



LinkedIn Learning Frequently Asked Questions

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Access to LinkedIn Learning

1. Who has access to LinkedIn Learning and is it free to use?

LinkedIn Learning Pro is available to all permanent and temporary employees of UCD and is free of charge.

2. How do I activate my LinkedIn Learning account?

To activate your account, go to www.linkedin.com/learning you will be redirected to the [UCD Single Sign On](#) screen and you can login from there.

3. Do I need to have a LinkedIn account to use LinkedIn Learning?

You do not require a LinkedIn account to use LinkedIn Learning. LinkedIn Learning is accessible through the [UCD Single Sign On](#), and you need only your UCD username and password to access the LinkedIn Learning platform.

4. If I have a LinkedIn profile, do I need to connect my LinkedIn profile to my LinkedIn Learning account?

Your UCD LinkedIn Learning Account is separate to any other LinkedIn account you may hold as a personal user. You will be given the option to connect your personal LinkedIn profile during activation of UCD LinkedIn Learning this will enable additional benefits such as personalised content recommendations based on your relevant skills and interests. Connecting accounts is completely optional and those wishing to use UCD LinkedIn Learning without owning or connecting a LinkedIn profile can do so without issue. Personal accounts can also be connected or disconnected at a later date if you choose.

5. What should I do if I've already paid for a personal LinkedIn Learning account?

Once you have activated your University LinkedIn Learning account, contact LinkedIn Learning directly to discuss closing your personal account and moving any learning history over.

6. Can I access LinkedIn Learning off-campus?

Yes. LinkedIn Learning can be accessed from anywhere in the world.

7. Can I use LinkedIn Learning on mobile devices?

Yes. LinkedIn Learning app is available from the [Google Play](#) store or the [Apple App](#) store - or just search for 'LinkedIn Learning' through your mobile device.

8. What happens to my LinkedIn Learning account if I leave UCD?

Your account will become inactive. As you access LinkedIn Learning through the UCD Single Sign On with your UCD username and password, you will no longer be able to access this once you leave UCD. We recommend you download or print any notes or certificates you want to keep before departing. The data will be deleted from the UCD LinkedIn Learning account by LinkedIn within 3 months of your cessation of employment with UCD.

If you would like to continue using LinkedIn Learning after you leave the university, you can sign up for a consumer account by contacting the LinkedIn Learning customer services where your details may be migrated to a new account.



LinkedIn Learning Frequently Asked Questions

Using LinkedIn Learning

9. What is LinkedIn Learning?

LinkedIn Learning is an online learning service that provides access to thousands of courses and tutorials taught by industry experts in software, creative, and business skills.

10. Where can I find more information on how to use LinkedIn Learning?

Watch the [How to use LinkedIn Learning course](#) or visit [LinkedIn Learning help](#).

11. What are the different course types available in LinkedIn Learning?

Here are some of the key terms and explanation of resources available:

- Videos - short snips of learning which make up a course
- Course – an assembly of videos which are arranged into chapters on a learning topic
- Learning Path – several courses which you should follow in sequence, focussed around a larger topic
- Collection- like a bookcase of courses you can dip in and out of with multiple courses which are related to a core topic/competency and do not need to be completed in sequence
- Levels – there is a level associated with each course ranging from beginner to advanced

12. How do I find content relevant to me?

After you login for the first time you will be able to select your interests and will receive recommendations. You can also search using the Search box at the top of the page. A number of curated 'Learning Paths' and 'Collections' are available under each UCD core competency, developed by particular areas of the University.

13. How often are there updates and new course offerings?

Typically, dozens of new courses and content is added each week.

14. Can I access my LinkedIn Learning training history?

Yes. You have access to several reports under the top menu, including recent activity, your video history, and your course history.

15. How do I share LinkedIn Learning content with others?

As a LinkedIn Learning user, you can share videos, courses, Learning Paths and Collections with other users of the service. There are specific ways to share content (rather than simply copying the link in the address bar) to ensure that users are provided with the correct link.

For more information visit the [Share LinkedIn Learning Videos](#) webpage.

16. Can I add my LinkedIn Learning Certificates of Completion to my LinkedIn Learning profile?

Yes. You can add your certificates of completion to the certificate section of your LinkedIn profile to showcase your new skills.

For more information, visit the [Add Learning Certificates of Completion and Skills to Your LinkedIn Profile](#) webpage.



LinkedIn Learning Frequently Asked Questions

Privacy and LinkedIn Learning

17. If I connect my LinkedIn profile to my LinkedIn Learning account will my learning activity automatically be published to it?

No. You're in control of what learning activity is shared with your personal LinkedIn Profile network. For example, you have the option to:

- Add completed courses to your profile.
- Share courses with your LinkedIn network

For more information, visit the [Privacy for LinkedIn Learning Learners](#) webpage.

18. Will the University's LinkedIn Learning administrator have access to view the activity on my personal LinkedIn account?

No, the University's administrator will not see your private LinkedIn activity. The administrator will only be able to see your learning activities such as courses/videos you have viewed on your UCD provided LinkedIn Learning account.

19. Where can I find more information on the Privacy protections in place regarding my data?

For further information visit the [UCD LinkedIn Learning Privacy Notice](#).