

The American College of Greece



ACG IT WELCOME PACK

Created by the Office of Information Resources Management

Table of Contents

Contents

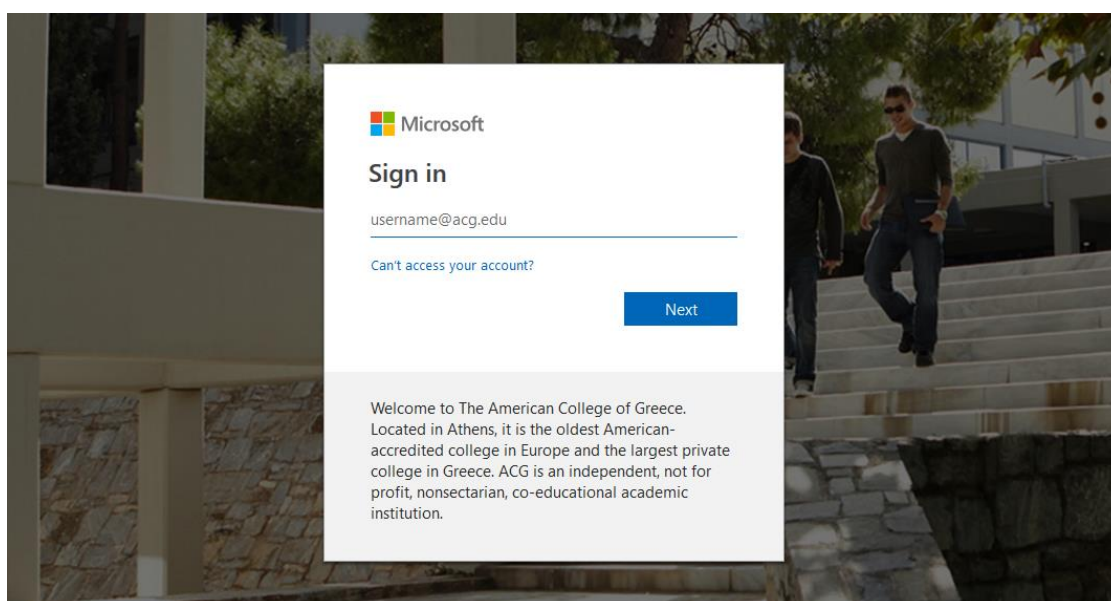
Important first steps	3
Step 1a – Activate your ACG email account	3
Step 1b – Enable password reset for your email account	3
Step 2a – Setup your ACG Network Security profile	4
Step 2b – Choose a new ACG Network password	5
The ACG.EDU Email System	7
How to activate your acg.edu email account	7
Important actions after email activation.	7
Set up email in Outlook 2019 for Office 365	8
MacMail Setup guide for acg.edu email (Microsoft strongly suggest to use the Outlook application instead for better Office 365 functionality)	8
How to setup your acg.edu email account for iOS devices (Mail App)	10
How to setup your acg.edu email account for Android devices.	12
Installing MS Office	14
The ACG Network username/password	16
How to reset your ACG Network password.	16
How to reset your ACG Network password without setting a security profile ...	19
The Blackboard Learning Management System (LMS)	20
E-Textbooks – What is Bookself?	20
Activate your VS user account	23
Bookshelf via Blackboard Learn	28
VS Bookshelf Application	30
LinkedIn Learning	31
What is LinkedIn Learning?	32
What you can do with LinkedIn Learning	32
Activate your LinkedIn Learning account	33
Frequently asked questions	33

Important first steps

Step 1a – Activate your ACG email account

Once your email account has been created by the IRM department, it needs to be activated in order to be used. Please follow the steps below in order to complete activation.

1. Open your web browser and visit the following page: <http://webmail.acg.edu>. A screen similar to the following will appear (An alternative URL that can be used is <https://portal.microsoftonline.com> or <https://www.office.com> :



2. Type your full e-mail address at the email field (e.g. user@acg.edu).
3. Type the temporary password that has been given to you at the password field.
4. Make sure that no other options are selected (for security reasons).
5. Click **sign in**.
6. Use the next screen in order to **update your password**. Please type the old password and type your chosen new password twice. Click **Update password and sign in**.
7. Choose your **language** and **time zone**. Click **Save**.
8. Your email account has been activated and is ready to be used.

Step 1b – Enable password reset for your email account

It is crucial that you are able to reset your email password in case you have forgotten it.

The authentication methods provided (any of the following is needed) for password reset include:

THE AMERICAN COLLEGE OF GREECE

- Mobile phone (SMS message).
- Alternate Email address.

In order to be able to use the above password reset methods, it is important that you register both the above information in the Office 365 portal. To do so please complete the following steps (process should be done only once):

- Visit the following page. (<http://aka.ms/ssprsetup>).
- Provide your login credentials if needed and sign in.
- At the next screen set up a **mobile phone** AND an **alternate email** that can be used for password reset. (Any of the two methods can be used for password reset).
- Click **finish** when you are done.

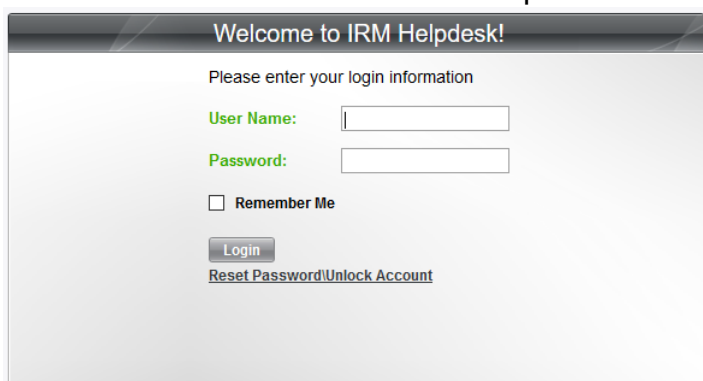
You may repeat the above process in case you want to change any of the above password reset data.

Unless you complete the above process, the only way to reset a forgotten email password is through the IRM Helpdesk. If you already cannot logon to your email account, please visit the IRM Helpdesk in person or send an email to helpdesk@acg.edu in order to request assistance (make sure you have with you proof of identity).

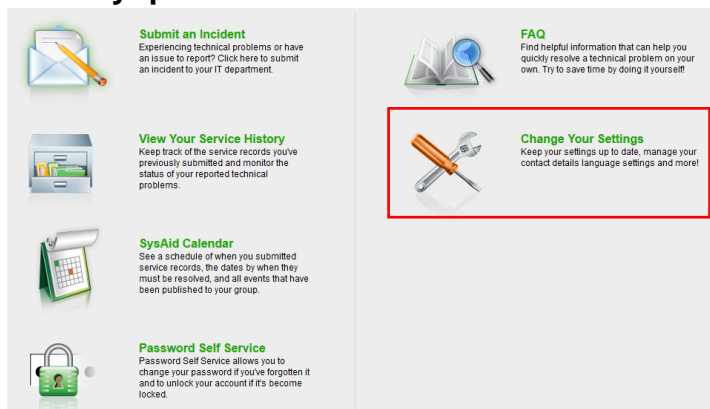
Passwords expire every 180 days. A notification will be sent in advance.

Step 2a – Setup your ACG Network Security profile

1. Visit the ACG Helpdesk system (<https://helpdesk.acg.edu>) and **Logon** using your current ACG network username and password.



- From the main helpdesk screen, choose **Change your settings** and select two **security questions** and answers.



- Select two **security questions** and answers and click submit. The system may ask you to re-enter your password.

	Answer	Retype answer
Security Questions for Password Services		
Please select question		
Please select question		

- Exit** from the system.

Step 2b – Choose a new ACG Network password

- Visit the following page: <https://itservices.acg.edu/PasswordReset> .
- Select “Change your ACG Network Password”.
- Enter your username and current password (old password).
- Enter the new password twice. All passwords should meet or exceed the following guidelines:
 - Contain at least 8 alphanumeric characters (**Required**).
 - Contain both upper- and lower-case letters (**Required**).
 - Contain at least one number (for example, 0-9) (**Required**).
 - Contain at least one special character (for example: ,!\$%^&*()_+|~-=\`{}[]:;';<>?,./). '<>?,./). (Optional)
- Answer the Captcha and click Next

Enter your ACG Network username and password information. Click Next button to continue.

Username:

Select Domain:


Old password:

New password:

Show Password

Confirm password:

☐ I'm not a robot


reCAPTCHA
[Privacy](#) · [Terms](#)

Next

Passwords expire every 180 days. A notification will be sent in advance.

The ACG.EDU Email System

IT Services provides students, faculty and staff with an email account hosted by Microsoft's Office 365 service. This ensures we can deliver a feature rich email service in a cost effective way.

You can access your Office 365 email from <http://webmail.acg.edu>

Log in with your username and password provided to you by the IT Department. When you reach the Microsoft Office 365 login screen then you will need to enter your credentials in the following format: username@acg.edu.

IT Services will NEVER ask you for your username and password by email.

We are aware that the College web site is monitored by others, who use any changes/disruption to send 'phishing' emails asking for Usernames and Passwords. These emails can appear to be from acg.edu addresses and often look authentic, however we will NEVER need to ask for these details by email.

If you have divulged your Username and Password to anyone - please contact the IT Services Help Desk as soon as possible on helpdesk@acg.edu.

