

## LinkedIn Learning Request Form

**Instructions:**

1. Please type or print clearly.
2. Send completed request to Organizational Development (MS: 21/G or [MariselaSantos@NASSCO.com](mailto:MariselaSantos@NASSCO.com))

Thank you for your interest in GD-NASSCO's e-learning system. LinkedIn Learning is a benefit provided to you for your personal and career development, designed for you to use during your personal time. Some departments will allow you to take courses charged to their overhead, but you must get authorization from them before taking any courses during work hours. This system will allow you to access thousands of courses for your professional and personal development. Please note that your progress will be monitored to ensure your account is being used. Idle accounts are deactivated and reissued to a new user. To ensure your account remains active, a minimum of one course should be completed within a six-month timeframe.

You will be given access to LinkedIn Learning through Success Factors. Additionally, you will be given a job aid with instructions to get started

If you have any questions, please contact Marisela Santos at 619-544-2032 or [MariselaSantos@NASSCO.com](mailto:MariselaSantos@NASSCO.com)

Requested For:

Badge Number:	Name: _____ Phone #: _____
	Dept Name: _____
	Email Address: _____

I understand that to keep an active LinkedIn Learning account, I must take at least one course every six months. I also understand that LinkedIn Learning is provided as a benefit to use on personal time. I will only use LinkedIn Learning during work hours if I have a supervisor's authorization to charge to my department's overhead.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_