



## Office of Human Resources

### LinkedIn Learning FAQs

#### Who can use LinkedIn Learning at HMC?

All benefit-eligible staff members will be automatically enrolled in LinkedIn Learning.

#### What if I do not own a personal LinkedIn account?

When the link is sent for you to activate your LinkedIn Learning account, it will prompt you to log in with your Harvey Mudd credentials. You are not required to set up a personal LinkedIn account.

#### How do I link LinkedIn Learning with my personal LinkedIn account?

You can link your Harvey Mudd LinkedIn Learning account to your personal LinkedIn account through the *settings*. To access *settings*, Click on your profile icon and click *Settings*. Near the bottom, there is an option to

Keep note of the following:

1. You will be able to unlink your two accounts.
2. Once you link your accounts, you will be able to switch between your personal account and Harvey Mudd LinkedIn Learning account in the tab on the top right.
3. You can choose to not link your accounts.
4. You will only be able to view the Harvey Mudd LinkedIn Learning Collections if you either linked your two accounts or accessed through your Harvey Mudd credentials

#### If I already have a LinkedIn Learning account, will the contents overlap?

No. The Harvey Mudd College Collection of courses will be available to you if you log in with your Harvey Mudd credentials. You will not be able to see these collections through your personal account (unless your accounts are linked)

#### Can I separate my Harvey Mudd LinkedIn Learning account with my personal LinkedIn account?

Yes — when you activate your Harvey Mudd LinkedIn Learning account, you must sign in with your Harvey Mudd credentials. This means you are accessing LinkedIn Learning through the HMC account, not through your personal LinkedIn account.

#### Logging in with @g.hmc.edu account vs. @hmc.edu account?

We have sent a link that ties directly to your @hmc.edu account. Therefore, your login credentials should reflect this domain.

### **How do I log in once my personal and Harvey Mudd LinkedIn accounts are linked?**

When you link your personal and Harvey Mudd LinkedIn Learning account, keep note of some items:

1. **Login User:** @hmc.edu account.
2. **Login Password:** Your personal account password; not your @hmc.edu login password

Please note that if you have never linked your personal LinkedIn account with your Harvey Mudd LinkedIn Learning account, you will be prompted with SSO to gain access to LinkedIn Learning to log in through your Harvey Mudd account.

### **Is it possible to use the Harvey Mudd LinkedIn Learning account with no trace of my personal account content?**

Yes. You are not required to link your personal account to the Harvey Mudd LinkedIn Learning account.

### **Can I change my language preference?**

Yes. Click on the Globe icon near the top right corner. From there, you can pick your desired language.

### **How do I find the courses Harvey Mudd recommends?**

In the menu on the left, click *Content*. From here, click *Harvey Mudd College* on the top. You will be able to see the collection of courses we have recommended.

### **Am I limited to completing the courses in the Harvey Mudd College Collections?**

No! Feel free to explore any content at your fingertips. The courses we recommended are there to help build your competencies in a wide range of areas!

### **Will my supervisor gain access to the content I'm learning?**

No. Your supervisor will not be able to see what you are learning, watching, or exploring.

### **Will Harvey Mudd have access to what I am learning?**

HR Administrators of LinkedIn Learning will be able to access the courses that have been opened but will not be able to directly see who watched a specific course.

### **What if I want a certification?**

You can search up courses to get a certification. Courses that are eligible for a certification will be labeled as "Certificate Eligible".

### **Will I be compensated for completing Harvey Mudd's recommended courses?**

If the courses are work-related and you have written approval from your supervisor, you are

permitted to complete them during your work schedule and receive your regular compensation. Before completing courses during work hours, supervisors and staff should discuss and confirm that the courses align with job responsibilities, professional development goals, and staff growth. If you have any questions, speak with your supervisor for further details.

**Can I take courses on my own time?**

Staff members are welcome to explore and complete any courses outside of work hours at your discretion. However, courses completed voluntarily, on your own time, are not eligible for compensation.