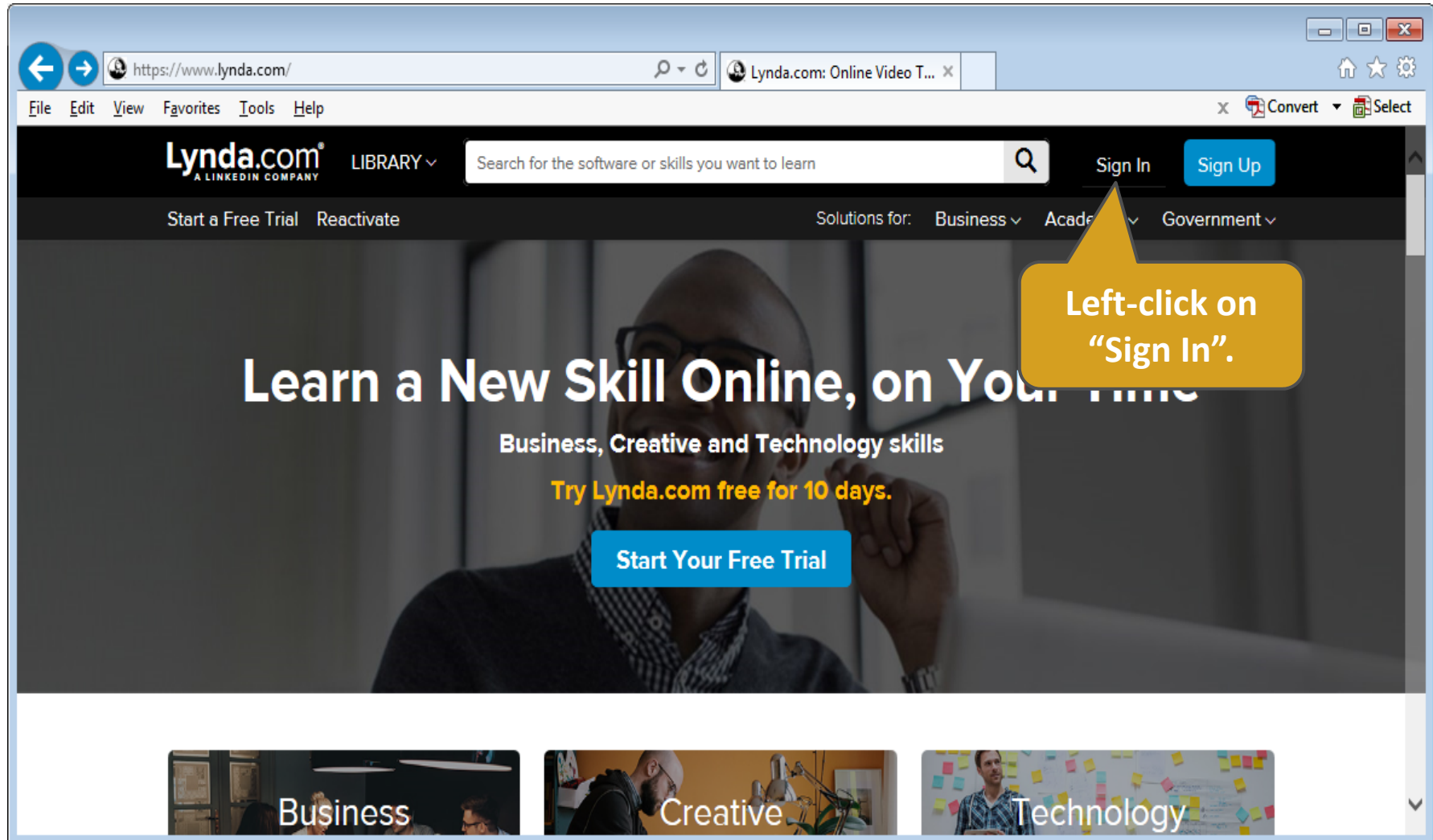


LOGGING ONTO LYNDA.COM

STEP 1: Open a Web Browser (i.e. Internet Explorer, Google Chrome, Mozilla Firefox, etc...) and go to www.Lynda.com.

