



BADGECERT SHARING GUIDE – EARNER LOGIN

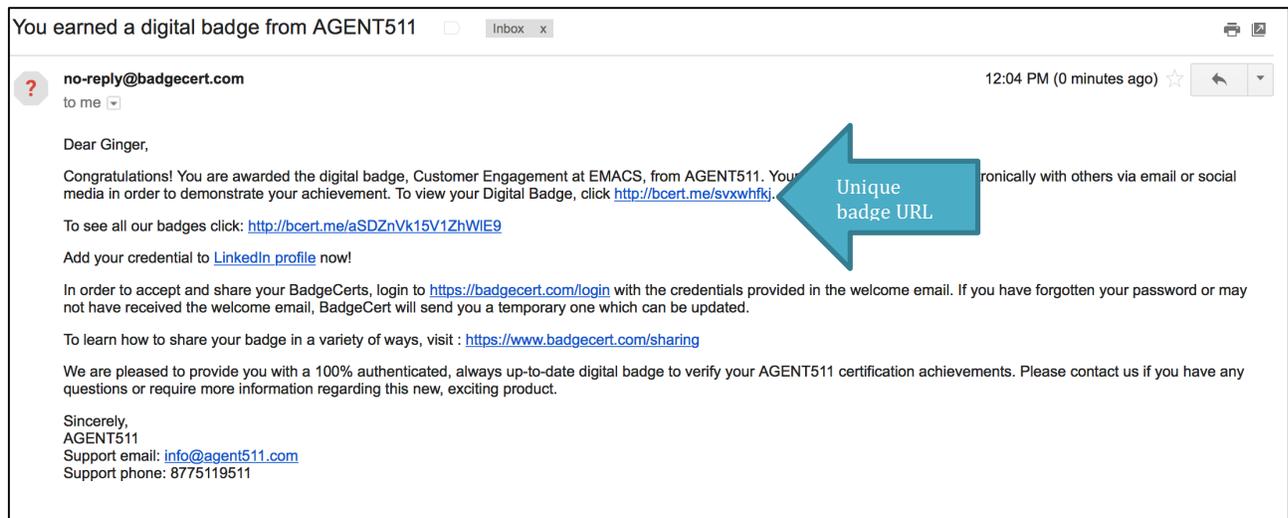
About BadgeCert

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 provided, add the badge to LinkedIn, or login to your BadgeCert portfolio.

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



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 with the URL provided in the message, or go to <https://badgecert.com/login>. You will instantly be asked to update your password. There are a number of ways to share your badge. You can also un-share your badge for enhanced privacy.

Portal 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

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



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 your name in the top right corner (**Figure 2a**) and you can edit your profile, including updating a picture. Phone is optional and may be used by an issuer to send you a text message notification that a credential is expiring.

Figure 2a&b: 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 2b**).

To add alternate emails: Once you have clicked on 'Add alternate email addresses' button -> enter the alternate email and click 'Add Email' button. A verification email will be sent to the alternate email added which will have 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: Modify earner email settings

Step 1 -> Click here → Jay Malinis Log Out

Step 2 -> Click here → Edit profile

Step 3: Click here → Add alternate email addresses

Step 4: Enter 'alternate email' here → Add Email

Step 5: Once the alternate email is verified, you can make that email as primary by clicking 'Make Primary' → Make Primary

Once you enter an alternate email and click on 'Add Email' a verification email will be sent to the alternate email entered with a verification link. Click on the verification link so add this email as an alternate email.

My Badge Portfolio

You may view your badges by clicking “My Badge Portfolio” in the top left corner. 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 & Public Group Sharing Feature

Issuer Menu My Badge Portfolio Divya Buderia Log Out

Click on each badge to verify the issuance details and **Share** the badge via email or social network. Create groups and click and drag badges into groups to share multiple badges. Click on the group to share the badge via email or social network. For more ways to share your badges, visit: badgecert.com/sharing.

