



How to create LinkedIn Account

Part A

1. Open the LinkedIn webpage.

https://www.linkedin.com/signup/cold-join?trk=guest_homepage-basic_nav-header-join

Make the most of your professional life

Email

Password (6 or more characters)

 Show

By clicking Agree & Join, you agree to the LinkedIn User Agreement, Privacy Policy, and Cookie Policy.

Agree & Join

2. **Enter your personal information.** You'll do this in the fields provided on the main page. LinkedIn needs the following information AND **Click Join Now**. It's the yellow button below the information entry fields.

Last name

Email or phone number

Password (6 or more characters)

By clicking Join now, you agree to the LinkedIn User Agreement, Privacy Policy, and Cookie Policy.

Join now

3. Click the box below "Country". Doing so will prompt a drop-down menu of countries and Postal code



Country *

Philippines

Paraguay

Peru

Philippines

Pitcairn

Poland

Portugal

Puerto Rico

Qatar

Reunion

Romania

Russian Federation

Rwanda

S. Georgia and S. Sandwich Islands

4. Indicate whether or not you're a student. To do so, click the Yes or the No box at the top of this page. Then Type in your job title and the company at which you work. You'll do so in the "Job title" and "Company" fields on this page.

Are you a student? * Yes No

Job title *

Java Programmer

Company *

The Verge Company

Industry *

Program Development

Next * Required information

Part B (Personalizing Your LinkedIn Feed)

1. Select an account personalization option. Once you do, you'll be prompted to verify your email address. These options control what type of information LinkedIn shows you in your Home page: Finding a job, Building my professional network, Staying up-to-date with my industry, Keeping in touch with my contacts, Not sure yet. I'm open!



What are you most interested in?
We'll use this info to personalize your experience. (Don't worry, we'll keep it private.)

Building my professional network	>
Keeping in touch with my contacts	>
Staying up-to-date with my industry	>
Finding a job	>
Not sure yet. I'm open!	>

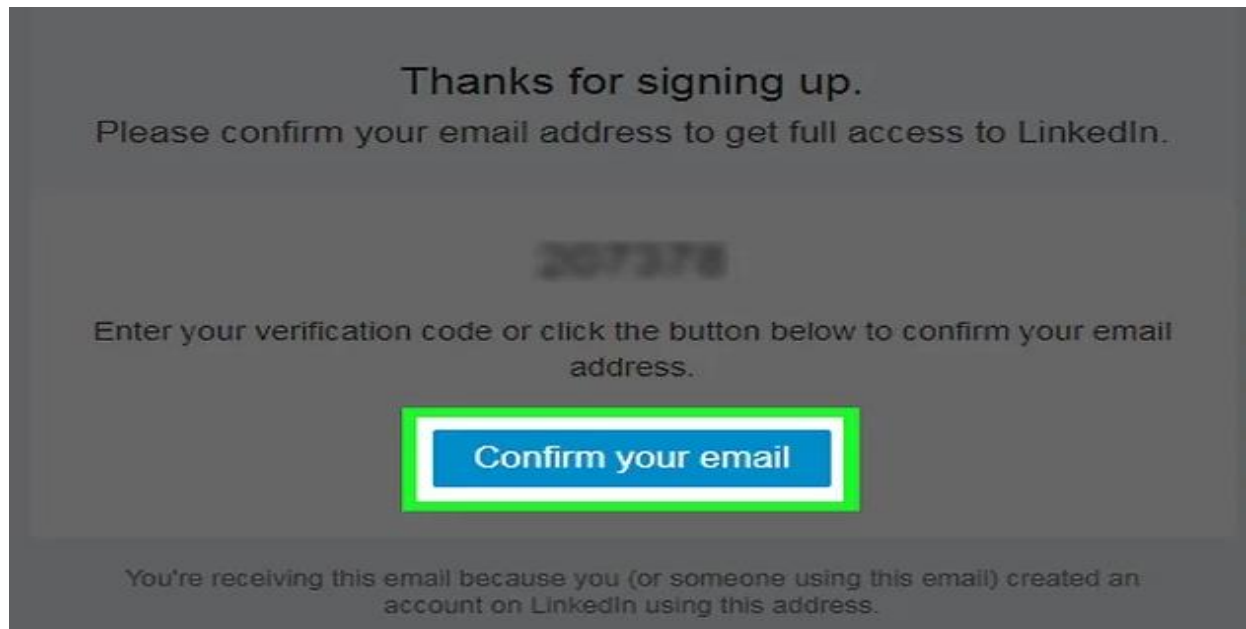
2. Open your email address. This should be the account you used to sign up for LinkedIn. Make sure you don't close out of the LinkedIn page when you do this.

Google
Welcome
[Profile Icon] [Redacted]@gmail.com
Enter your password
.....|
Forgot password? NEXT

3. Open the email from the "LinkedIn Messages" sender. Its subject will say "[Name], please confirm your email address. "If you don't see this email in your inbox, check the Spam folder (and the Updates folder if you're using Gmail).

