



# EARNER USER GUIDE

## Managing Badges In The Portfolio

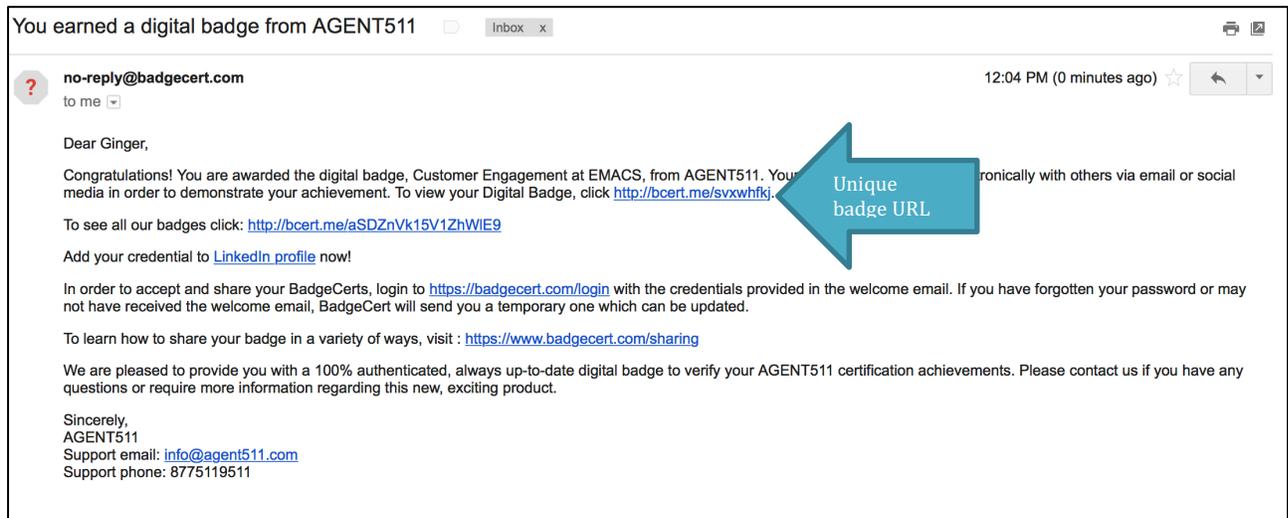
### About BadgeCert

Just completed a continuing education course? Achieve certification in your industry area? Welcome to the world of BadgeCert. Our company works with your verified issuing organization to recognize your achievements in a secure, portable form called a digital badge, or BadgeCert. BadgeCerts can be shared via social networking tools, email, and on your website.

### Initial earner email

Once an organization has issued you a badge for your recent accomplishment, you will receive an email informing you that your badge is ready to be managed and shared (Figure 1). From this email, you can view the badge, share the badge manually with others or on your email signature with the unique badge URL, add the badge to LinkedIn, or login to your BadgeCert portfolio.

**Figure 1:** Initial issuance email to earner with Badge URL (web link)



### Sharing from the BadgeCert portfolio login

If the issuing organization for your BadgeCert invites you to login to the platform, you will be provided a user name (your email address on record with the issuing organization) and a temporary password. You will instantly be asked to update your password. There are a number of ways to share your badge.

#### Portfolio Login Sharing Features:

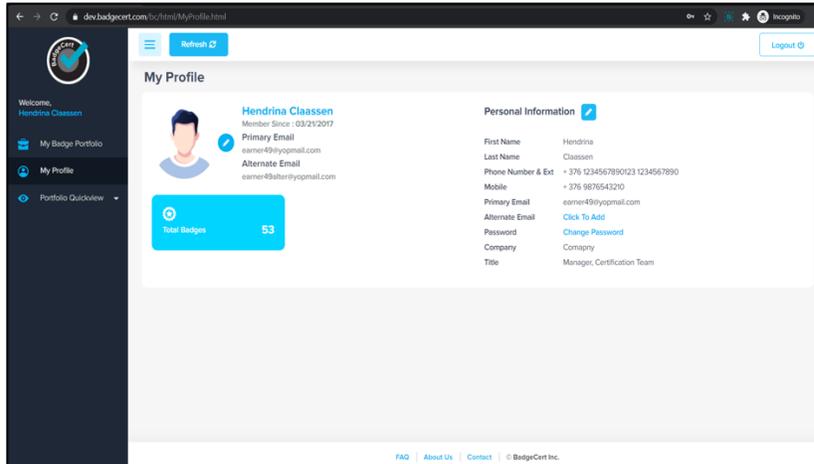
- Automatically post to your LinkedIn stream
- Automatically Tweet to your followers
- Automatically notify your Facebook Wall
- Send an email with your URL link to a recipient
- Manage all of your badges in sharable groups
- You can also un-share your badge for enhanced privacy.



