



# MO Learning

## First Time Login

### Non-SSO Groups

This includes: AGO, House of Representatives, DED-MHDC, MCHCP, MDC, DPS-MGC, DOR-MO Lottery, MOSERS, OSCA, DCI-PSC

# MO LEARNING

*Powered by LinkedIn Learning®*

# Click activation link in email



LinkedIn LEARNING

Hi, MO Learning at the State of Missouri has given you free access to LinkedIn Learning.

Unlock learning experiences taught by real-world professionals. Bite-size or in-depth, how and when it works for you.

Get started

You will receive an email (see picture to the left) with an activation link.

Your State of Missouri email address will be associated with your MO Learning account.

You can login at

<https://www.linkedin.com/learning/> using Google

Chrome or Microsoft Edge if:

- You do not have the email or misplaced it
- The link in the email is not working or it is expired



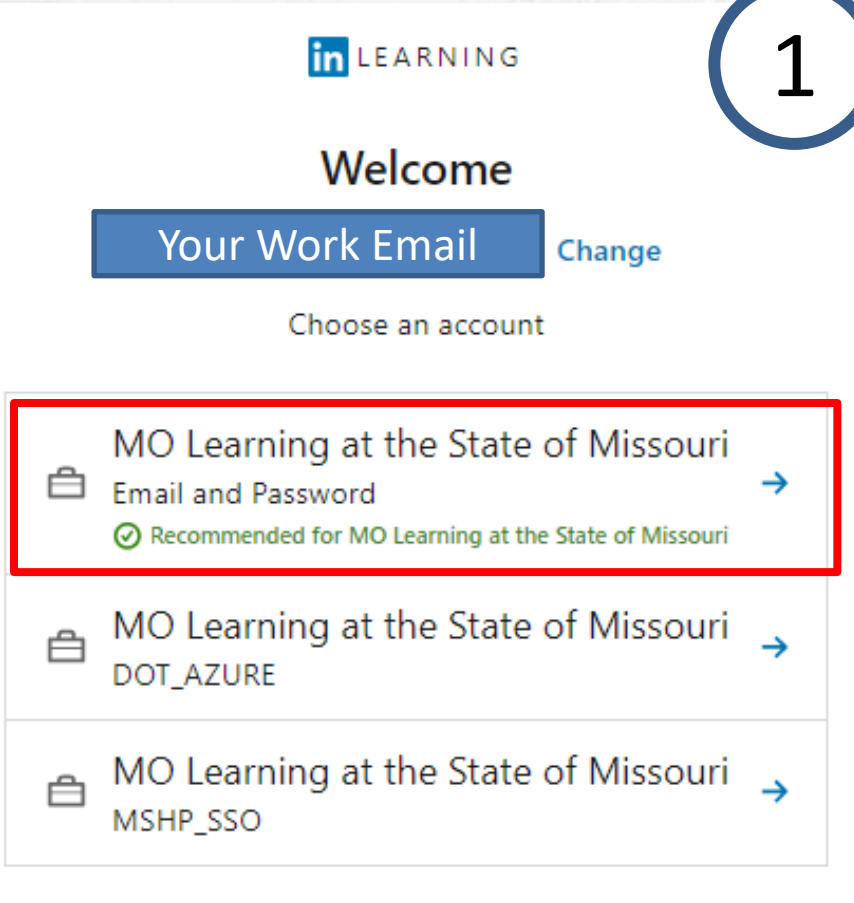
**MO LEARNING**  
Powered by LinkedIn Learning®



