



# 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**



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

**Step 3: Fill out the Registration Form**

## LOGIN / REGISTER

Welcome to the Professional Learning Network.

### Login

Username or E-mail:

Password:

☒ Keep me signed in

Login

[Forgot your password?](#)

### Register

Once you've registered, an email will be sent to you within 30 minutes instructing you to verify your email address. Please check your junk/spam folder if it does not arrive in your inbox. If you do not receive the verification email, please contact us at [support@prolearningnetwork.org](mailto:support@prolearningnetwork.org).

Username:

First Name:

Last Name:

E-mail Address:

Password:

Confirm Password:

Phone Number:

Job Classification:

Job Function:

CCC Affiliation:

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**

Thank you for signing up with Professional Learning Network! To activate your account, please click the link below to confirm your email address:

[http://email.prolearningnetwork.cccco.edu/c/eJX9T81ugzAYeSpwREm-MAhB0r1j1W1TeaNeS1ZKWAQqDann7ZC8yvflFsy8441cBZ5g2nTFFFSa6Z2GUhZM1BziWApiaFNQWmCaCLmEoYbJT\\_cJ42aQ17xLmHN0wzYYQzY1QM16SvsCuQUgBCCqKjUFTaafic21JVAR3iT-10eqsV0koEzqdkux3b1t8Wn9SLga7Dokj34vY2v6n8eZ0urmDvBef13318DhVH983vV8rQ\\_76e2SEtuKoF0uhQouyvvYvI3zNaV06x1X2\\_it\\_gLo1IXf](http://email.prolearningnetwork.cccco.edu/c/eJX9T81ugzAYeSpwREm-MAhB0r1j1W1TeaNeS1ZKWAQqDann7ZC8yvflFsy8441cBZ5g2nTFFFSa6Z2GUhZM1BziWApiaFNQWmCaCLmEoYbJT_cJ42aQ17xLmHN0wzYYQzY1QM16SvsCuQUgBCCqKjUFTaafic21JVAR3iT-10eqsV0koEzqdkux3b1t8Wn9SLga7Dokj34vY2v6n8eZ0urmDvBef13318DhVH983vV8rQ_76e2SEtuKoF0uhQouyvvYvI3zNaV06x1X2_it_gLo1IXf)

If you have any problems, please contact us at [support@prolearningnetwork.org](mailto:support@prolearningnetwork.org)

Thanks,  
Professional Learning Network

**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: Learn** 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

**WELCOME TO THE LEARN ACADEMY!**  
All California Community College employees (faculty, staff, administrators and trustees) are eligible to access this library of training videos.

What do you want to learn today?

**PLEASE NOTE:** To access the libraries of Grovo and Lynda, you will need to enter their websites through the PLN by clicking their links below to be recognized as a CCC employee.

**Click Here for Lynda**

**Click Here for Grovo**

**Step 8: Welcome:** Select “No, I’ve never had an account”

**Welcome to lynda.com!**

Have you had a lynda.com account before?

**I've had an account**

**No, I've never had an account**

**Why we're asking**

You can bring your course history, playlists, certificates of completion, and bookmarks to your new lynda.com profile.

On the next page, just enter the user name and password for your previous account, and we'll transfer that history to your new profile.

### **NOTE:**

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](mailto:helpdesk@mtsac.edu).