

User Instructions

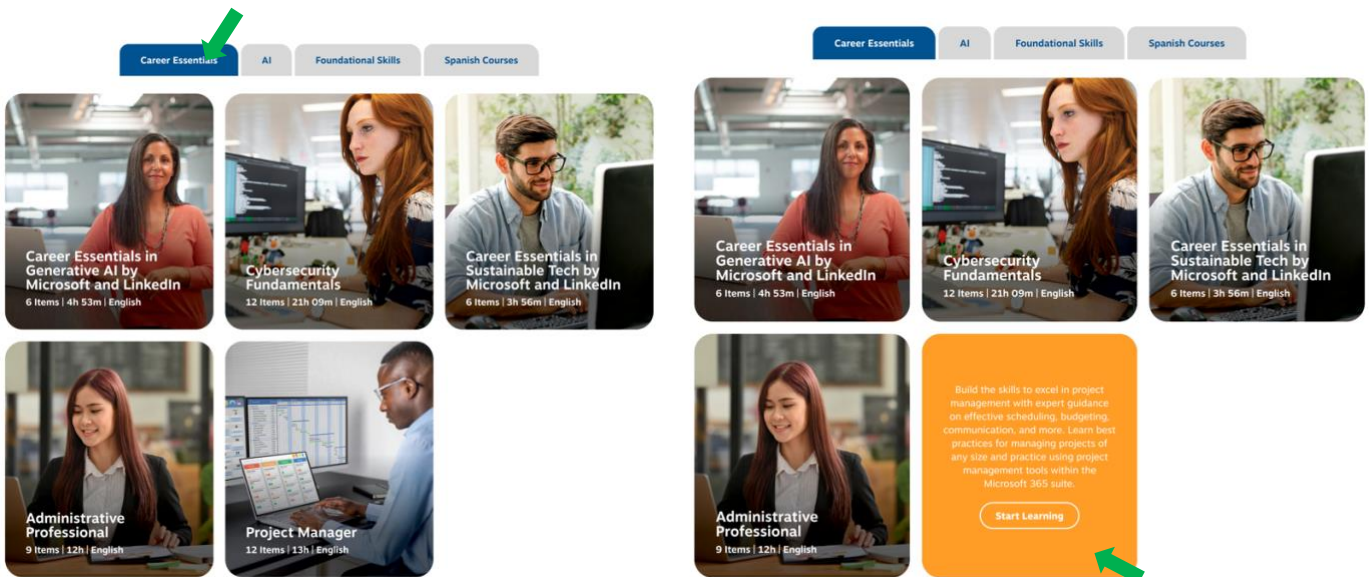
Go to: <https://communityupskill.org>

A **LinkedIn Learning** account is recommended for taking Community Upskill courses. LinkedIn Learning accounts are different from LinkedIn accounts.