## Update profile

Initially, you will be asked to update your password to a minimum 6-character alphanumeric phrase with at least one capital letter and one number. Thereafter, click on 'My Profile' (**Figure 2**) and you can edit your profile, including uploading a photo. Entering your phone number is optional and may be used in the future by an issuer to send you a text message notifying of an issuance or impending expiration.

**Figure 2:** Earner edit profile page

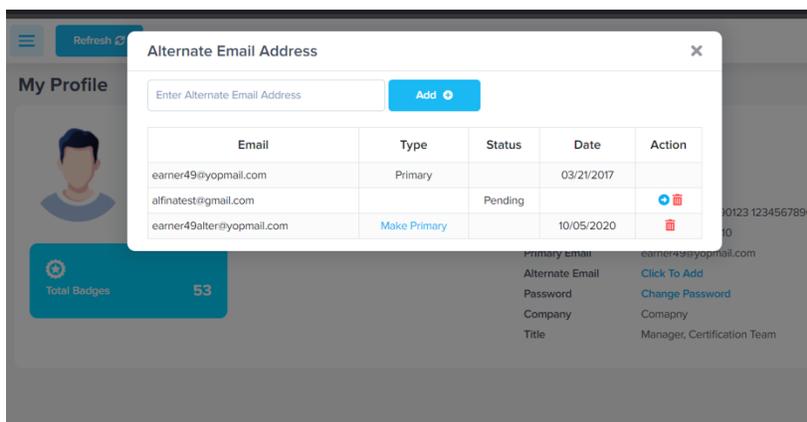


Additionally, you can modify your email preferences in the edit profile page by clicking the 'Add Alternate Email Addresses' button (**Figure 3**).

To add alternate emails: Once you have clicked on 'Add alternate Email Addresses' button -> enter the alternate email and click 'Add' button. A verification email will be sent to the alternate email that was added, and it will contain a verification link. Click on the link and verify the email. Your alternate email will now be added successfully. (See **Figure 3**)

To make an alternate email Primary: Once you have clicked the 'Add Alternate Email Addresses' button, you will now see a 'Make Primary' link beside the alternate email. Click on 'Make Primary' and make it your primary email for any communications from BadgeCert. (See **Figure 3**)

