



# Life Bytes™

## Douglas County Library: Lynda.com

### What is Lynda.com?

“Lynda.com leading online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals.” ([Lynda.com, n.d.](#))

### Why use Lynda.com?

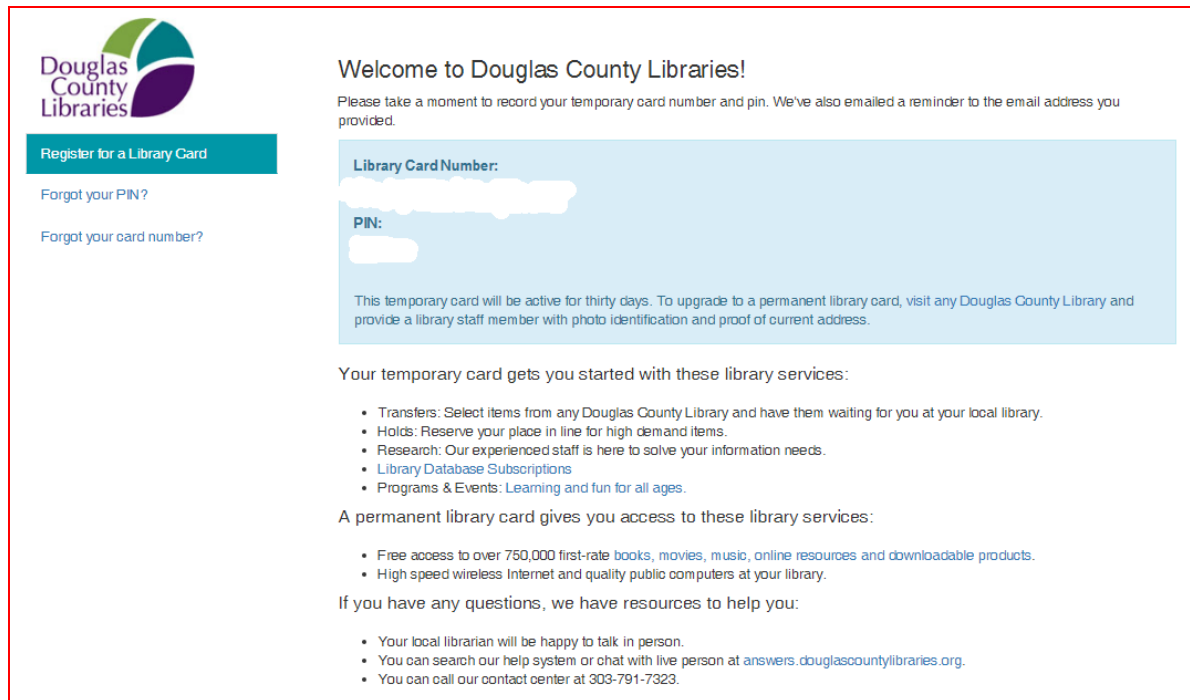
“To help you learn the skills you need to achieve your full potential.” ([Lynda.com, n.d.](#))

### How to access Lynda.com from the DCL website

1. Visit the Douglas County Library website, <https://www.dcl.org/>
2. From the menu select, **Using the Library > Get a Library Card**, <http://getacard.org/v2/index.html>
3. A new window appears, fill in the information, and click on the **Register** button