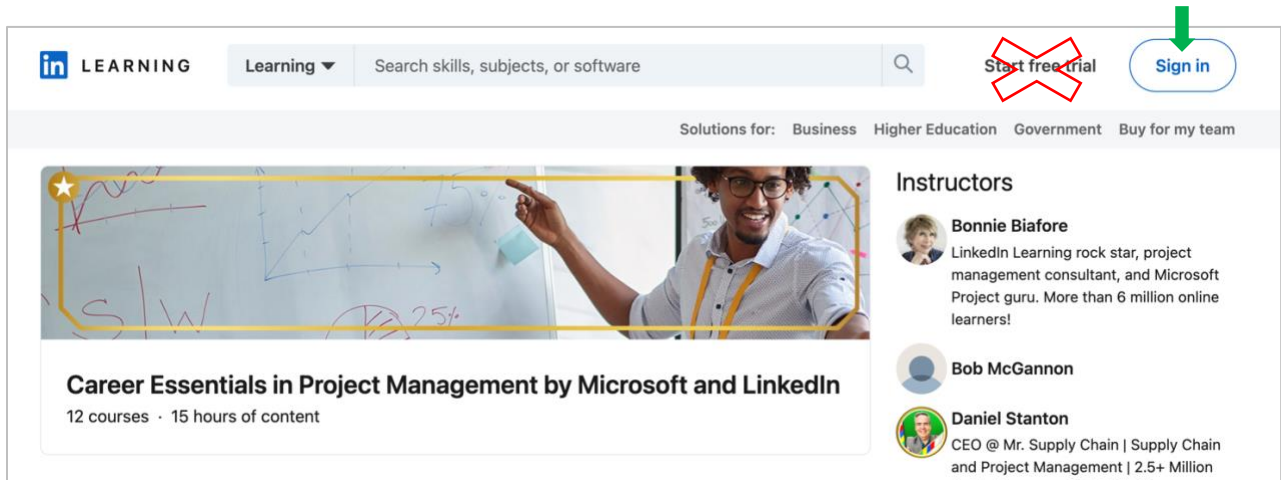
If you choose to connect your LinkedIn Learning account to a LinkedIn profile, you will be able to access your LinkedIn Learning history and record of course completions. It also provides you with exposure to job opportunities, and you can post your earned credentials.

To create a LinkedIn Learning account, follow these steps. There is no cost.

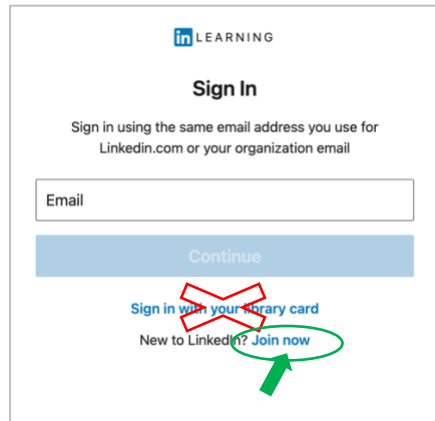
1. Select the learning pathway to complete, such as Career Essentials → Project Manager. You will be directed to a LinkedIn Learning website where each course in the learning pathway is available.



2. Go to **Sign In**. Do **not** select Start Free Trial.



3. Click **Join now**.



LinkedIn Learning

Sign In

Sign in using the same email address you use for LinkedIn.com or your organization email

Email

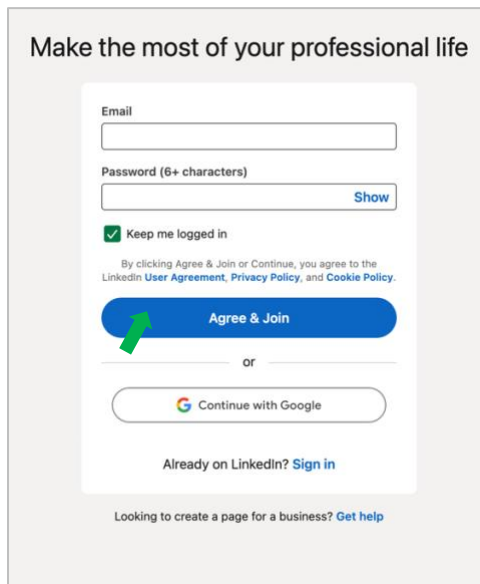
Continue

Sign in with your library card

New to LinkedIn? [Join now](#)

The image shows the LinkedIn Learning sign-in page. At the top is the LinkedIn Learning logo. Below it is the heading 'Sign In' and a sub-heading 'Sign in using the same email address you use for LinkedIn.com or your organization email'. There is an 'Email' input field, followed by a blue 'Continue' button. Below the button are two links: 'Sign in with your library card' (circled in red) and 'New to LinkedIn? Join now' (circled in green with a green arrow pointing to it).

4. Add your email address, create a password, and select **Agree and Join**.



Make the most of your professional life

Email

Password (6+ characters) Show

Keep me logged in

By clicking Agree & Join or Continue, you agree to the LinkedIn User Agreement, Privacy Policy, and Cookie Policy.