# Account Options: Click Email and Password

1

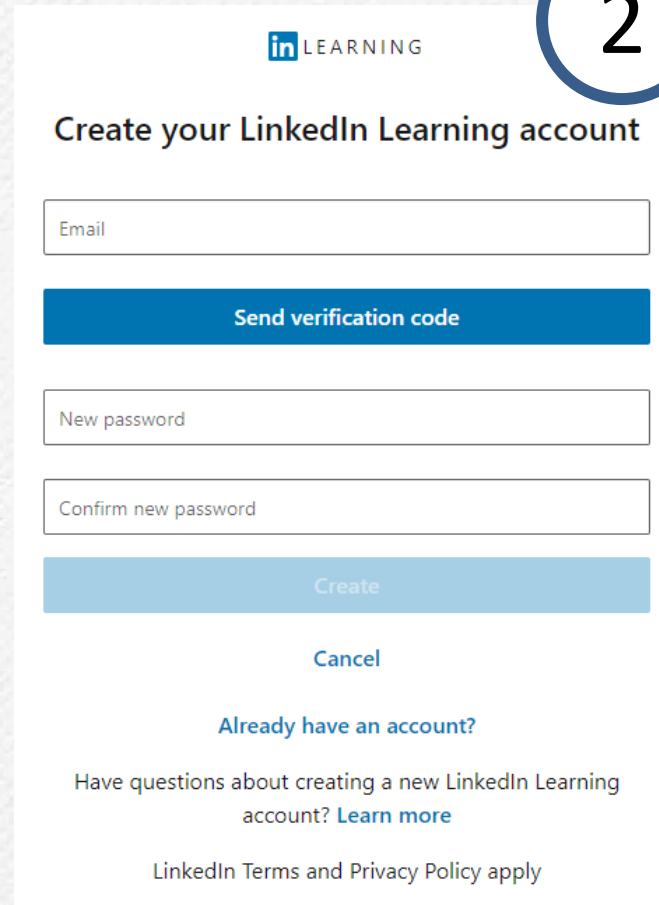
For Non-SSO groups, click on the email and Password option.



The screenshot shows the LinkedIn Learning 'Welcome' page. At the top, it says 'Your Work Email' with a 'Change' link. Below that, it says 'Choose an account'. There are three account options listed, each with a briefcase icon and a right-pointing arrow. The first option is 'MO Learning at the State of Missouri Email and Password', which is highlighted with a red rectangular box. Below this option is a green checkmark and the text 'Recommended for MO Learning at the State of Missouri'. The second option is 'MO Learning at the State of Missouri DOT\_AZURE'. The third option is 'MO Learning at the State of Missouri MSHP\_SSO'.

2

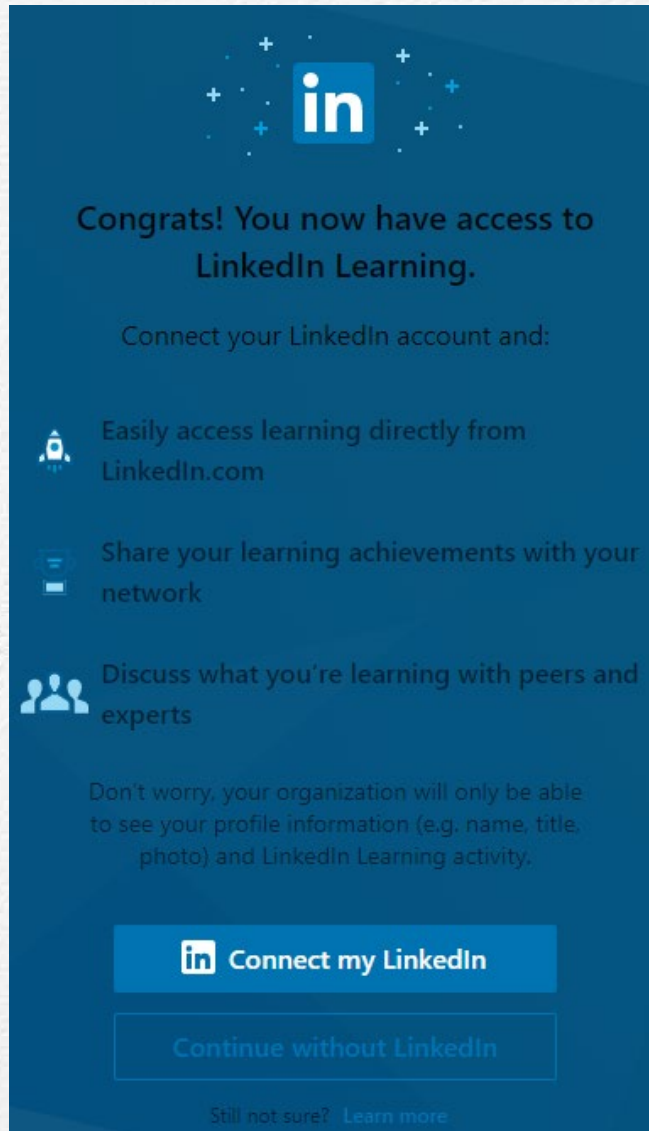
Follow the prompts. Type in your work email and click the Send verification code button. Fill in the verification code and create your password.