How to activate your acg.edu email account.

Once your email account has been created by the IRM department, it needs to be activated in order to be used.

Please refer to step 1a above in order to activate your email account.

Important actions after email activation.

The following actions are important to be performed immediately after you activate your acg.edu email, in order to **make sure that you can reset your email password in case you have forgotten it.**

Please refer to step 1b above in order to enable password reset for your email account.

Passwords expire every 180 days. A notification will be sent in advance.

Set up email in Outlook 2019 for Office 365

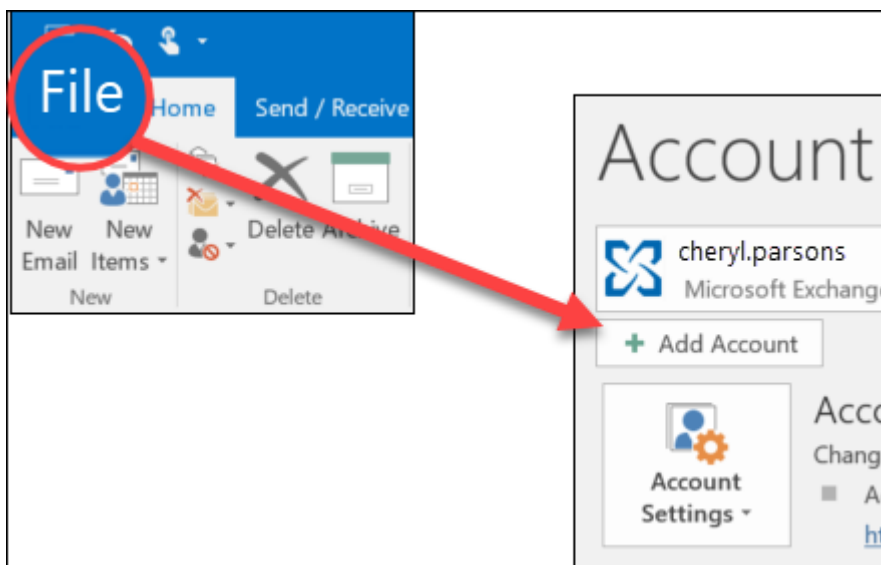
These steps describe how to set up your email account using Outlook 2019 on your PC.

Using the Auto Account Wizard is the quickest way to set up your account in Outlook 2019.

1. Open Outlook 2019. When the Auto Account Wizard opens, select **Next**. On the E-mail Accounts page, select **Next**.

*If the Wizard didn't open or you want to add an additional email account, on the Outlook toolbar select the **File** tab.*

2. Select **Add Account**.



3. On the next screen enter your email address and then click on **Connect**.
4. Enter your password and then click on **Sign In**. If you have Multifactor Authentication set up enter your verification code and then click on **Next**.
5. Deselect the "Allow my organization to manage my device". Click on **OK**.
6. Click on **Done**.
7. Close Outlook and then open it back up again

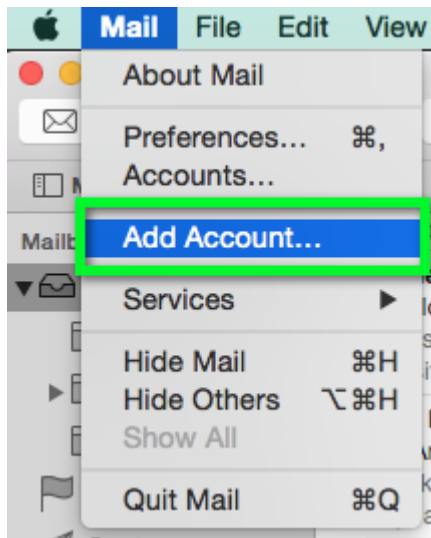
MacMail Setup guide for acg.edu email (Microsoft strongly suggest to use the Outlook application instead for better Office 365 functionality)

The following instructions step through the process of configuring your Office 365 Exchange Online account with Apple Mail for Mac OS X 10.9 - 10.10.

Step 1: Open Apple Mail. (**Note:** If this is your first-time opening Mail, go to step 3).

THE AMERICAN COLLEGE OF GREECE

Step 2: From the Mail drop-down menu, select Add Account...

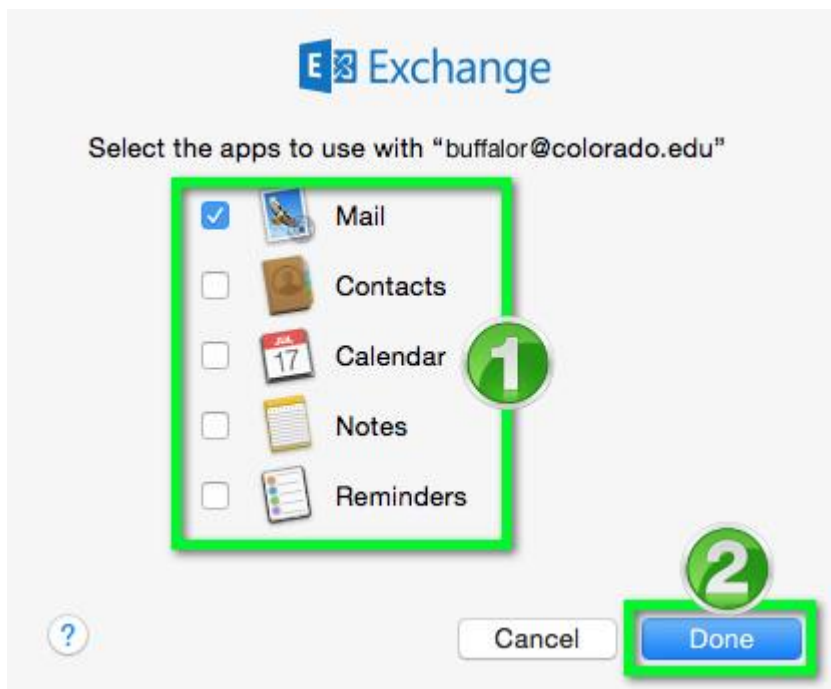


Step 3: Select Exchange, then click Continue.

Step 4: Enter a display name for your account in the Name field, your acg.edu email address and the password. Click continue.

Step 5: Apple Mail may produce an error. Select Continue on the error.

Step 6: Choose the apps you wish to sync, then click Done.

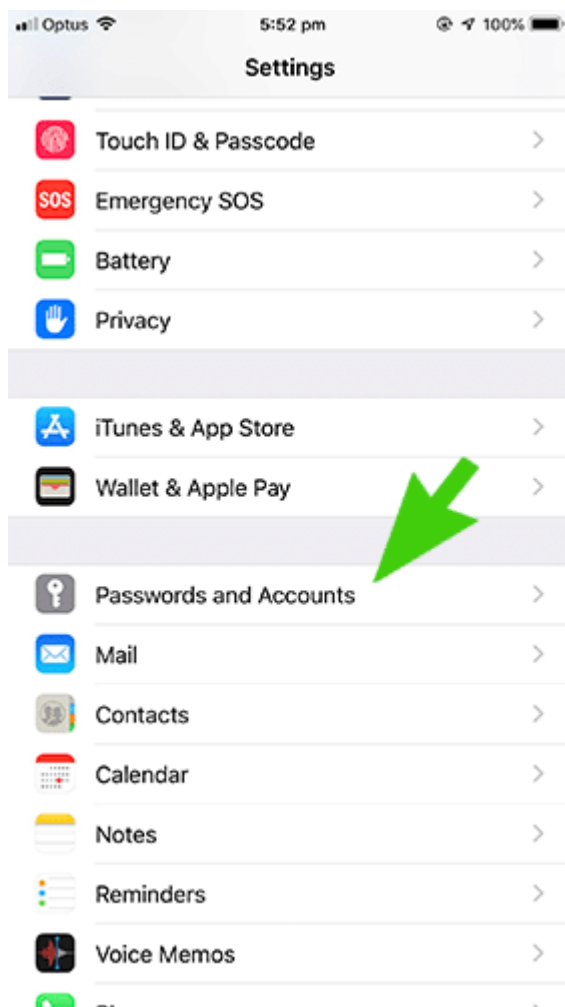


How to setup your acg.edu email account for iOS devices (Mail App)