**Figure 3:** Edit email address

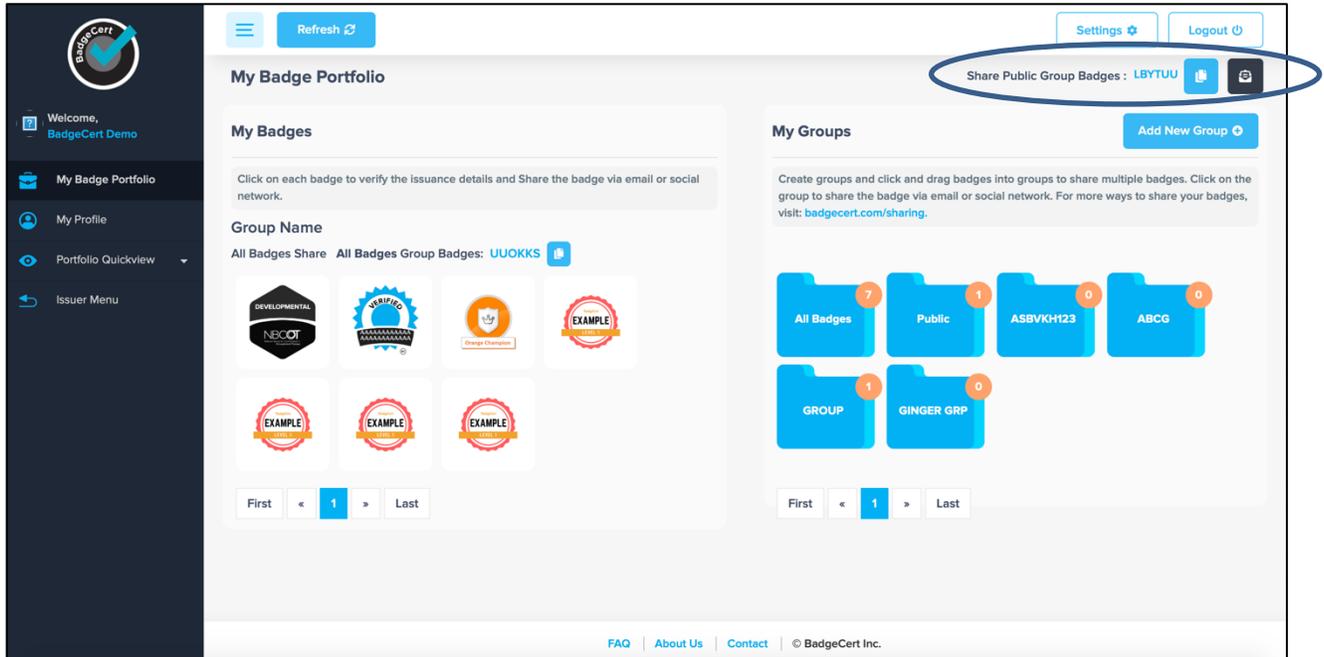




## My Badge Portfolio- Sharing and Managing Badges

You may view your badges by clicking “My Badge Portfolio” in the left side navigation menu. This shows all of your badges- which is also referred to as the “All Badges” group shown in **Figure 4**.

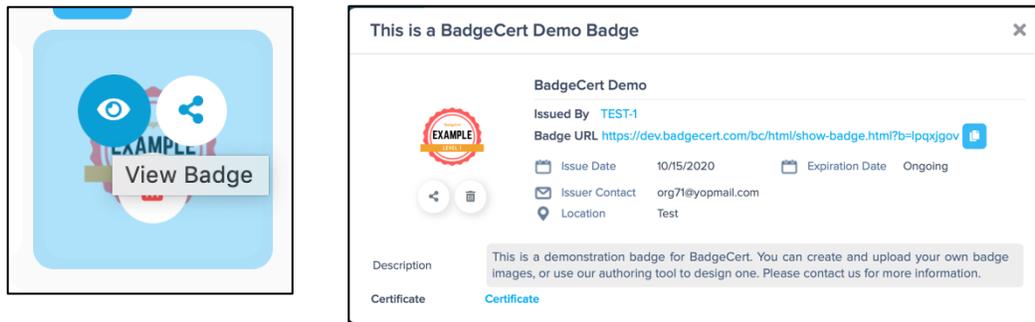
**Figure 4:** My Badge Portfolio & Group Sharing Features



## Viewing Badge Information

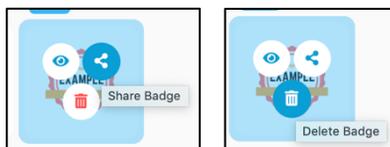
You can view the badge URL and metadata by clicking on a single badge and clicking the ‘View Badge’ icon. (Figure 5).

**Figure 5:** View Badge Metadata



From here, you can see all of the metadata associated with this accomplishment, access a .pdf certificate (if one was included by the issuer), and copy your Badge URL. You can also share or delete the badge by clicking on the corresponding icon (Figure 6).

