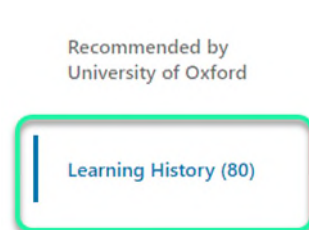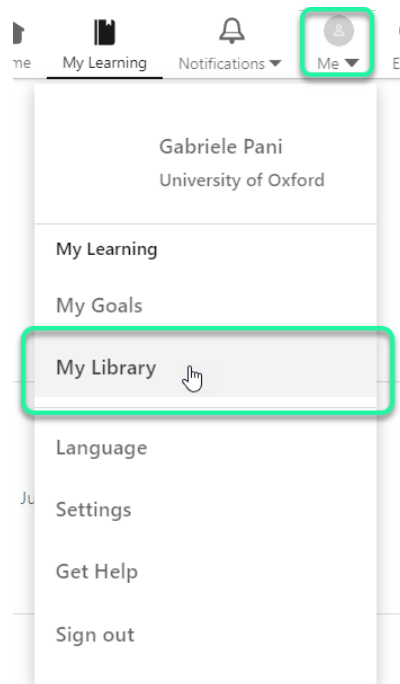# Add a LinkedIn Learning certificate to your LinkedIn profile
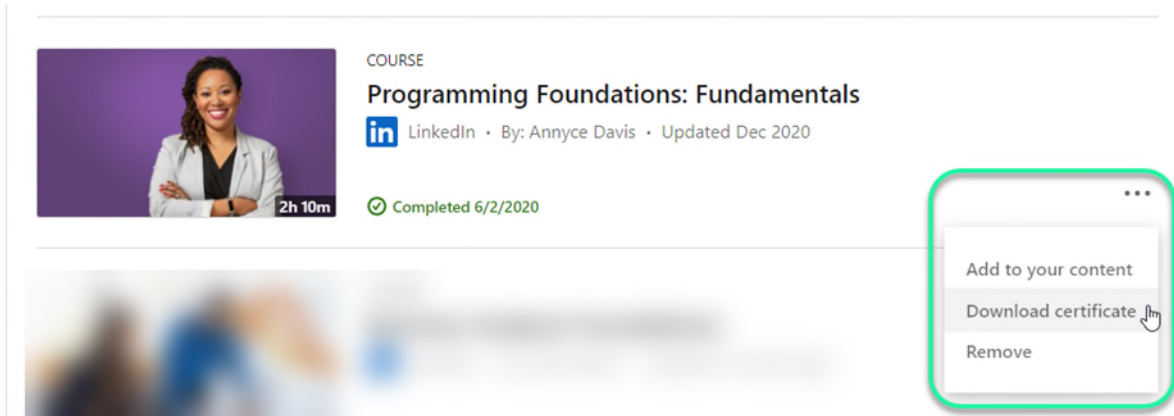
The University of Oxford has opted not to share any information or learning activities with any LinkedIn profile that you may have. The decision was made so that there is a clear separation of your University and LinkedIn activities. However, you will still be able to add any certificate obtained through a LinkedIn Learning course accessed via your University account to your personal LinkedIn profile, following the instructions below.

Step One: Download the certificate

1. Login to your LinkedIn Learning account (https://skills.it.ox.ac.uk/linkedin-learning)
2. Click the **Me** button at the top of your homepage
3. Select **My Library** from the menu

4. Select **Learning History** on the left-hand side menu
5. Locate the course or the learning path that you have completed, whose certificate you would like to save, and click on the three-dot menu on the right-hand side
6. Select **Download Certificate** from the dropdown

Step Two: Gathering the relevant information

To add the certification to your LinkedIn profile you will need the following information:

