

User Instructions

Go to: <https://unitedwayfoxcities.org/community-upskill/>

You will need to create a **LinkedIn Learning** account to access Community Upskill courses. LinkedIn Learning accounts are different from LinkedIn accounts.

If you choose to connect your LinkedIn Learning account to a LinkedIn profile, you will be able to access your LinkedIn Learning history and record of course completions. It also provides you with exposure to job opportunities, and you can post your earned credentials.

To create a LinkedIn Learning account, follow these steps. There is no cost.

1. Select the learning pathway to complete, such as In-Demand Professional Soft Skills. You will be directed to a LinkedIn Learning website where each course in the learning pathway is available.

Explore Career Essentials Certificates	Explora los certificados de elementos esenciales de la carrera	Learn Foundational Skills	Aprenda habilidades fundamentales
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 <p>Build Your Cybersecurity Awareness Skills</p> <p>English Foundational Skills 7 items of learning 5h 44m of content</p>	 <p>Improve Your Sustainability Skills</p> <p>English Foundational Skills 8 items of learning 7h 19m of content</p>	 <p>In-Demand Professional Soft Skills</p> <p>English Foundational Skills 11 items of learning 10h of content</p>
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In-Demand Professional Soft Skills
11 items of learning content | 10h of content | English

[START LEARNING](#)

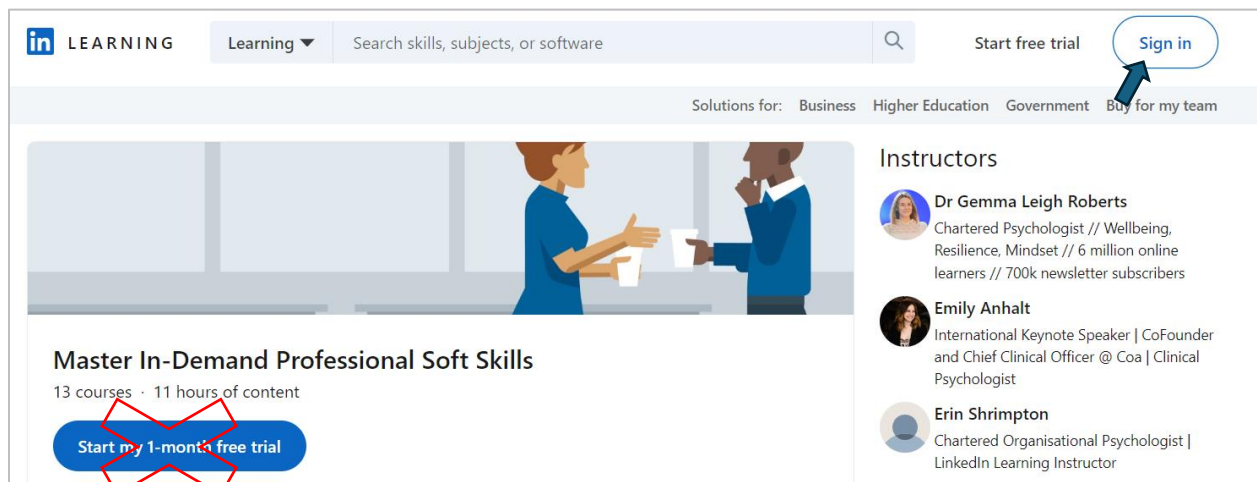
Pathway Summary

Learn how to excel in any job by mastering essential professional soft skills. Develop the skills that hiring managers value most, from emotional intelligence and critical thinking to unconscious bias and teamwork.

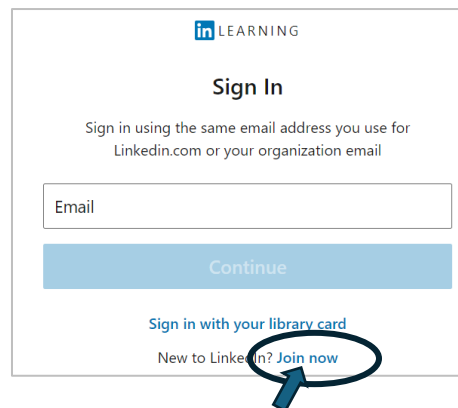
- Build emotional intelligence and resilience
- Become a stronger communicator, listener, and team player
- Boost your critical thinking and decision-making skills

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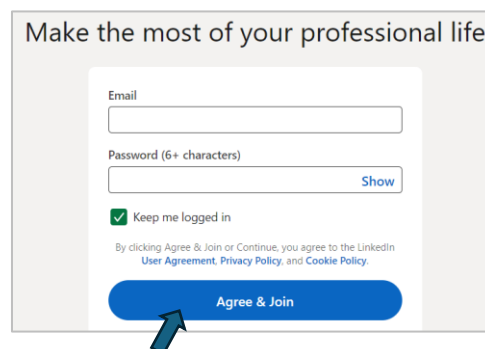
2. Go to **Sign In**. Do **not** select Start Free Trial.