**Figure 6:** Share and Delete Badge Icons



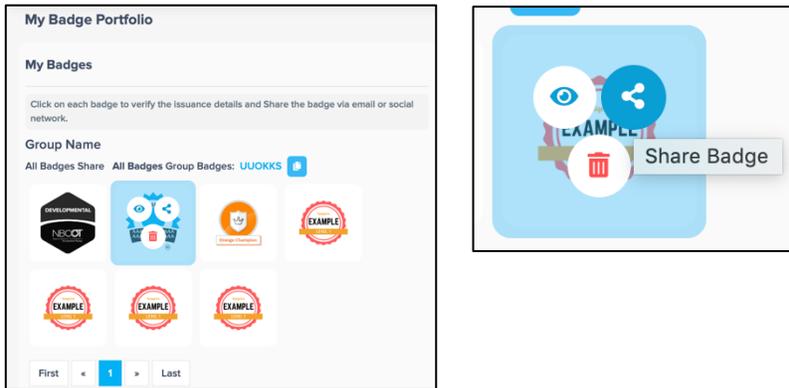


## Sharing Badges from the BadgeCert Portfolio

### **Single badge sharing**

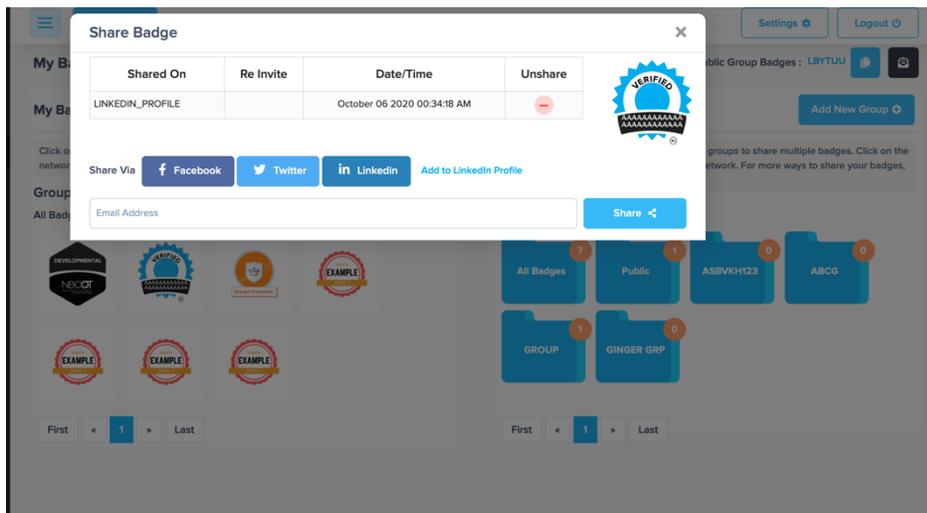
You can share any single badge by clicking on the badge and then clicking the share icon (**Figure 7**).

**Figure 7:** Sharing a single badge



This will open an overlay window (**Figure 8**) that gives you the ability to share the badge on your social media or as an email.

**Figure 8:** Share Badge Overlay

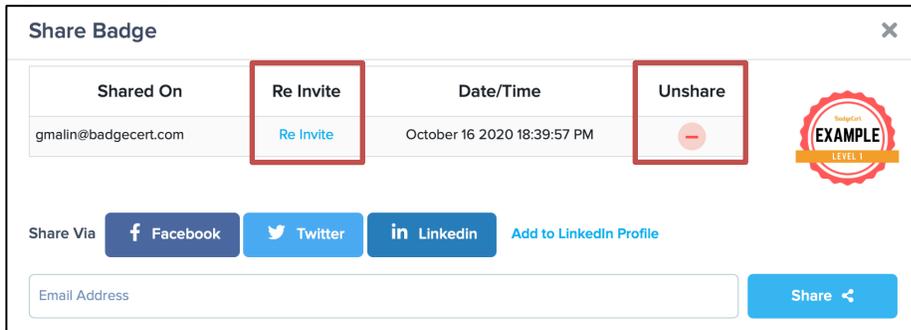


### **Sharing badge as an email:**

You can share badges with others as an email as seen on the sharing overlay (**Figure 9**). Once you input the recipient's email and click share, they will receive a message that your badge portfolio is being shared with them. You can also re-invite an email recipient to view your badges; this has the effect of sending a new sharing email. You can also 'Unshare' a badge that will inactivate the link from anywhere it has been shared or displayed-providing you with more privacy and security over your credentials.



