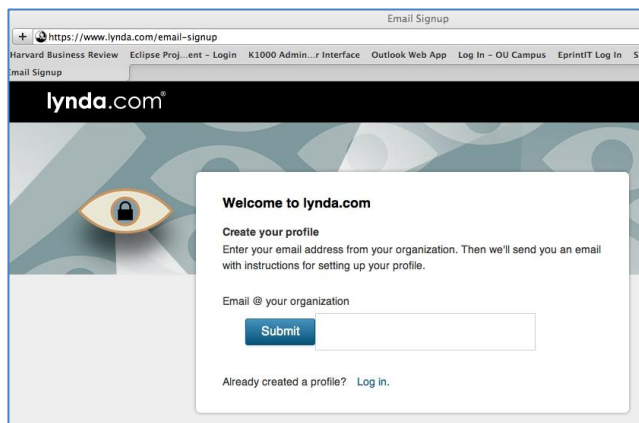


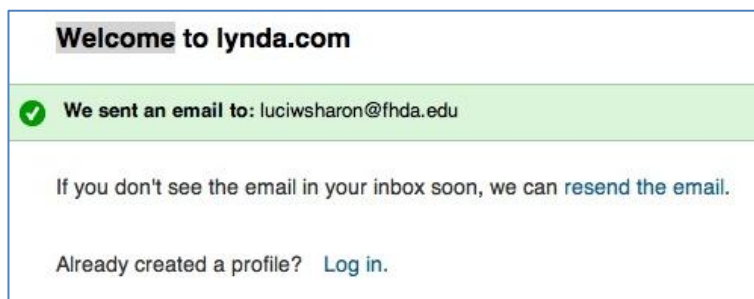
Lynda.com Online Learning for FHDA Staff and Faculty Account Set-Up Instructions

The Foothill-De Anza Community College District has a site license with Lynda.com. Below are instructions for **setting up** your account with Lynda.com. If you require assistance, please submit an ETS Request for Help using a browser at etshelp.fhda.edu. Sign in [to ETS Help](#) using your MyPortal credentials.

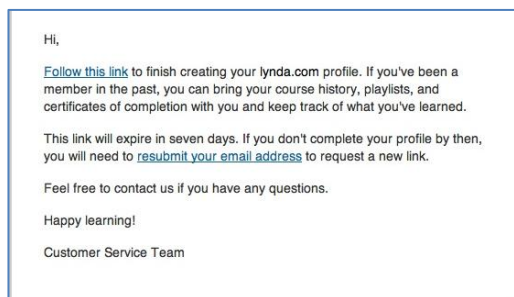
1. Using a browser, go to **www.Lynda.com/email-signup**. **Type** your Foothill-De Anza email address ([@fhda.edu](#)) into the text box and **click** on the **Submit** button.



2. You will see the message below that an email has **been** sent to you.



3. Look for the email from Lynda.com in your inbox. [\(Check your Junk mail box if you don't see it\)](#) You should see an email like the one below. **Click** on "**Follow this link**".



4. **Creating your Profile:**

4.a. If you have an existing Lynda.com account, we advise you to click on "I've had an account."

4.b. If you choose to click on "I've had an account", please note what will happen to your existing account: "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. You'll no longer be able to log in with your previous user name; going forward, log in with your email address from your organization."

4.c. To cancel *auto-pay* for your previous Lynda.com account, contact the Lynda.com customer service at 888-335-6932.

4.d. Otherwise, if you do not have an existing Lynda.com account, Click on "No, I've never had an account."

Create your profile

Have you ever 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. You'll no longer be able to log in with your previous user name; going forward, log in with your email address from your organization.

5. **Type** your first and last name in the text boxes provided. Create a password and **type** it in the two text boxes provided. Now **click** on "Create my profile"

Your new profile

Add your name to your profile, create a password, and then start exploring the library. All fields are required unless noted.

First name

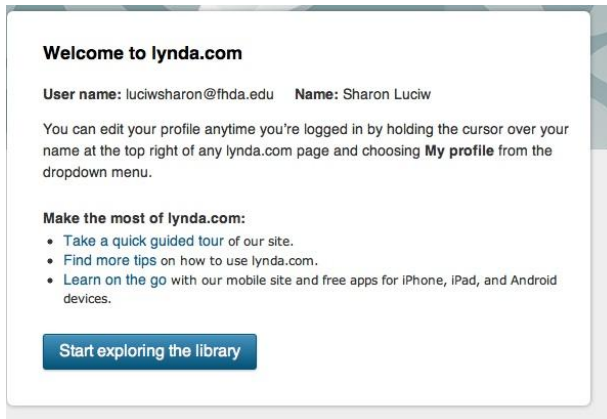
Last name

Choose password

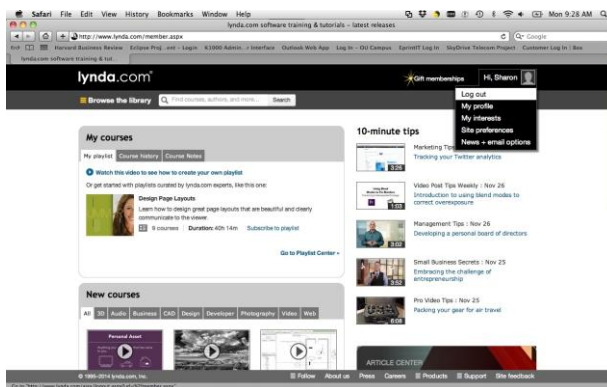
Confirm password

Create my profile Go back

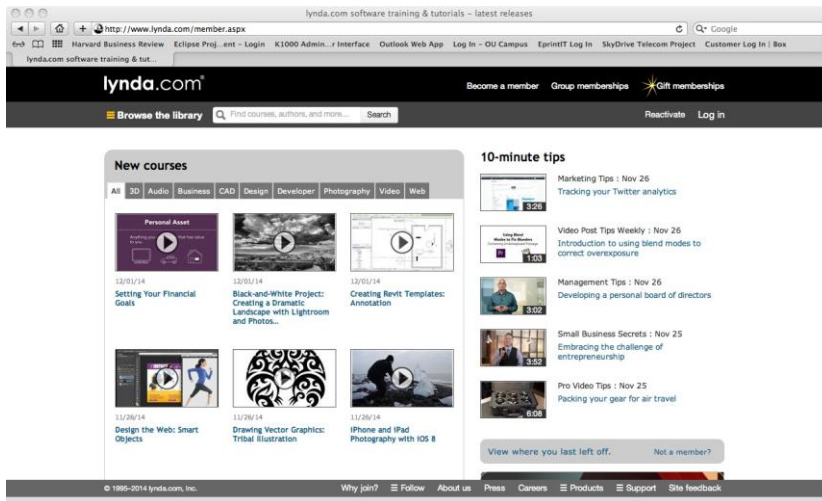
6. The message should appear with your name instead of the one shown in the image below.



7. To log out of Lynda.com, move your mouse pointer to **Hi, your name**, located at the top right. The drop down menu appears. Click on Log out.



8. To log in again, see start page below. You may want to **bookmark** this log_in start page. Click on Log in at the top right.



9. Enter your log in **user** name and password on the left side of the window.
- [Your user name is the same as your email address \(@fhda.edu\).](#)
 - [Your password is whatever you created on Step 5.](#)
 - [If you had an existing account, use the password associated with this past account.](#)