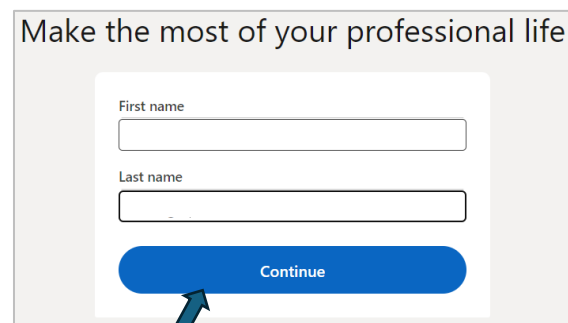
3. Click **Join now**.



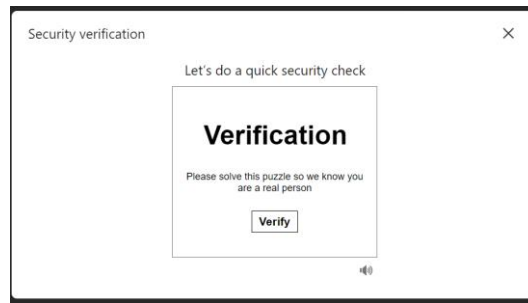
4. Add your email address, create a password, and select **Agree and Join**.



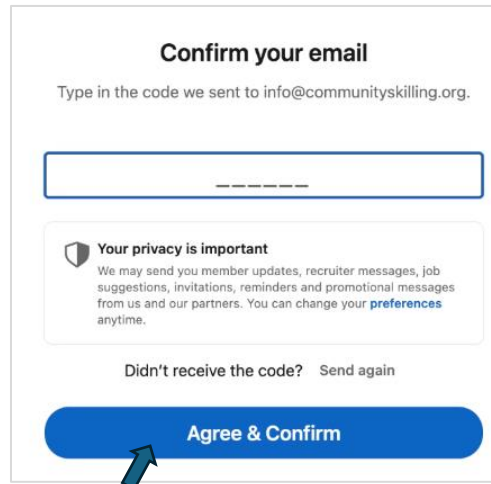
5. Enter your first and last name. Click **Continue**.



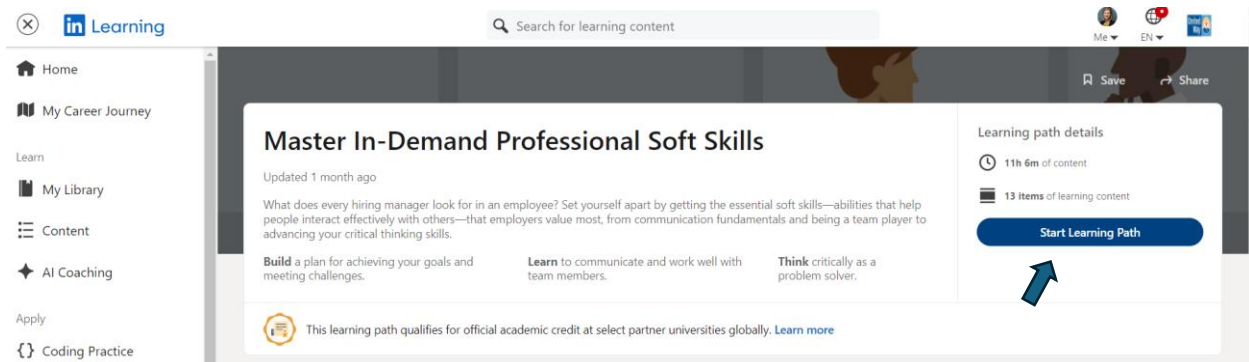
6. Proceed through LinkedIn's Verification check, which makes sure you are a real person.



7. Type in the code from your confirmation email. Select Agree & Confirm.



8. You will be redirected to the LinkedIn Learning pathway you selected.



9. Select a course from the list to being your Upskill journey!

NOTE: All Community Upskill courses are free. At no point should you enter a credit card. If you hit a paywall that won't allow you to take a quiz, make sure you have signed up for a free LinkedIn Learning account. Only courses listed on the [United Way Community Upskill](#) page are available at no charge.