



BADGE EARNER GUIDE

Welcome to Credly

Welcome to a new way of managing your professional achievements and learning outcomes: badging, through the Acclaim Platform.

Acclaim is a badging platform by 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 the Acclaim platform to manage and share your badges

- **Setting up an Acclaim profile**
- **Accepting/managing badges**
- **Sharing badges**

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

Acclaim 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 Acclaim account, access the Acclaim support forum: <http://support.youracclaim.com/>

What is a badge?

Badges are digital assets used to communicate a learning achievement or credential. Acclaim badges link to metadata that provide 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 Acclaim unique is that they represent achievements valued by employers. Badges managed through Acclaim 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 Acclaim to view all the details of your achievement.

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

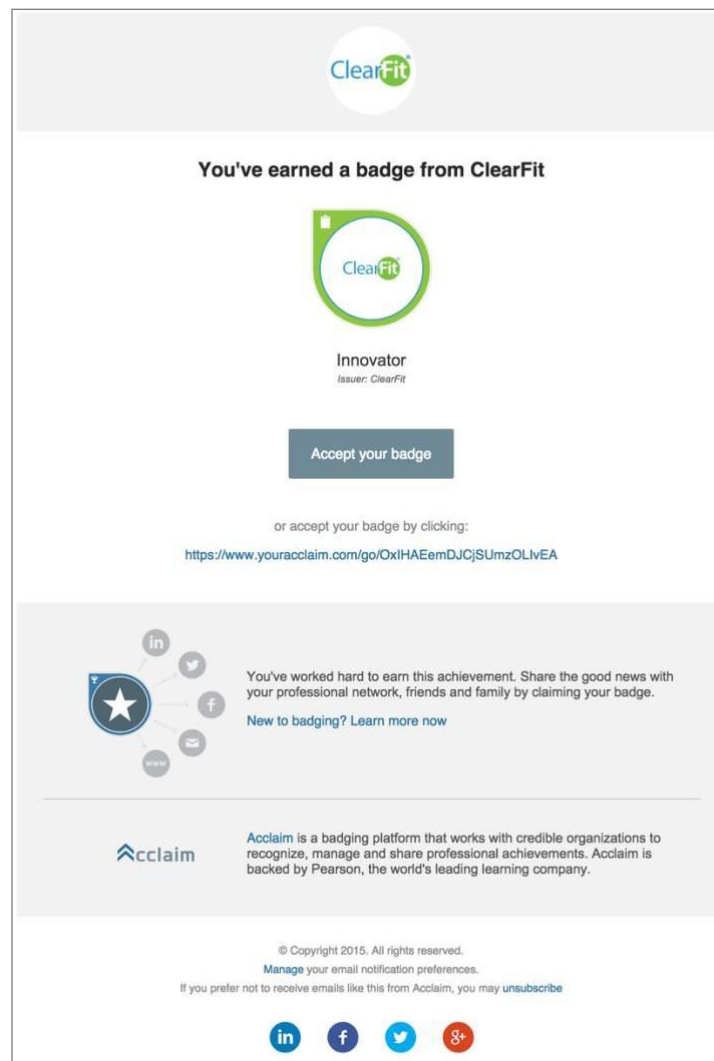
Getting started

There are two steps to getting started with Acclaim:

- 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 Acclaim that looks like this:



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


Create an account

Create your Acclaim account

First Name *

Last Name *

Email *


Country * 

Password *

Send me occasional news and updates on professional growth opportunities.


[Create Account](#)

[I have an account](#)




Join the Network

Manage your credentials and curate your profile to put your best foot forward.



Promote Your Expertise

Share verified evidence of your knowledge, skills, abilities, and accomplishments.



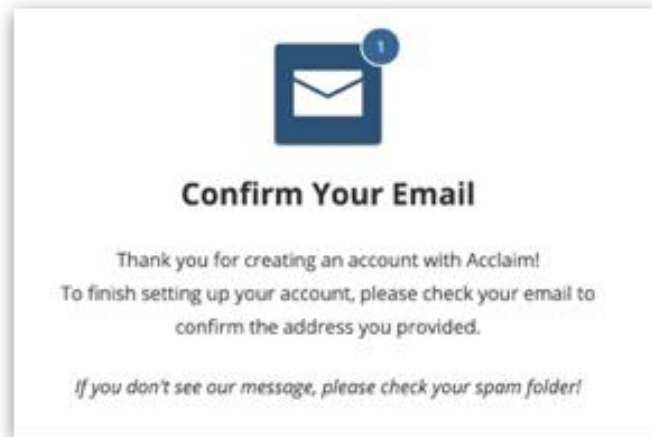
Discover Opportunities

Use insights to find new learning and professional development opportunities.

