



LEARNING  
WITH Lynda.COM CONTENT



CEO Human Resources  
Training & Development

## Employee Information Sheet

### Introduction

The County of Ventura has partnered with LinkedIn Learning (LIL), formerly Lynda.com, to provide you with access to the LIL library of online training courses. These courses are taught by expert instructors and cover a range of learning objectives relevant to helping you be more effective on the job. This *Information Sheet* will help you get started.

### Getting Started

The following section outlines the steps for getting ready to use your LIL Learning license.

1

#### Read through this document and the *LIL Terms and Conditions*

The *LIL Terms and Conditions* describes the general terms and responsibilities associated with the license – for both you and your supervisor. The *Terms and Conditions* and this *Employee Information Sheet* work together to provide the foundations to get started.

2

#### Partner with your supervisor

You and your supervisor are in a partnership. Together you can create a learning plan to help you grow and gain new knowledge and skills. You may also discuss how many hours per day or week is reasonable to use the license and how you can demonstrate what you have learned that will add value to your department.

3

#### Sign on to LinkedIn Learning

You will receive email messages from [TrainingAdministration@ventura.org](mailto:TrainingAdministration@ventura.org) that provides information about how to sign-in using your County email address and password. We recommend that you make [Getting Started with LinkedIn Learning](#) and [Gaining Skills with LinkedIn Learning](#) among the first courses you view, as they will teach you how to use special features such as bookmarks, playlists, notes, and transcripts.

### Tips for Learning

Your LIL license is a powerful tool for learning. To successfully learn online, you need to dedicate your time and concentration. You must fully commit to your learning process, just as you would for a regular in-person course. Finally, make sure that you always keep track of what you intend to accomplish by the end the course or course segment. The learning objectives at the beginning of each course can be an excellent road map during your learning process.

Happy Learning!

# LinkedIn Learning Terms and Conditions



## Purpose

The County of Ventura is committed to the learning and development of all County employees. In this regard, the County of Ventura is providing you with a license to access the resources of an external online learning content provider.

This Agreement a) outlines the terms and conditions for the County of Ventura's provision of this license, and b) defines your responsibilities and your supervisor's responsibilities in the use of the license.

## Terms and Conditions

1. Purpose. The license is intended solely for the advancement of learning and development. Completion of any content provided through the license shall not serve as a direct basis or justification for employee selection, compensation, or performance evaluation.
2. Use. Online learning provides a unique opportunity for highly-flexible learning. However, the County has established the following requirements regarding use of the license:
  - a) The license is provided for you only and may not be shared with others.
  - b) Any use of the license outside of regular work hours will be at your own discretion and solely for personal development. This development would be on your own time and without compensation from the County.
  - c) With your supervisor's approval, the license may be used during regular work hours to view job-related content only. For the purpose of this Agreement, job-related is defined as aligning with:
    - i. responsibilities of the current position;
    - ii. expected changes to the responsibilities of the current position; or
    - iii. responsibilities of another position you and your supervisor have mutually agreed to include in your development plan.
  - d) The granting of overtime or compensatory time to use the license is at the discretion of the Agency Head or his/her designee.
  - e) Content viewed using the license may be documented in your record in the County's LinkedIn Learning reporting features.
  - f) The County may periodically request usage detail reports on your license from the content provider. These reports include the name of content viewed, when it was viewed, how much time was spent viewing it, etc.

3. Support. The County will provide you and your supervisor with resources to facilitate optimal use of the license on the job. These resources include the *LinkedIn Learning (LiL) Supervisor's Guide* and the *LiL Employee Information Sheet*. To obtain these resources, contact the departmental human resources office.
4. Limitations. The County has determined that this license is relevant to achieving professional development goals for most, if not all, County employees. However, the County cannot guarantee that these goals will be achieved through use of the license.

Additionally, the County has determined in general that the content provided through this license reflects our principles of professionalism in the workplace. However, the County has not and cannot preview all content. To report meaningful violations of these principles in any content viewed, contact the departmental human resources office.

5. Cancellation. The County may suspend or revoke the license in situations including, but not limited to, the following:
  - a) you leave County employment
  - b) you abuse the license by violating the terms specified in this Agreement
  - c) you are subject to disciplinary action for violating County policy
  - d) the contract with the online content provider ceases for any reason
  - e) you have a decrease in your regular work performance

The County and/or your department can revoke the license as needed based on operational needs.

**Supervisor Tool Guide:**

1. Explore and become familiar with the content provided through the license.
2. Recommend and/or assign relevant content to your employee.
3. Allow your employee reasonable time, considering operational needs, to use the license during regular work hours.
4. Establish a framework for how your employee may use the license (refer to the *LiL Supervisor's Guide* for examples).
5. Clearly communicate the above framework to your employee.
6. Ensure your employee is using the license according to the terms of this Agreement and the supervisor's established framework.
7. Alert human resources staff of any concerns regarding your employee's misuse of the license.
8. Observe and/or engage your employee on a regular basis about outcomes from your employee's use of the license, such as improved performance, increased productivity, and progress in achieving learning and development goals.