The screenshot shows the 'Create your LinkedIn Learning account' form. It has the LinkedIn Learning logo at the top. The form contains an 'Email' input field, a blue 'Send verification code' button, a 'New password' input field, and a 'Confirm new password' input field. Below these fields are two buttons: a light blue 'Create' button and a blue 'Cancel' button. At the bottom of the form, there is a link 'Already have an account?' and a paragraph: 'Have questions about creating a new LinkedIn Learning account? [Learn more](#)'. At the very bottom, it says 'LinkedIn Terms and Privacy Policy apply'.



# Option to connect your LinkedIn profile



During the activation process, you have the option to connect your LinkedIn profile to your MO Learning account.

Only learning data will be shared with the State of Missouri. No other data from your LinkedIn profile will be accessible.

The advantage of connecting your profile is the LinkedIn Learning transcript will be reflected on your profile, even if you accept employment elsewhere. This allows you to keep track of what courses you've taken.

If you do connect a LinkedIn profile you will be required to enter the password for that profile every time you log into MO Learning.

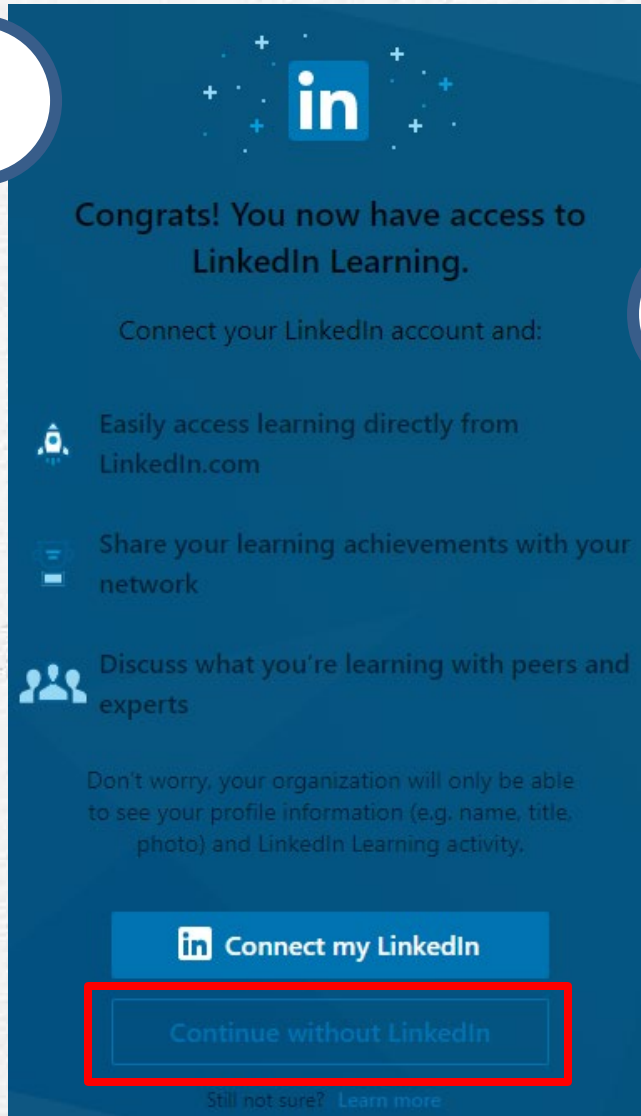
You can connect/disconnect your LinkedIn profile after the initial login.





# If you chose not to connect your LinkedIn profile

1



Congrats! You now have access to LinkedIn Learning.

Connect your LinkedIn account and:

- Easily access learning directly from LinkedIn.com
- Share your learning achievements with your network
- Discuss what you're learning with peers and experts

Don't worry, your organization will only be able to see your profile information (e.g. name, title, photo) and LinkedIn Learning activity.

