Credly

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.
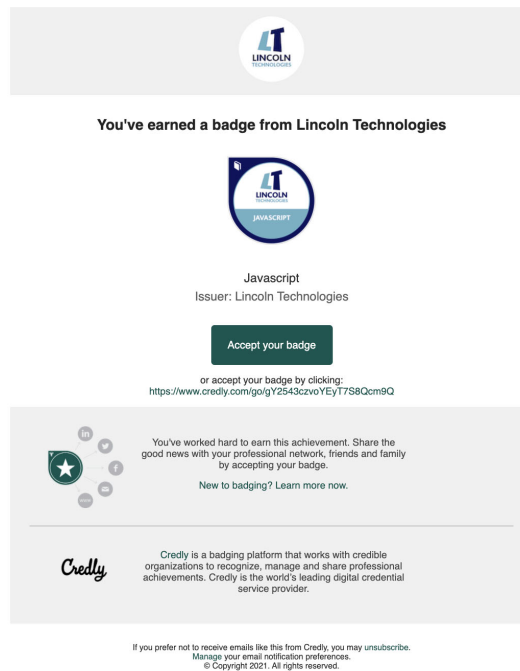
Getting Started

There are two steps to getting started with Credly:

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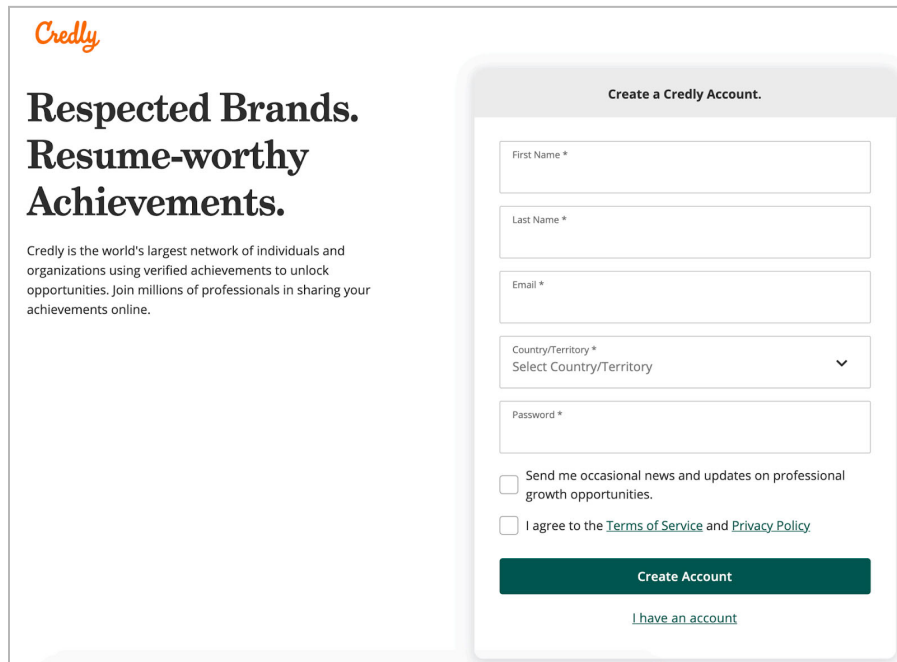- Create an account and claim your badge

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

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.
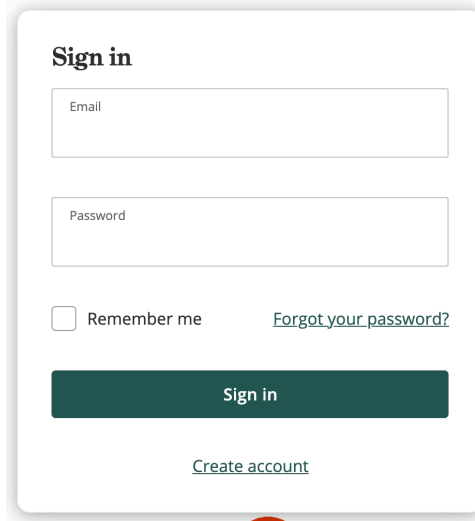
Click **Create Account**.

You'll see this message on your screen:
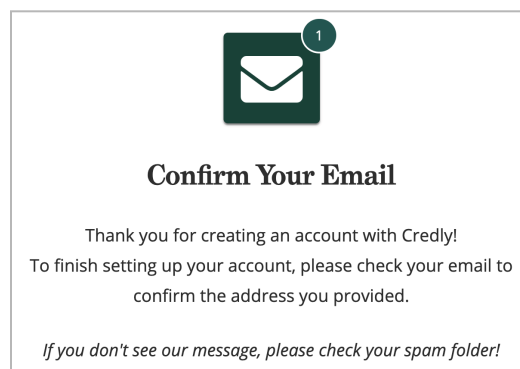
Check your email and follow the instructions there to continue.