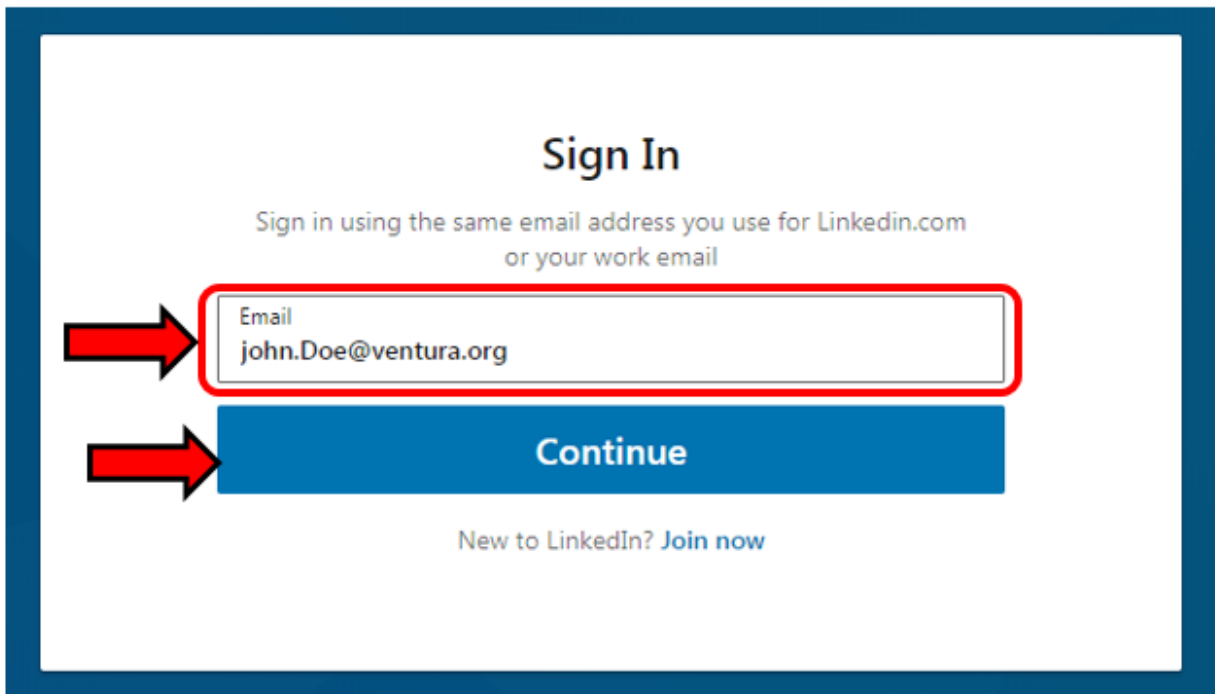
**Employee Tool Guide:**

1. Openly discuss professional goals with your supervisor to structure your use of the license.
2. Use good judgement in evaluating the content viewed, keeping in mind that it was not developed specifically for the County and may reflect private sector perspectives.
3. Refrain from copying or distributing the content as your own or for others' use.
4. Discuss with your supervisor any concerns regarding completion of recommended and/or assigned content that interferes with the ability to perform work duties.

## Establishing Your LinkedIn Learning Account OR Logging Back into It Again

**Step 1:** *CLICK* on the following link: <https://www.linkedin.com/learning-login>

**Step 2:** Enter your County Email address and then *CLICK* on **Continue**:



Sign In

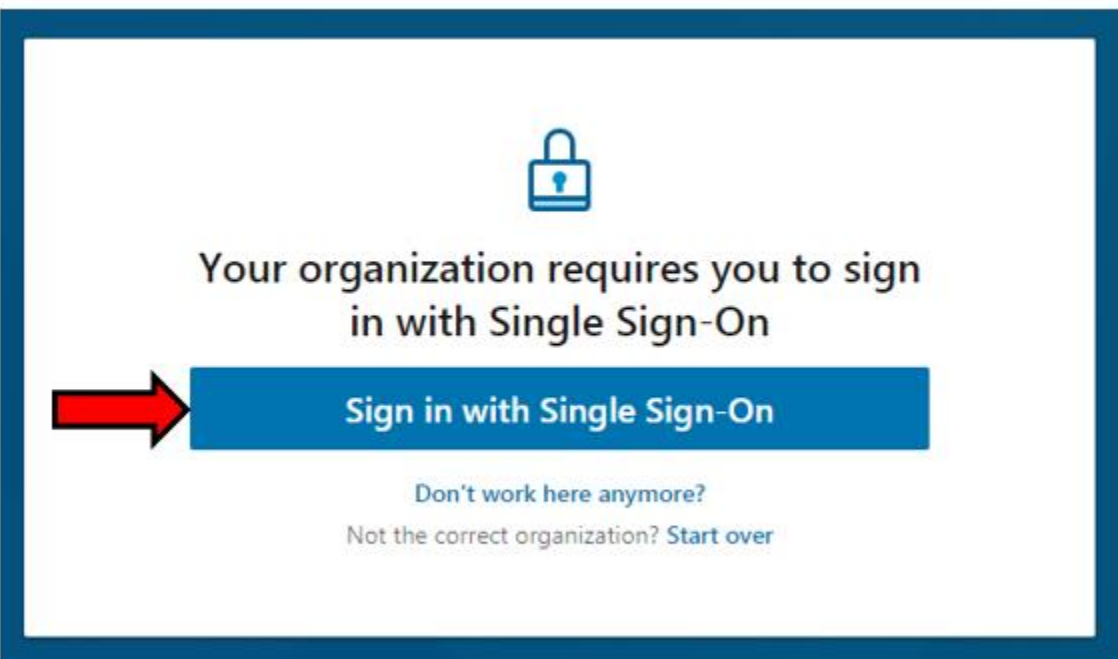
Sign in using the same email address you use for LinkedIn.com  
or your work email


