

User Instructions

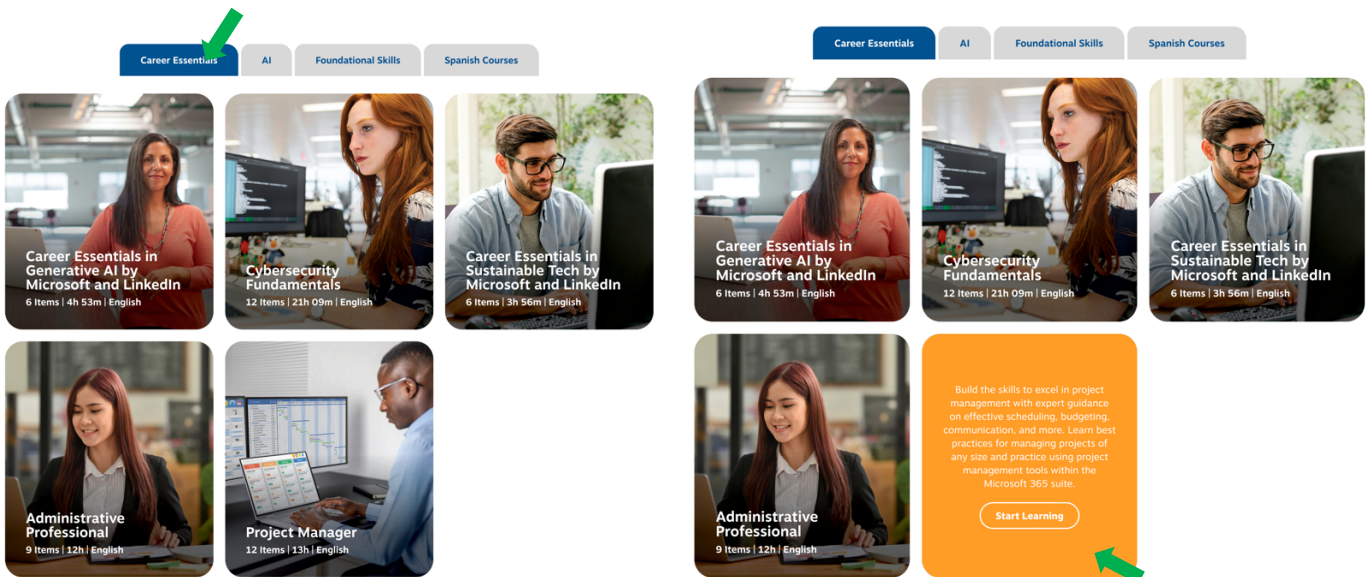
Go to: <https://communityupskill.org>

You will need to create a **LinkedIn Learning** account to access Community Upskill courses. LinkedIn Learning accounts are different from LinkedIn accounts.

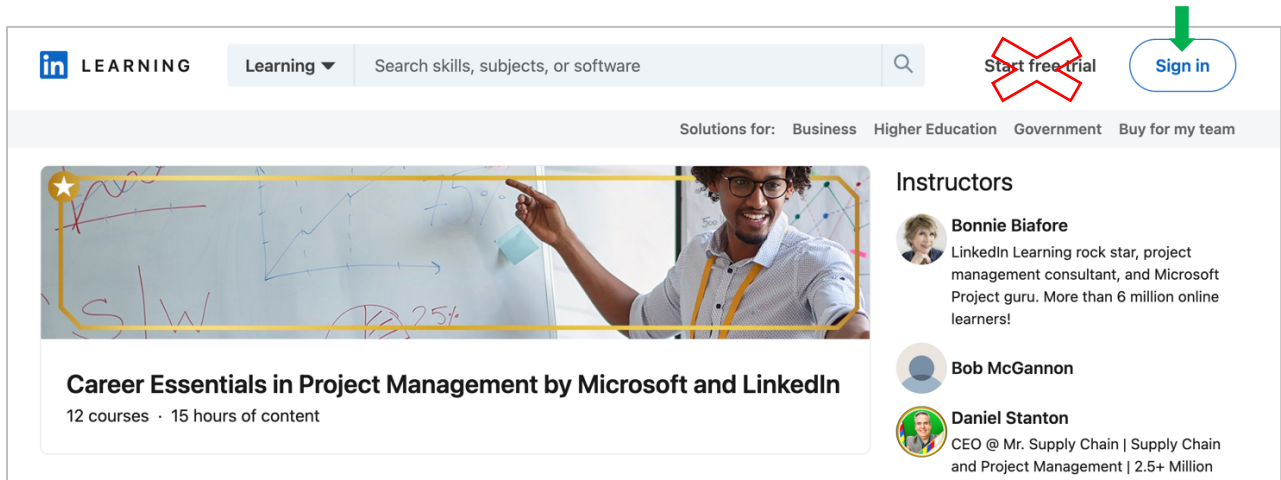
If you choose to connect your LinkedIn Learning account to a LinkedIn profile, you will be able to access your LinkedIn Learning history and record of course completions. It also provides you with exposure to job opportunities, and you can post your earned credentials.