Agree & Join

or

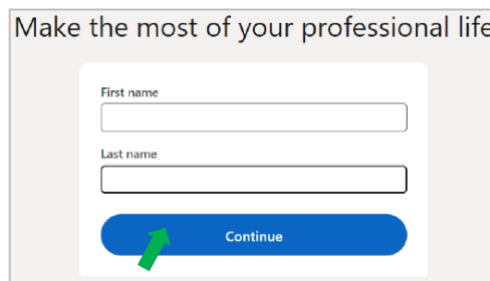
Continue with Google

Already on LinkedIn? [Sign in](#)

Looking to create a page for a business? [Get help](#)

The image shows the LinkedIn registration page. It has the heading 'Make the most of your professional life'. There are fields for 'Email' and 'Password (6+ characters)' with a 'Show' button. A 'Keep me logged in' checkbox is checked. Below is a disclaimer: 'By clicking Agree & Join or Continue, you agree to the LinkedIn User Agreement, Privacy Policy, and Cookie Policy.' There is a blue 'Agree & Join' button (with a green arrow pointing to it), an 'or' separator, and a 'Continue with Google' button. At the bottom, there is a link for 'Already on LinkedIn? Sign in' and a link for 'Looking to create a page for a business? Get help'.

5. Enter your first and last name. Click **Continue**.



Make the most of your professional life

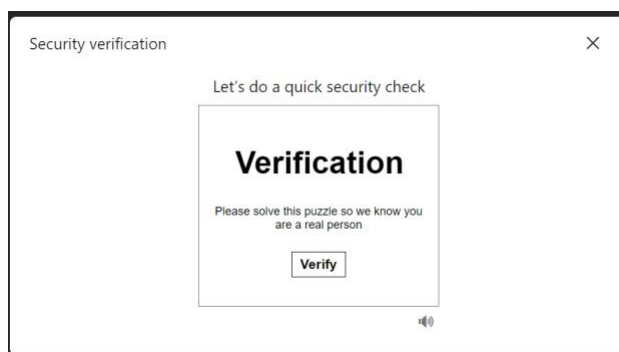
First name

Last name

Continue

The image shows the LinkedIn registration page for entering a name. It has the heading 'Make the most of your professional life'. There are two input fields: 'First name' and 'Last name'. Below them is a blue 'Continue' button (with a green arrow pointing to it).

6. Proceed through LinkedIn's Verification check, which makes sure you are a real person.



Security verification

Let's do a quick security check

Verification

Please solve this puzzle so we know you are a real person


Verify

The image shows the LinkedIn security verification screen. It has a title bar 'Security verification' with a close button. The main heading is 'Let's do a quick security check'. Below that is a large box with the heading 'Verification' and the text 'Please solve this puzzle so we know you are a real person'. At the bottom of this box is a 'Verify' button. There is a small speaker icon at the bottom right of the screen.

7. Type in the code from your confirmation email. Select Agree & **Confirm**.

Confirm your email

Type in the code we sent to info@communityskilling.org.

