



## 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](http://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 LinkedIn 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](mailto: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 LinkedIn 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 to NYPL's subscription to LinkedIn Learning (formerly Lynda, aka Lynda.com ) please follow the link on the Library's databases website: <https://www.nypl.org/linkedinlearning>

That page is the main gateway to accessing LinkedIn Learning via NYPL. Please note that you can only access course content through the NYPL's LinkedIn Learning login page, and not by directly visiting the LinkedIn Learning homepage.

From that page, please click on "Connect to database." This will lead to: <https://www.linkedin.com/learning-login/go/nypl>

Please click on "Get Started" and then to log in enter your library card number (just the digits - no spaces or dashes), and PIN/Password.

There's also a LinkedIn Learning app. Instructions for logging in are as follows:

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.

Keep in mind that temporary card numbers cannot be used to access NYPL's databases (including LinkedIn Learning).

If you registered online and were issued a temporary library account, then for access you'll need to validate your account and get a library card. To do so, you'll need to show NYPL staff proof that you live, work, go to school or pay property taxes in New York State.

For further information, please see our Library Terms and Conditions page: <https://www.nypl.org/help/library-card/terms-conditions>

Also keep in mind that via NYPL there isn't a way to access a personal LinkedIn Learning account (for certificates of completion, etc.). "Transferring Learning history is not a feature that's available for Library accounts/users."

More information is available on this LinkedIn page on the topic of managing LinkedIn account history: <https://www.linkedin.com/help/learning/answer/a705966>