



Badge Earner Guide



Welcome to Credly

Welcome to a new way of managing your professional achievements and learning outcomes: badging, through Credly. Credly is leading the digital credential movement, making talent more visible and opportunity more accessible.

Whether that's entering the job market for the first time, moving forward in your existing profession, or making a career change, we're dedicated to helping you set yourself apart by representing valuable skills unique to your experiences in a way that is sharable and verifiable.

In this document, we'll teach you everything you need to know about badges

- What are badges
- How they can tell your professional story

We'll also provide step-by-step instructions for navigating Credly to manage and share your badges

- Setting up a Credly profile
- Accepting/managing badges
- Sharing badges

Credly was built mobile-first, so your experience with Credly will be just as good on your Android or Apple IOS mobile device as it is on a desktop computer.

Credly is supported by modern web browsers, so if you experience any issues with the website make sure your browser is an up-to-date version – at least Internet Explorer 9, Mozilla Firefox 4, Google Chrome, or Safari 6.

If at any time you have further questions, or are experiencing issues with your Credly account, access the Credly support forum: <http://support.credly.com/>

What is a badge?

Badges are digital assets used to communicate a learning achievement or credential. Credly badges link to metadata that provides context and verification. They can be shared across the Internet for maximum visibility and recognition.

Badges are a standard to recognize and verify learning. A badge communicates three things without sacrificing verification or context:

- Who did something?
- What did they do?
- Who says they did it?

You can earn a badge for lots of different things, from many different organizations. What makes the badges issued to you from Credly unique is that they represent achievements valued by employers. Badges managed through Credly will help you tell your professional story in a way that is complete and validated.

You can share your badges with anyone you'd like, wherever you'd like:

- LinkedIn
- Facebook
- Twitter
- Via email
- Embedded in a website

A viewer can click on your badge and will be taken back to Credly to view all the details of your achievement.

You can also share your complete Credly profile to provide an employer with the full context of your abilities, represented by the various badges you've earned and manage through the Credly platform.

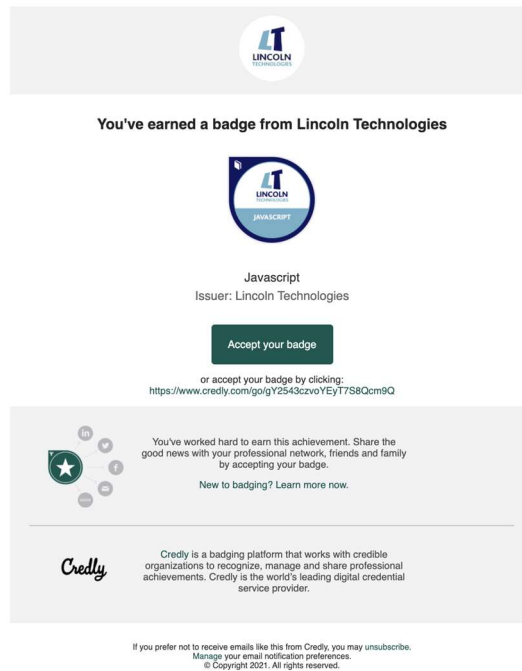
Getting Started

There are two steps to getting started with Credly:

- Have an organization issue you a badge
- Create an account and claim your badge

