

# Badge Earner Guide

Learn it. Earn it. Share it.



# Welcome to Credly & Digital Badging

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.

**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
- X
- 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.

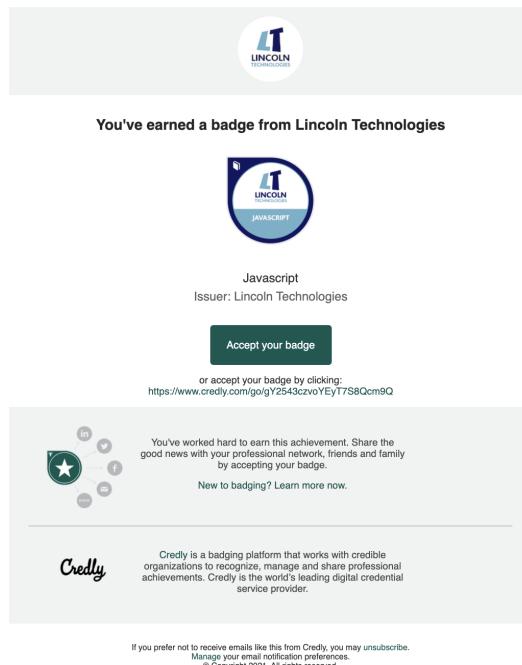
# Getting Started

There are two steps to getting started with Credly:

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

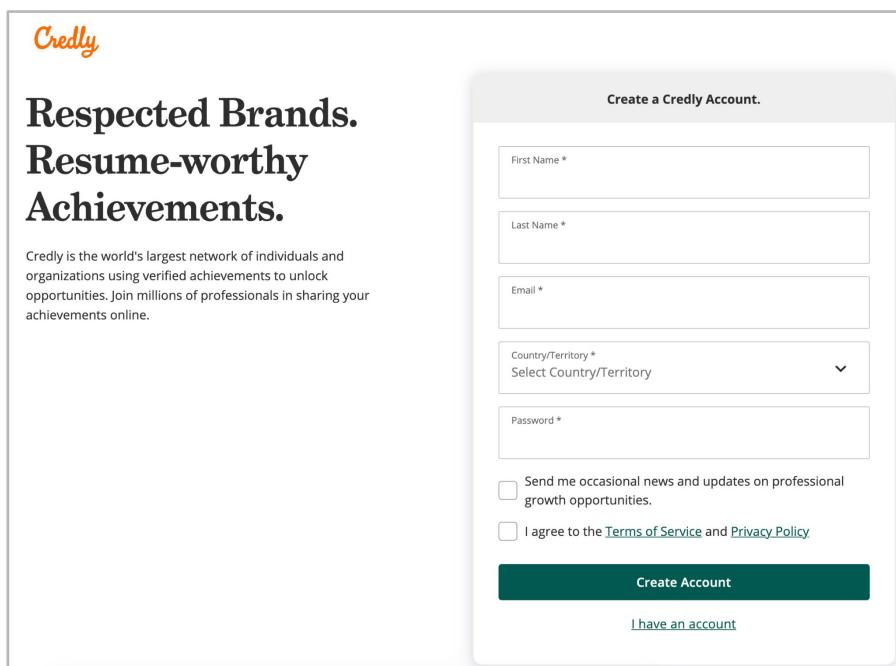
## Receive a badge

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

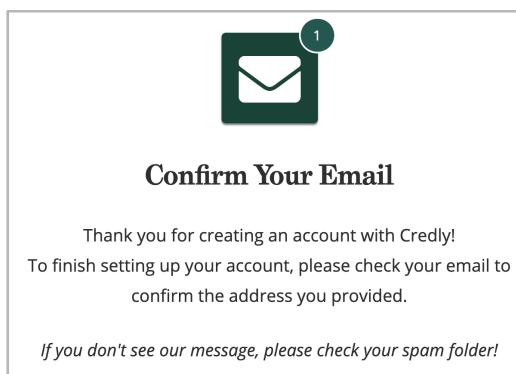


The screenshot shows the 'Create a Credly Account' form. At the top, the Credly logo is displayed. Below it, a section titled 'Respected Brands. Resume-worthy Achievements.' is shown. A text block explains that Credly is the world's largest network of individuals and organizations using verified achievements to unlock opportunities. It encourages users to join millions of professionals in sharing their achievements online. The main form area contains fields for 'First Name \*', 'Last Name \*', 'Email \*', and 'Country/Territory \*'. There is also a dropdown menu labeled 'Select Country/Territory'. Below these 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](#)'. A large green 'Create Account' button is at the bottom, and a link 'I have an account' is located just below it.

Fill in each field, then read and agree to the Terms of Use and Privacy Policy.

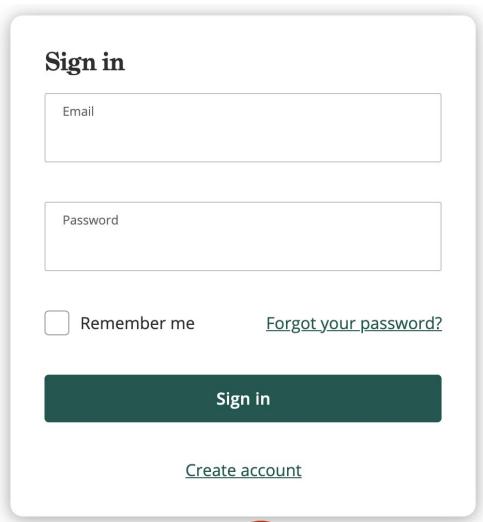
Click **Create Account**.

You'll see this message on your screen:



Check your email and follow the instructions there to continue.