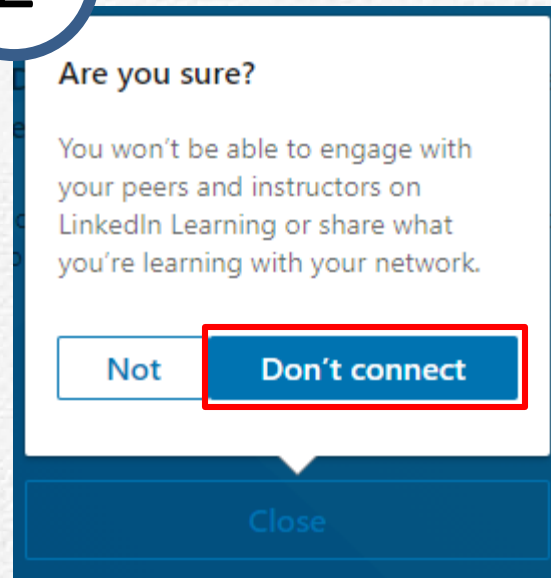
[Connect my LinkedIn](#)

[Continue without LinkedIn](#)

Still not sure? [Learn more](#)

Click the Continue without LinkedIn button. A pop up will show asking you if you are sure. Click the Don't connect button.

2



Are you sure?

You won't be able to engage with your peers and instructors on LinkedIn Learning or share what you're learning with your network.

[Not](#) [Don't connect](#)

[Close](#)

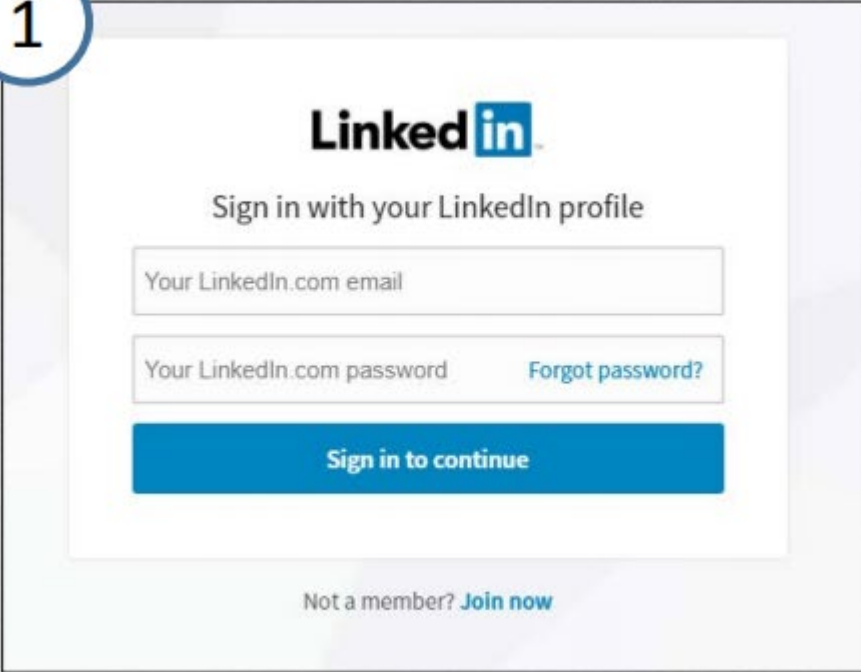
You can always connect a LinkedIn profile after the initial login.



# If you chose to connect your LinkedIn profile

If you do connect a LinkedIn profile you will be required to enter that password for that profile every time you log into MO Learning.