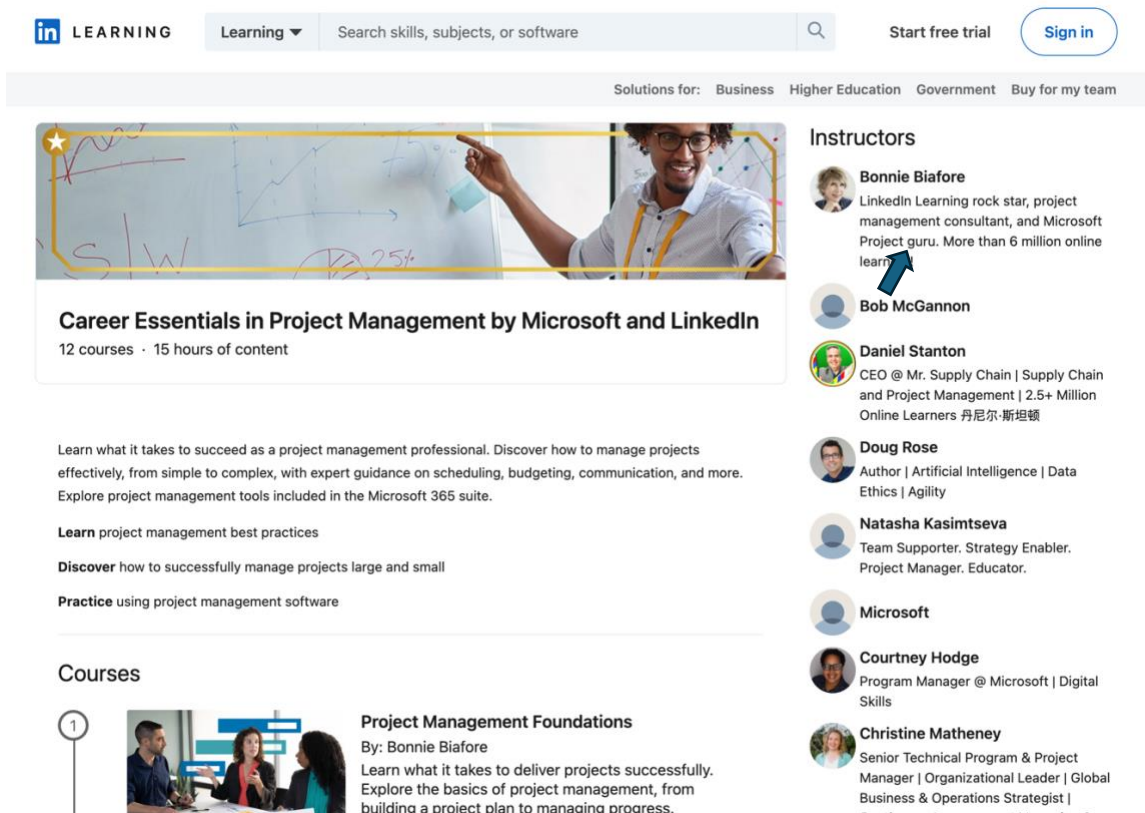
 **Your privacy is important**

We may send you member updates, recruiter messages, job suggestions, invitations, reminders and promotional messages from us and our partners. You can change your [preferences](#) anytime.

Didn't receive the code? [Send again](#)

Agree & Confirm

8. You will be redirected to the LinkedIn Learning pathway you selected.



The screenshot shows the LinkedIn Learning interface. At the top, there's a navigation bar with the LinkedIn Learning logo, a search bar, and a 'Sign in' button. Below the navigation bar, there are links for 'Solutions for: Business, Higher Education, Government, Buy for my team'. The main content area features a large image of a man pointing at a whiteboard with project management diagrams. Below the image, the course title 'Career Essentials in Project Management by Microsoft and LinkedIn' is displayed, along with '12 courses · 15 hours of content'. A list of learning objectives follows: 'Learn what it takes to succeed as a project management professional...', 'Learn project management best practices', 'Discover how to successfully manage projects large and small', and 'Practice using project management software'. On the right side, there's an 'Instructors' section listing Bonnie Biafore, Bob McGannon, Daniel Stanton, Doug Rose, Natasha Kasimtseva, and Courtney Hodge, each with a profile picture and a brief bio. At the bottom left, a 'Courses' section is visible, showing a card for 'Project Management Foundations' by Bonnie Biafore.

9. Select a course to begin your Community Upskill journey!

NOTE: All Community Upskill courses are free. At no point should you enter a credit card. If you hit a paywall that won't allow you to take a quiz, make sure you have signed up for a free LinkedIn Learning account. Only courses listed on the [Community Upskill](#) page are available at no charge.