



# BADGECERT LOGIN SHARING GUIDE

## 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. They can be shared via social networking, email, and on your website.

## Sharing via portal login

If the issuing organization for your BadgeCert invites you to login to the platform, you will be provided a unique user password. You can login to the platform at the URL provided in the message. You will instantly be asked to update your password. There are a number of ways to share your badge email and social networking tools. You can also un-share your badge as well.

- Automatically posting to your LinkedIn stream
- Automatically Tweeting to your followers
- Automatically notifying your Facebook Wall
- Sending an email with your URL link to a recipient
- Outlook email signature
- LinkedIn certifications

The BadgeCert web portal is designed to work with Microsoft Internet Explorer v9+, FireFox, Chrome, and Safari.

## Update profile

Initially, the earner is asked to update his/her password to a minimum 8 character alphanumeric phrase with at least one capital letter. Thereafter, click on your name in the top right corner and you can edit your profile, including updating a picture as shown in Figure 1. Phone is optional and may be used by an issuer to send you a text message notification that a credential is expiring.

**Figure 1:** earner edit profile page

My Badge Portfolio    Create Industry BadgeCert

### Edit Profile

**Personal information**

First name: Demo  
Last name: .Account  
Email address: demo-issuer@badgecert.com  
Primary phone: 877519511

Upload photo  
Select file within dialog box, from locally stored source.  
Browse...

**Company information**

Company: BadgeCert, Inc  
Position: Credentialing Administrator

**Change password**

To change the current user password, enter the new password in both fields.  
Password: password  
Password again: confirm password

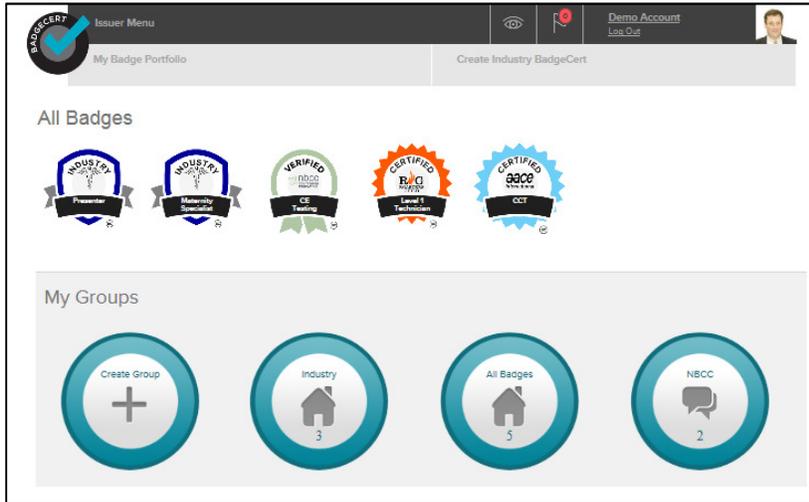
Confirm changes    Submit    Cancel



## My Badge Portfolio

The earner may view his/her badges by clicking “My Badge Portfolio” in the top left corner. This shows all the earners badges which is the “All badges” group shown in Figure 2. The user may create additional sharing groups by selecting “Create Group” on the right-hand side of the circular groups. The user will be queried for a name and asked to pick a picture depicting the group.

**Figure 2:** My Badge Portfolio management page



Once the earner has created a sharing group, he/she may drag badges from “All badges” at the top into the group. You will notice the badge counter increase. Click on the group to see the badges in the group. If you wish to remove a badge from the group, select the badge and click the grey “x” in the top right corner in Figure 3. This doesn’t delete the badge but removes it from the group. If the earner wishes to remove a badge all together from his/her portfolio, he/she must select the badge in “All badges” and “Delete badge” as shown on the right-hand side of Figure 3.

