

Talent Development System (e.g., “MyTalent” or “the MyTalent system”)

Step-by-Step Instructions for Accessing LinkedIn Learning Courses

Human Resource Management

1246 West Campus Road | Lawrence, KS 66045 | 785-864-4946 | Fax 785-864-5790 | <http://humanresources.ku.edu>

Step-by-Step Instructions for LinkedIn Learning Courses Within MyTalent **1 of 6**

Last Revised 11/1/2018

Table of Contents

How to Access Only LinkedIn Learning Online Courses within the MyTalent System	3
How to Take Online Courses Within the MyTalent System.....	6

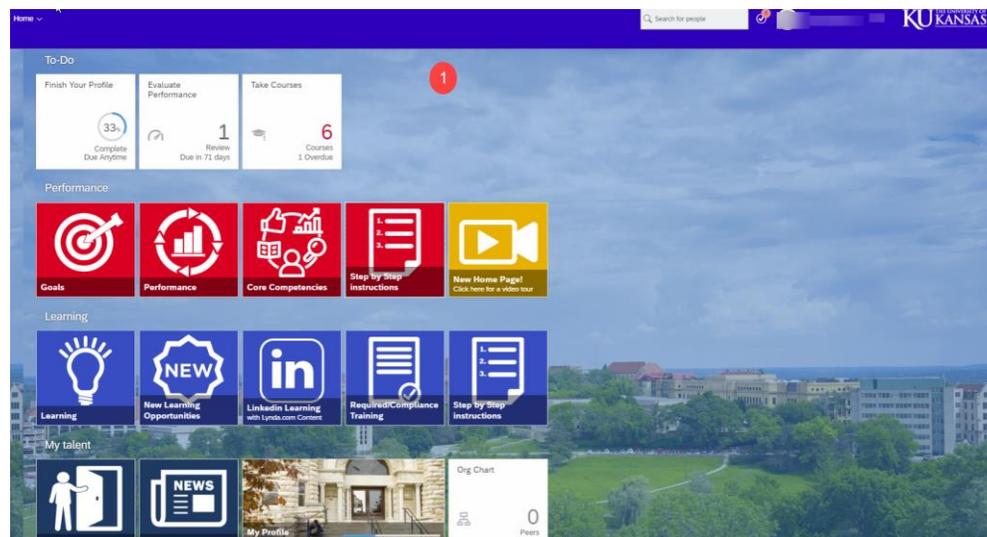
How to Access Only LinkedIn Learning Online Courses within the MyTalent System

Log in to **MyTalent.ku.edu** and enter your KU Online ID.



The image shows the Single Sign-On (SSO) login page for the University of Kansas. At the top left is the KU logo. The page title is "Single Sign-On". Below the title is a form titled "Enter your Online ID & Password". The form contains two input fields: "Online ID:" and "Password:". Below the password field are three links: "Forgot your password?", "Change Password", and "Set up your Online ID". A "KU Login" button is located below the form. At the bottom of the page, there is a disclaimer: "Access to electronic resources at the University of Kansas is restricted to employees, students, or other individuals authorized by the University or its affiliates. Use of this system is subject to all policies and procedures set forth by the University located at www.policies.ku.edu. Unauthorized use is prohibited and may result in administrative or legal action. The University may monitor the use of this system for purposes related to security management, system operations, and intellectual property compliance."

