



Getting your New York Public Library card and using LinkedIn Learning

1. Fill out online form to get digital library card

Go to: www.nypl.org, click on the words GET A LIBRARY CARD and fill out the form where it says: "Over Age 13 and Reside in New York State"

This will generate a 14 digit barcode number and you can pick a PIN/Password. Take note of the card number and it will also be sent in the next business day's email to you. *Currently, this 14 digit card barcode number and PIN can only be used to access ebooks - *but not yet to access databases like Linked In Learning**

2. Send email for verification/validation

Send an email with your name, address in NY state (or explanation and proof that they attend a college in New York State) and their 14 digit barcode number in the body of the email. Attach a photo or scan of two bills or other letters with their name and address in New York State to the email and send to this address: patronaccounts@nypl.org

Please do - not - send photos or scans of driver's licenses but rather two bills or other US mail will suffice with student's name and address in New York State.

We also do not send out plastic NYPL cards anymore: we validate the 14 digit digital barcode with the two bills remotely.

3. Wait for notification

After the 14 digit barcode number is validated by staff at the NYPL you will be notified by email and then you can access Linked In Learning. **Unfortunately at this time this process may take three weeks or so as a large number of cards recently expired.*

4. Logging into LinkedIn Learning

To access Linked In Learning after validation: do not Google or search for LinkedIn Learning - rather please go here: www.nypl.org and click on RESEARCH and then ARTICLES AND DATABASES. Type LinkedIn Learning in the search bar. When the result comes up, click on LinkedIn Learning. It will direct you to their site. Click the blue GET STARTED button. Enter your library card number (the 14 digit barcode number) and PIN/Password.

**If you get an error message, please try to log in using a different web browser. If the error persists, please reset the PIN/Password for the NYPL account with this form: <https://ilsstaff.nypl.org/pinreset>*

Even though special characters are encouraged to be used in a password, it may be helpful to omit these

special characters in case the LinkedIn Learning website does not recognize them.

If you need further help, please email gethelp@nypl.org or call AskNYPL at 917-275-6975. Their regular hours of service are Monday-Saturday 10am-6pm.

Instructions for using the LinkedIn Learning app instead of website

1. Download the LinkedIn Learning app from Google Play / App Store
2. Open the app
3. Select - "Sign In"
4. Select "Sign in with your library card"
5. You'll be prompted to "Enter your Library ID". Tap on the box and enter "nypl" (all lowercase, no quotation marks)
6. Use your NYPL library card number or username and PIN/Password to login and then click on "Continue". First time users will be prompted to select topics of interest.