1



LinkedIn

Sign in with your LinkedIn profile

Your LinkedIn.com email

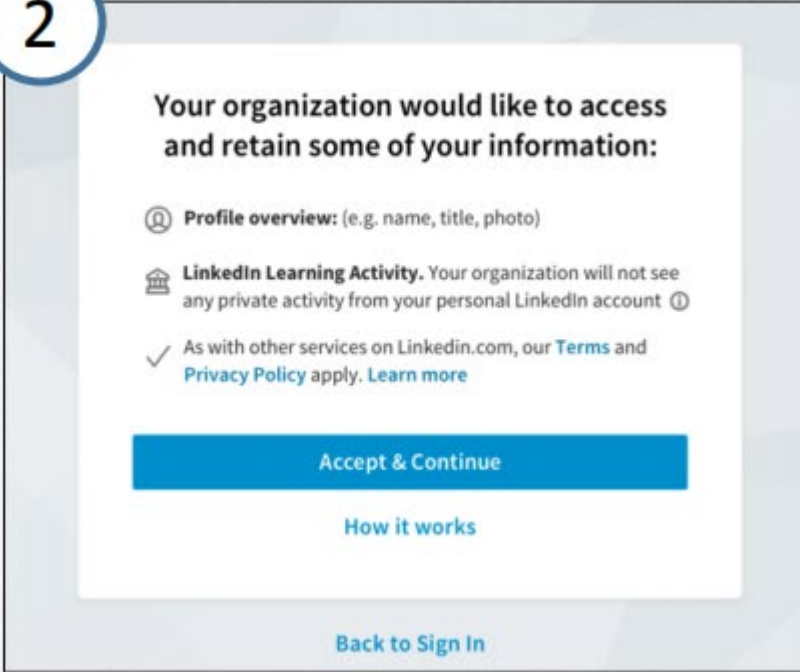
Your LinkedIn.com password [Forgot password?](#)

Sign in to continue

Not a member? [Join now](#)

Sign in with your existing LinkedIn profile using the email address associated with your LinkedIn profile

2



Your organization would like to access and retain some of your information:

- Profile overview: (e.g. name, title, photo)
- LinkedIn Learning Activity. Your organization will not see any private activity from your personal LinkedIn account
- As with other services on LinkedIn.com, our [Terms](#) and [Privacy Policy](#) apply. [Learn more](#)

Accept & Continue

[How it works](#)

[Back to Sign In](#)

Accept the privacy terms to continue.

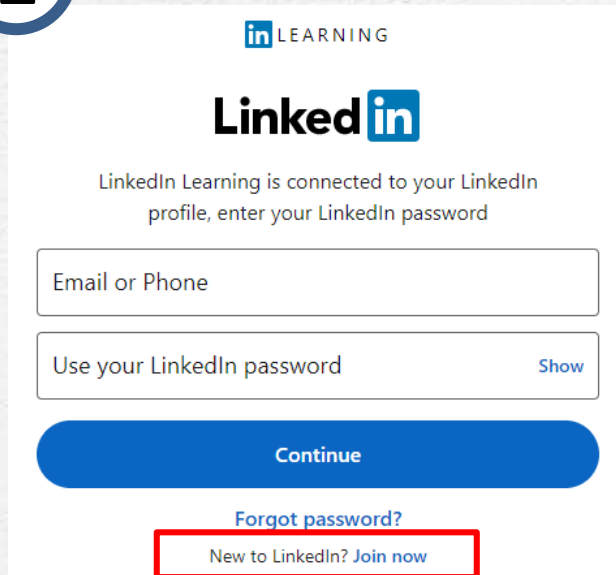




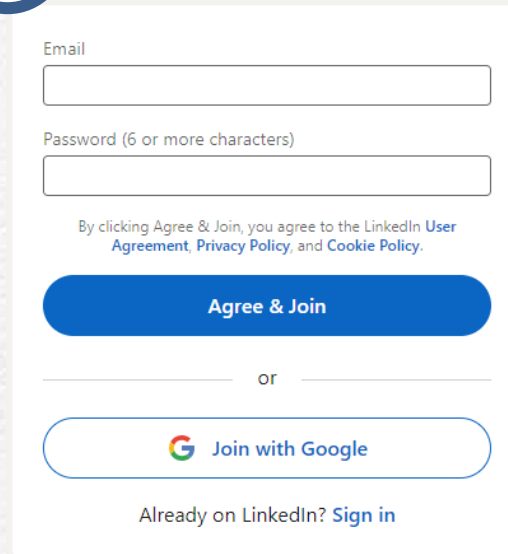
# Want to connect a profile, but do not have one? Create one!

If you do connect a LinkedIn profile you will be required to enter the password for that profile every time you log into MO Learning.