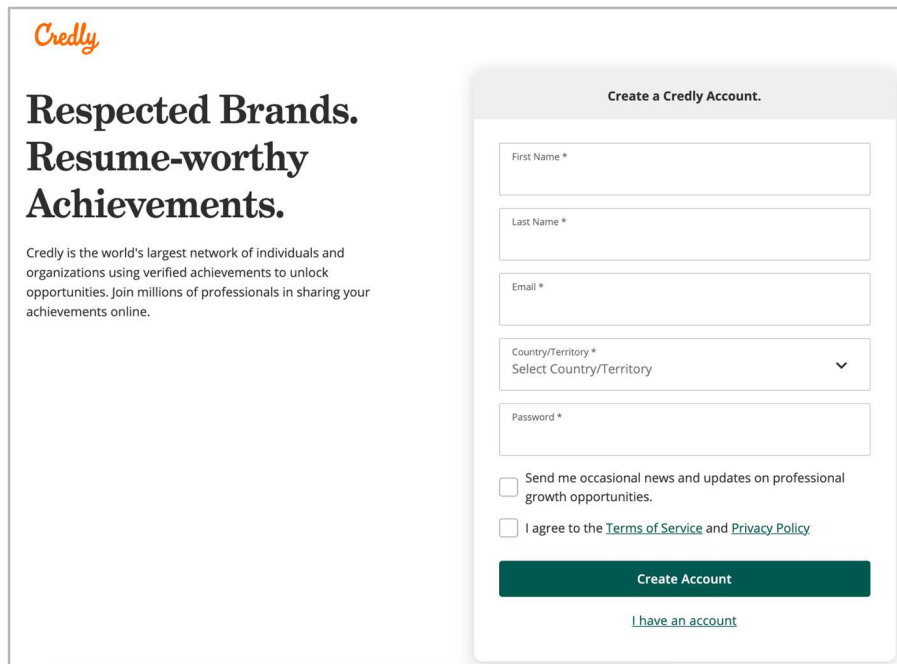
Receive a badge

How do you know if you've been issued a badge? You'll receive an email from Credly that looks like this:



Click on the **Accept** button below your badge image. This will take you to Credly where you will create an account.

Create an Account

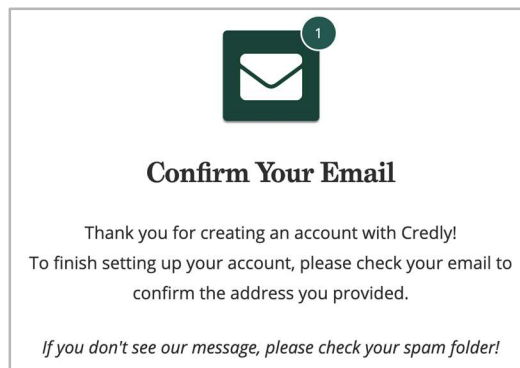


The screenshot shows the Credly account creation interface. On the left, the Credly logo is at the top, followed by the headline "Respected Brands. Resume-worthy Achievements." and a short paragraph: "Credly is the world's largest network of individuals and organizations using verified achievements to unlock opportunities. Join millions of professionals in sharing your achievements online." On the right, a form titled "Create a Credly Account." contains the following fields: "First Name *", "Last Name *", "Email *", "Country/Territory *" (with a dropdown menu showing "Select Country/Territory"), and "Password *". Below the fields are two checkboxes: "Send me occasional news and updates on professional growth opportunities." and "I agree to the [Terms of Service](#) and [Privacy Policy](#)". At the bottom of the form is a green "Create Account" button and a link that says "I have an account".

Fill in each field, then read and agree to the Terms of Use and Privacy Policy. Let us know if you'd like to receive occasional messages from us. These messages will contain information to help you make the most of Credly. You can change your preferences for receiving marketing emails from Credly at any time.

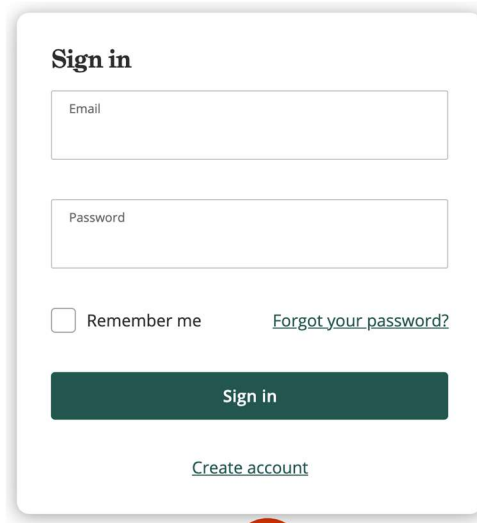
Click **Create Account**.