**Figure 3:** remove badge from group and delete badge from portfolio



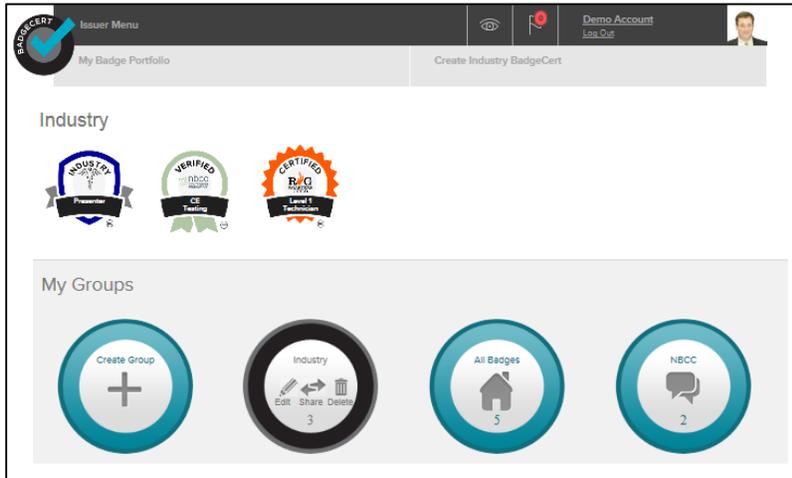
The earner may click on any group as shown in Figure 4. This will expose 3 options:

- Edit the group name and picture
- Share the group with email recipients and social networks
- Delete the group

Once a group has been deleted or a badge unshared, the viewer of the portfolio will receive a gentle error message that the portfolio is no longer shared when trying to view the portfolio.



Figure 4: group sharing / edit delete



### Sharing

If the earner clicks “Share” on the group, he/she will see the sharing control overlay in Figure 6 **Figure 6**. The earner is offered the ability to share and un-share the group with social networks and email recipients. An email recipient receives a message that the badge portfolio is being shared with him/her. The earner must send one to his/her email address in order to use the portfolio URL shown in Figure 5 for the earner’s websites and his/her Outlook signature.

Figure 5: BadgeCert URL & LinkedIn contact profile

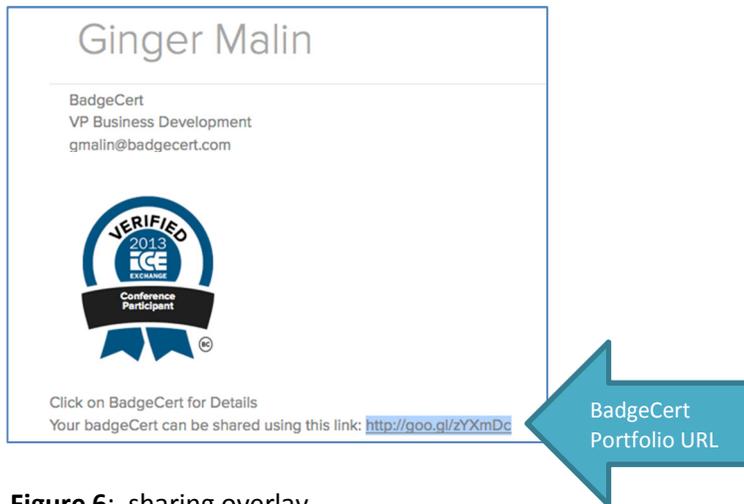
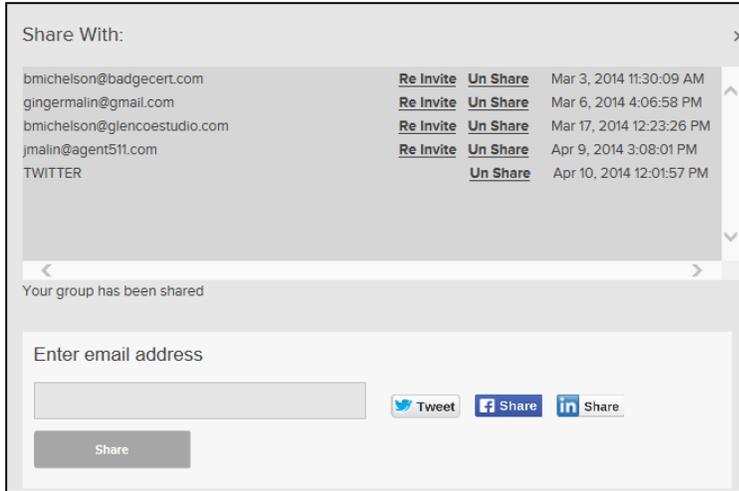