1. The MyTalent system home page appears.



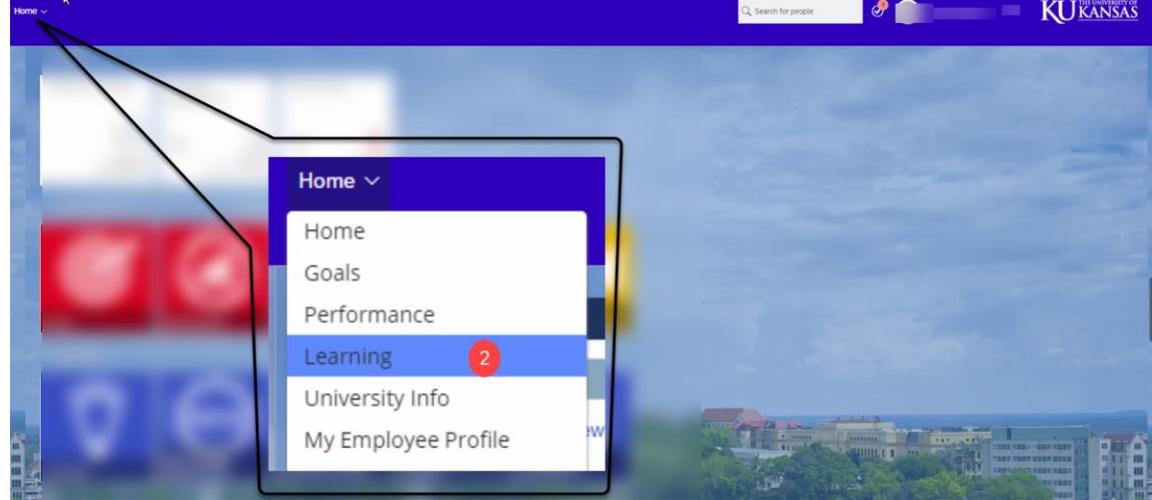
The image shows the MyTalent system home page. The page has a dark blue header with the KU KANSAS logo on the right and a search bar. Below the header is a "To-Do" section with three cards: "Finish Your Profile" (33% Complete, Due Anytime), "Evaluate Performance" (1 Review, Due in 71 days), and "Take Courses" (6 Courses, 1 Overdue). Below this is a "Performance" section with five cards: "Goals", "Performance", "Core Competencies", "Step by Step Instructions", and "New Home Page! Click here for a video tour". Below that is a "Learning" section with five cards: "Learning", "New Learning Opportunities", "LinkedIn Learning with Lynda.com Content", "Required/Compliance Training", and "Step by Step Instructions". At the bottom is a "My talent" section with four cards: "My talent", "NEWS", "My Profile", and "Org Chart". The background of the page is a scenic view of the University of Kansas campus.

You have two ways to get to the Learning section of the MyTalent system:

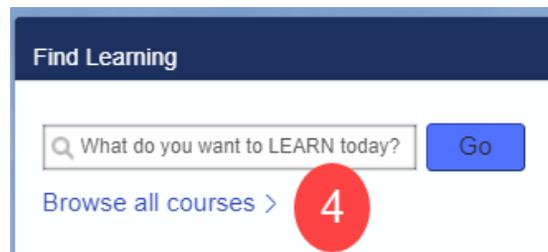
2. Select "Learning" in the dropdown menu in the upper left side of the page to go to the Learning section.

OR

3. Select the "Learning" tile.



4. Now you're on the Learning homepage. In the *Find Learning* box, click "Browse all courses."



5. Click the down arrow under “Source” located under “Refine By” on the left side of the page.

6. Select the box next to the LinkedIn Learning option. Only LinkedIn Learning courses will appear in your results list.

The screenshot shows a web interface for a Learning Catalog. At the top, there is a navigation bar with 'Learning' and a dropdown arrow, and tabs for 'My Learning', 'My Employees', and 'My Classes'. Below this is a 'Catalog' section with a 'Browse by Topics' button and a search bar. A counter indicates '7459 COURSES'. The 'Refine By' section includes a 'Category' dropdown and a 'Source' dropdown. The 'Source' dropdown is open, showing 'LinkedIn Learning' selected with a checkmark. A red circle with the number '6' is placed over the checkmark. Another red circle with the number '5' is placed over the dropdown arrow. To the right, there are two course cards, each featuring a woman reading and the text 'Project Man' and 'This course in certified Proje'.

How to Take Online Courses Within the MyTalent System

1. Select a course from your list of search results by clicking the course name to see more details.
2. Online courses have “ONLINE” in the ID displayed below the training name.
3. Click “Start Course” to begin.
4. Online courses might also include “ONLINE LINKEDIN LEARNING” in the ID displayed below the name. These are online courses provided through LinkedIn Learning.

The screenshot displays two course cards from the MyTalent System. The first card, 'Campus Security Authority Training (ONLINE IC-COMPL-003)', is annotated with a red circle '1' pointing to the course title, a red circle '2' pointing to the ID '(ONLINE IC-COMPL-003)', and a red circle '3' pointing to the 'Start Course' button. The second card, 'Communicating with Diplomacy and Tact (ONLINE LINKEDINLEARNING_10637)', is annotated with a red circle '4' pointing to the ID '(ONLINE LINKEDINLEARNING_10637)' and a red circle '3' pointing to the 'Start Course' button. Both cards include a thumbnail image, a brief description, and a duration. A 'More' button is visible at the bottom right of each card.

1

2

3 Start Course

4

3 Start Course