- Course Name
- Issue Date
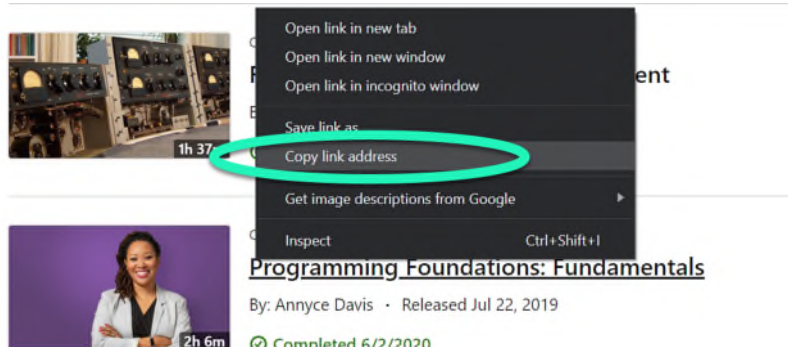- Certificate ID
- Credential URL

You might want to copy them onto a text file so that you have them ready on hand when you move on to the next stage.

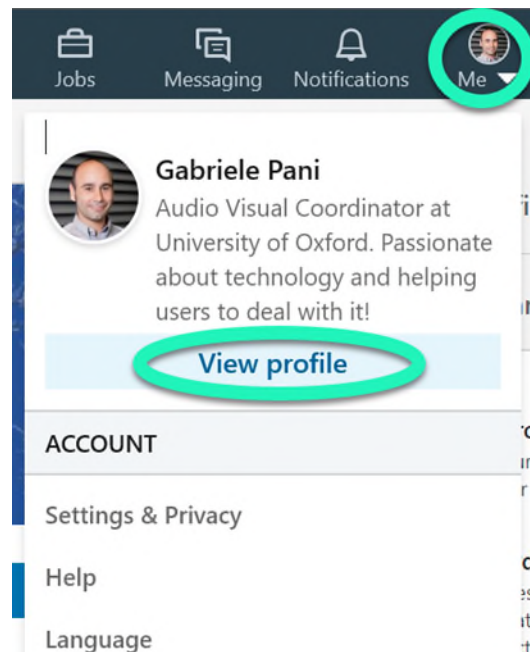1. Open the Certificate you have just downloaded

2. Copy the **Course Title,** the **Issue Date** and the **Certificate ID** (highlighted) and paste them onto your text file

3. Go back to your LinkedIn Learning history and again find your completed course. Right-click on the title and select **Copy link address** (wording may vary depending on the web browser). Paste the link into your text file
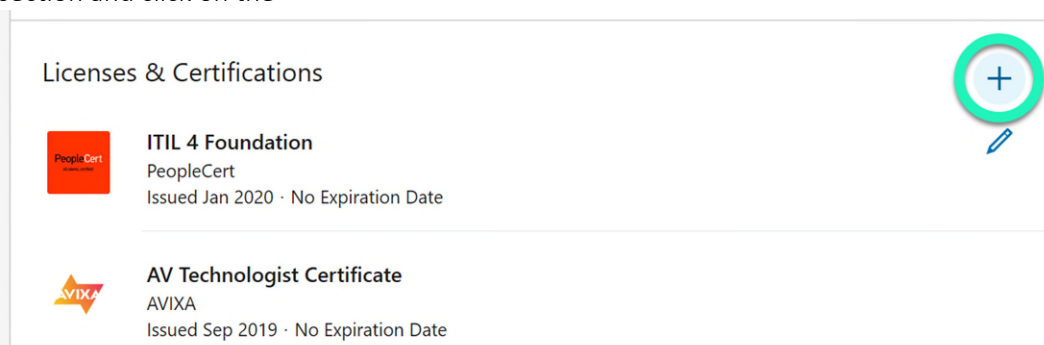

Step Three: Adding the certificate to your LinkedIn profile

1. Login to your personal LinkedIn account
2. Click the **Me** icon at the top right of your LinkedIn home page and select **View profile**

3. If you have previously added a certificate, scroll down to the **Licenses and Certifications** section and click on the **+**

- If you have never added a certification, you will first need to add a Licenses and Certifications section. On your profile page, in your introduction card, click **Add new profile section** then choose **Licenses and Certifications**

4. Copy from your text file all the relevant information you have gathered and paste them in the appropriate fields
5. A menu of companies will appear as you type in the Issuing Organization field; in this particular case the Issuing Organisation is **LinkedIn**
6. Make sure to tick the box **This certification does not expire**

7. Click **Save**

The new certification will now appear on your list.