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

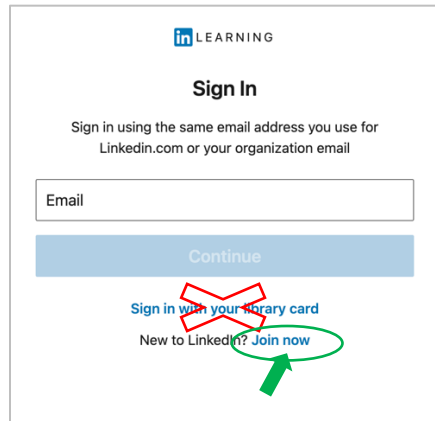
1. Select the learning pathway to complete, such as Career Essentials → Project Manager. You will be directed to a LinkedIn Learning website where each course in the learning pathway is available.



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

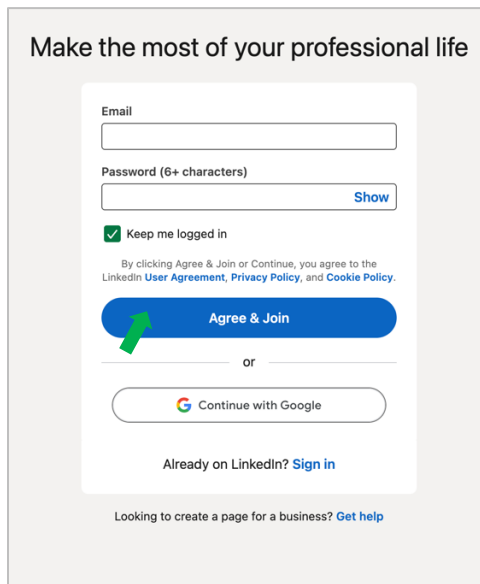
Continue

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. Below that is a blue 'Continue' button. Underneath the button, there is a link 'Sign in with your library card' which is circled in red. Below that is another link 'New to LinkedIn? Join now' which is 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

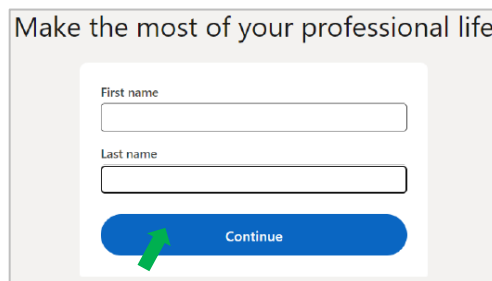
Continue with Google

Already on LinkedIn? [Sign in](#)

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

The image shows the LinkedIn 'Make the most of your professional life' screen. It has a header 'Make the most of your professional life'. Below that are fields for 'Email' and 'Password (6+ characters)' with a 'Show' button. There is a checked checkbox for 'Keep me logged in'. Below that is a paragraph of text: '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. Below that is 'or' and a 'Continue with Google' button. At the bottom, there is a link 'Already on LinkedIn? Sign in' and a link '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

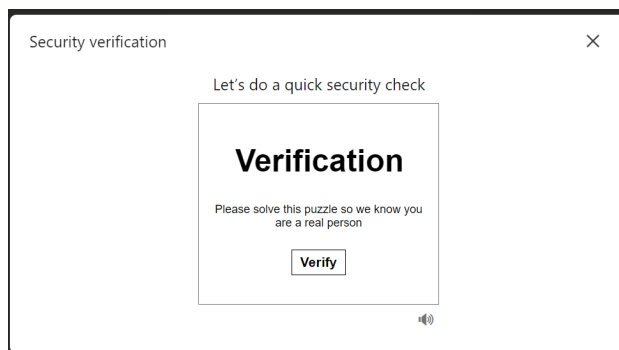
First name

Last name

[Continue](#)

The image shows the LinkedIn 'Make the most of your professional life' screen. It has a header 'Make the most of your professional life'. Below that are fields for 'First name' and 'Last name'. At the bottom 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. Below that is the text 'Let's do a quick security check'. There is a large box with the heading 'Verification' and the text 'Please solve this puzzle so we know you are a real person'. Below that is a 'Verify' button. At the bottom right is a speaker icon.

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 brief description follows: 'Learn what it takes to succeed as a project management professional. Discover how to manage projects effectively, from simple to complex, with expert guidance on scheduling, budgeting, communication, and more. Explore project management tools included in the Microsoft 365 suite.' Below this, there are three bullet points: 'Learn project management best practices', 'Discover how to successfully manage projects large and small', and 'Practice using project management software'. To the right of the course description is an 'Instructors' list with profile pictures and names: Bonnie Biafore (LinkedIn Learning rock star, project management consultant, and Microsoft Project guru. More than 6 million online learners), Bob McGannon, Daniel Stanton (CEO @ Mr. Supply Chain | Supply Chain and Project Management | 2.5+ Million Online Learners 丹尼尔·斯坦顿), Doug Rose (Author | Artificial Intelligence | Data Ethics | Agility), Natasha Kasimtseva (Team Supporter. Strategy Enabler. Project Manager. Educator.), Microsoft, Courtney Hodge (Program Manager @ Microsoft | Digital Skills), and Christine Matheny (Senior Technical Program & Project Manager | Organizational Leader | Global Business & Operations Strategist |).

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.