SuccessFactors Learning
Adding LinkedIn Learning History to SuccessFactors
This material was developed for the SuccessFactors Learning Management System. Please contact SPDTraining@SPD.in.gov with any questions or comments.

You can also visit the INSPD Training website for additional resources.
To add a LinkedIn Learning item completed prior to the launch of SuccessFactors learning, select “Add to Learning History” link on your My Learning page.

Select “item based event”

Select the icon to locate the course from the library

Enter the course title into the Search field or use the filters to refine your search.

Once the desired course has been located, choose “Select”
Enter the date the course was originally completed in the “Completion Date” field.

Enter the time (approximate) the course was originally completed in the “Completion Time” field.

Select a “Completion Status” from the dropdown menu.

Select “Continue” to confirm the Learning Details.

Select “Add to Learning History” to continue.
Select an Administrator to complete your request by choosing “Select User for Approval”

Locate the admin using one or more of the provided search fields (not all fields are required)

Once desired admin is located, choose the add checkbox and select “Add Checked”
Select “Finished” to continue

After reviewing all information, select “Submit” to forward the request to your supervisor for approval.

Before submission is complete, user must attach completion certificate to their supervisor.

Once certificates are uploaded, select the “x” close the File Attachment box.

Select “Close” to submit and finish the request.

For more information about locating & downloading certificates in LinkedIn Learning, please visit https://www.linkedin.com/help/learning/answer/82975