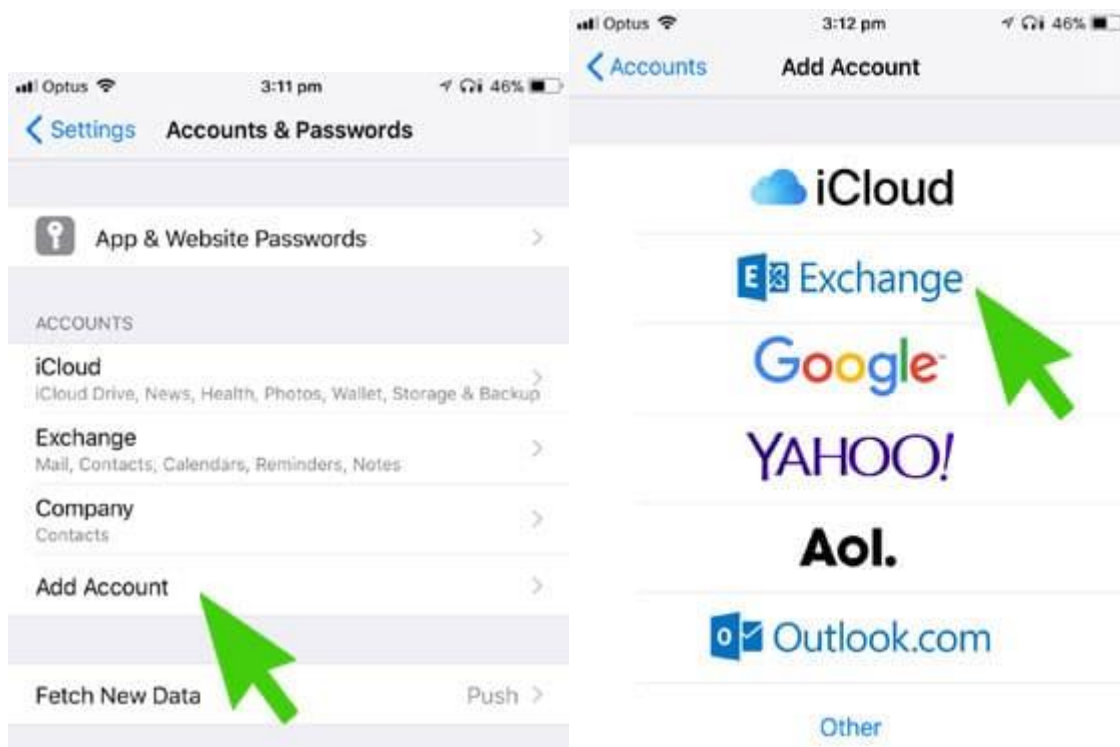
(Assumes latest iOS version).

Once your email account has been created by the IRM department and activated by you through the web, please follow the instructions below to set it up for your iOS device.

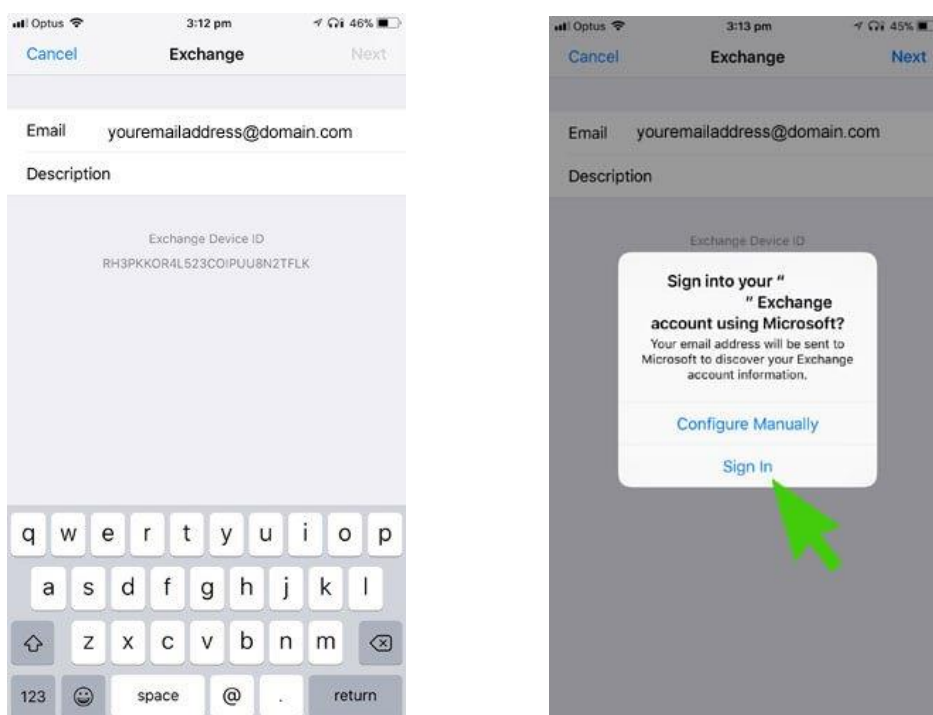
1. Click on **Settings** from your iPhone Home Screen. Click on **Passwords & Accounts**.



2. Click on **Add Account**, click on **Exchange**



3. Enter your **Email Address**, **Description** and click on **Next**. Click on **Sign In**

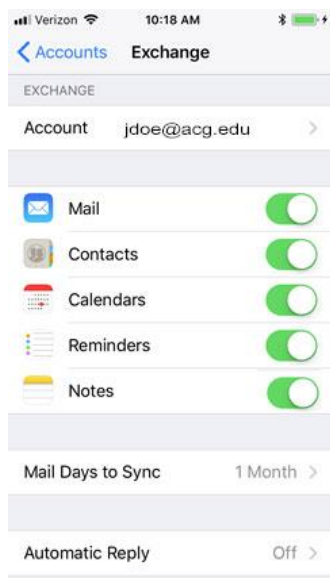


4. Enter your email address and Office 365 Password.
5. Click on **Save Password** and then **Accept**.

THE AMERICAN COLLEGE OF GREECE

6. Click on **Save**.
7. **Important:** Adjust the **Mail Days to Sync** according to your preferences.

This setting means that only messages received within the timeframe you select appear in any of your folders.



8. Tap your **Account** email address to view your Exchange account settings.
9. Tap **Advanced Settings** and verify that **Use SSL** is turned **ON**. Tap **Done**.

Your iPhone or iPad should automatically send and receive mail from your Office 365 account as well as sync to the Office 365 Contacts and Calendar.

For easy email and calendar management, Microsoft recommends to download and use the Outlook for iOS from the iOS App Store. The icon looks like this:



How to setup your acg.edu email account for Android devices.

Android mail apps may look different across different devices, and these directions may not exactly match the options you see. Use these steps as a guide or consult the manufacturer's help for your particular device.

For easy email and calendar management, Microsoft recommends to download and use the Outlook for Android mobile app. The icon looks like this:



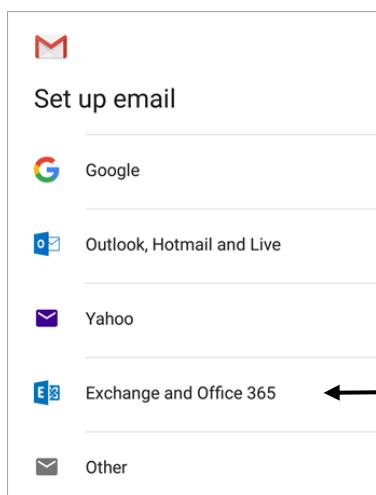
Choose your built-in Android email app:

Before you begin, update the Gmail app to the latest version:

1. Open the Google Play Store app on your phone or tablet.
2. Type "Gmail" into the search bar and then select Update.

Note: If the update option is not available, you're already on the latest version.

1. Open the Gmail app. Tap the menu icon in the upper left corner > Settings > Add account > Exchange and Office 365.



2. Enter your full email address and tap Next. Enter your password and tap Next.
3. Follow steps for your account type:
 - a. Exchange or other accounts: you may have to ask your IT admin or email provider for server settings and set up your account manually
 - b. Office 365 work or school: you may see a Redirect request screen. Tap OK.
4. On the Incoming server settings screen, change your server to **outlook.office365.com**.
5. Follow any prompts you may get for security or device permissions, sync settings, and more.
6. If you have an Office 365 work or school account, you may also be asked to confirm **Remote security administration** and approve additional security measures. In this case, choose **OK** or **Activate**.

THE AMERICAN COLLEGE OF GREECE

7. Go to the inbox you just set up. If you see an email that says "**Action Required to Sync Email**," open it and tap **Use another Mail app instead**.
8. If you don't see this message and emails are syncing, skip this step.
9. Pull down the Android notification bar by swiping down from the top of your screen.
10. If you see a notification that reads "**Unable to sync calendar and contacts**," tap it. Then tap **Allow** to give access and you're done!

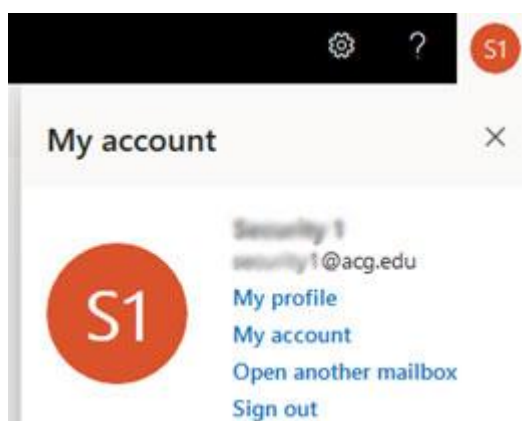
If you're unable to add your email account to the Gmail app, try the Manual Setup steps shown here: https://support.office.com/en-us/article/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c#ID0EAADAAA=Gmail_app

Installing MS Office

The American College of Greece, Information Resources Management department is providing Microsoft Office 365 Pro Plus at no cost via the Microsoft Student Advantage program. This agreement between ACG and Microsoft allows us to provide current students with the latest version of full Office at school and at home.