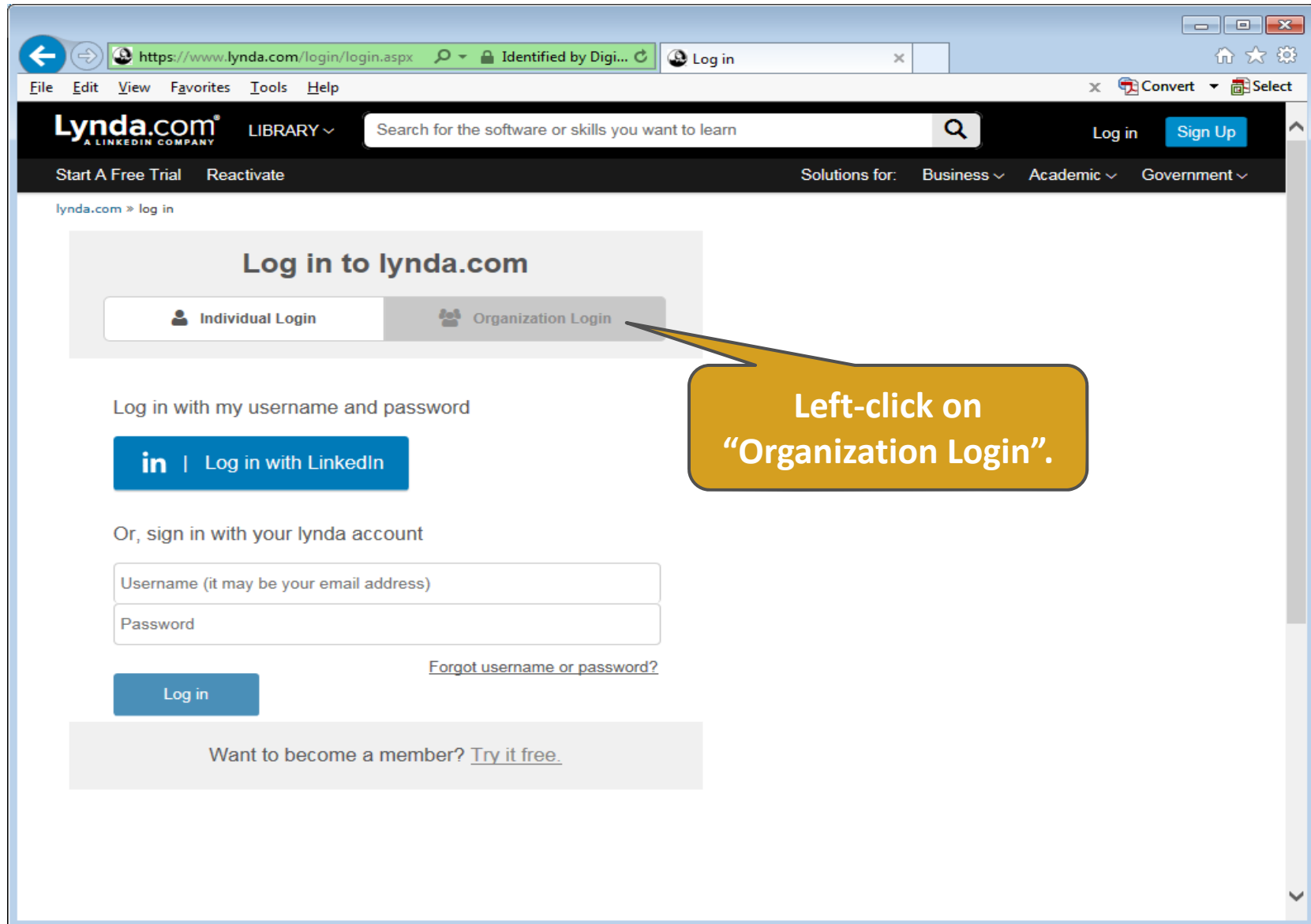
STEP 2: Left-click on “Sign-In” located at the top of the page.



