing text, each with a bookmark icon in the bottom right corner. A small blue loading spinner is centered at the bottom of the page.

LinkedIn Learning is activated and you're ready to start.

**Happy learning!**



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