

Do I need a LinkedIn Profile to sign-up for LinkedIn Learning?

No. You can set-up an account just for learning that does not include a LinkedIn Profile. You will receive an activation email from LinkedIn. When that email arrives, click on the registration link and create your LinkedIn Learning account.

Can I link my LinkedIn Profile to my Atmos Energy LinkedIn Learning Log-In?

Yes, if an employee has a LinkedIn account they can choose to link it to their new Atmos Energy LinkedIn Learning account and easily toggle between the two. Linking the two makes logging in easy, as well as it gives you the option to post your accomplishments on your LinkedIn profile. It will also allow your learning history to be preserved forever in your LinkedIn account.

How are my LinkedIn Learning courses reported to Atmos Energy and my Supervisor?

Atmos Energy will have the ability to generate reports on which courses our employees have started or completed so we can look at what courses our employees find most valuable or interesting. We will have a few Atmos Energy employees set up as administrators. Administrators will have no private access to your LinkedIn profile or LinkedIn activity.

Do I get paid for time I spend at home on LinkedIn Learning?

Time spent on LinkedIn Learning for personal development will not automatically be considered time worked. As with all training opportunities, if you need to take training for your job, please work with your supervisor in advance to schedule the coursework and request that course time be approved as work time.

Does taking a LinkedIn Learning course help me get a promotion?

LinkedIn Learning is a tool to provide just-in-time learning to our employees across the enterprise. As with any development opportunity using what you learned to improve performance and support your every day interview is the best way to utilize LinkedIn Learning to prepare you for your next role.

Can LinkedIn Learning replace other training courses I have been assigned?

LinkedIn Learning is a supplement to our internal training programs. It is not made to replace our current coursework. It is intended to broaden our offerings and complement our existing training programs.

I am having trouble finding what I am looking for on LinkedIn Learning. Who do I call?

LinkedIn Learning has a full library of more than 7,000 courses and videos, just enter key words in the search field to find what you need. You can use filters to search your skill level and by the length of the content.

Who can I call if my LinkedIn Learning log-in is not working?

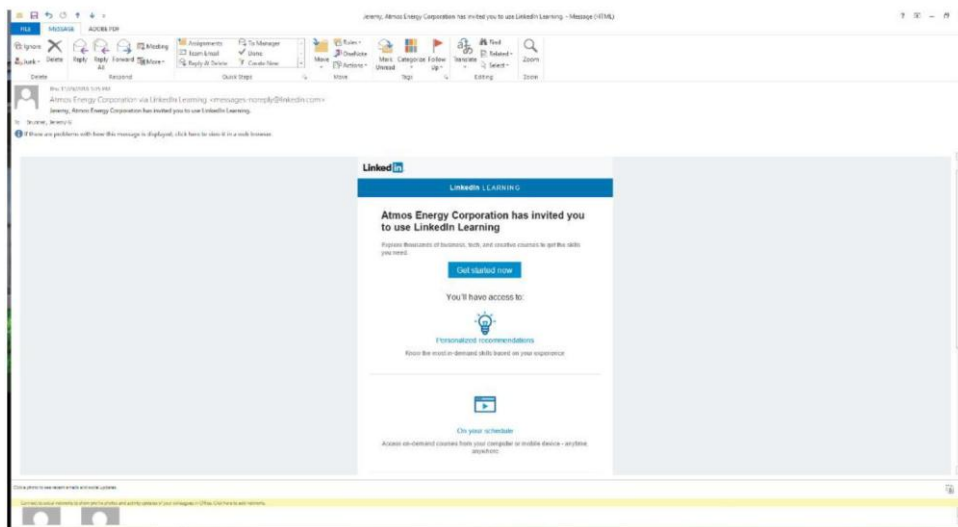
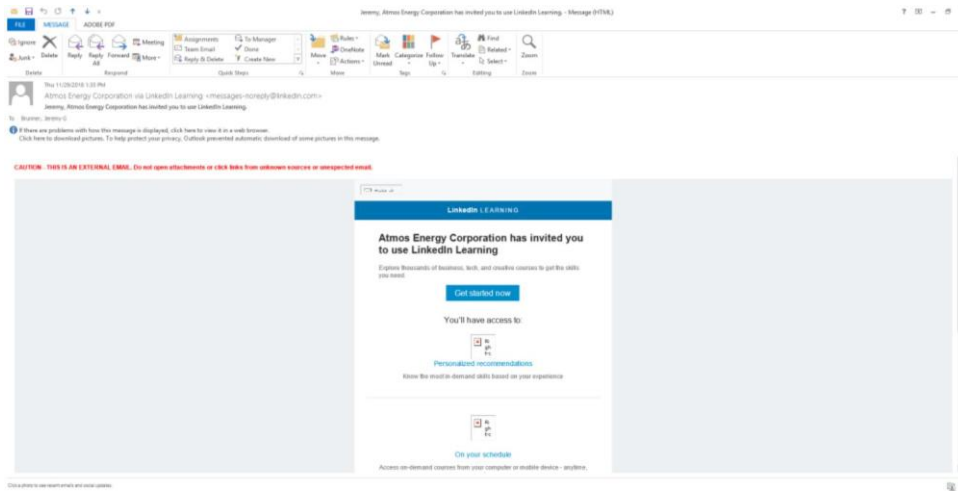
LinkedIn Learning has an online support portal that you can access from inside LinkedIn Learning. The specific link is www.linkedin.com/help/learning. In addition, the support helpdesk can be reached at: (888) 335-9632.