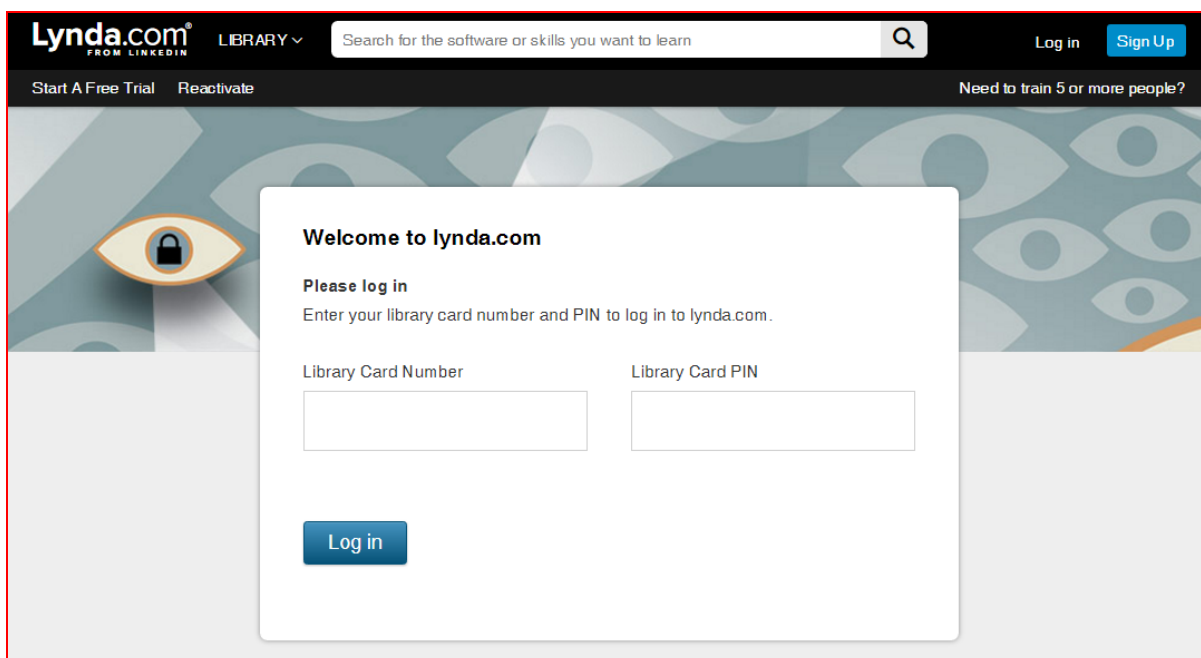
The screenshot shows the registration form for a Douglas County Library card. On the left is the Douglas County Libraries logo and a teal button labeled "Register for a Library Card". Below the button are links for "Forgot your PIN?" and "Forgot your card number?". The form fields include: "Date of Birth" with dropdowns for Month, Day, and Year; "Gender" with radio buttons for Male and Female; "Name" with separate boxes for First and Last; "Address" with a single text box; "City" with a dropdown menu; "ZIP Code" with a text box; "Home Library" with a dropdown menu; "Contact Info" with boxes for Phone and Email, and a checkbox for "Leave Off Email"; "Newsletter" with a checkbox and text: "Sign up to hear about events at your library. You can customize what sort of events you're interested in and you can cancel at any time."; and "Contact Method" with a dropdown menu. At the bottom, there is a disclaimer: "By submitting my registration I accept Douglas County Libraries' circulation rules and restrictions." and a teal "Register" button.

4. A new window appears with your temporary (30-day) library card and pin; print this page for reference
  - a. To receive a permanent card visit one of the local DCL locations



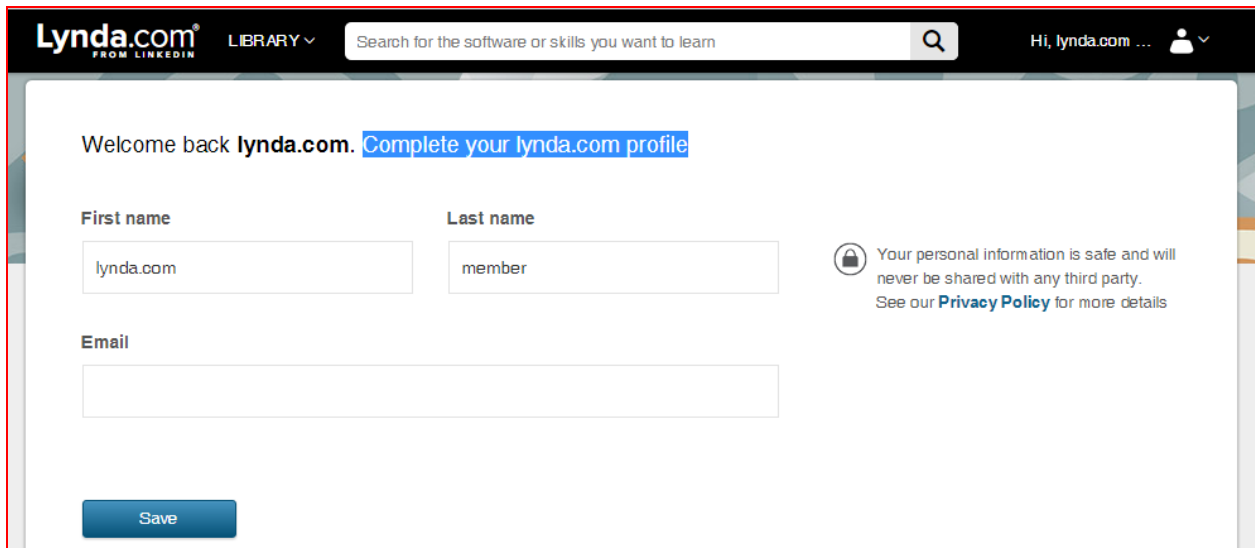
The screenshot shows the Douglas County Libraries website. On the left, there is a logo and a navigation menu with options: "Register for a Library Card", "Forgot your PIN?", and "Forgot your card number?". The main content area is titled "Welcome to Douglas County Libraries!" and includes a message: "Please take a moment to record your temporary card number and pin. We've also emailed a reminder to the email address you provided." Below this, there are input fields for "Library Card Number:" and "PIN:". A note states: "This temporary card will be active for thirty days. To upgrade to a permanent library card, visit any Douglas County Library and provide a library staff member with photo identification and proof of current address." The page lists services for temporary and permanent cards, and provides contact information for questions.

