

# Professional Development

Learn Academy – Lynda.com

Saddleback College



Jan Mastrangelo

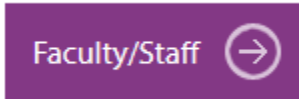
TECHNOLOGY SERVICES SADDLEBACK COLLEGE



## Setting up Lynda Training

### To set up your Lynda.com account

Go to the Saddleback College Home Page Scroll to the bottom and select Faculty and staff-Do this on campus or use the Portal on page 6.



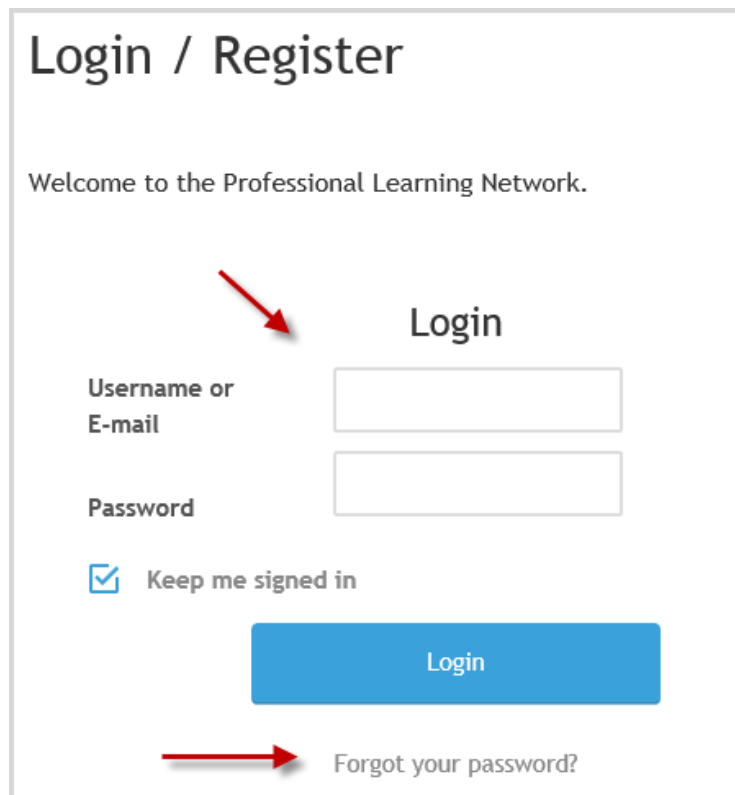
Select Training and Learning section and click on Learn Academy

### Training and Learning

- [Lynda.com](#) (link is external) service (Use your Saddleback email to create an account at the [Learn Academy](#) (link is external).) Register with the Learn Academy by filling out the section under Register

**Note:** If you already had a personal account (Not a general account for a division) you may be able to transfer your data; however the deadline for merges has expired.

If you think you had a personal account, then attempt to log in with the userid and select "forgot password"

A screenshot of the Lynda.com "Login / Register" page. The page has a white background with a grey border. At the top, it says "Login / Register" in a large, bold, black font. Below that, it says "Welcome to the Professional Learning Network." in a smaller black font. The main content area is titled "Login" in a bold black font. There are two input fields: "Username or E-mail" and "Password". A red arrow points to the "Username or E-mail" field. Below the input fields is a checkbox labeled "Keep me signed in" which is checked. At the bottom of the form is a blue button labeled "Login". Below the button is a link labeled "Forgot your password?" with a red arrow pointing to it.

## Setting up Lynda Training

### Registration

If No Personal Account can be remembered, then Register

### Register

**Username**

**First Name**

**Last Name**

**E-mail Address**

**Password**


**Confirm Password**

**Phone Number**

**Job Classification**

**Job Function**

**CCC Affiliation**



**Register**

CCC Affiliation is one of the three listed below

- South Orange County CCD
- Irvine Valley College
- Saddleback College

If it comes up stating it is linked to an existing account, then go to the log in side and select **forgot my password.** You will be sent a link in your email to reset your password

## Setting up Lynda Training

Once you log in successfully, Scroll down and select the Lynda .com

### Login

You have successfully changed your password.×

**Username or E-mail**

**Password**

**Keep me signed in**


Login

## Professional Development Plan

Once you are logged in, you have the option to update your profile and View Your **Professional Development Plan**


### MyPD

Welcome to your "MyPD Plan" page. Use MyPD to set and record professional goals for yourself, view trainings you have taken and forums (discussion-board strands) you have participated in, and access Professional Learning Network resources that you have flagged.



J Smith

Select to Edit your Profile



- Edit Profile
- My Account
- Logout
- Cancel

## Setting up Lynda Training

Once completed, Click on the Learn Link at the top of the page for the [California Community Colleges Professional Learning Network](#).



Scroll down the page and Select Lynda.com

### Merge Previous Accounts

When you launch, it will ask if you had a previous account before

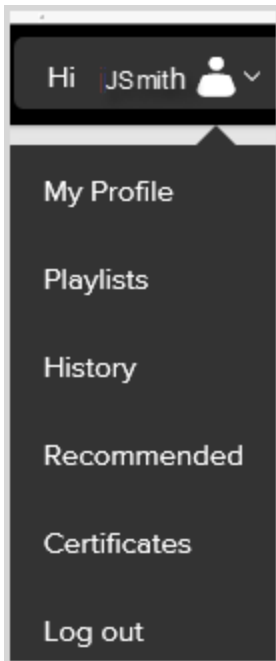
A screenshot of the Lynda.com welcome page. The main heading is "Welcome to lynda.com!". Below it is the question "Have you had a lynda.com account before?". There are two buttons: "I've had an account" and "No, I've never had an account". To the right, under "Why we're asking", it explains that users can bring their course history, playlists, certificates, and bookmarks to their new profile. It also states that on the next page, users should enter their previous account's username and password for merging.