You'll see this message on your screen:



Check your email and follow the instructions there to continue.

You will be prompted to sign in with the credentials you created.

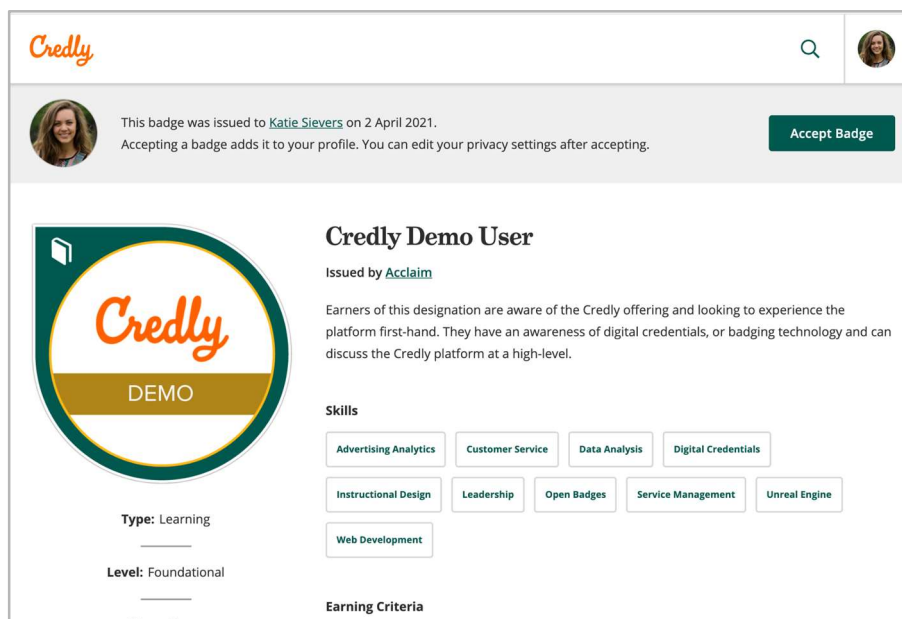


The image shows a 'Sign in' form with the following elements:

- Sign in** (Section Header)
- Email input field
- Password input field
- Remember me
- [Forgot your password?](#)
- Sign in** (Dark green button)
- [Create account](#) (Link)

Claim your badge

Once you sign in to your account, you will be able to claim your badge.



The image shows a screenshot of the Credly website interface for claiming a badge. The top navigation bar includes the Credly logo, a search icon, and a user profile picture. Below the navigation bar, a notification states: "This badge was issued to [Katie Sievers](#) on 2 April 2021. Accepting a badge adds it to your profile. You can edit your privacy settings after accepting." An "Accept Badge" button is visible on the right. The main content area features a large circular badge with the Credly logo and the word "DEMO". To the right of the badge, the title "Credly Demo User" is displayed, followed by "Issued by [Acclaim](#)". A description states: "Earners of this designation are aware of the Credly offering and looking to experience the platform first-hand. They have an awareness of digital credentials, or badging technology and can discuss the Credly platform at a high-level." Below the description, a "Skills" section lists various skills in button format: Advertising Analytics, Customer Service, Data Analysis, Digital Credentials, Instructional Design, Leadership, Open Badges, Service Management, Unreal Engine, and Web Development. At the bottom, the "Earning Criteria" section is partially visible. The badge details also show "Type: Learning" and "Level: Foundational".

