

How to Create Professional Learning Network Account

The California Community Colleges Professional Learning Network (PLN) is designed for California community college employees to access free learning resources and connect with peers. Three online training sources are now available through the PLN: Lynda.com, Grovo, and Skillsoft.

- Mt. SAC will no longer provide access to Lynda.com directly, so your existing Lynda.com account will no longer work.
- If you wish to use Lynda.com you must now create an account with and log into the PLN.
- If you already had a Lynda.com account through Mt. SAC, you still need to create an account on the PLN.

Step 1: Go to the POD online Training Website: Online Training

Click on Professional Learning Network link

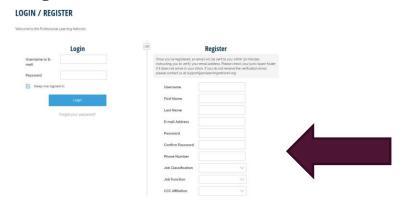
PROFESSIONAL
LEARNING
NETWORK

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Professional Learning Network

Step 2: Go to "Login/Register" link (located on top right hand side of page)

Step 3: Fill out the Registration Form



Once you have registered you will receive a notification to activate your email.

Step 4: Confirmation Email. Open email used to register. Click on the link to activate email



Step 5: MyPD. You will be directed to a MyPD "Welcome page"

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.

Step 6: <u>Learn</u> Locate "More" at the top right-hand side of the "Welcome page".

Click on the drop down arrow and **Select** "Learn".



Step 7: Lynda, Grovo, Skillsoft: Start your online training



Step 8: Welcome: Select "No, I've never had an account"



Completed courses, bookmarks and notes will not transfer to your "new account". Contact Lynda.com customer service at (888) 335-9632 to request a completed course listing.

Step 9: **Find a Course**: **Locate** search box at the top left side of main page.

Type the desired course name (e.g. Handling Workplace Change as an Employee)

Select course from drop down

Step 10: Take a Course: Click play button to start session

Once you create the account, you can bookmark the PLN login page and log in. If you have any questions or need assistance, please call the Information Technology Help Desk at 909.274.4357 or write to helpdesk@mtsac.edu.