Figure 9: Badge sharing overlay



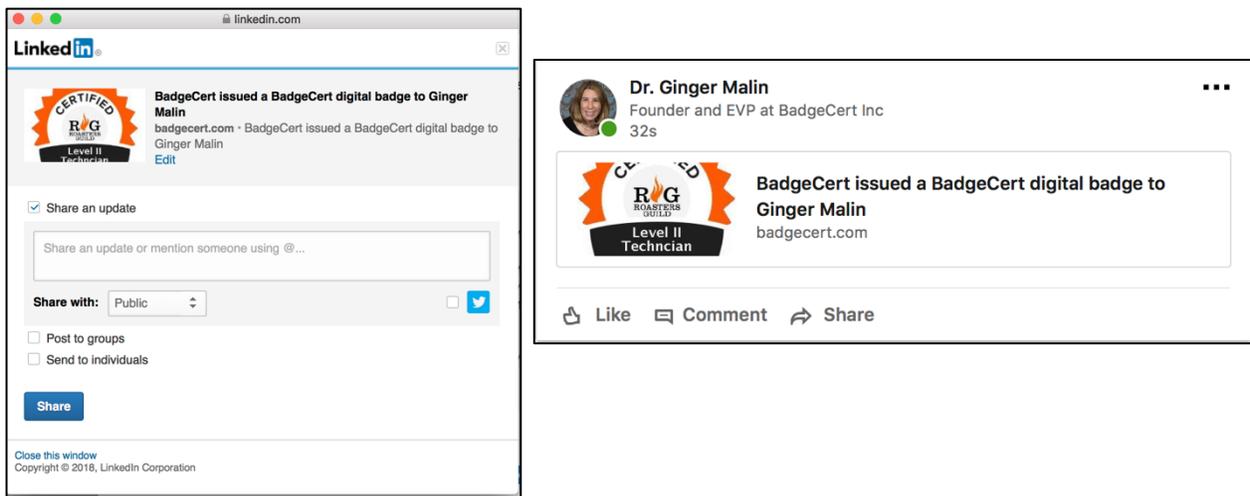
**Sharing badges via social networks:**

If you select any of the social networks in the badge overlay (Figure 9), you will be taken to a new page to login to the applicable social networking application. If you are already logged in to the social media platform, you will be automatically taken to the posting feature shown in Figure 10 for Twitter, in Figure 11 for LinkedIn, or in Figure 12 on Facebook. Note: your pop-up blocker must be OFF in order for the Twitter/Facebook/LinkedIn login window to open. You are able to edit the message, but remember to leave the URL that links to the badge. An example of the post to each is shown below.

Figure 10: Twitter



Figure 11: LinkedIn post to stream





**Figure 12:** Facebook sharing and post to Timeline.



### Adding certifications to LinkedIn Profile

To add a certification/Badge to your LinkedIn profile page, follow these directions:

1. Click on the Add to Profile link on the Badge Sharing overlay (**Figure 9**).
2. A Pop-up window will appear- and be pre-populated with the badge metadata (**Figure 11**).
3. Click **Save**.
4. Your badge can be verified by anyone by clicking “See Credential” (**Figure 12**) where they will be taken directly to the verification page (**Figure 13**).
5. **PLEASE NOTE:** Only the thumbnail LOGO of the issuing organization will be displayed- NOT the badge icon. This format is determined by the LinkedIn platform.

**Figure 11:** LinkedIn Add to Profile Information Pop-up

**Figure 12:** Badge as it is displayed on LinkedIn profile

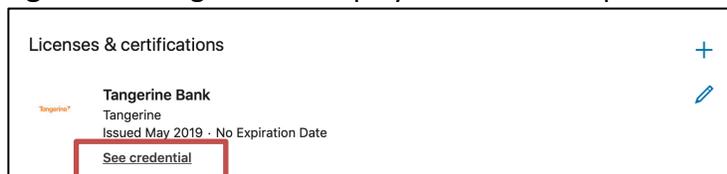
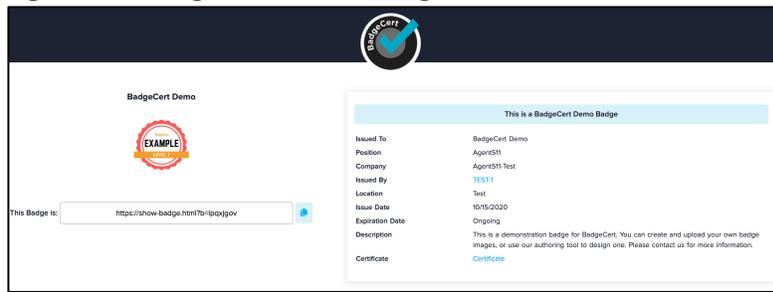