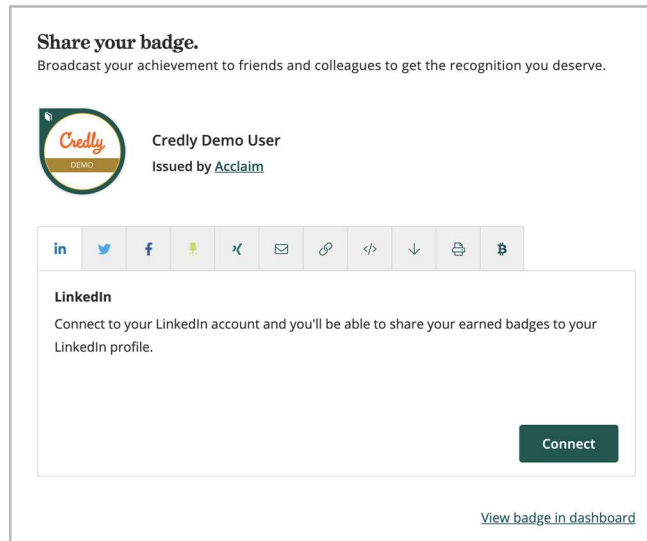
Share your badge

Once you have accepted your badge, you can broadcast the badge directly from Credly to your social networks.

Click an icon to connect your social media account and easily share your badge:

- LinkedIn Newsfeed & Profile
- Twitter
- Facebook

You can also email the badge, download the badge image, download the code to embed your badge on a website, and copy the badge landing page URL.

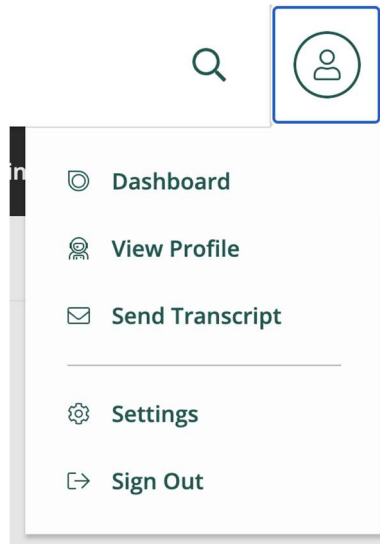


Personalize your profile

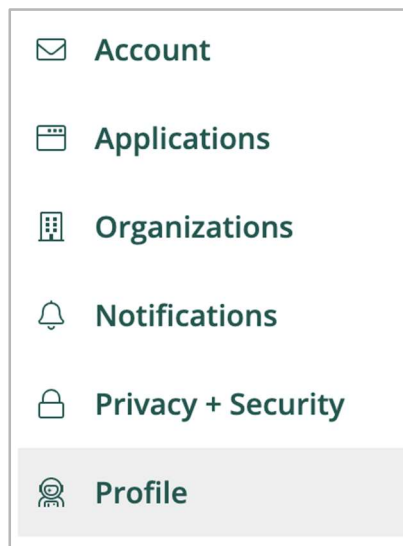
Your Credly profile is an important part of telling your professional story. It's one spot on the web where you can manage and share the achievements that will further your career, so make sure to include a few key elements:

- **Name** – Is your name Katherine, but you go by Kate? Edit your name to best reflect what you'd like to be called at work.
- **Profile picture** – make sure it's a nice one that represents you as you'd like to be viewed by potential employers. The minimum size is 196 x 196 pixels.
- **Bio** – This is where your professional personality can really shine through. You've got 500 characters to sketch out your key talents, qualifications and interests.

To personalize or edit your profile, click on the Profile icon at the top right corner of any screen. Select **Settings**.



Click **Profile** from the left sidebar menu.



From this page, you will be able to add a photo and a brief bio along with other details.

- Account
- Applications
- Organizations
- Notifications
- Privacy + Security
- Profile**

Public Details

This information appears on your [public profile](#) and search results.
* = required field

First Name *
Katie

Middle Name

Last Name *
Sievers

Bio (17 / 600 characters)
Lifelong learner.


Current Employer

Current Position

Website URL

Credly URL
credly.com/users/katie-sievers.5a3265c9

Birth Year
Choose Year



[Edit](#) | [Remove](#)

Your Location

Country/Territory *
United States

State/Province
Select State

City

Zip Code

[Save Profile Changes](#) [Delete my profile](#)

A personalized profile gives viewers a better understanding of who you are.