

Access to the New Linked Learning Certification Platform

The Linked Learning Alliance is excited to launch a new Certification Platform for high-quality Linked Learning college and career pathways pursuing Linked Learning Certification. The launch of this new platform signifies one step closer to our goal of **one million young people in Gold certified pathways by 2030**. With more innovative and user-friendly modules, educators can more easily collaborate, track and share data and exemplary work, and receive well-deserved validation of the rigorous academics taking place in nurturing, supportive environments that keep all students on their path to success in college, career, and life.

This guide is intended to support teams within pathways going through Linked Learning Certification. If you have questions that cannot be answered by this guide or are still having difficulties logging in to the certification platform, please contact the Certification Team at certification@linkedlearning.org.

In February 2021, **users who had accounts in our previous certification platform** were granted access to the new certification platform. Emails were sent from the Linked Learning Alliance (certification@linkedlearning.org) to the addresses that had been used in that platform with instructions on setting up a new password and logging into the new Linked Learning [certification platform](#). You will need to reset your password. **Passwords were not transferred from the previous platform**. If you are unable to locate this email you may contact us at certification@linkedlearning.org to receive a password reset link. Please include your name as it appeared in the previous platform and include the pathway and school you are associated with. Send it from the email address you want associated with the account.

If you are new to Linked Learning certification you will need to contact the pathway or certification lead for your pathway. The platform is designed such that the pathway or certification lead is responsible for adding and managing pathway team members. Please contact that person to be given access.

If you are a pathway or certification lead you may add team members with the following steps:

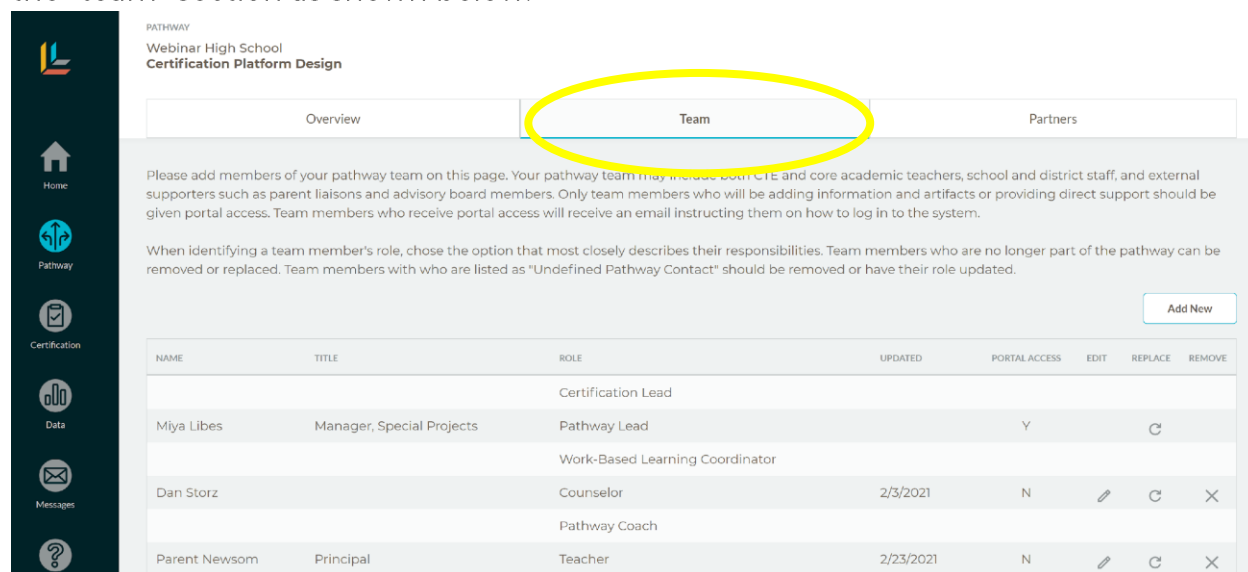
STEP 1: Log in to the platform at

<https://linkedlearningalliance.my.site.com/certification/s/login/> or use the link on the Linked Learning website certification page. If you cannot locate the temporary password emailed to you previously, please contact us at

certification@linkedlearning.org to receive a password reset link. Please include your name as it appeared in the previous platform and include the pathway and school you are associated with. Send the message from the email address you want associated with the account.

ADDING TEAM MEMBERS

STEP 2: Navigate to the “Pathway” page on the left-hand navigation bar and click on the “team” section as shown below.



