



DIGITAL LEARNING AMBASSADORS

How to setup your LinkedIn profile

1 Be great at what you do
Get started - it's free.

First name

Last name

Email

Password (6 or more characters)

By clicking Join now, you agree to LinkedIn's [User Agreement](#), [Privacy Policy](#), and [Cookie Policy](#)

Join now

Visit www.linkedin.com and fill in the details to join

3

Are you a student? * Yes No

Start year college/University *

Start year * End year (or expected) *

Are you over 18? * Yes No

Create your profile * Required information

You can click yes or no to the question "Are you a student".
Type in your College name and years of study.
Click create your profile blue button

5

Email

Continue Skip

We'll import your address book to suggest connections and help you manage your contacts. [Learn more](#)

You can choose to skip this step or type in your email and continue for LinkedIn to contact everyone in your email inbox.

2

Country

Postal code (e.g. NW6 1HS) *

Next * Required information

Type in your country and postcode

4

Staying up-to-date with my industry >

Building my professional network >

Finding a job >

Keeping in touch with my contacts >

Not sure yet. I'm open! >

Select what you are most interested in, or click 'not sure yet'.

6

We sent you an email. Please click the link in the email to confirm your email address. x

Email
sharma@sky.com

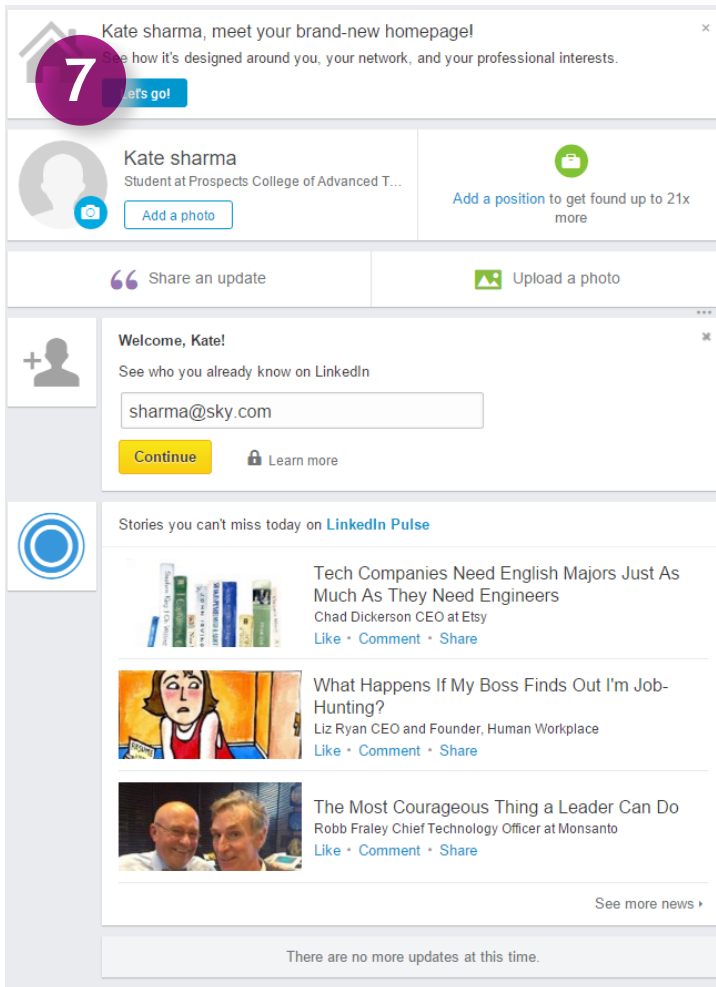
[Send me another email](#)

You can choose to skip this step or type in your email and continue for LinkedIn to contact everyone in your email inbox.