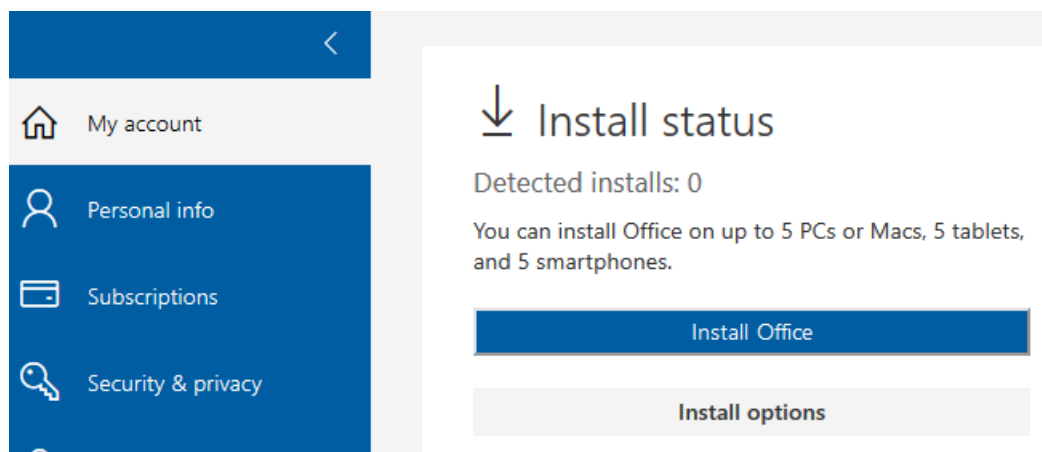
How to get it:

- You must be an active student/faculty/staff at ACG.
- Access is integrated to your @acg.edu e-mail address.
- Sign in to your acg.edu email account with your username and password:
 - Got to the top left part of the window and Open My Account, then click on My Account link:



- From the My Account tab select "**Install Office**".

THE AMERICAN COLLEGE OF GREECE



- Follow the on screen instruction to download the install package and complete the installation. The process, depending on your Internet speed, may take up to 2 hours to complete.

NOTE: Office installs the 32-bit version on your PC by default, even if your computer is running a 64-bit version of Windows. If you are unsure which version of Office you should install, see Which version is best for me?

(<https://support.office.com/en-gb/article/choose-between-the-64-bit-or-32-bit-version-of-office-2dee7807-8f95-4d0c-b5fe-6c6f49b8d261>)

Important

Each subscription license allows you to run Office on up to **five** machines being Mac or PC. You can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices.

The software will check in automatically to make sure you are still an active ACG student. If you aren't able to log in for 30 days (for example, if you are not connected to the internet), the software will operate in read-only mode. You must connect to the internet and log in periodically to maintain your access. If you change your ACG password, you may be asked to re-enter your password. If prompted to log in, remember to use the same username with which you originally signed in (e.g., username@acg.edu)

The ACG Network username/password

IT Services provides students and staff with an ACG network username/password in order to use computers located at the computer labs, office and the library. This username/password is also used to access other ACG IT services (e.g. Blackboard). This is completely separate from the acg.edu email username/password.

IT Services will NEVER ask you for your username and password by email.

How to reset your ACG Network password.

Method I – Using your office/lab PC located at ACG (not applicable for US Employees or online students)

1. **Log in** to your office or lab PC using your ACG network username and password.
2. Press **Control-Alt-Delete**.
3. Click **change password**.
4. Type your **old password** and your **new password** twice.
5. Your password has been changed.

Method II – If you DO NOT have access to your ACG Office PC, use the password reset feature of the Helpdesk system

Assumes that you have created your ACG Network Security profile. Please refer to Step 2a at the beginning of this document.

In case you have forgotten your password and you are away from your ACG office/lab PC use any of the methods described below:

Method II – Using an Internet capable device (assumes you have enrolled for password self-service)

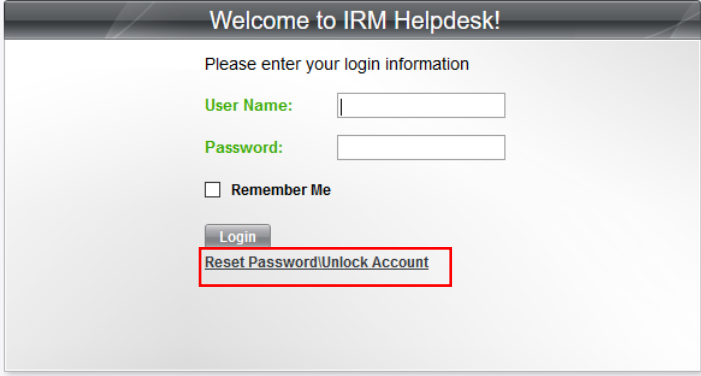
To access Password Self Services from your Internet capable device (provided you have enabled the self-service password reset as explained previously):

1. Open your phone's web browser.
2. Navigate to the URL for ACG Helpdesk (<https://helpdesk.acg.edu>). This opens the helpdesk login screen.
3. Click the Reset Password/Unlock Account link.
4. Select whether to start using the Unlock Account or Reset Password Wizard (the process is described below).

THE AMERICAN COLLEGE OF GREECE

Password Self Service Wizard step-by-step

1. Normally you have reached the following screen using any of the method explained above:



Welcome to IRM Helpdesk!

Please enter your login information

User Name:

Password:

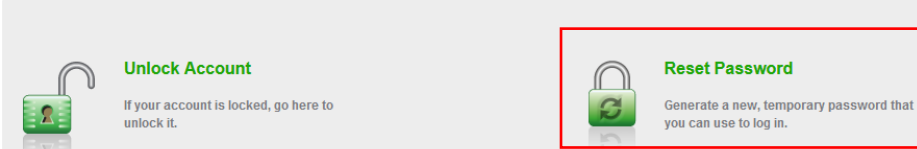
☐ Remember Me

Login

Reset Password/Unlock Account

Help Desk software by SysAid

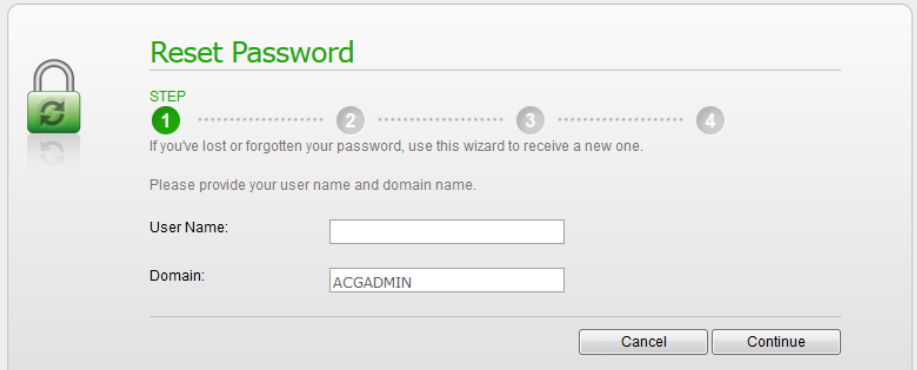
2. Select **Reset Password/Unlock Account**.
3. Choose **Reset Password**.



Unlock Account
If your account is locked, go here to unlock it.

Reset Password
Generate a new, temporary password that you can use to log in.

4. Type in your **ACG network username** and click **continue**.



Reset Password

STEP 1 2 3 4

If you've lost or forgotten your password, use this wizard to receive a new one.

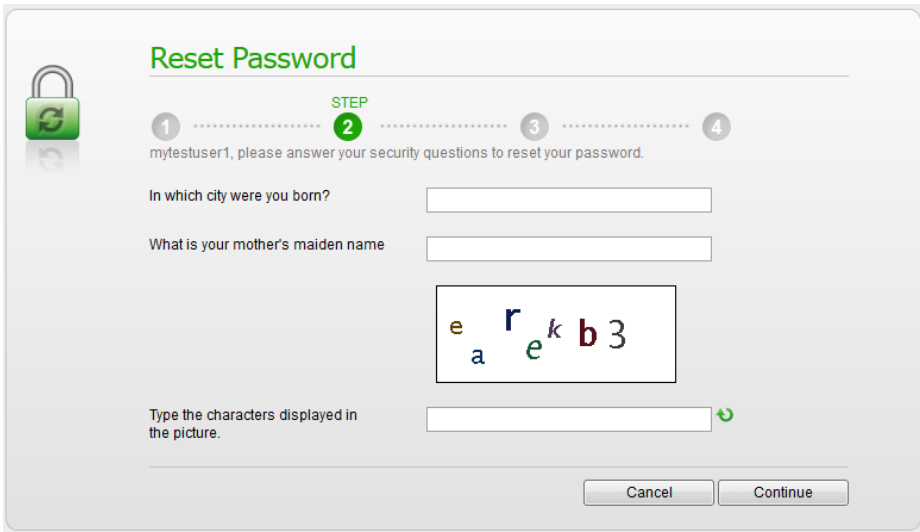
Please provide your user name and domain name.

User Name:

Domain:

Cancel Continue

5. Provide the answers to the security questions and captcha characters. Click **continue**.



Reset Password

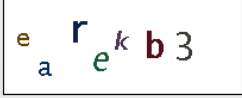
STEP 2


1 2 3 4

mytestuser1, please answer your security questions to reset your password.