Figure 13: Badge Verification Page

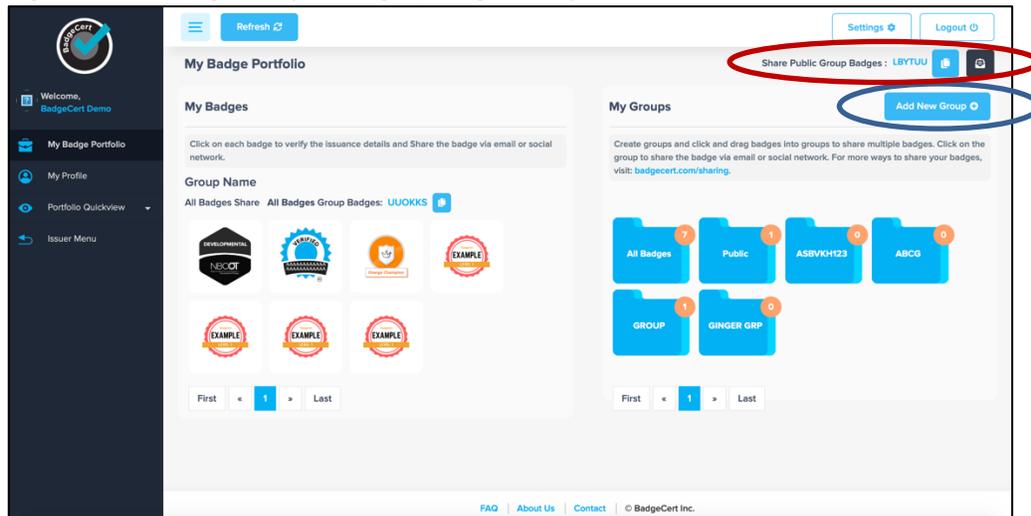


### Sharing a Badge Group

You may want to share multiple badges at a time on a single web link. For instance: You want to share relevant training experiences with an potential employer, so you create a group called “My Training” and drag and drop the 3 relevant badges to that group. Or, let’s say that you are applying for re-certification and you want to share 4 course completion badges on a single URL with the Professional Certification Board as evidence that you have completed the requirements.

To create groups, click the ‘Add New Group’ button to the right of ‘My Groups’ (Figure 14 in blue). Once you have created a group, you may drag badges from ‘My Badges’ to the group. You will notice the badge counter increase once the badge is dropped in the group. You can click on the group to see the badges.

Figure 14: Sharing multiple badges/Badge Groups



### Public group and unique code

The Public Group is a good option for sharing badges on an email signature or resume as you can manage it or update it from your portfolio at any time and you will not need to change the code in the document or on your signature. You can also email this group to someone by clicking the envelope icon.

From the My Badge Portfolio view, you can easily share badges in the “Public Group” with the unique code found in the upper right corner (Figure 14 in red). By default, this group will be empty. If you click on the unique code link when the “Public” group has no badges, you will see a message: “No badges in public profile OR all the badges have expired.” You will need to drag and drop badges to this “Public” group to use it.



## Creating email signatures

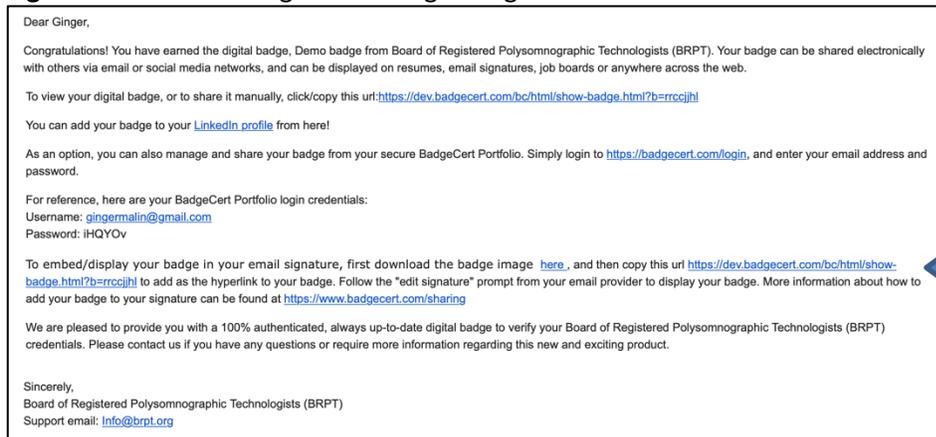
You can embed your badge(s) into your email signature so that everyone can see and verify your hard-earned credentials. You can display the badge image itself, or just the link in your signature. When the message recipient clicks the icon or link in the signature, a new browser window opens and your BadgeCert portfolio appears.

