



Activating a LinkedIn Learning License

1. Click on the activation link in the email you receive from LinkedIn Learning.
2. Your screen should say **“Create your LinkedIn Learning account”**
 - a. If your page does not say “Create your LinkedIn Learning account,” your activation link has most likely expired. An activation link is good for 30 days. Please contact your agency LinkedIn Learning administrator to request an updated link.
3. Enter your work email and click **Send verification code**. The verification code will be emailed to you.

Note: Do not select “Already have an account?” even if you’ve had a license in the past.
4. Enter the verification code.
5. Type a password in the **New password** field.
6. Type the same password in the **Confirm new password** field.
7. Click **Create** to complete the activation process

Returning Users

How to log into your account after successfully activating it.

1. Use Chrome, Edge, or Firefox as your browser.
2. Go to: <https://www.linkedin.com/learning>.
3. Click **Sign in**.
4. Enter your work email and click **Continue**.
5. Enter your password then click **Sign in** (or click **“forgot your password”** to reset).
6. If you logged in successfully you will be on your account homepage.