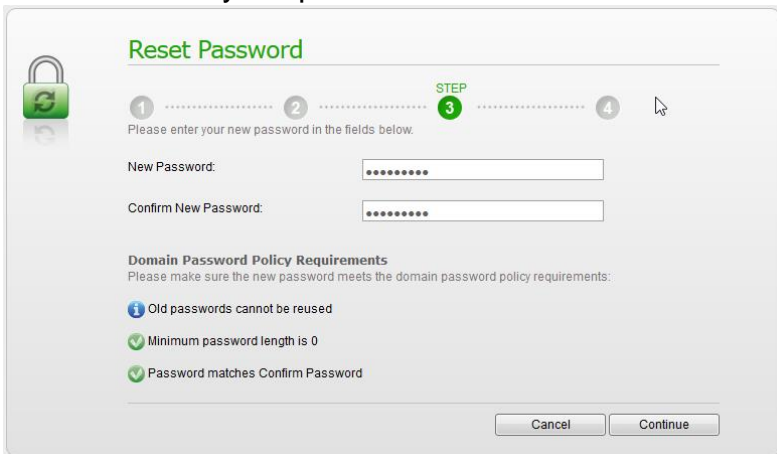
In which city were you born?

What is your mother's maiden name



Type the characters displayed in the picture. 

6. Enter your new password twice. Make sure that the password follows the Password Policy Requirements. Click **continue**.



Reset Password

STEP 3




1 2 3 4

Please enter your new password in the fields below.

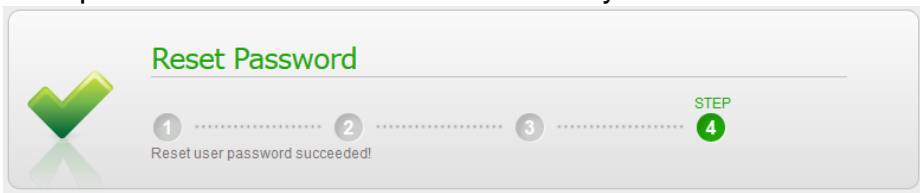
New Password:

Confirm New Password:

Domain Password Policy Requirements
Please make sure the new password meets the domain password policy requirements:

-  Old passwords cannot be reused
-  Minimum password length is 0
-  Password matches Confirm Password

7. Your password has been reset successfully.



Reset Password

STEP 4

1 2 3 4

Reset user password succeeded!

If you have further questions, please do not hesitate to contact us at helpdesk@acg.edu

How to reset your ACG Network password without setting a security profile

(Assumes you remember your password).

1. Visit the following page: <https://itservices.acg.edu/PasswordReset> .
2. Select "Change your ACG Network Password".
3. Enter your username and current password (old password).
4. Enter the new password twice. All passwords should meet or exceed the following guidelines:
 - a. Contain at least 8 alphanumeric characters (**Required**).
 - b. Contain both upper and lower case letters (**Required**).
 - c. Contain at least one number (for example, 0-9) (**Required**).
 - d. Contain at least one special character r (for example, !\$%^&*()_+|~-=\`{}[]:~<>?,/). ' <>?,/). (Optional)
5. Answer the Captcha and click Next

Enter your ACG Network username and password information. Click Next button to continue.

Username:


Select Domain:

Old password:

New password:

Show Password

Confirm password:

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms

Next

Passwords expire every 180 days. A notification will be send in advance.

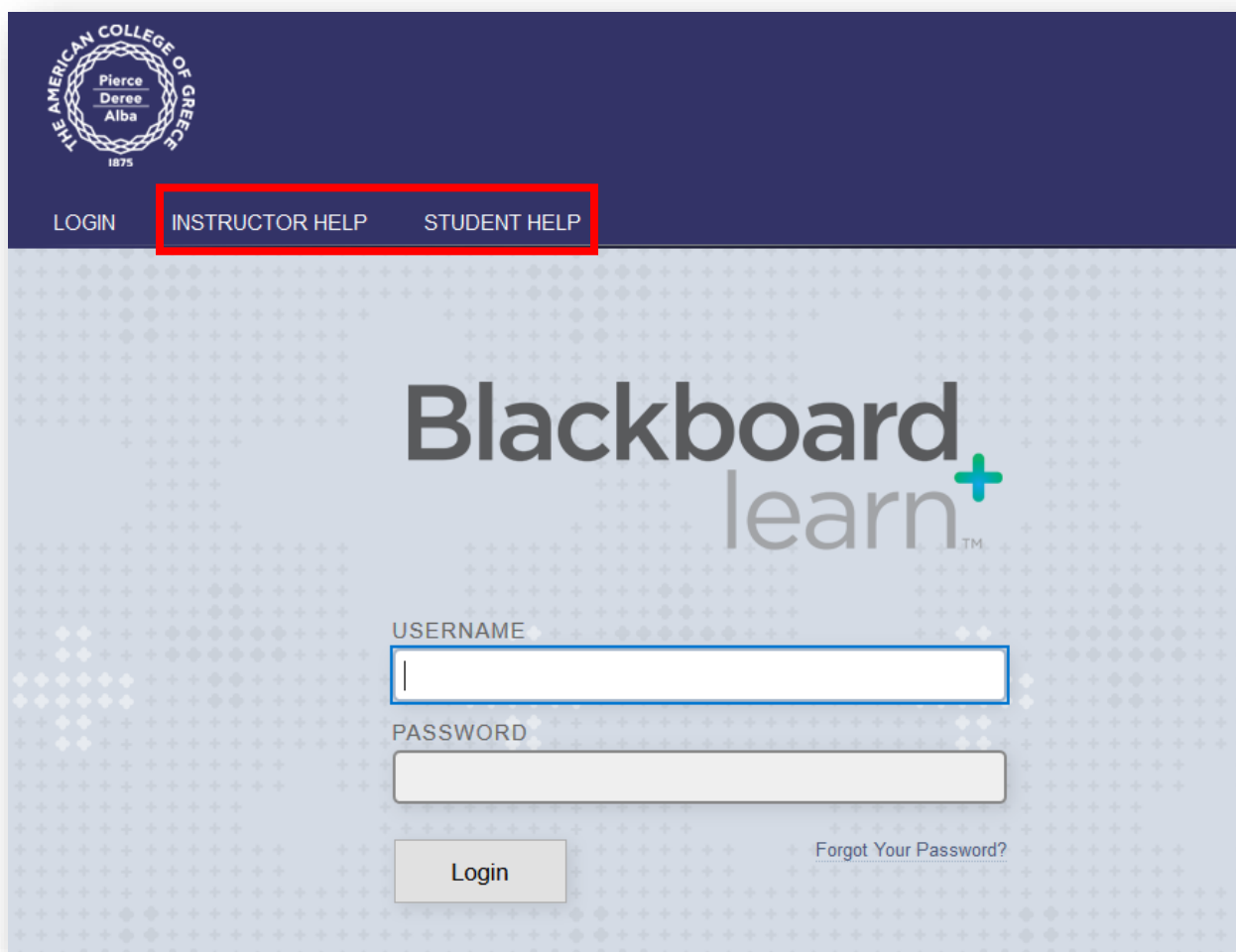
THE AMERICAN COLLEGE OF GREECE

The Blackboard Learning Management System (LMS)

Blackboard Learn (BB) is a learning management system, which enables its users to easily exchange information, course material and notifications. It is a web based program that can be accessed from any computer connected to the College's network.

Type <https://blackboard.acg.edu> in the web browser or access the College's Web-site (acg.edu) and via the Quick Links.

Help on how to use the system is available through the Blackboard login page:



E-Textbooks – What is Bookself?

(this applies to students enrolled in courses that use an e-textbook) A further update on this will be available within the first week of classes

THE AMERICAN COLLEGE OF GREECE

Bookshelf by Vital Source is an e-text delivery system for higher education that collaborates with more than 300 publishers and it is used in 200 countries worldwide. It is an e-textbook distribution system that enhances learning through digital content. You are able to access it via Blackboard Learn wherever you are located.

View your eTextbook(s) through VitalSource (no need to use Blackboard):

To access and manage your eTextbooks and user account via VitalSource visit the website VitalSource.com and access BookShelf or directly visit BookShelf and use your @acg.edu email credentials to login.

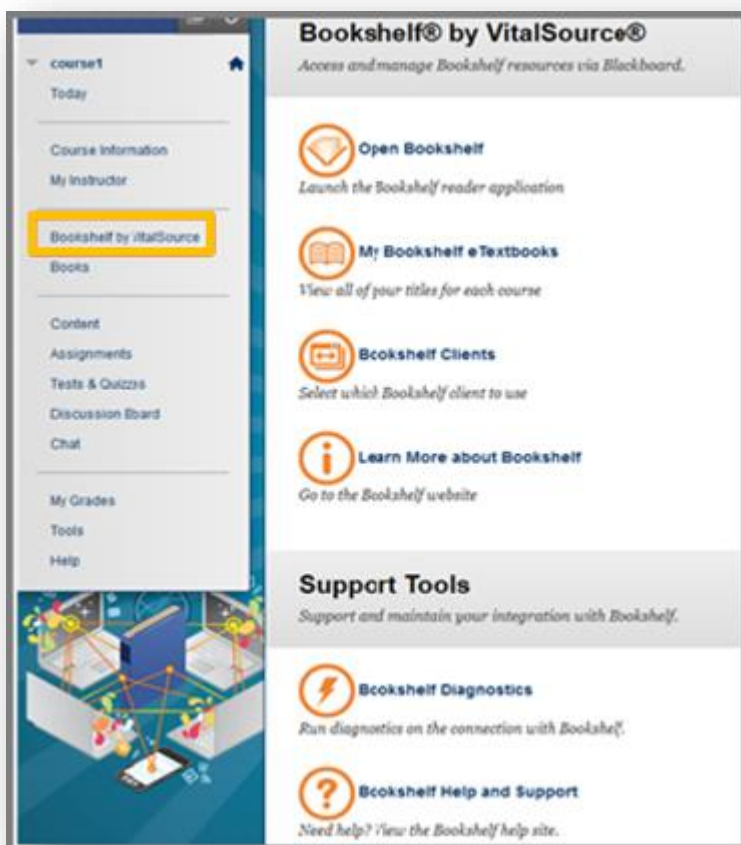
View your eTextbook(s) through your Blackboard Learn course

To access and manage Bookshelf through Blackboard Learn:

Visit your Blackboard Learn course.