Does my Atmos Energy Password link to LinkedIn Learning?

Yes, if you use the single sign on option when logging in. However, if you choose to connect your Learning account with your LinkedIn profile you will need to use that password and not your Atmos Energy credentials.

Questions **How to Setup Your LinkedIn Learning Account**

- 1 You will receive an email from messages-noreply@linkedin.com under the name Atmos Energy Corporation via LinkedIn. It will have the caution external e-mail identification.

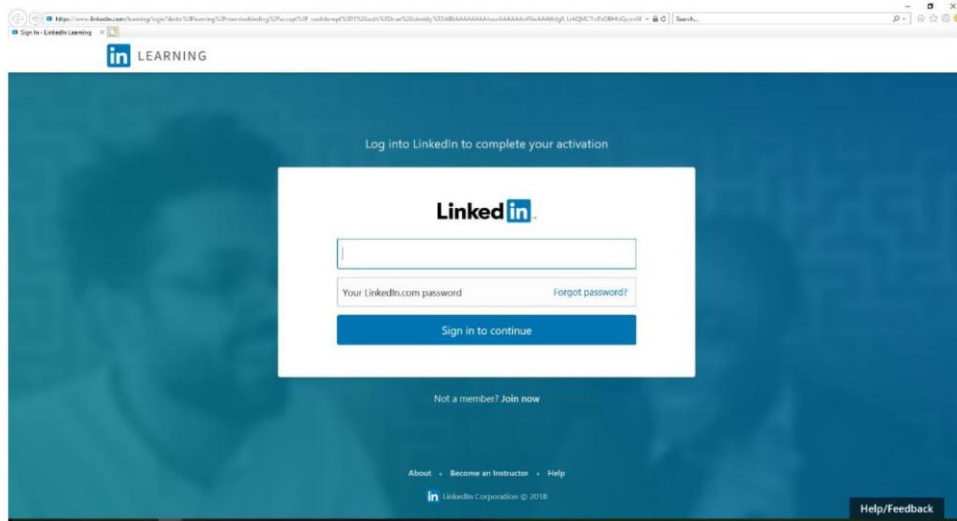


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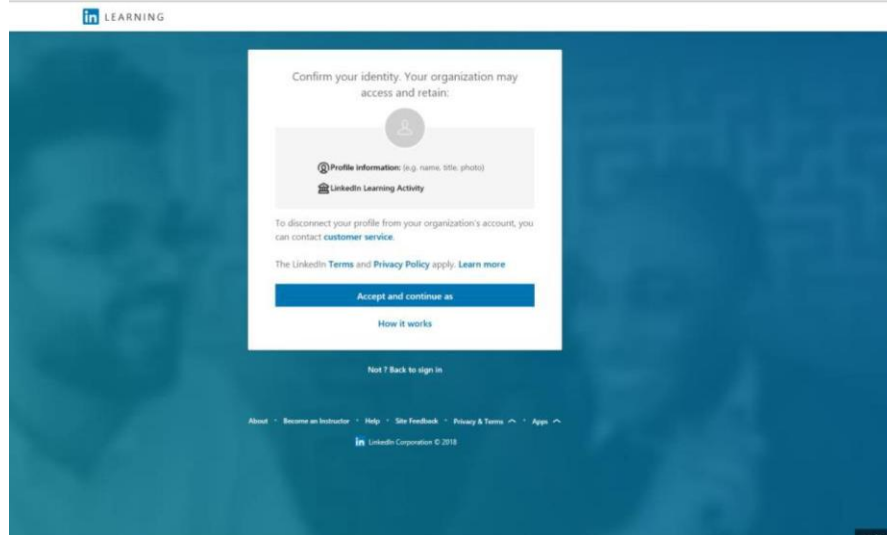
How to Setup Your LinkedIn Learning Account, Continued