*NOTE: Before you get started adding a badge to any signature: You need to have saved both the badge image and badge URL. Keep these 2 assets handy to create your signature.*

### Save Your Badge Image

To include your BadgeCert image and link in your email signature, right-click on the badge image you wish to share in your BadgeCert portfolio and save the image. Alternatively, you can find a downloadable signature-sized image for your badge on you Badge Issuance Email (**Figure 15**).

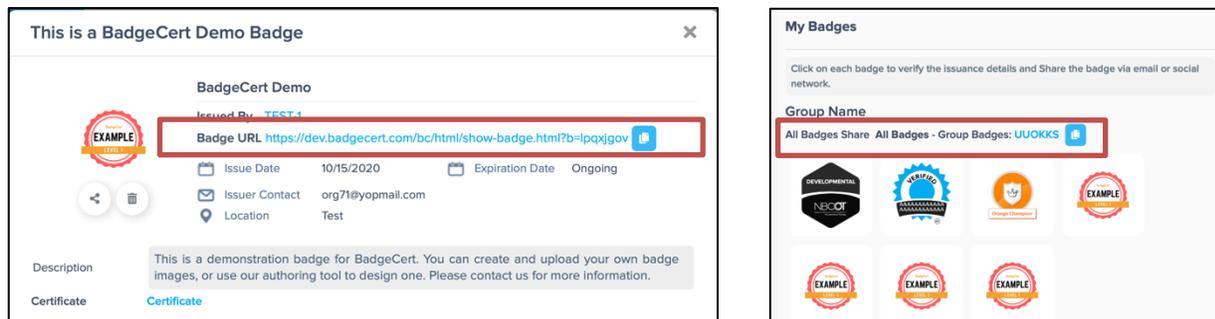
**Figure 15:** Download Signature Badge Image Instructions



### Save Your Badge URL

You can find your badge URL in your BadgeCert portfolio when you click on the badge image or when you click on the group (**Figure 17**). You can also find your URL in the Badge Issuance Email (**Figure 15**).

**Figure 16:** Where to find Badge or Group URL



Once you have the image and URL saved, you can share them on your email signature.



### Sharing Badges on Gmail Signature:

1. Open your Gmail account and click the Settings Icon at the top right-hand corner of your view. In the drop-down menu click 'General'
2. Scroll down to the 'Signature' section
3. Click on the 'Insert Image' button in the signature toolbar.
4. Upload the Badge Image URL that you copied earlier.
5. Once the badge image has appeared, highlight the image.
6. Click the add hyperlink icon.
7. In the box marked 'To what URL should this link go?' post the URL you just copied, then click okay at the bottom right-hand corner of the window.
8. Once you are happy with the appearance of your overall signature line, scroll to the bottom of your Gmail settings and click 'Save'.

### *Embed into Outlook Signature*

1. Open Microsoft Outlook and click on 'New Email'
2. In the new message window go, to the 'Signatures' and click on 'Signatures' from the drop-down menu.
3. Either create a new signature or select an existing one to edit.
4. On the editing toolbar select 'Add Image' and select the image of the badge you have downloaded.
5. Highlight the badge you have just uploaded to your signature and click the 'Link' button.
6. Paste the Badge URL that you previously saved and then click 'OK'.

### **Support**

If you were issued a badge by an authorized BadgeCert issuer, and need help or found a problem, please visit [www.badgecert.com](http://www.badgecert.com) and submit a contact request. Provide the nature of the issue, date/time, action taken, the certification body who issued your badge, and your email address and we will get back to you shortly.