Choose Bookshelf by Vital Source from the course menu.

Click Open Bookshelf to see the eTextbook for your course.



OR

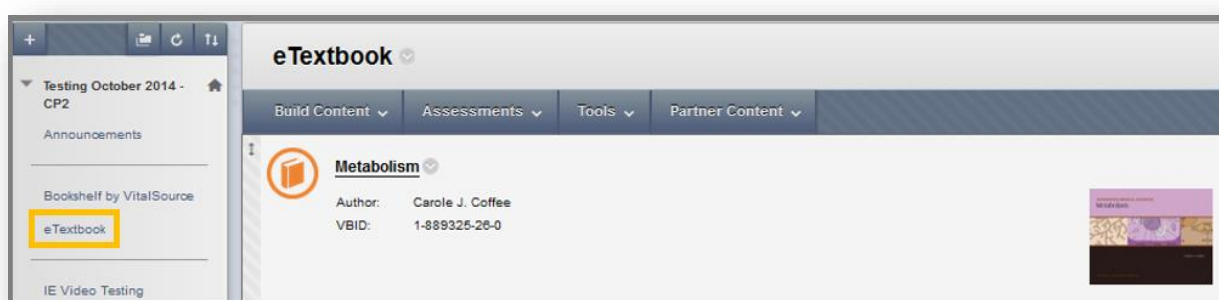
THE AMERICAN COLLEGE OF GREECE

Click My Bookshelf eTextbooks to view all eTextbooks for all your courses.

ATTENTION: If you are registered in a course that uses an e-textbook, please be informed that after the 50% Withdrawal period the initial access to your course's e-book has expired. In order to receive the full license for access to your course's e-textbook, you need to visit the e-textbook menu item and click to open and reactive your e-textbook.

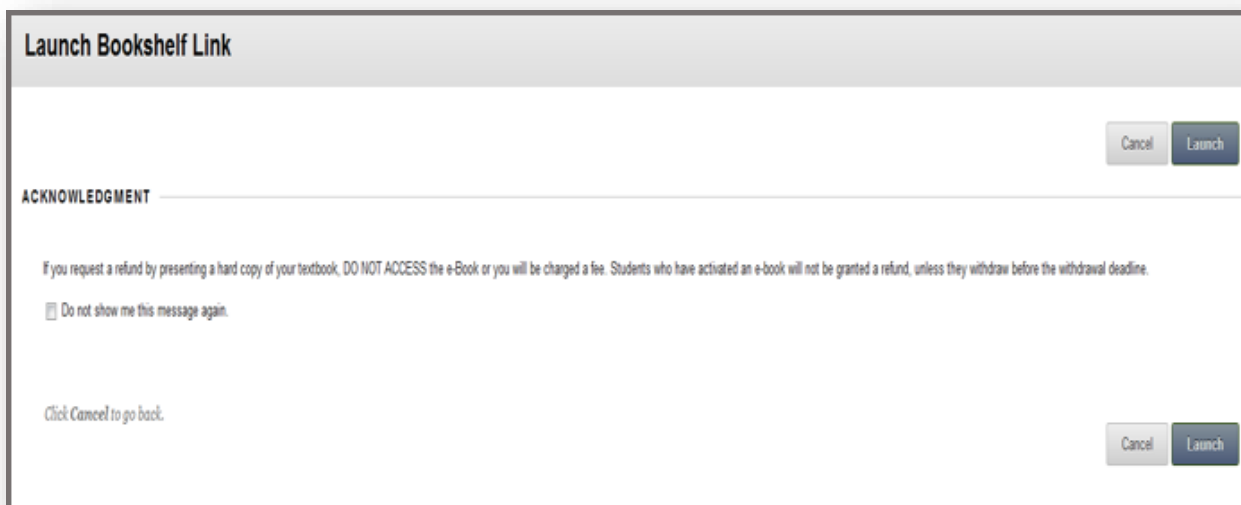
You can also see the eTextbook(s) and any accompanying content if you:

- Click on the eTextbook(s) or Books link.
- Click on your eTextbook.



Acknowledgment message:

When you try to open an eTextbook, you will be redirected to page with an acknowledgement message. This page informs you about the fee that will be charged if the eTextbook is launched. So, in case you have a hard copy of your book and don't wish to use an eTextbook do not click the Launch button, because you will be charged with the price of the e-Textbook. In case you will use the e-Textbook, click the Launch button so as to proceed.



After you click Launch, you will be redirected to another page asking if you have a VitalSource account. Log in with or account or if you don't have one press NO and follow the instruction to create one.

After you login with your VitalSource account another message will appear. Press continue to be redirected to the eTextbook page.

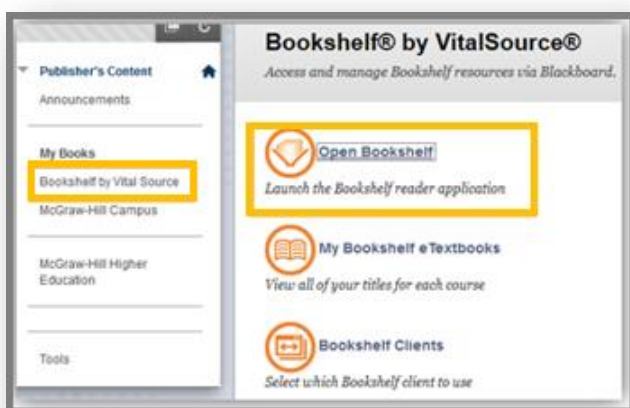
Activate your VS user account

Activate your Vital Source user account via Blackboard Learn

In order to be able to access the content of the eTextbook, you will first need to activate your Vital Source user account via Blackboard Learn.

To do that follow the steps below:

- Visit your Blackboard Learn course.
- Click the Bookshelf by Vital Source menu item from the course menu. A page opens that concentrates various Vital Source links.
- Click Open Bookshelf to launch the Bookshelf reader application.

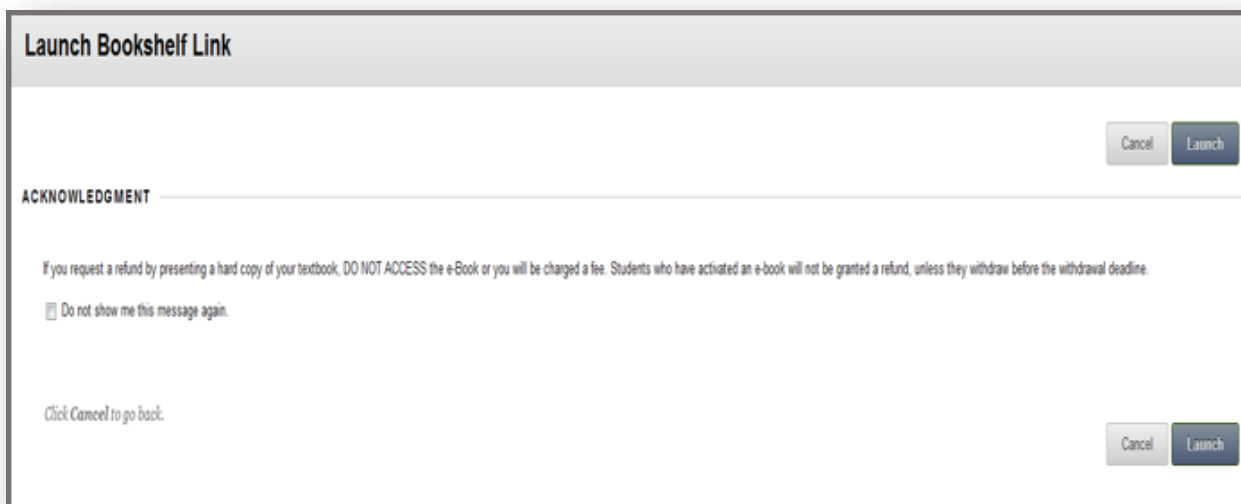


Now you are lead in the Vital Source platform in a new window/tab.

When you try to open an eTextbook, you will be redirected to the Launch Bookshelf Link page with an acknowledgement message.

ACKNOWLEDGMENT: If you have requested or plan to request a refund by presenting a hard copy of your textbook, **DO NOT ACCESS THE e-Book** otherwise you will be charged a fee. Students that withdraw from a course or have activated an e-book will not be granted a refund, unless they withdraw before the withdrawal deadline.