- 2 If you have an existing account you can log in or if you don't have an account you will need to create your account.

Note: If you have to reset your password you have to then go back to the email and start over.



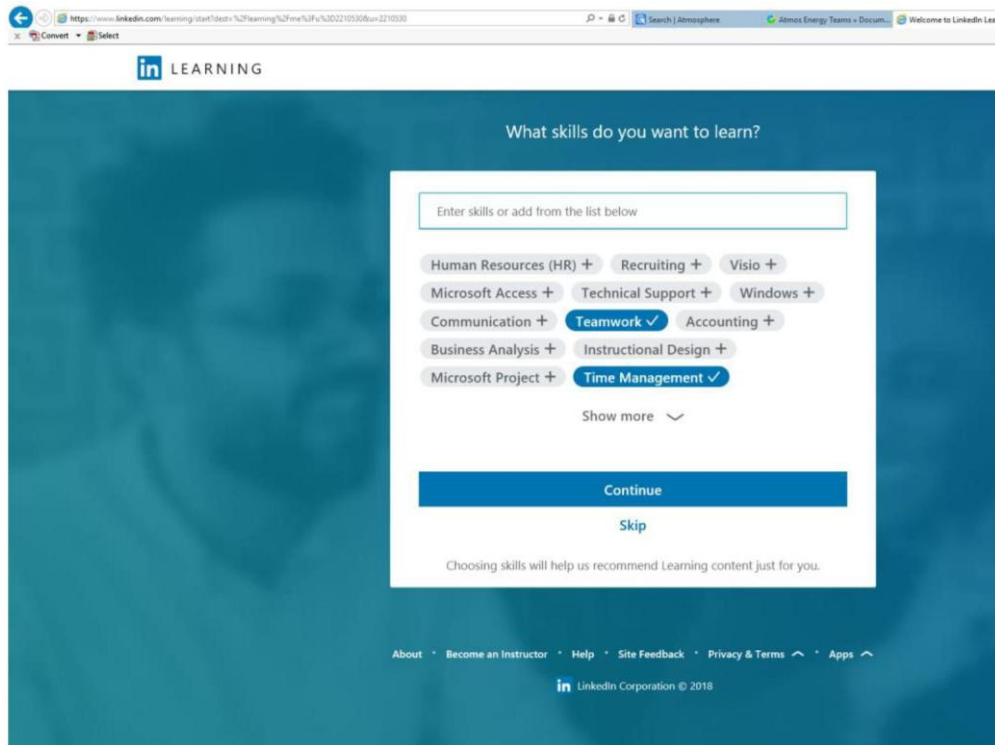
- 3 You are asked to confirm the organization can access your account.



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How to Setup Your LinkedIn Learning Account, Continued

4 Next you will be asked to add skills but this step can be skipped.



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How to Setup Your LinkedIn Learning Account, Continued

- 5 If you entered skills you will have a section of courses recommended to you based off those skills. If not, just continue with the default selections.

You now have your account setup!