Email  
john.Doe@ventura.org

Continue

New to LinkedIn? [Join now](#)

**Step 3:** *CLICK* on Sign in with Single Sign-On:



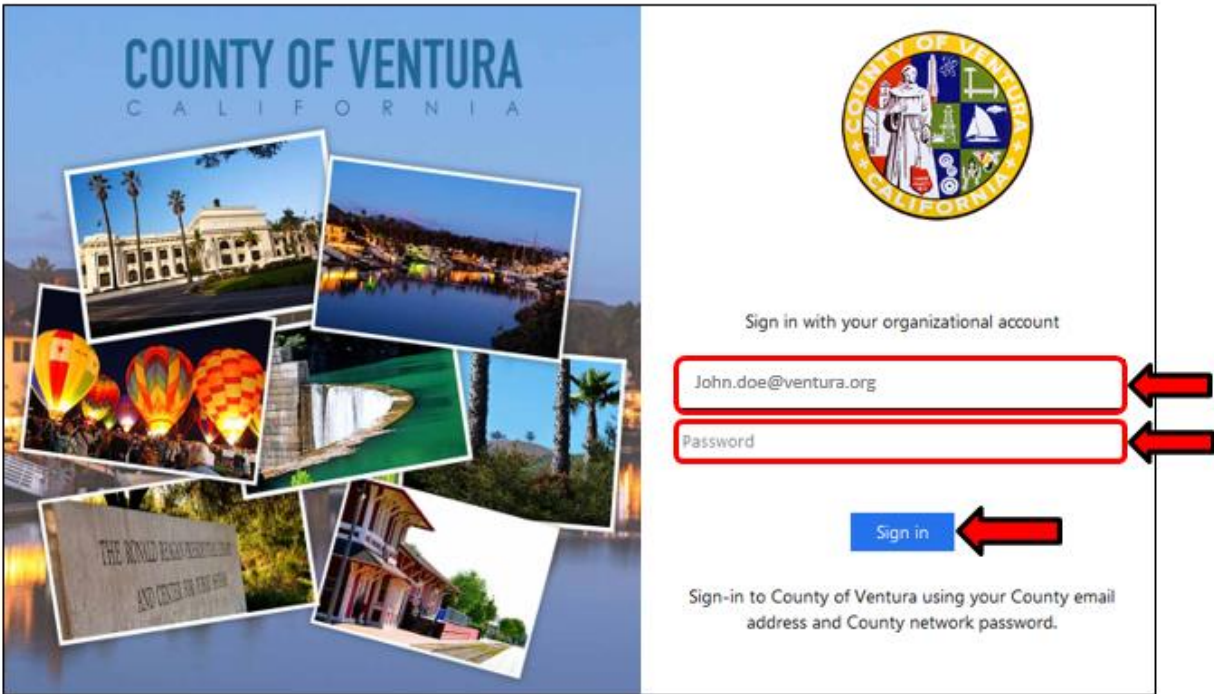


Your organization requires you to sign  
in with Single Sign-On

Sign in with Single Sign-On

Don't work here anymore?  
Not the correct organization? [Start over](#)

**Step 4:** You will be directed to the County Login page where you will **re-enter your County email address** and your **County network password** (the password you use to log into your work computer). Once entered **CLICK Sign in.**



**\*\*If you do not have a County email address, please notify your Agency Training Administrator or Jerry Zaslow.**

**Step 5:** If you are establishing/registering your County LinkedIn Learning account, continue on with the next few steps. **If you have already registered your County LinkedIn Learning account, STOP HERE** and either search for or go to your training.

**If this is the first time** you are logging on and registering your account, you still have a few more steps to complete, so continue on...

**Step 6:** You will now be prompted to select three (3) categories. Select any 3 that interest you. After selecting them **CLICK** on **Continue**.

**Step 7:** Next you will be asked to set up your profile **OR** you can skip this step and do it later by **CLICKING** on a link that says you can set it up later.

**Step 8:** After either setting up your profile **OR** skipping it, you will finally see a button that says, **Start Your Learning**. **CLICK** on that button and you are at the **Home Page** of your LinkedIn Learning account.

**Step 9:** You can now search for courses or go to any training that has already been assigned.

**Note:** Should you have any questions about these steps or anything else within this process, please contact:

Jerry Zaslow at [jerry.zaslow@ventura.org](mailto:jerry.zaslow@ventura.org)