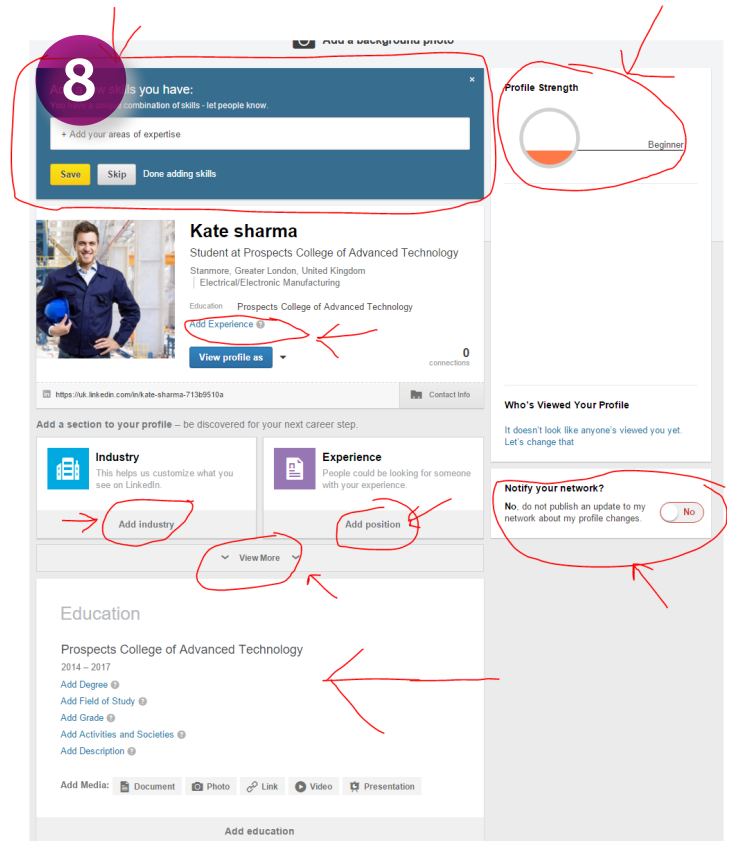


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Your profile page then appears.
Click 'let's go' blue button or click 'add a photo'. Either way, you'll be guided through on what to complete next.



In this example, a profile picture was added first. Add a professional photo of yourself, smiling and looking at the camera.

The blue box (above your profile picture) at the top guides you through what to complete, you can choose to complete what it is asking or click skip and a new suggestion will appear in the blue box for you to complete and save. You can complete your own profile, by working through the blue box prompts. The circle on the right hand side shows how complete your profile is.

You can choose to update your profile in a variety of ways, by clicking on links, as shown by the red arrows below. You may wish to change the setting on "Notify your network" on the right hand side to "no" or "yes". Depending on whether you want your network to know every time you update your profile.



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+ Add education

School
Name of school

Dates Attended
2008 - 2014 Or expected graduation year

Degree
High School

Field of Study
GCSE Mathematics

Grade
C

Activities and Societies

Examples: Alpha Phi Omega, Chamber Chorale, Debate Team

Description

See examples

Save Cancel

School *
Prospects College of Advanced Technology Change School

Dates Attended
2014 - 2017 Or expected graduation year

Degree
Other

BTEC

Field of Study
Electrical Installation

Grade

Activities and Societies
I am studying:
• Health and Safety legislation
• Environmental legislation

Examples: Alpha Phi Omega, Chamber Chorale, Debate Team

Description
The fast track programme is an accelerated course that aims to progress students towards their chosen careers through a quick route into an apprenticeship. I am in college every day and will then be able to move into work quicker in 6 months time and start earning money sooner. I enjoy the practical, hands on learning.

To add what you are studying and grades, click a link within the education section. They all lead to the same section.

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+ Add education

School
Prospects College of Advanced Technology Change School

Dates Attended
2014 - 2017 Or expected graduation year

Degree
Other

BTEC

Field of Study
Electrical Installation

Grade

Activities and Societies
I am studying:
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Examples: Alpha Phi Omega, Chamber Chorale, Debate Team

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See examples

Save Cancel Remove this school

Add Media: Document Photo Link Video Presentation

Add education

Click "Add degree" you then have a choice to change the qualification and change it to "other".

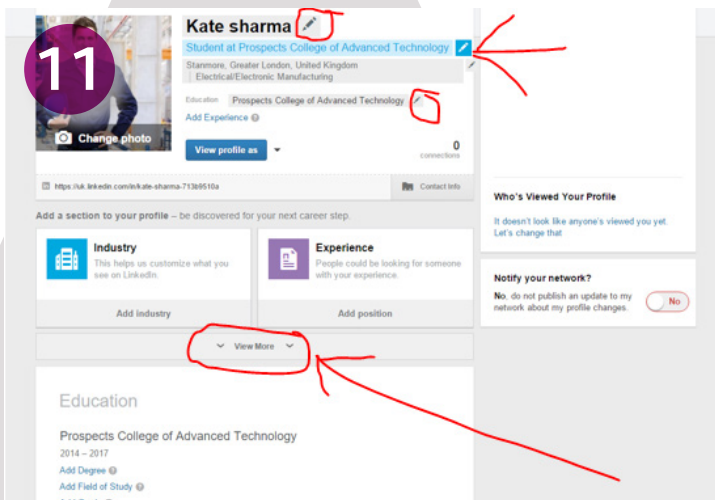
You can add more detail eg grades, description, activities and so on...

Every time you add something in your LinkedIn profile, you click the "add" box, eg "Add education", "Add Experience". The "Add Education" button is highlighted below. After you've added something and clicked save, if you want to add another item, you need to click the "Add" button for the item you want to add.