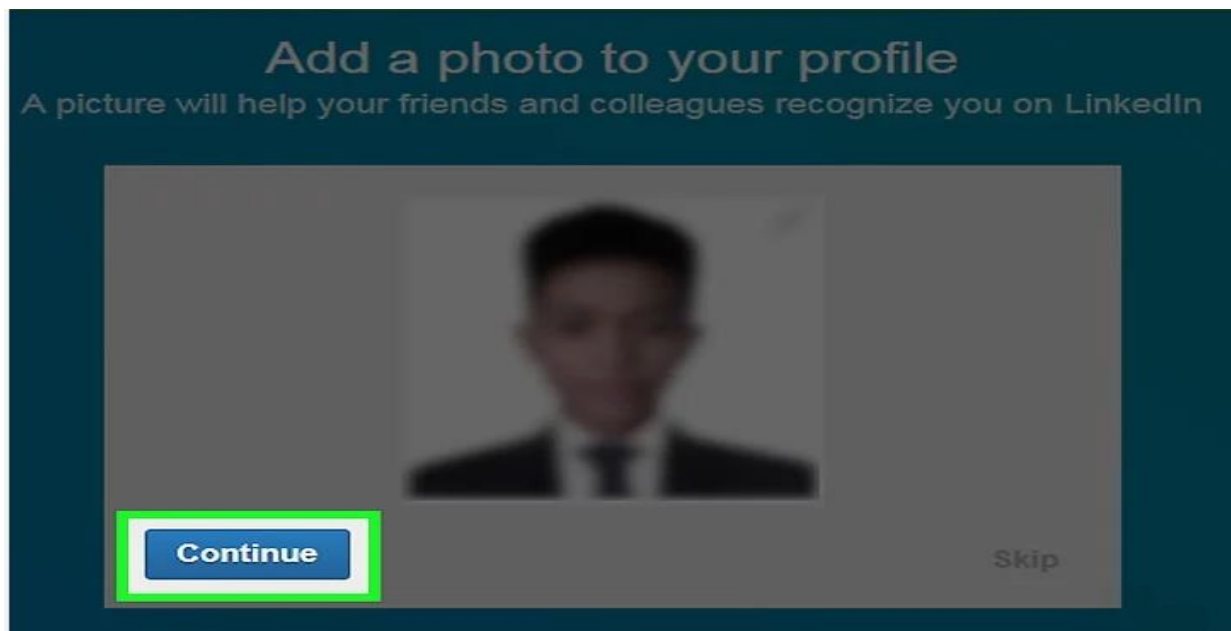


جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية التصميم College of Design



4. If you want to import contacts from your email address, click Continue. Otherwise, click Skip. Choosing to import contacts will prompt you to allow LinkedIn access to your email account, if you click Skip, you may need to click a pop-up Yes to confirm your decision.

5. Profiles with clear, professional photos are much more likely to be viewed by employers. To add a picture, click the Upload Photo box and select a photo from your computer. Click Continue, so the profile image will get saved.





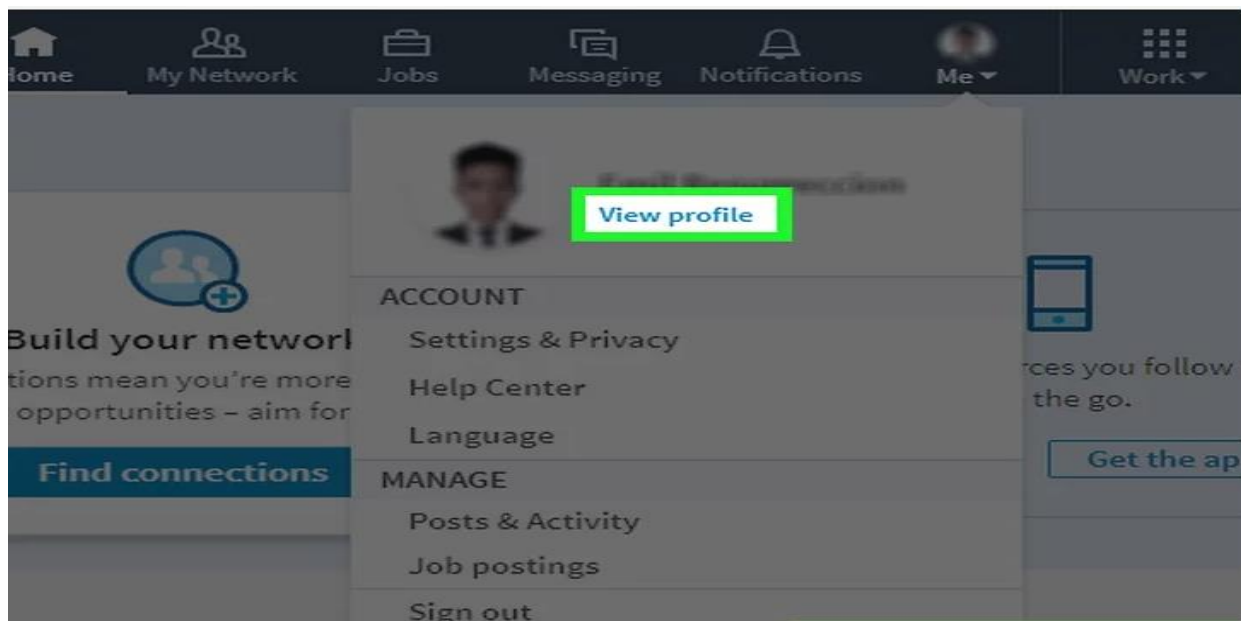
6. Select channels to follow, the channels you decide to follow will determine the kind of information you see on your LinkedIn Home page.