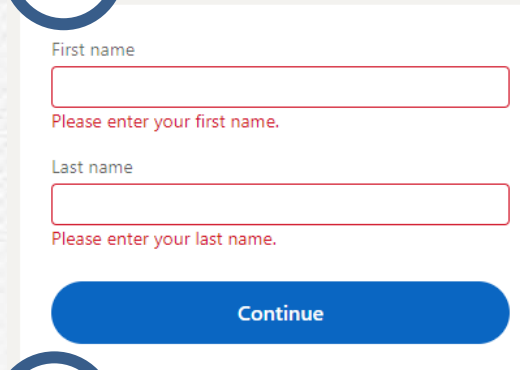
1 Click "New to LinkedIn? Join now"



2 Complete form to create an account and click "Agree & Join".



3 Enter your First and Last Name, press "Continue"



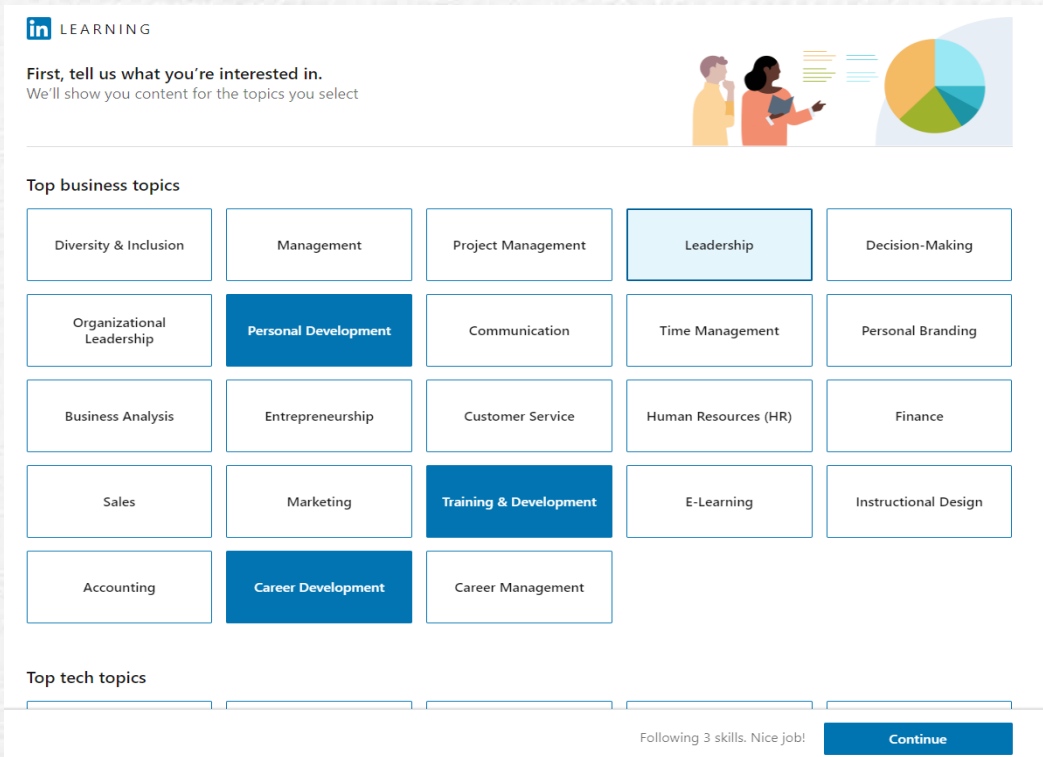
4 Check the Email address you entered at the prompt and enter the code that is sent to verify your identity.

5 Review the privacy policy and click the "Accept and continue" to connect to your MO Learning profile.



# Personalize your profile

1 After you have signed in, the system will ask you to select topics that you are interested in. Click the “Continue” button.



The screenshot shows the LinkedIn Learning interface for selecting business topics. At the top, it says "First, tell us what you're interested in. We'll show you content for the topics you select." Below this is a grid of 20 topic buttons. The selected topics are Leadership, Personal Development, Training & Development, and Career Development. At the bottom, it says "Following 3 skills. Nice job!" and has a "Continue" button.