The image shows a screenshot of a web browser displaying the Lynda.com homepage. The browser's address bar shows the URL <https://www.lynda.com/>. The website's header includes the Lynda.com logo (A LINKEDIN COMPANY), a search bar with the placeholder text "Search for the software or skills you want to learn", and navigation links for "Sign In" and "Sign Up". Below the header, there are links for "Start a Free Trial" and "Reactivate", and a section for "Solutions for: Business", "Academy", and "Government". The main content area features a large banner with the text "Learn a New Skill Online, on Your Time" and "Business, Creative and Technology skills". A yellow callout bubble points to the "Sign In" button with the text "Left-click on 'Sign In'". Below the banner, there is a blue button that says "Start Your Free Trial". At the bottom of the page, there are three smaller images representing different skill categories: "Business", "Creative", and "Technology".

LOGGING ONTO LYNDA.COM (cont'd)

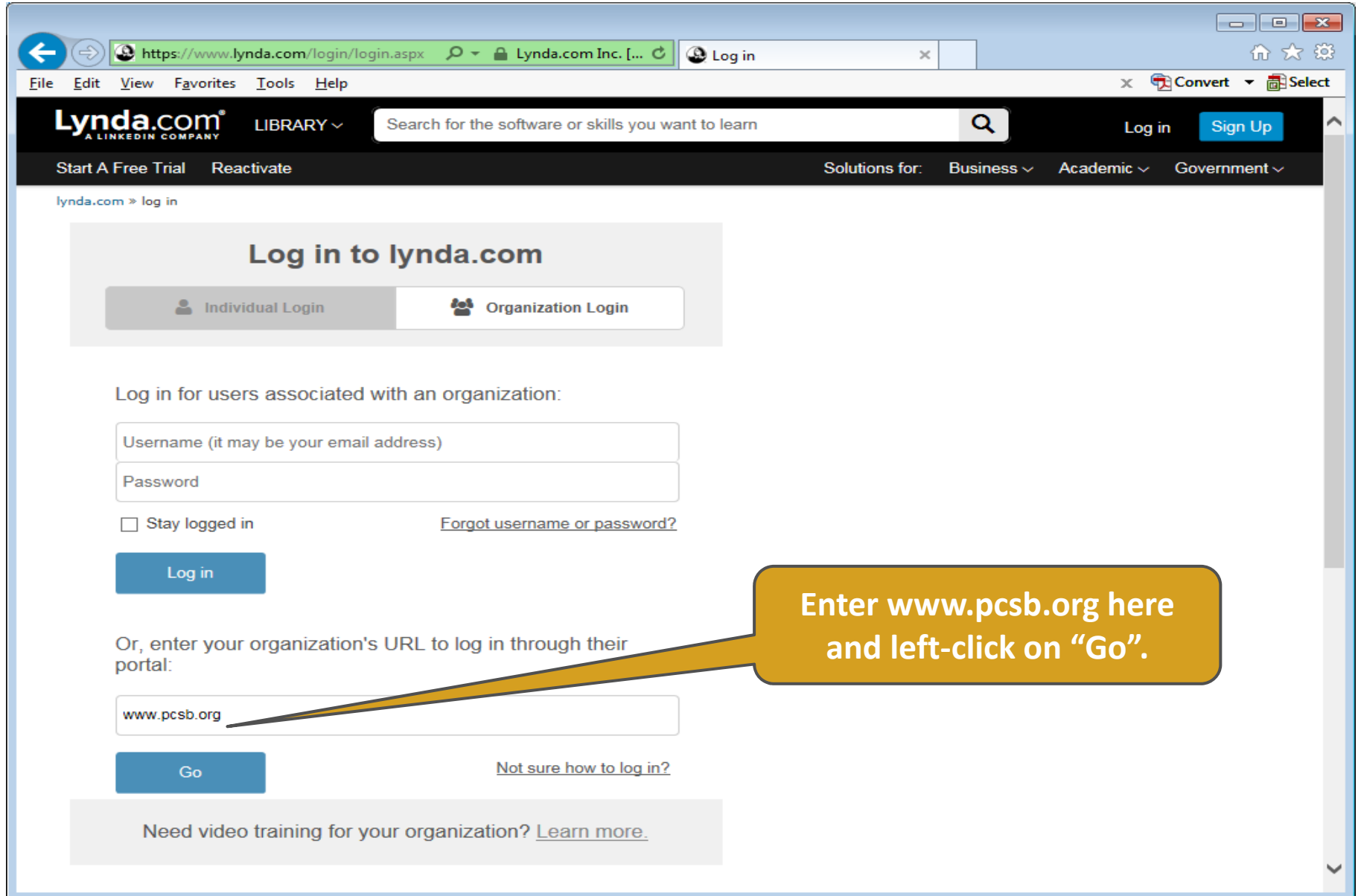
STEP 3: Left-click on “Organization Login”.