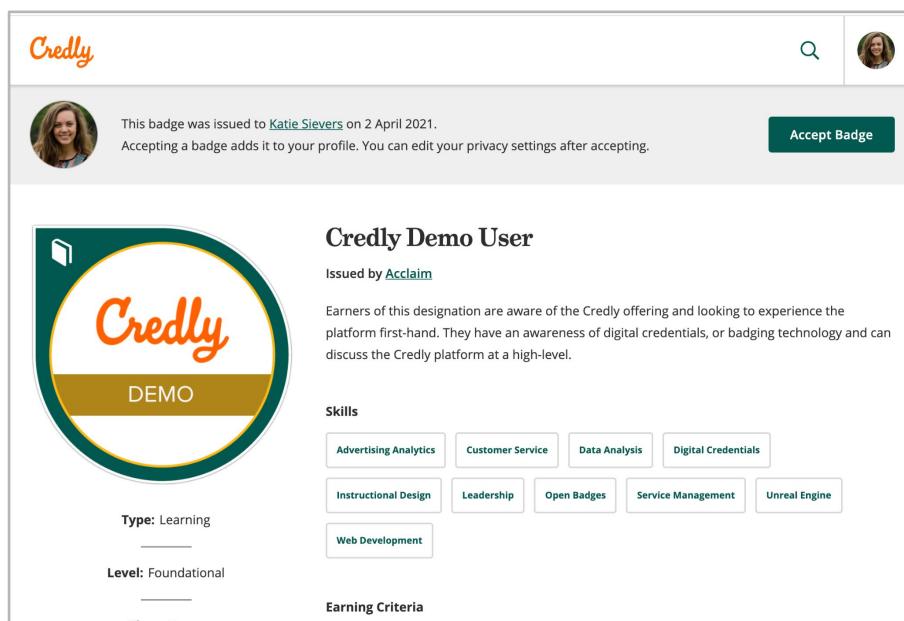
You will be prompted to sign in with the credentials you created.



The image shows a 'Sign in' form with a light gray background and a white input area. At the top is the title 'Sign in'. Below it are two input fields: 'Email' and 'Password', each with a placeholder text ('Email' and 'Password' respectively) and a small gray placeholder icon. To the right of the 'Email' field is a 'Remember me' checkbox and a 'Forgot your password?' link. At the bottom is a large green 'Sign in' button with white text. Below the button is a 'Create account' link.

## Claim your badge

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



The image shows a detailed view of a badge on a Credly platform. At the top, there's a profile picture of a woman and a search icon. To the right is a 'Accept Badge' button. Below the profile is a large circular badge with the text 'Credly DEMO' and 'Credly DEMO User'. To the left of the badge is a smaller circular image of a person. Below the badge, the text 'Issued by Acclaim' and a description of the badge holder's skills and experience. The badge itself has a green border, a white center, and a gold bar at the bottom with the word 'DEMO'.

**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**

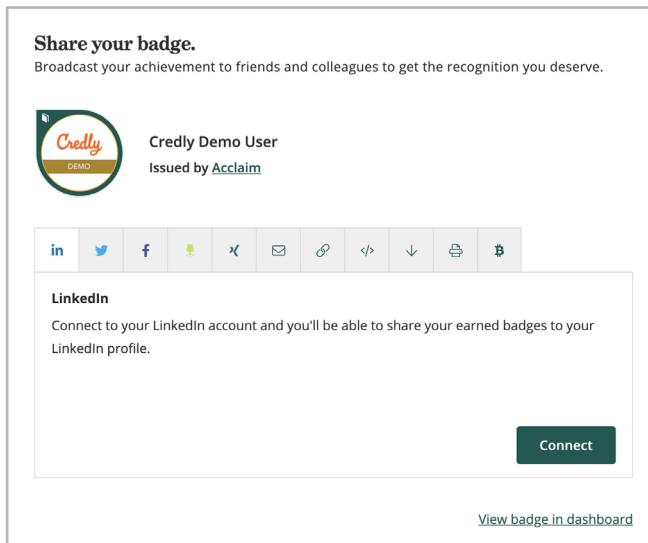
## Share your badge

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
- X
- 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.

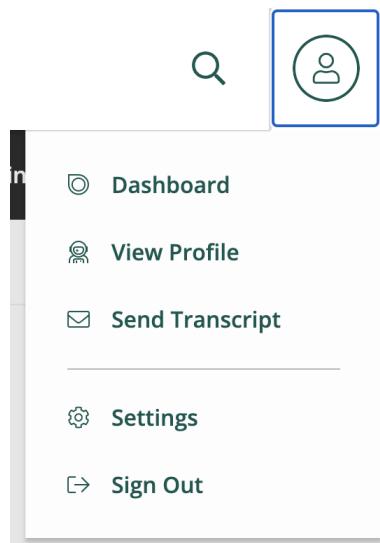


## Personalize your profile

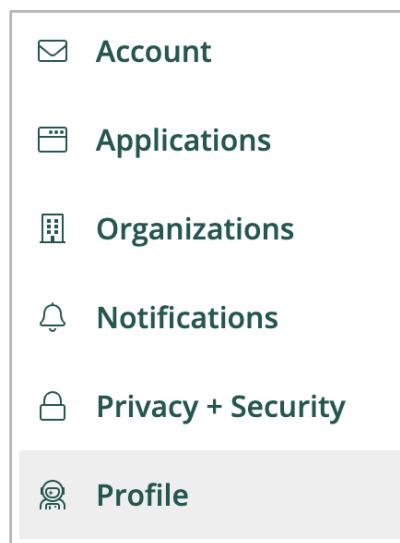
Your Credly profile is an important part of telling your professional story. It's one spot on the web where you can manage and share the achievements that will further your career, so make sure to include a few key elements:

- **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.