7. Select influential LinkedIn profiles to follow. The information posted on these profiles will show up on your Home page. Following profiles does not mean the profiles in question are in your contacts or LinkedIn connections.



Part C (Editing Your Profile)

1. Click the Me tab. It's in the top right corner of your profile, directly to the right of the Notifications icon.





2. Click the pencil icon. It's to the right of your profile image at the top of your profile page. Doing so will allow you to edit your intro, including the following things:

First and Last Name, Headline - A catchphrase or brief personal description. **Current Position** - Your position at your current company (for example, "Writer at Forbes"). **Location Information** - This includes your current country, ZIP code, and city. **Summary** - A description of your goals, accomplishments, and/or mission statement. **Add Education** - This option allows you to add a school or university to your profile.

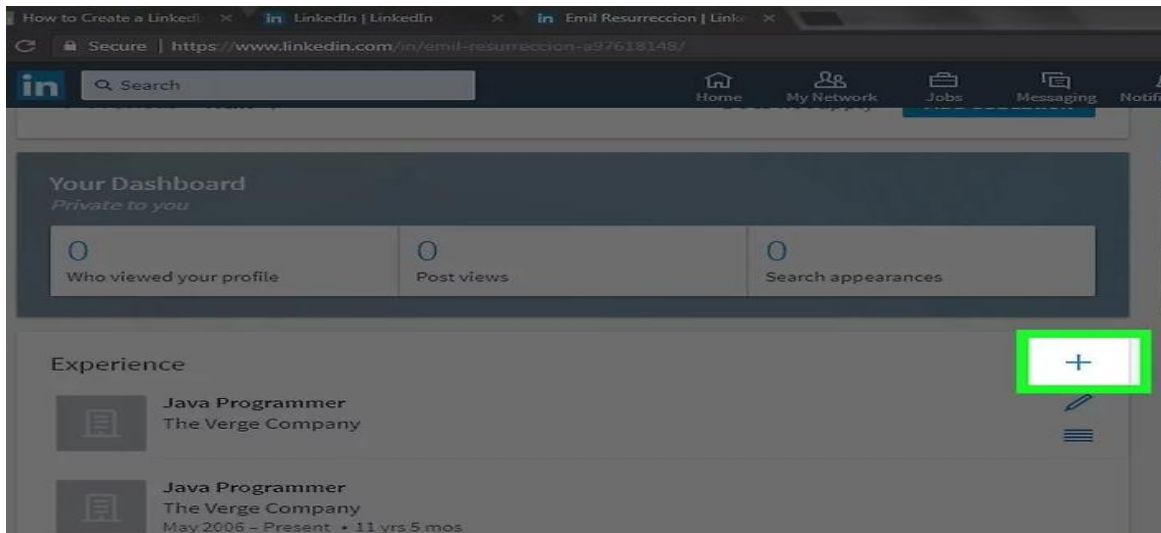
A screenshot of a profile editing interface. It shows a form with a 'Last Name' field, a 'Resumemation' field, and an 'Add former name' link. A blue 'Save' button is highlighted with a green border in the bottom right corner.

3. Add professional experience by clicking +. It's to the right of the "Experience" section which is a bit below your profile image. When adding a professional experience, you'll enter information about the workplace (e.g., which company you worked at) as well as how long you worked there, what your title was, and a brief summary of your duties.

A screenshot of a profile editing menu titled 'Add new profile section'. The menu includes sections for 'Background', 'Education', 'Volunteer experience', 'Skills', and 'Accomplishments'. The '+' button next to 'Work experience' is highlighted with a green border.



4. Edit a work experience by clicking the pencil icon. The pencil icon is to the right of an experience listed on your profile. You can edit anything listed here, from the business' name to the length of time for which you worked there.



5. Click Save when you're done. It's at the bottom of the edit page. Your LinkedIn profile is now complete.