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Overview **Team** Partners

Please add members of your pathway team on this page. Your pathway team may include both CTE and core academic teachers, school and district staff, and external supporters such as parent liaisons and advisory board members. Only team members who will be adding information and artifacts or providing direct support should be given portal access. Team members who receive portal access will receive an email instructing them on how to log in to the system.

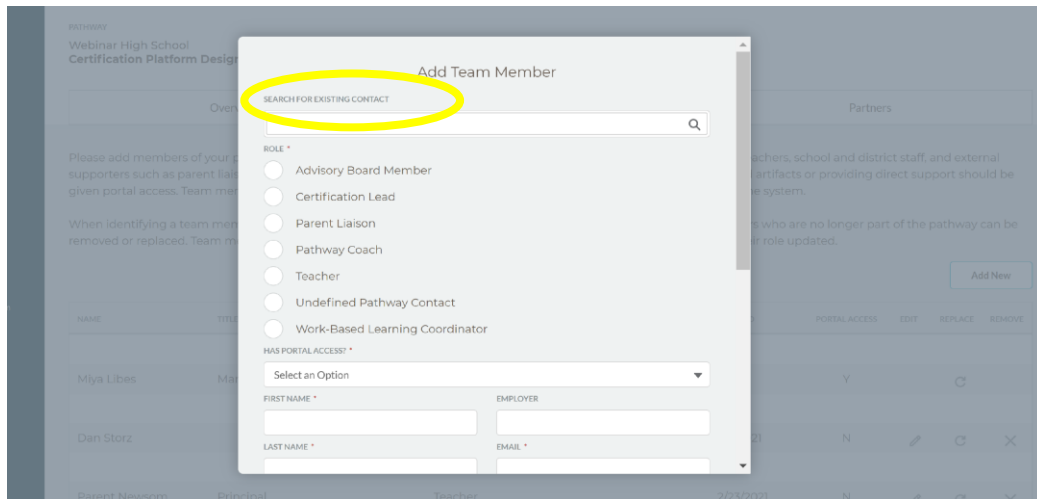
When identifying a team member's role, chose the option that most closely describes their responsibilities. Team members who are no longer part of the pathway can be removed or replaced. Team members with who are listed as "Undefined Pathway Contact" should be removed or have their role updated.

[Add New](#)

NAME	TITLE	ROLE	UPDATED	PORTAL ACCESS	EDIT	REPLACE	REMOVE
		Certification Lead					
Miya Libes	Manager, Special Projects	Pathway Lead		Y			
		Work-Based Learning Coordinator					
Dan Storz		Counselor	2/3/2021	N			
		Pathway Coach					
Parent Newsom	Principal	Teacher	2/23/2021	N			

STEP 3: Click “Add New”

STEP 4: Type the team member's name in the search bar. If that person is already in our records and associated with your school, their name will pop up. Click on their name and indicate “yes” under “Has Portal Access.” The remaining fields should auto-populate. **Make sure to click "save" before adding each additional team member.**



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Over

Please add members of your pathway team such as parent liaisons, teachers, school and district staff, and external partners who are no longer part of the pathway can be removed or replaced. Team members who are no longer part of the pathway can be removed or replaced. Team members who are no longer part of the pathway can be removed or replaced.

When identifying a team member, please select the role and whether they have portal access. Team members who are no longer part of the pathway can be removed or replaced. Team members who are no longer part of the pathway can be removed or replaced.

NAME TITLE

Mya Libes Ma

Dan Storz

Parent Newsom Principal Teacher 2/23/2021

Partners

Teachers, school and district staff, and external partners who are no longer part of the pathway can be removed or replaced. Team members who are no longer part of the pathway can be removed or replaced.

