

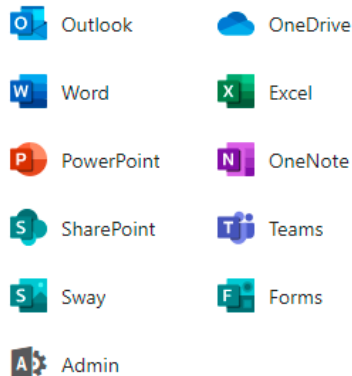


Required steps for creating and accessing your **inLearning** content.

1. Using your normal email login credentials, Log into Office 365:
<https://portal.office.com>
2. Click on the Waffle in the upper left corner of the screen, and then select “All Apps”



Apps



[All apps](#) →

3. Towards the bottom, under “**Other**”, select the LinkedIn Learning under to login or start the account creation process if you are a new user.

Other

[LinkedIn Learning](#)

[MyProfile](#)

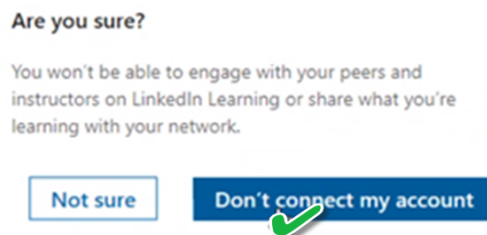
[Web Helpdesk](#)



4. If logging in for the first time, you will be prompted to, click “Continue without LinkedIn” so that it does not try to use any personal LinkedIn accounts you may already have.



5. When prompted with “Are you sure?” click “Don’t connect my account”.



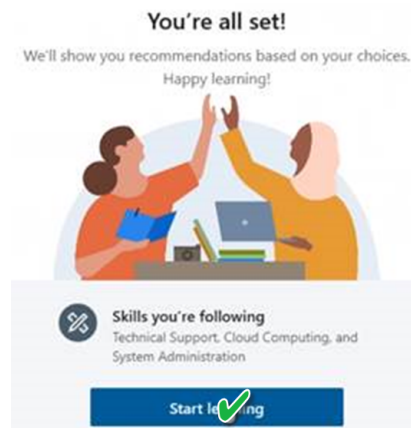
6. You'll get the welcome message. Click “Sounds good” to continue



7. Choose which categories you are interested in; Business, Creative or Technology.



8. Click on the subjects that you are interested in learning about. They will use these interests to provide recommendations for training materials. You can always add interests later, too. For now, click 2 or 3 of the things that interest you most and click "Continue".
9. It will prompt you for a "Weekly Goal" for how much time each week you want to utilize the site for training. Feel free to set a goal, or click "Maybe Later".
10. Boom! You're all set up. Click the "Start Learning" button to log in for the first time.



11. To log out when you're done, click on "Me" at the top of the screen and then click on "Sign Out".

Note: You will only have to follow these steps once. Going forward, just log into Office 365 and click on the LinkedIn Learning from the application launcher in the top-left corner of the page and it will automatically log you in. Easy peasy, lemon squeezy!

As always, if you run into any issues, please contact our helpdesk at support@swmitech.org or 269-250-9280 for help and we can get you rollin'!