

accessing udemy

- You'll need a valid library card, an email address and a computer or smartphone with an Internet connection.
- To login to Udemy you'll need either a Google or Microsoft account. To sign up for a Google account visit accounts.google.com/signup or for a Microsoft account, visit signup.live.com Both types of account are free.
- Udemy is best enjoyed on the mobile app. Be sure to search for the **Udemy for Business** app when searching in the Google Play/App Store. *The regular Udemy app will not work.*



getting started with the udemy for business app

- Download and install the Udemy for Business app.
- Under “enter the name of your organization’s account”, type in “gale” and select **next**.
- Under “Find your institution” select **Public Library** and search for “Middlesex County Library” select the library, enter your library card number and tap **log in**.
- Scroll down to **How do I get started?** Here, you will need to select either a Google or Microsoft Account in order to proceed. Select either **Sign in with Google** or **Sign in with Microsoft**.

navigating the udemy for business app

- The **Discover**  tab is the best place to start looking for courses. Search for courses in the bar at the top or browse the list of categories. Thousands of courses are available.
- Tap a course to view its details such as the rating and description. When you've found a course that you'd like to take, tap the **enroll now** button.
- Now tap **go to course**.
- From the main page, you can pick up where you left with your course by selecting **My Learning**  and then **start course**.
- You can also save videos for offline learning. While watching a video, select the  icon and tap **save for offline**. Here you can also add lecture notes,
- Under the **Lectures** tab, you can select different sections of the course to review or skip ahead. Under the **More** tab, you can access things like notes, resources and announcements, or un-enroll from the course.
- You can also browse courses under the **Featured**  tab. Here you can see recommendations on what to learn next. After you've taken a couple courses the page will be personalized with tailored recommendations.
- You can manage your preferences in the **Account** tab. From here you can even set **learning reminders** to help you meet your goals faster!

accessing udemy on a computer

- On your computer, access Udemy for Business using your web browser. Find the link on our website: library.middlesex.ca/digital-collections
- When prompted enter your library card number.
- Click “Sign In / Create a Udemy Account. You'll get a pop-up asking you to select either Google or Microsoft. Login with your Google or Microsoft account information.

find additional help at ufbsupport.udemy.com