If you had a personal account then you can attempt to merge here. **Most accounts were general to Divisions** so your information would be merged with others using any previous account

You will now be in Lynda.com

Your name will appear in the upper right.

## Setting up Lynda Training

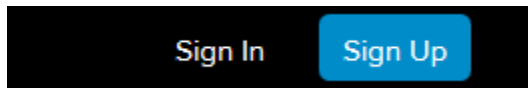


## Logging into Lynda off Campus

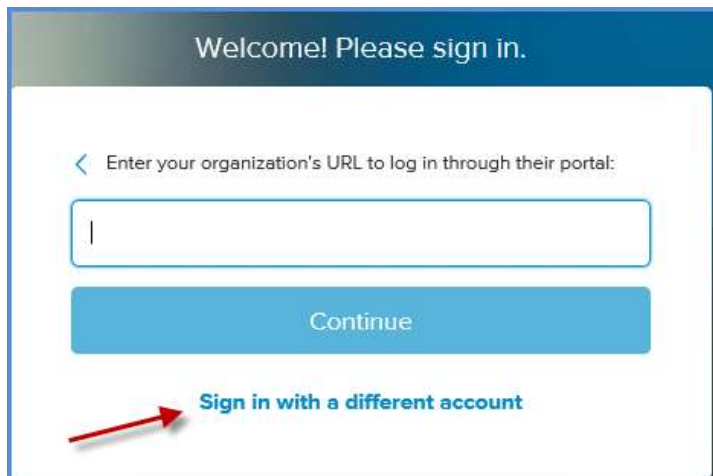
Go to

<https://www.lynda.com/>

Click on sign in upper right

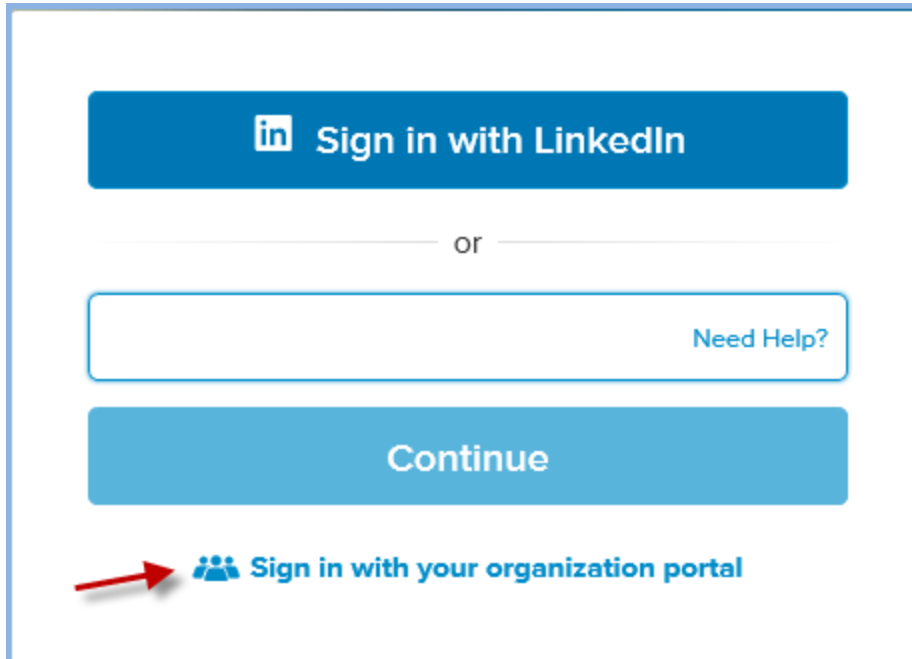


Sign in with a different account



## Setting up Lynda Training

Select Sign in with your organizational portal




Sign in with LinkedIn

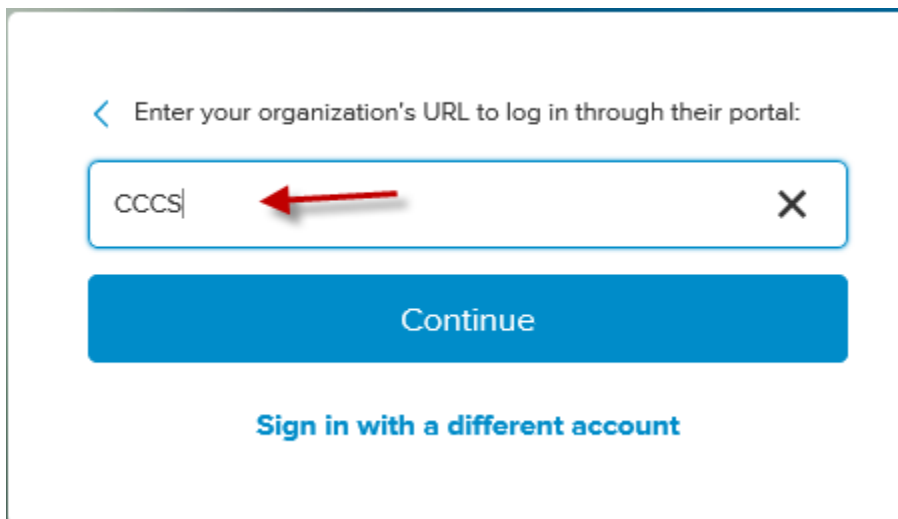
or

Need Help?


Continue

 Sign in with your organization portal

After Selecting Sign in with your organizational portal, type in  
CCCS for the portal and select continue



< Enter your organization's URL to log in through their portal:

CCCS  X

Continue

[Sign in with a different account](#)



## Setting up Lynda Training

You will now be signed in and see your Name in the upper right

