How to Create a Direct Link

KN@WLEDGE**LINK**

Purpose: Use these steps to create direct links to courses, curricula, programs, etc. in Knowledge Link. When users click a direct link, the course, curriculum, etc. will open. If they are not logged in, they will be prompted to log in first.

1. Log into Knowledge Link and, from the main menu, click the down arrow, then click Learning Admin.



- 2. Click System Administration.
- 3. Click System Management Tools.
- 4. Click Generate Direct Link.

Learning Administration	
tr" ↓≣	Generate Direct Link
Manage User Learning	> Select Link Type
Learning Activities	Display Link
> People	* = Required Fields * Direct Link Type:
System Administration Manage Email	Link Output Format: I URL Tokens
> Security> Custom Fields	
System Management Tools Generate Direct Link 4	
Background Jobs	
Reports	
Preferences	

5. From the Direct Link Type selector, select the type of link you want. Some options are listed below.



6. Click the search icon (\bigcirc) and search for the specific course, curriculum, etc.

Specify Item		Specify Class	Curricula	Curricula		Specify Program		
* Item Type: * Item ID:	OR	OR	* Class ID:	OR	* Curriculum ID	OR	* Program ID:	Q
Revision Date:								

For additional information on searching, please see job-aid How to Search and Filter in Knowledge Link.

7. When your search results appear, click **Select** for the desired course, curriculum, etc. (You may only select one at a time.)

Records per Page 25	Page: 1 2 3 4 5 «Previous Next» (8,225 total records)	Page 1	of 32
Item ID	Title		
COURSE LINKED (Rev 1 - 9/20/2019 0	NINLEARNING_66002 Leadership in Tech 03:25 PM Eastern Time)		C
Click Display	Link.		
Direct Link		Help	
Direct Link		Help	
Direct Link > Select Link Type Select Link Type		Help	
Direct Link > Select Link Type Select Link Type * = Required Fields		Help Display Link	
Direct Link > Select Link Type Select Link Type * = Required Fields * Direct Link Type:	Item Details	Help Display Link	

8.

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9. Highlight and copy the Direct Link.

Direct Link				Help
> Copy Direct Link				
Copy Direct Link				
The direct link for the target you s	selected is displaye	ed below. This can be launched by Users directly.	(Previous
https://performancemanager4.suc destUrl=https%3a%2f%2fupenp%	cessfactors.com/sf/	learning? %2flearning%2filser%2fdeenlink%5fredirect%2eisn%3fli	okid%3dITEM	%5fDETAILS%
26componentID%3dLINKEDINL F%3dY&company=71508P	Сору		Ctrl+C	0%26fromS
	Go to I s://	/performancemanager4.successfactors.com/sf		//
	Print		Ctrl+P	

10. Test the link by pasting it into your browser and pressing Enter. (If you are not logged in to Knowledge Link, you will be prompted to log in.)

					f -
F	Ð	sf http	ps://perform	ancema	nager4.successfactors.com/sf/learning?destUrl=F
sf sy	stem A	dmin -	SuccessFa	× 📑	
File	Edit	View	Favorites	Tools	Help