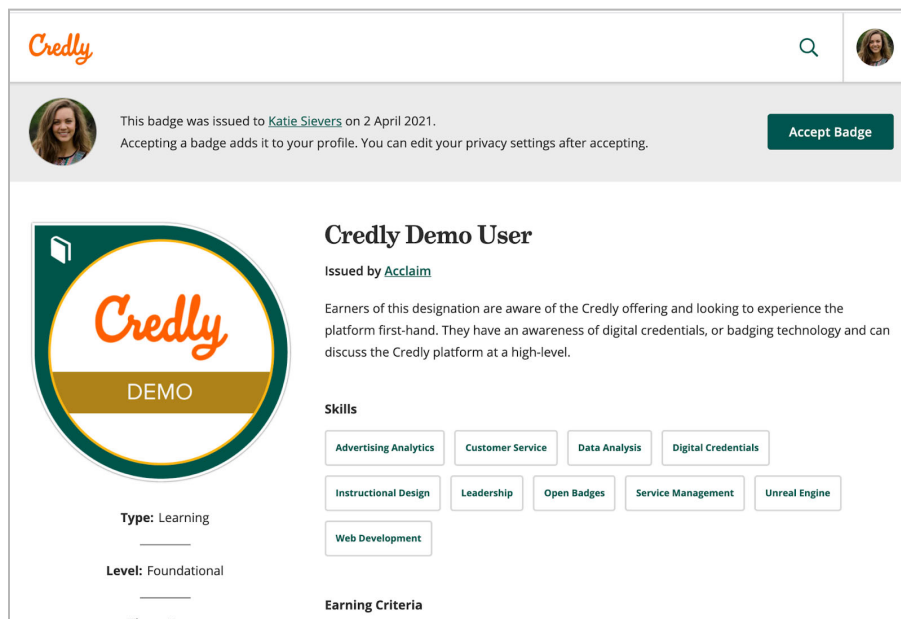You will be prompted to sign in with the credentials you created.

Sign in

Email

Password

☐ Remember me   Forgot your password?

Sign in

Create account

Claim your badge

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

Credly   🔍

This badge was issued to Katie Sievers on 2 April 2021.   Accept Badge
Accepting a badge adds it to your profile. You can edit your privacy settings after accepting.

Credly Demo User

Issued by Acclaim

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.

Skills

| Advertising Analytics | Customer Service | Data Analysis | Digital Credentials |

| Instructional Design | Leadership | Open Badges | Service Management | Unreal Engine |

| Web Development |

Type: Learning

**Level:** Foundational

Earning Criteria

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.
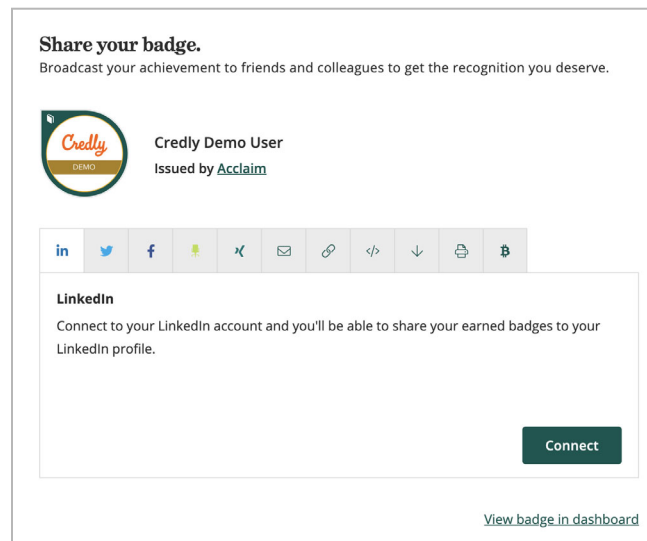

Personalize your profile

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**.
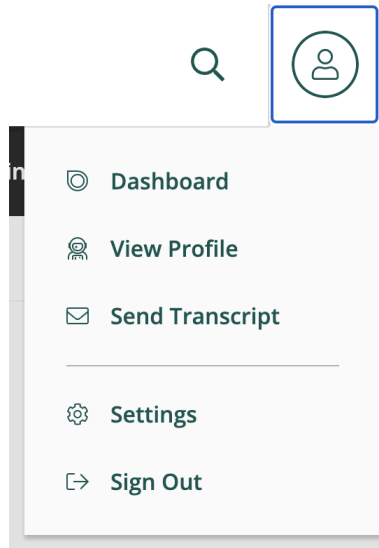
Click **Profile** from the left sidebar menu.
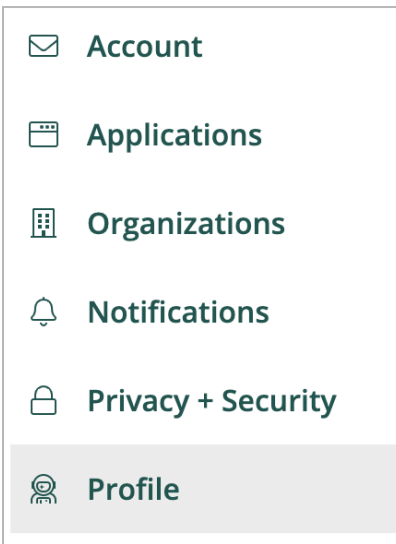
From this page, you will be able to add a photo and a brief bio along with other details.

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