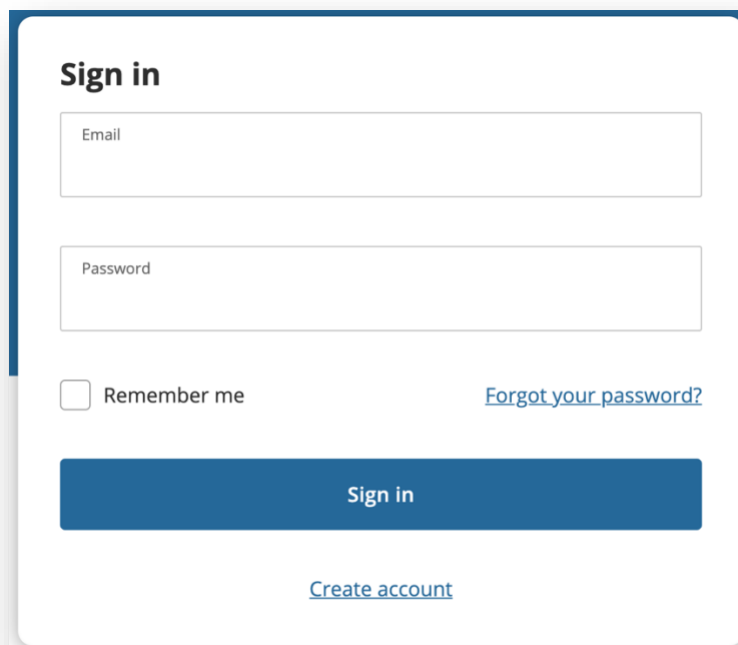
Fill in each field, then read and agree to the Terms of Use and Privacy Policy. Let us know if you'd like to receive occasional messages from us. These messages will contain information to help you make the most of Acclaim. You can change your preferences for receiving marketing emails from Acclaim at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

Click **Create Account**.

You'll see this message on your screen:

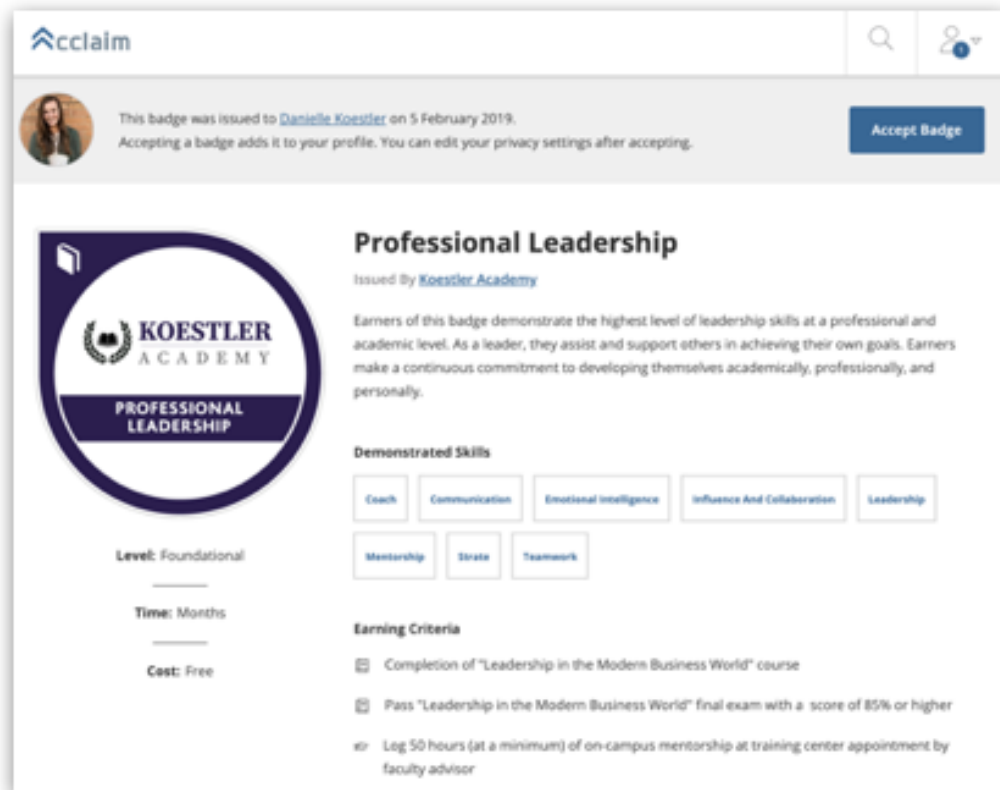


Check your email and follow the instructions there to continue. You will be prompted to sign in with the credentials you created.