If you wish, select the Do not show me this message again, and proceed by clicking Launch.

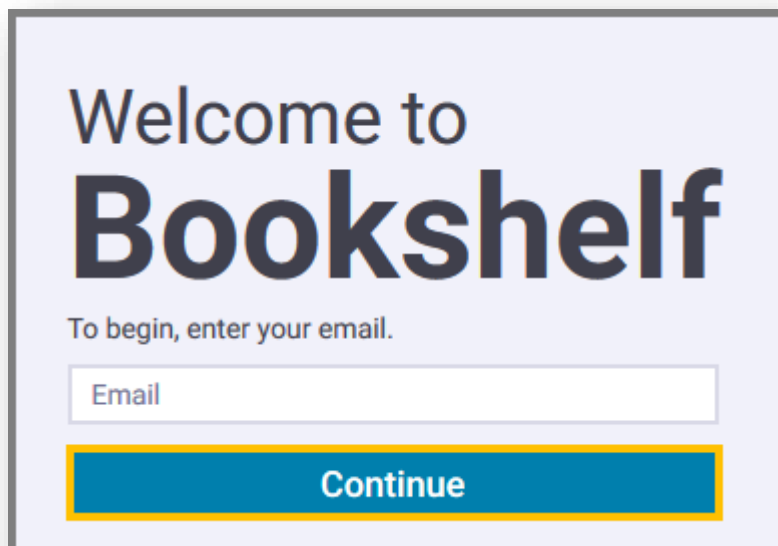


After you click Launch, you will be redirected to another page with the prompt to Register or Sign In.

THE AMERICAN COLLEGE OF GREECE

To Register follow the instructions below:

- Fill in your email and press Continue.



Registration form titled "Welcome to Bookshelf". The form includes the text "To begin, enter your email." followed by an input field labeled "Email" and a blue button labeled "Continue".

- In the next page, you have to fill your personal information.

Fill in your name and select a security question of your choice.

Be sure to select the last check-box in order to be able to continue to the next step.

You can also select the box above, but it is optional.

You're almost done!

██████████@gmail.com ([change](#))

First Name Last Name

Password ⓘ Confirm Password

Security Question
 [▼](#)

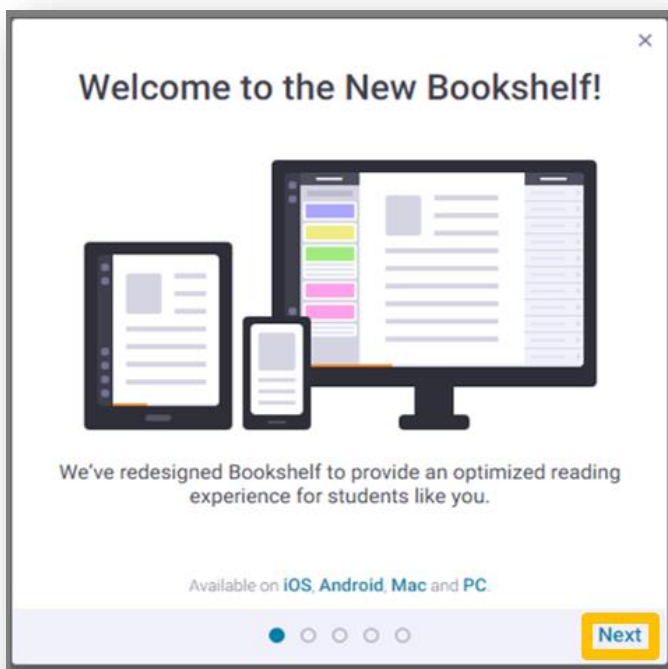
Security Answer

☐ Email me occasional updates about my account activity, product updates, and special offers. (You can unsubscribe at anytime)

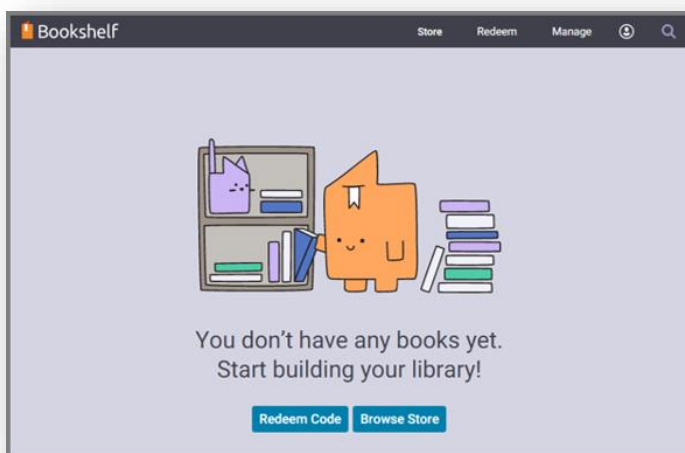
☐ I agree to the [Terms of Use](#) and [Privacy Policy](#).

Finish

- Click Finish to complete the registration.
- A Welcome to the New Bookshelf! Window appears. Click on Next to proceed and then again Next on the next pages. Then, finish with Done.



- You have now completed the activation of your VS user account. The new page that comes up is the one in the image below. You do not need to Redeem any eTextbook Code. You can browse the store if you wish but you DO NOT buy your eTextbook(s) from here. The eTextbooks are automatically adopted to your Bb course by the Blackboard Learn administration. Close the VitalSource window to return to your Blackboard Learn course and access your eTextbook.



Bookshelf via Blackboard Learn

View your eTextbook(s) through your Blackboard Learn course

Visit your Blackboard Learn course

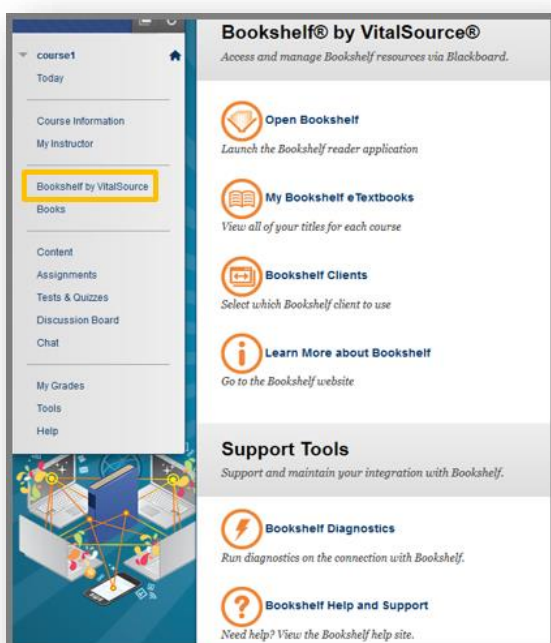
Choose Bookshelf by Vital Source from the course menu

Click Open Bookshelf to see the eTextbook for your course

OR

Click My Bookshelf eTextbooks to view all eTextbooks for all your courses

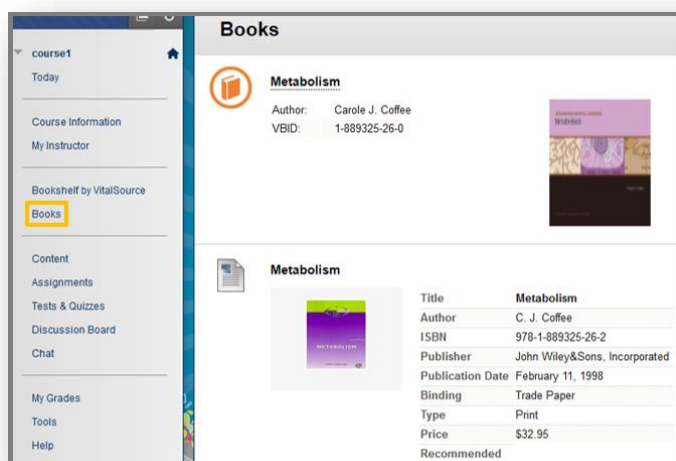
ATTENTION: If you are registered in a course that uses an e-textbook, please be informed that after the 50% Withdrawal period the initial access to your course's e-book has expired. In order to receive the full license for access to your course's e-textbook, you need to visit the e-textbook menu item and click to open and reactive your e-textbook.



You can also see the eTextbook(s) and any accompanying content if you:

Click on the eTextbook(s) or Books link from the Bb's course menu.

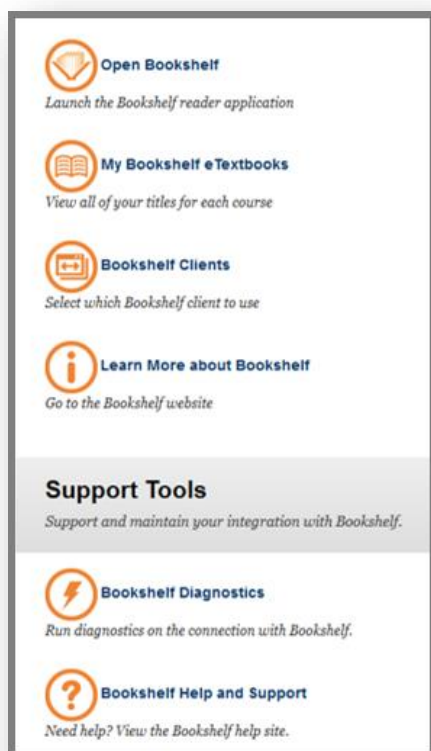
Click on the name of your eTextbook.