Figure 6: sharing overlay



An earner may also Re-invite an email recipient; this has the effect of sending a new sharing email. If the earner selects any of the social networks, he/she will be taken to a new page to login to the applicable social networking application. If he/she is already logged, he/she will be automatically whisked away to the posting/Tweeting feature shown in Figure 7 for Twitter. Note: your pop-up blocker must be **OFF** in order for the Twitter/Facebook/LinkedIn login window to open. The user is able to change the message, except for the custom URL with the portfolio. The result is shown to the right.

**Figure 7:** Twitter Tweeting

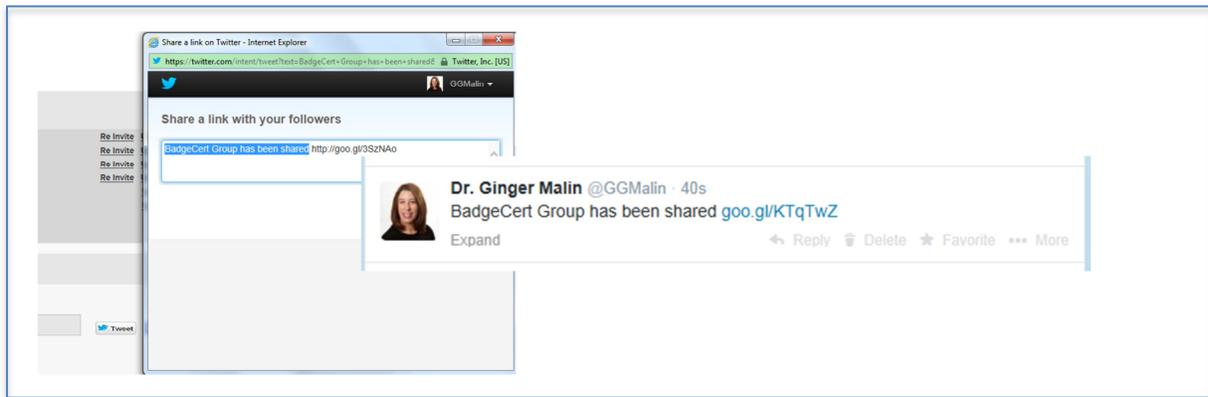
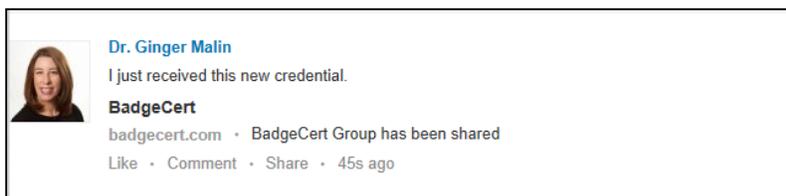


Figure 8 shows a similar result for LinkedIn by selecting the LinkedIn icon in the sharing overlay from Figure 6. This step may be performed in addition to the Certification section as shown in Figure 13. Another exclusive LinkedIn sharing option is coming soon.

**Figure 8:** LinkedIn post





Lastly, Facebook sharing like Twitter and LinkedIn is shown in Figure 9. Facebook selects the picture to share; as such, it may be the badge itself or the BadgeCert icon.

**Figure 9:** Facebook sharing login and post to Wall.



### Outlook email signature

You can create personalized signatures for your email messages that include an icon for viewers to see your BadgeCert portfolio. Your organization may already provide you this signature icon or you may use “my BadgeCert portfolio.” When the message recipient clicks the icon in the signature, a new browser window opens and your BadgeCert portfolio appears.

1. To include your BadgeCert image in your Outlook email signature, right-click on the badge image you wish to share in your portfolio shown in Figure 5 and then click *Save picture as*. Do not save the images from Figure 4 – only save images from the portfolio in Figure 5 (otherwise you will save the black banner only). Save the icon to your computer. You can also choose any other icon/picture as long as it is saved in your computer.
2. You can also use either of the images branded BadgeCert in Figure 10 by clicking and saving to your computer.
3. Your organization may provide your customized artwork for you to upload – this is typically provided in email communications.