5. To access Lynda.com, return to the **Douglas County Library** website, <https://www.dcl.org/>
6. From the menu, select **Using the Library > Online Learning**, <https://www.dcl.org/research/online-learning/>
7. A new window appears, **Online Learning**, scroll down to the **Lynda.com** box
8. Click on the **Lynda.com** box, <https://www.lynda.com/portal/sip?org=dclibraries.org>, and a new window appears

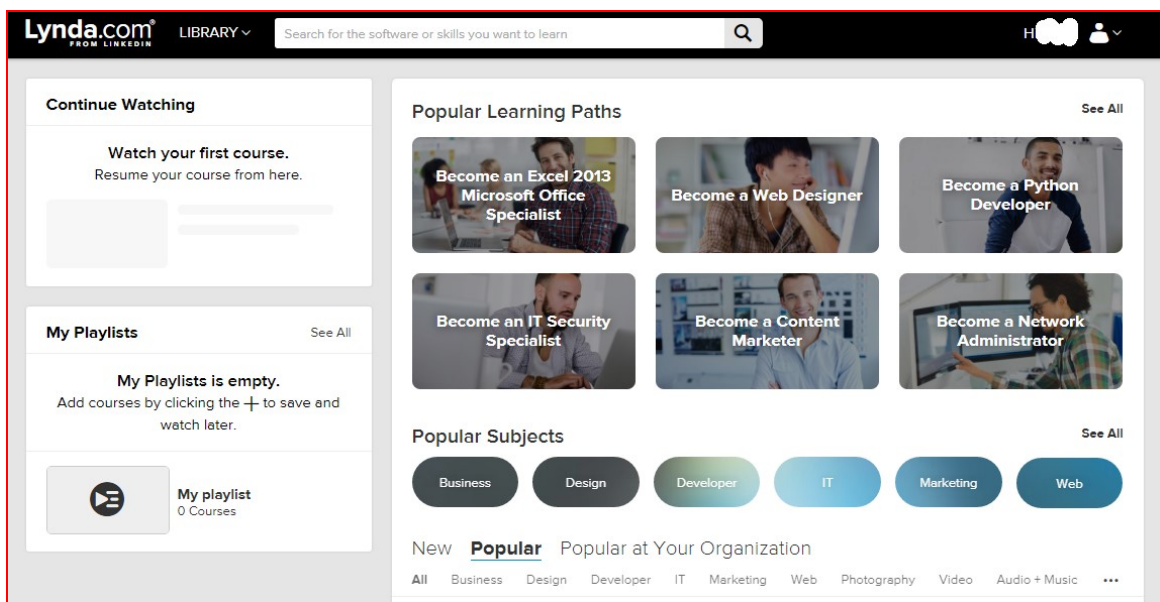


The screenshot shows the Lynda.com website interface. At the top, there is a search bar and navigation links for "Log in" and "Sign Up". A central modal window titled "Welcome to lynda.com" prompts the user to "Please log in" and "Enter your library card number and PIN to log in to lynda.com.". The modal contains two input fields: "Library Card Number" and "Library Card PIN", followed by a "Log in" button. The background of the website features a pattern of stylized eyes.

9. Enter the library card number and pin, then click on the **Log in** button
10. A new window appears, requesting for you to **“Complete your lynda.com profile.”**
11. Enter in **first name, last name, and email address**, then click the **Save** button



12. After clicking the **Save** button, a new window appears, and you are ready to begin your new course



13. To access Lynda.com always go through the Douglas County Library website, <https://www.lynda.com/portal/sip?org=dclibraries.org>

**Happy Learning!**

