



### What is lynda.com?

lynda.com provides a vast online training library (OTL) of 1,800 courses with instructional videos covering the latest software, creative, and business skills. lynda.com is a high-quality resource for AU faculty and staff looking to develop skills in Microsoft Office, Adobe Creative Suite, project management, communication, and a wide range of other topics.

lynda.com is designed for all levels of learners and is available whenever you're ready to learn\*. You can even view it on your iPhone, iPad, Android phone or tablet, or other mobile device. You, as an authorized user, can be activated for a time/date you have set aside for training by contacting me. (*Pauletta Swank, lynda.com administrator for AU*) \*AU has 10 licenses. This means 10 employees can be activated to use the OTL at the same time. Active users can train any hour of the day from any computer with internet access.

### What are some relevant lynda.com courses for AU employees? (There are 1,800 courses to choose from!)

*Excel Essentials or topical learning*

*Word Essentials or topical learning*

*Business Writing Fundamentals*

*Office 2013 New Features*

*Gmail and Google (Calendar, Docs, Drives)*

*Computer Literacy for Windows*

*Access Essentials or topical learning*

*Education: Moodle, Mentoring, SMART Board*

### How can lynda.com support me?

- Offers personal and professional development to keep you current on technology
- Tracks your individual training progress
- You can learn at your own pace—anytime, anywhere
- Provides certificates of completion

### How can I get the most out of lynda.com?

- Set aside time for online training (request activation in advance of use)
- Watch the welcome video of a course to check out its training content
- Use bookmarks to indicate favorite videos or courses
- Create course playlists (training sessions of interest to you for future reference)
- Download exercise files and practice applying knowledge as you go

### How can I access lynda.com through AU?

AU has an educational subscription to lynda.com. All AU faculty and staff will be registered users. You will be receiving an email letting you know that you have been set up as a registered user. Take the time to follow the email instructions to set up your personal account so that you will be ready when you want to request use of this training resource. An employee may request to be activated via email to [pjswank@anderson.edu](mailto:pjswank@anderson.edu) to access all of the courses listed on the library for a specific number of days. Ten (10) employees can be actively using the resources of lynda.com at the same time. (Employees may not share passwords for this or any AU electronic access.)

### Where should I start?

[View the \*How to use lynda.com\* course](#) to learn how to find, access, and view lynda.com tutorials. You do not need to be a registered user to do this. This introductory tutorial is available to anyone who has a computer and internet access. Each course you choose to preview has most of the course outline or topics “grayed out”; however, some parts of each course are viewable without being an active user and without having an AU login. Once you have created your personal account, requested use of this training resource, and been activated by the administrator, all course training outlines, topics and downloadable exercises will be available to you.

### How can I get help while using Lynda.com?

Support (top right corner), FAQs; Support, Contact us to send an email; Contact lynda.com Customer Service at [cs@lynda.com](mailto:cs@lynda.com) or 1-888-33-LYNDA or 1-888-335-9632. M – F 6 a.m. – 5 p.m. Pacific. See website for weekend support.

AU is excited to provide this training resource to you!

Pauletta Swank, lynda.com administrator