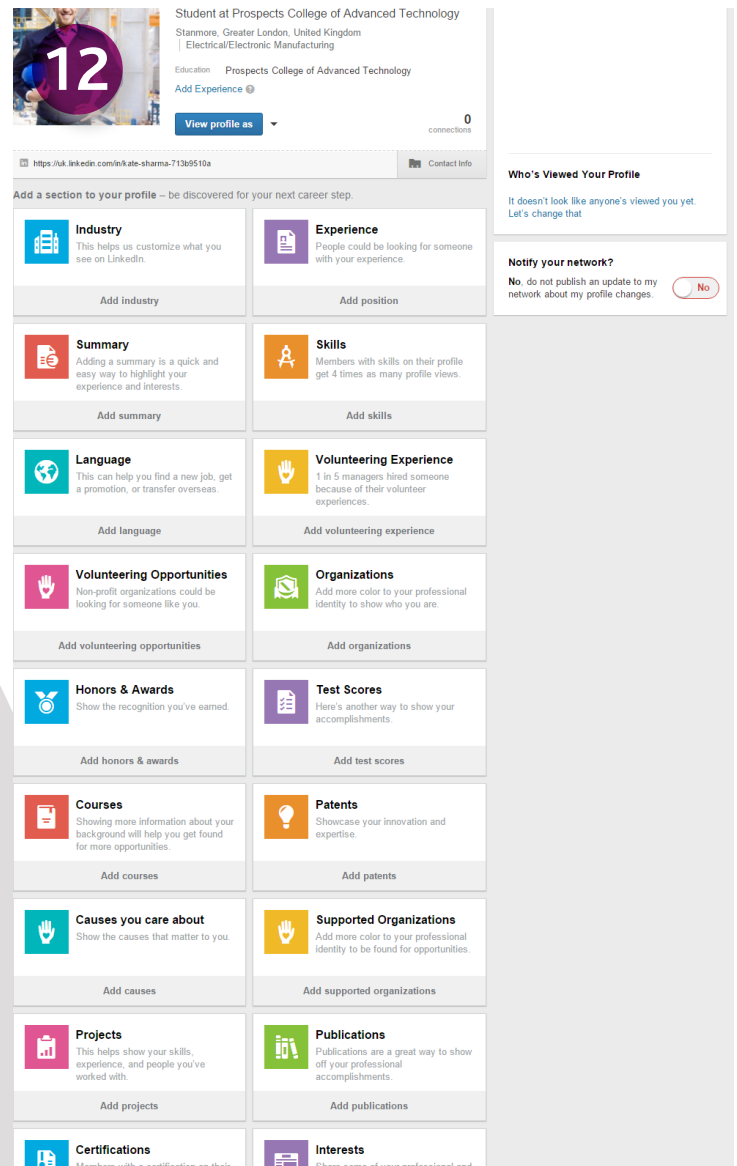


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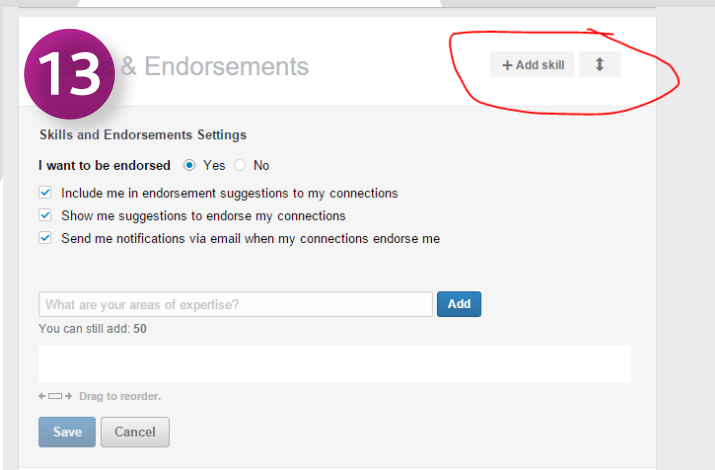
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Look at the college website and look at the prospectus and look up your course for wording and details of your qualifications and what you will work on so that you can add the detail to your LinkedIn descriptions. When you hover over items, pencil icons appear for you to click on to edit information. Edit your summary statement underneath your name. You have 120 characters. Impress future employers, by saying what you are aspiring to be. Eg. Aspiring Electrician



Click on any of the 'view more' sections that you'd like to complete.



If you click on "Skills". Add as many skills as required (up to 50 skills) by clicking on the "add skill" button. You can choose if you'd like people to endorse you or not. Think about what skills you want to be recognised for. Think about what employers will be looking for. Again, look up your course on the website and see what skills you are covering. You might want to add things like 'problem solving'. Add any IT and software you know, eg Microsoft Office, CAD.