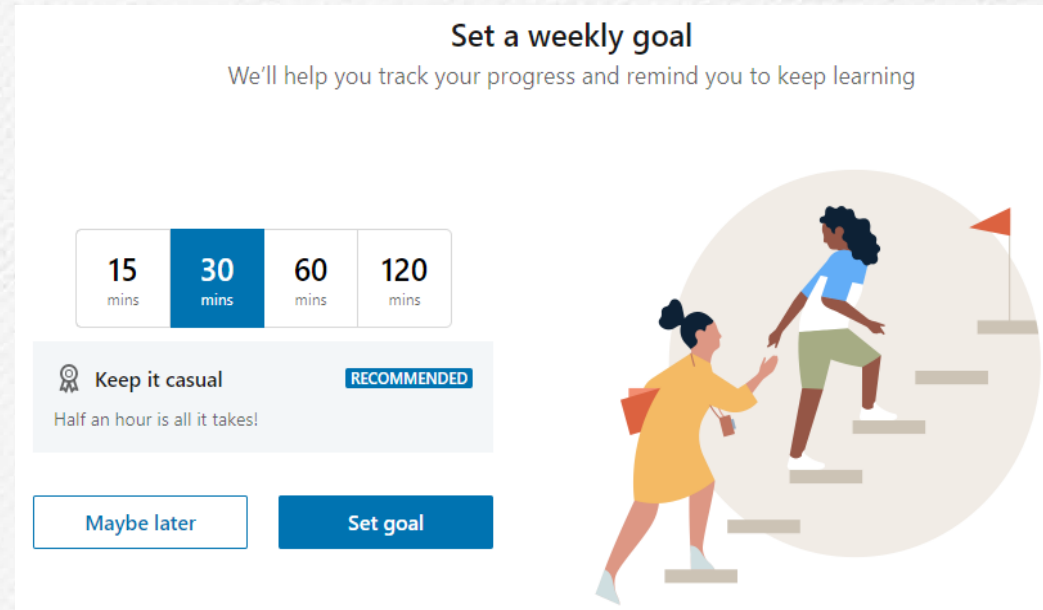
Top business topics				
Diversity & Inclusion	Management	Project Management	Leadership	Decision-Making
Organizational Leadership	Personal Development	Communication	Time Management	Personal Branding
Business Analysis	Entrepreneurship	Customer Service	Human Resources (HR)	Finance
Sales	Marketing	Training & Development	E-Learning	Instructional Design
Accounting	Career Development	Career Management		

Top tech topics

Following 3 skills. Nice job! [Continue](#)

This is to help the system find you content that you would be interested in. You can change these topics later by going to the Settings.

2 You can choose to set a weekly learning goal, but can decline by clicking the “Maybe later” button.



The screenshot shows the "Set a weekly goal" screen. It says "We'll help you track your progress and remind you to keep learning". There are four goal options: 15 mins, 30 mins (highlighted), 60 mins, and 120 mins. Below the options is a "Keep it casual" option with a "RECOMMENDED" badge and the text "Half an hour is all it takes!". At the bottom are "Maybe later" and "Set goal" buttons. An illustration shows two people climbing stairs towards a goal.

Set a weekly goal

We'll help you track your progress and remind you to keep learning

15 mins 30 mins 60 mins 120 mins

Keep it casual **RECOMMENDED**  
Half an hour is all it takes!

Maybe later Set goal





# Begin learning!

The screenshot shows the LinkedIn Learning homepage. At the top, there's a navigation bar with the LinkedIn Learning logo, a search bar, and icons for Home, My Learning, Notifications, Me, and EN. Below the navigation bar, a large video player features the course 'Inclusive Female Leadership' by Audrey Daniels and Madecraft. To the right of the video player, a message says 'You're all set!' with the text 'We'll show you recommendations based on your choices. Happy learning!' and a 'Start learning' button. Below the video player, there's a section for 'Set a weekly goal' with a 'Set a goal' button and a message: 'We'll help you track your progress and remind you to keep learning'. Below that, there's a section for 'Top picks for you' with five course recommendations: 'Diversity, Inclusion, and Belonging' (47m), 'Unconscious Bias' (24m), 'Inclusive Female Leadership' (40m), 'Confronting Bias: Thriving Across Our Differences' (40m), and 'Inclusive Leadership' (40m).

Your MO Learning is activated and you are ready to start.

Happy learning!