How to use Bookshelf via Blackboard Learn

Bookshelf by Vital Source page

The Bookshelf by Vital Source page provides you with links so as to access and manage your digital content via Blackboard Learn. Below, you will find the available links and their use:



THE AMERICAN COLLEGE OF GREECE

For more information please visit: <https://www.acg.edu/web/blackboard/bookshelf-via-blackboard-learn-students-updated/>

VS Bookshelf Application

Download and Install the Vital Source Bookshelf application on your devices (PC/laptop/mobile)

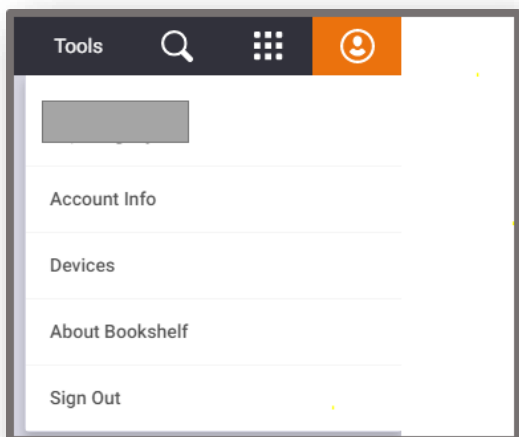
You are able to download the Vital Source application on your pc/laptop, tablet or smart phone from [Vital Source Bookshelf Download](#) and download your eTextbooks so as to read them offline. You can also print your eTextbooks. Note that you may be limited on the number of pages printed per printing effort according to each publisher's restrictions.

You are allowed to install the VS BookShelf application to 2 computer and 2 mobile devices.

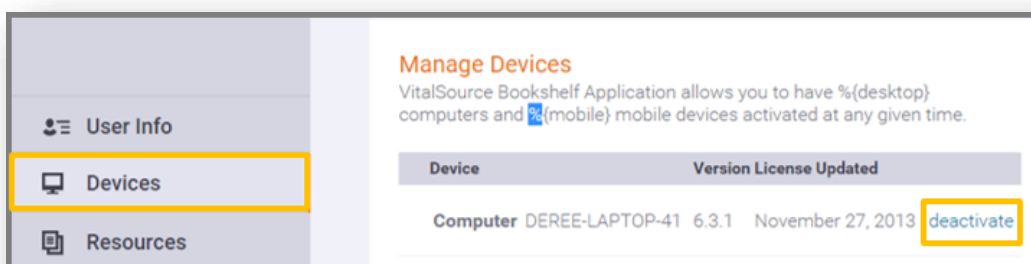
To download and install the Vital Source Bookshelf application, follow the steps below:

- Click on the Vital Source Bookshelf Download link
- In the Download the Latest Version of Vital Source Bookshelf page click the corresponding button for the device you wish to install the application (i.e. for Windows, Mac, iPad, Android tablets and smart phones). Instructions are available on the same page for completing the task.
- Save the executable file (.exe) on your device and proceed with the installation
- Launch the Vital Source Bookshelf application and accept the License Agreement
- You are now presented with the Vital Source Bookshelf environment and a window requires your Vital Source user credentials to login. As username put your @acg.edu email user account and as password the password you entered when you activated your user account via Blackboard Learn
- In case there is an adopted eTextbook in your Blackboard Learn course and the online Bookshelf you will be able to see your eTextbooks in the VS Bookshelf application. If not, you first need to wait for the eTextbooks to be adopted. Then, visit the Account menu and select Update Book List
- You have now activated the Vital Source Bookshelf on your pc and synchronized its contents
- To keep your list updated, click the Account menu item on the Vital Source Bookshelf application and choose Update Book List.

Additionally, you are permitted to deactivate the VS application license from a device and use the activation for another device. You can do this via your online Bookshelf user account and the Devices option.



In order to deactivate a device, click the deactivate link.



LinkedIn Learning

The American College of Greece is partnering with LinkedIn Learning for new, on-demand content. LinkedIn Learning offers dozens of Learning Paths, or series of courses in which industry experts teach valuable career knowledge and skills.

The service offers more than 8,000 courses complemented by exercises.

Active students, faculty and staff can connect to LinkedIn Learning via this link: <https://linkedin.acg.edu>.

What is LinkedIn Learning?

All students and staff have access to LinkedIn Learning, a continually growing and evolving library of training videos and tutorials covering a wide range of software, technologies and business topics. Students and staff members can take advantage of free 24/7 access to the entire library of training; this includes:

- Over 8,000 online courses with over 245,000 videos
- Vast array of subjects and software presented by carefully selected authors, classroom educators, best-selling authors, and recognized authorities
- Rich features including bookmarking videos, chapters or courses for future reference, create collections, make notes and undertake knowledge checks
- Use Learning Paths where industry experts teach you the knowledge and skills to start your career.

What you can do with LinkedIn Learning

- Manage information in your personal profile
- Keep track of your course history and recent activity
- Bookmark your favorite courses or videos
- Earn certificates of course completion and share these on your LinkedIn profiles
- Access from a range of devices
- Create collections

Learning

- Take tutorials to help with coursework
- Learn techniques for your own projects
- Build technical skills to enhance your CV

Teaching

- Assign tutorials for project or course work
- Incorporate individual LinkedIn Learning videos or courses in your curriculum
- Provide tutorials to supplement a teaching

Professional development

- Take tutorials to boost your productivity

THE AMERICAN COLLEGE OF GREECE

- Explore new technologies on your own
- Enhance your CV with LinkedIn Learning

Activate your LinkedIn Learning account

LinkedIn Learning is a highly personalized learning experience designed to help you achieve your professional goals through learning you can access anywhere and immediately apply.

We encourage you to connect your LinkedIn account to LinkedIn Learning, so you'll have a richer learning experience powered by the data and insights of the LinkedIn network.

To activate your account and start using the service please refer to this link:

<https://www.acg.edu/current-students/it-acg/linkedin-learning/how-can-i-activate-my-linkedin-learning-account/>

Frequently asked questions

What happens to my playlists and digital certificates when I leave ACG?

You must download all of your data before leaving the institution. Unfortunately, when your ACG account is deactivated, you will no longer be able to utilize the LinkedIn Learning service. It is strongly suggested to immediately download certificates for completed courses.

If you would like to continue using LinkedIn Learning after you leave the institution, you can sign up for a consumer account by contacting the LinkedIn Learning customer services where your details may be migrated to a new account. **For students who become inactive, LinkedIn Learning accounts will be updated within one month after the end of the course registration period.**

Who can access LinkedIn Learning?

Current students, faculty, and staff may access LinkedIn Learning. If you do not have access and feel you should, please contact the IRM Helpdesk at +30 210 6009800 ext. 1356, use the IT Self Service or through email at helpdesk@acg.edu.

Who should I contact if I can't sign in?

THE AMERICAN COLLEGE OF GREECE

Contact the IRM Helpdesk at +30 210 6009800 ext. 1356, use the IT Self Service or through email at helpdesk@acg.edu. Please put LinkedIn Learning in the subject line of your support call.

What are the minimum machine requirements for using LinkedIn Learning?

LinkedIn Learning provides documentation on [system requirements](#).

What URL do I use to access LinkedIn Learning?

<https://linkedin.acg.edu>

For new users, once an account is activated, we would recommend the following short courses which include valuable information on how to use LinkedIn Learning:

- [How to use LinkedIn Learning](#)
- [Gain skills with LinkedIn Learning](#)
- [LinkedIn Learning Highlights](#)

I have connected the ACG LinkedIn Learning account with my personal LinkedIn account. What URL do I use to access LinkedIn Learning?

You can use the normal LinkedIn page that you used before. LinkedIn Learning will appear as an additional feature.

For new users, once an account is activated, we would recommend the following short courses which include valuable information on how to use LinkedIn Learning:

- [How to use LinkedIn Learning](#)
- [Gain skills with LinkedIn Learning](#)
- [LinkedIn Learning Highlights](#)

Do I need to create a LinkedIn account?

No. You need only your ACG username and password to access the LinkedIn Learning courses. It is strongly suggested that you create a LinkedIn account and link it to your LinkedIn Learning account to take advantage of the full system capabilities.

How do I link my personal LinkedIn profile to LinkedIn Learning?

For information on how to link your personal LinkedIn profile to LinkedIn Learning please use this how to guide.

Can I bookmark my current location in LinkedIn Learning?

Yes, via the bookmarks symbol next to each video title.

Can I access my training history?

Yes. You have access to several reports under the top menu, including recent activity, your video history, and your course history.

Can I obtain 'Certificates of Completion' for completed courses?

Yes. When you finish a course by watching every tutorial in the course, you can receive a certificate of completion. You may print the certificate, e-mail it, or embed your certificate in a blog post or web page including your LinkedIn profiles. These are the best ways to ensure the authenticity of the certificate.

Can I use LinkedIn Learning on mobile devices?

An app is available for iOS and Android devices which allows you to download courses suitable for offline learning.

How do I use the LinkedIn Learning app for my iOS device?

See <https://mobile.linkedin.com/> for information on the LinkedIn Learning App.