A white rectangular form with a blue border. The title "Sign in" is at the top left. Below it are two input fields: "Email" and "Password". Under the "Email" field is a checkbox labeled "Remember me" and a blue link "Forgot your password?". At the bottom is a large blue button labeled "Sign in" and a blue link "Create account" below it.

Claim your badge

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



The screenshot shows the Acclaim interface for claiming a badge. At the top left is the 'acclaim' logo. To the right are search and user profile icons. Below the logo is a circular profile picture of a woman and a notification: 'This badge was issued to [Danielle Koestler](#) on 5 February 2019. Accepting a badge adds it to your profile. You can edit your privacy settings after accepting.' A blue 'Accept Badge' button is on the right. The main content area features a large circular badge icon for 'KOESTLER ACADEMY PROFESSIONAL LEADERSHIP'. To its right, the title 'Professional Leadership' is displayed, followed by 'Issued by [Koestler Academy](#)'. Below this is a paragraph describing the badge: 'Earners of this badge demonstrate the highest level of leadership skills at a professional and academic level. As a leader, they assist and support others in achieving their own goals. Earners make a continuous commitment to developing themselves academically, professionally, and personally.' Underneath is a section for 'Demonstrated Skills' with buttons for 'Coach', 'Communication', 'Emotional Intelligence', 'Influence And Collaboration', 'Leadership', 'Mentorship', 'Strate', and 'Teamwork'. The 'Earning Criteria' section lists three requirements: 'Completion of "Leadership in the Modern Business World" course', 'Pass "Leadership in the Modern Business World" final exam with a score of 85% or higher', and 'Log 50 hours (at a minimum) of on-campus mentorship at training center appointment by faculty advisor'. On the left side of the badge details, there are three rows: 'Level: Foundational', 'Time: Months', and 'Cost: Free'.

Share your badge

Once you have accepted your badge, you can broadcast the badge directly from Acclaim 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.

Share your badge.

Broadcast your achievement to friends and colleagues to get the recognition you deserve.



Professional Leadership
Issued By [Koestler Academy](#)

[in](#) [t](#) [f](#) [x](#) [e](#) [l](#) [d](#) [u](#) [p](#)

LinkedIn

Connect to your LinkedIn account and you'll be able to share your earned badges to your LinkedIn profile.

[Connect](#)

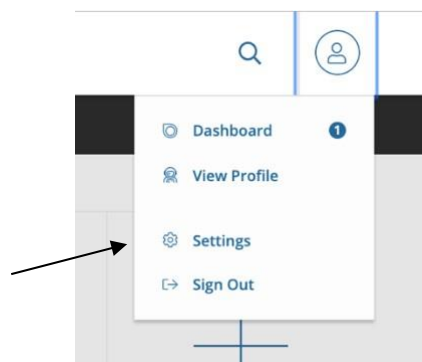
[View badge in dashboard](#)

Personalize your profile

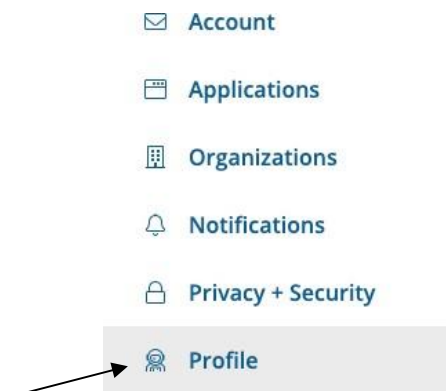
Your Acclaim profile is an important part of telling your professional story. It's one spot on the web where you can manage and share the achievements that will further your career, so make sure to include a few key elements:

- **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.

The screenshot shows the Cclaim 'Settings' page. On the left is a navigation menu with options: Account, Applications, Organizations, Notifications, Privacy + Security, and Profile (which is highlighted). The main content area is titled 'Public Details' and includes a note: 'This information appears on your public profile and search results. * = required field'. Below this are several input fields: 'First Name *', 'Last Name *', 'Bio (0 / 500 characters)', 'Current Employer', and 'Current Position'. To the right of these fields is a large grey box with a camera icon and the text 'Upload image'.

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

