Utah Chapter Permit Techs
LinkedIn Group Instructions

LinkedIn is an online professional networking website. LinkedIn’s mission is to “connect the world’s professionals to make them more productive and successful” – for free!

Create a LinkedIn Account (if you do not already have one; otherwise, sign in to your LinkedIn profile account and skip to page 2)

1. Go to website page http://www.linkedin.com
2. Fill out the form from the home page (First Name, Last Name, Email, and Password).
3. Click the Join Now button at the bottom of the screen.
4. Fill out the form on the profile page (“I live in:”, “Zip Code:”, and employment information). Click on Create my Profile button on the bottom of the screen.
5. If you wish to import contact information from your email’s contact list, type your email address into the box on the next page. Click on the continue button at the bottom of the screen. If you DO NOT wish to import contacts from your email’s contact list, click on the Skip This Step link at the bottom of the page.
   a. If you click continue (allowing LinkedIn to import your contact list from your email account), a popup window will appear asking if you wish to allow LinkedIn to access your email’s contact information. Click on the Allow or No Thanks button, depending on your personal preference. If you click No Thanks, it will take you back to the email address confirmation; you will then need to click Skip This Step anyway, as mentioned earlier.
   b. A second popup window will appear asking to confirm your decision. Click Find Now or Skip, depending on your personal preference.
6. A confirmation email will be sent to your email at this time. You will need to confirm the account by clicking on the link in your email inbox (or check Spam folders if it does not show up).
7. A page should show up titled Do You Know These People? It is a page that suggests contacts to connect with that may work at the company as you or may work in the same industry. You can add these connections on this page or click Skip This Step. (You can always go back later and add connections.)
8. On the Choose Your Plan Level Page, click on the Choose Basic button to set up your account for free. (You may click on the Choose Premium button if you wish to create a premium account for $24.95.)
9. From here, your profile will be created. You can edit your work history, experience, skills, background, etc. Follow the next page on how to connect with the Utah Chapter Permit Techs group.
Connecting to the Utah Chapter Permit Techs Group

After you have logged in to your LinkedIn account, you can now become part of the Utah Chapter Permit Techs group.

1. In the top-right of the LinkedIn website screen (you must be logged in as yourself at this point), there will be a search bar.
2. Change People in the drop-down menu to Groups.
3. Type in the search bar “Utah Chapter Permit Techs”.
4. Click on the magnifying glass next to the search bar. The results should display the Utah Chapter Permit Techs group page with the Utah Chapter ICC logo as the profile picture.
5. Click on the group name to take you to the group page.
6. Click on the blue Join Group button at the top of the group page.
7. You may now submit discussions, comments, polls, and answer questions!