**Figure 10:** BadgeCert portfolio images and locations



<http://badgecert.com/BadgeCert-sig2.jpg>

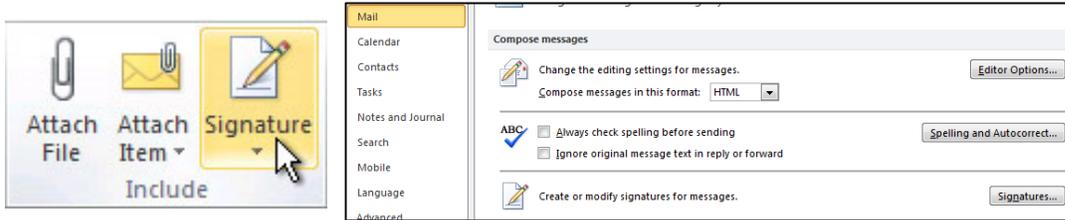


<http://badgecert.com/BadgeCert-sig.jpg>

4. In versions such as Outlook 2010, on the *Message* tab, in the *Include* group, click *Signature*, and then click *Signatures*. In more recent versions such as Outlook 2013, go to *Options* → *Mail* → *Signature* as shown in Figure 11.
5. On the *Message* tab, in the *Include* group, click *Signature*, and then click *Signatures*.

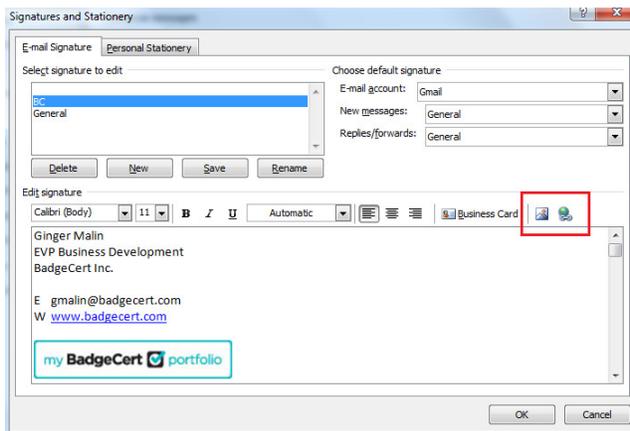


**Figure 11:** creating Outlook signature



6. Under *Choose default signature*, in the *E-mail account* list, click an e-mail account with which you want to associate the signature.
7. If you want a signature to be included when you reply to or forward messages, in the *Replies/forwards* list, select the signature.
8. As shown in the red box in Figure 12, click the *picture* and browse for the icon you saved to your computer. Then click *reference*, to include your BadgeCert URL from Figure 5.

**Figure 12:** configuring the graphics and portfolio reference



### **LinkedIn Certifications**

1. Move your cursor over *Profile* at the top of your LinkedIn homepage and select *Edit Profile*.
2. Scroll down to *Certifications* and click *+ Add*
3. Complete the prompted information as shown in Figure 13.
4. and add the URL for your BadgeCert portfolio which can be found in the “share link” from your BadgeCert portfolio page shown in Figure 5.
5. Click *Save*.
6. Your BadgeCert title and link will appear on your Certifications section of your LinkedIn profile.



**Figure 13:** Adding a BadgeCert to your Certifications

A screenshot of a web form titled "Certifications" with a "+ Add | ↓" button in the top right. The form contains several input fields: "Certification Name" (ICE Certificate), "Certification Authority" (Institute for Credentialing Excellence), "License Number" (empty), and "Certification URL" (http://goo.gl/zYXmDc). Below these is a "Dates" section with a dropdown for "November", a year dropdown for "2013", and a range indicator "- Present". A checkbox is checked with the text "This certificate does not expire". At the bottom are "Save" and "Cancel" buttons. A large blue arrow points from the right towards the "Certification URL" field, with the text "BadgeCert Portfolio URL" inside the arrow.

**Support**

If you were issued a BadgeCert 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, and your email address.