PORTAL ACCESS EDIT REPLACE REMOVE

Y

N

Add New

SEARCH FOR EXISTING CONTACT

ROLE *

☐ Advisory Board Member

☐ Certification Lead

☐ Parent Liaison

☐ Pathway Coach

☐ Teacher

☐ Undefined Pathway Contact

☐ Work-Based Learning Coordinator

HAS PORTAL ACCESS? *

Select an Option

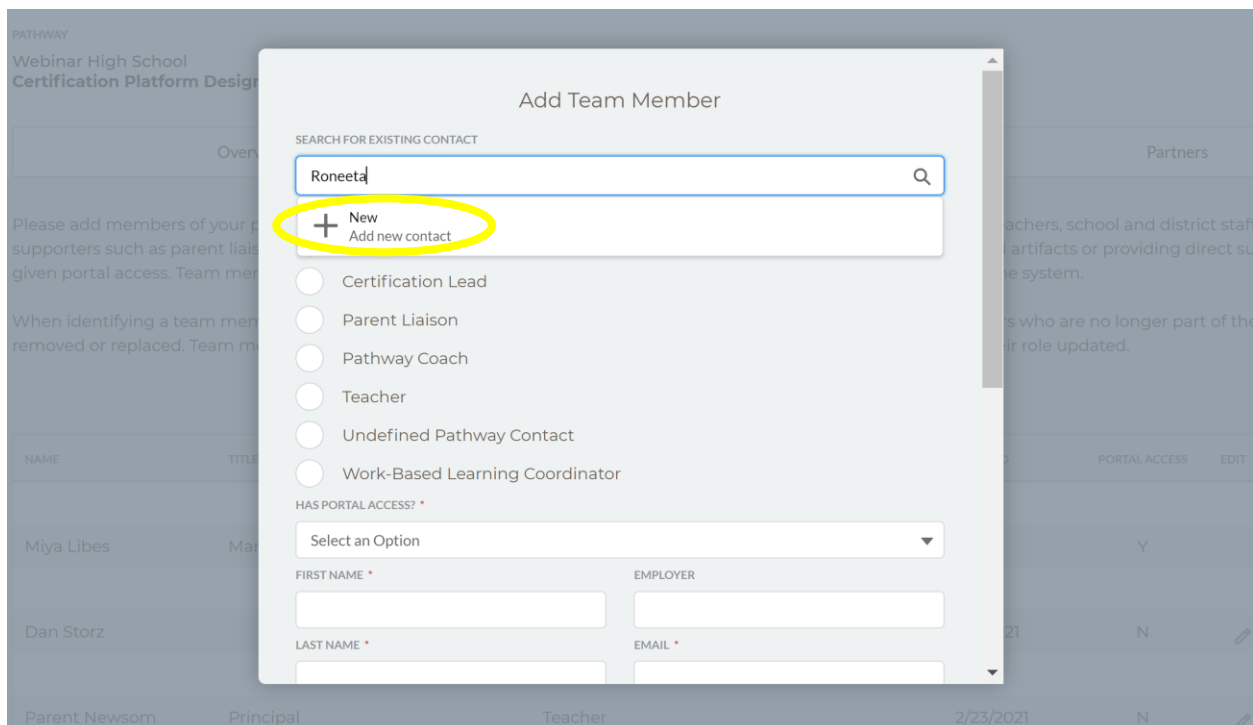
FIRST NAME *

EMPLOYER

LAST NAME *

EMAIL *

If the person's name does not appear, select "Add New" and then fill in the requested information.



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Over

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PORTAL ACCESS EDIT

Y

N

SEARCH FOR EXISTING CONTACT

Roneeta

+ New Add new contact

☐ Certification Lead

☐ Parent Liaison

☐ Pathway Coach

☐ Teacher

☐ Undefined Pathway Contact

☐ Work-Based Learning Coordinator

HAS PORTAL ACCESS? *

Select an Option

FIRST NAME *

EMPLOYER

LAST NAME *

EMAIL *

Make sure all required fields are filled and press "save."

In either case the person will receive an automated email from certification@linkedlearning.org with log-in and password creation instructions. Once the team member gains access to the portal, they will be able to upload artifacts, enter data, and add comments.

STEP 5: Pathway certification/pathway leads update and edit their pathway team page using the edit, replace, or remove functions on the right-hand side of the page. Leads can enable or disable portal access for individuals as well as update names and roles.

Add New

NAME	TITLE	ROLE	UPDATED	PORTAL ACCESS	EDIT	REPLACE	REMOVE
		Certification Lead					
Miya Libes	Manager, Special Projects	Pathway Lead		Y			
		Work-Based Learning Coordinator					
Dan Storz		Counselor	2/3/2021	N			
		Pathway Coach					
Parent Newsom	Principal	Teacher	2/23/2021	N			
Parent Liaison	jorge	Advisory Board Member	2/23/2021	N			

If your pathway is new to Linked Learning Certification, the pathway or certification lead will need to [register the pathway](#) in order to gain access to the certification platform. There is a \$59 registration fee per new pathway to gain access to the platform.

If your pathway was previously engaged with certification and you are your pathway's certification lead and do not have access to the portal, please email certification@linkedlearning.org to gain access. Please note that automated emails from certification@linkedlearning.org are sometimes flagged as SPAM. Please remember to check your SPAM filter when registering for the platform.