The screenshot shows a web browser window at the URL <https://www.lynda.com/login/login.aspx>. The page title is "Log in to lynda.com". There are two main login options: "Individual Login" and "Organization Login". The "Organization Login" button is highlighted with a yellow callout box that says "Left-click on 'Organization Login'". Below the login options, there is a section for logging in with a Lynda account, including fields for "Username (it may be your email address)" and "Password", and a "Log in" button. There is also a link for "Forgot username or password?". At the bottom, there is a promotional message: "Want to become a member? [Try it free.](#)".

LOGGING ONTO LYNDA.COM (cont'd)

STEP 4: Type `www.pcsb.org` within the designated field.



The screenshot shows the Lynda.com login page in a web browser. The browser's address bar displays `https://www.lynda.com/login/login.aspx`. The page header includes the Lynda.com logo, a search bar, and navigation links for 'Log in' and 'Sign Up'. Below the header, there are two login options: 'Individual Login' and 'Organization Login'. The 'Organization Login' section is active, showing a form with fields for 'Username (it may be your email address)' and 'Password', a 'Stay logged in' checkbox, and a 'Log in' button. Below this, there is a section for logging in via an organization's URL, with a text input field containing 'www.pcsb.org' and a 'Go' button. A yellow callout box with a pointer to the 'www.pcsb.org' field contains the text: 'Enter www.pcsb.org here and left-click on "Go"'. At the bottom of the page, there is a link for 'Need video training for your organization? Learn more.'

LOGGING ONTO LYNDA.COM (cont'd)

STEP 5: When prompted, enter your PCS network user name and password and click on “OK”.

The screenshot shows the Lynda.com website interface. At the top, there is a navigation bar with the Lynda.com logo, a search bar, and links for 'Log in' and 'Sign Up'. Below the navigation bar, there are links for 'Start A Free Trial' and 'Reactivate', and a 'Solutions for:' dropdown menu with options for 'Business', 'Academic', and 'Government'. The main content area features a 'Log in to lynda.com' section with two buttons: 'Individual Login' and 'Organization Login'. Below this, there is a login form with fields for 'Username (it may be your email address)' and 'Password', a 'Stay logged in' checkbox, and a 'Log in' button. An 'Authentication Required' dialog box is overlaid on the login form, prompting the user to enter a username and password for 'https://fs.pcsb.org'. The dialog box contains fields for 'User Name' (with the value 'ptc.16doej') and 'Password' (masked with dots), and 'OK' and 'Cancel' buttons. Below the login form, there is a section for logging in through an organization's portal, with a text input field containing 'www.pcsb.org'. At the bottom, there is a 'please wait ...' message and a link for 'Not sure how to log in?'. A footer bar at the very bottom contains the text 'Need video training for your organization? [Learn more.](#)'

LOGGING ONTO LYNDA.COM (cont'd)

STEP 6: Once logged onto Lynda.com, you should be able to access the available content.