All Badges Your unique code : **RKEY95**

My Groups: Create Group (+), All Badges (2), test (0), **Public (0)**

Unique code for “Public” group

“Public” group



Sharing within the BadgeCert portfolio

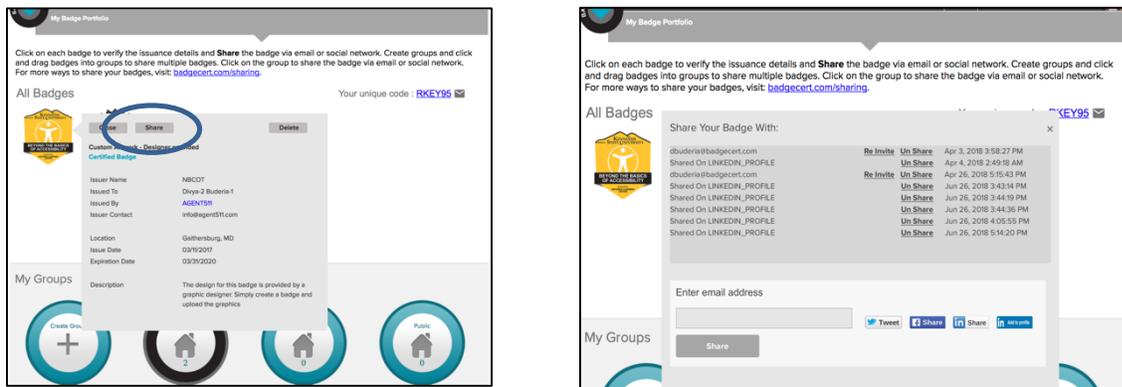
Public group and unique code

From the My Badge Portfolio view, you can easily share badges in the “Public Group” (see **Figure 4** bottom right) with the unique code found in the upper right corner (**Figure 4**). 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 see the badges from your unique code. You will need to drag and drop badges to this Public Group. This 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. You can also email this group to someone by clicking the envelope icon.

Single badge sharing

You can share any single badge by clicking on the badge and then clicking “share” (**Figure 5a**). This will open an overlay window (**Figure 5b**) that gives you the ability to share the badge on your social media or as an email. If you share the badge as an email, the recipient receives a message that the badge portfolio is being shared with him/her.

Figures 5a&b: Sharing a single badge and badge overlay



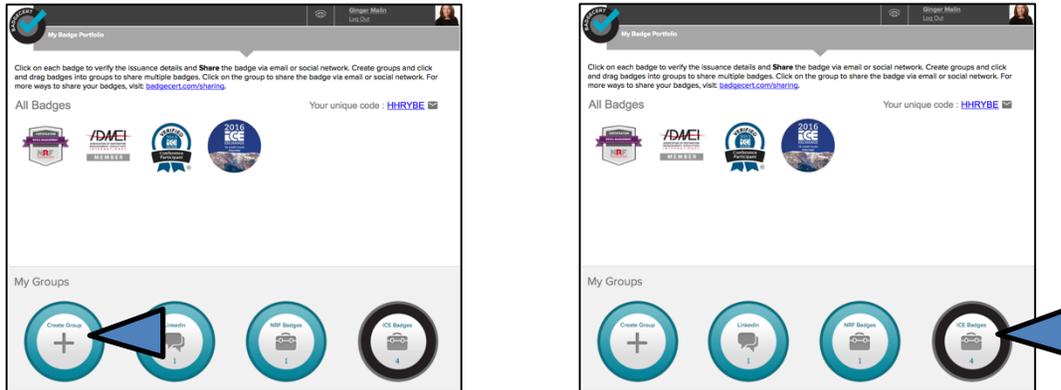
If you want to obtain a single badge web link in order to share it manually on a website or your Outlook/gmail signature, you must send the badge to your own email address and it will give you the unique url. You can also obtain the single badge url web link in your initial issuance email.

Sharing a badge group

If you want to share multiple badges at a time on a single web link, you can create additional sharing groups by selecting “Create Group” on the bottom left-hand side of the circular groups (**Figure 6a**). Once you have created a sharing group, you may drag badges from “All badges” at the top of the screen into the group (**Figure 6b**). You will notice the badge counter increase. You can click on the group to see the badges.



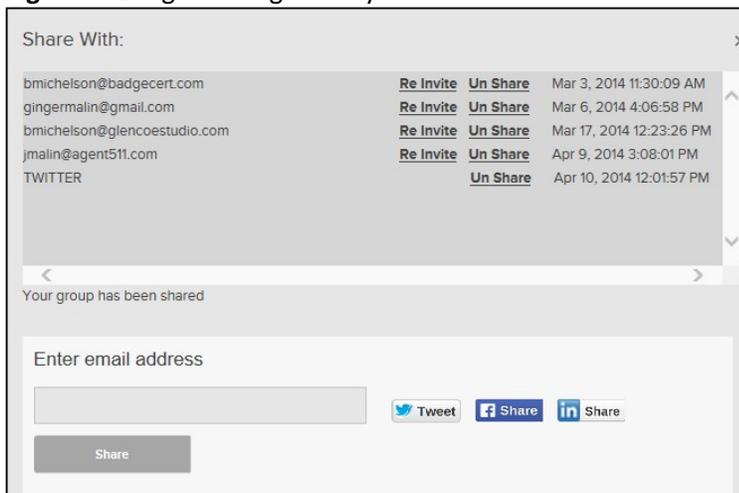
Figure 6a&b: Sharing multiple badges/Badge Groups



Sharing badge as an email:

You can share badges with others as an email as seen on the sharing overlay (**Figure 7**). 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 un-share a badge or group with others if you no longer want your badges displayed by clicking un-share.

Figure 7: Badge sharing overlay



Sharing badges via social networks:

If you select any of the social networks in the badge overlay (**Figure 7**), 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 whisked away to the posting/Tweeting feature shown in **Figure 8** for Twitter or in **Figure 9** for LinkedIn. 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, except for the URL with the portfolio link. An example of the post to twitter is shown below.



Figure 8: Twitter Tweeting

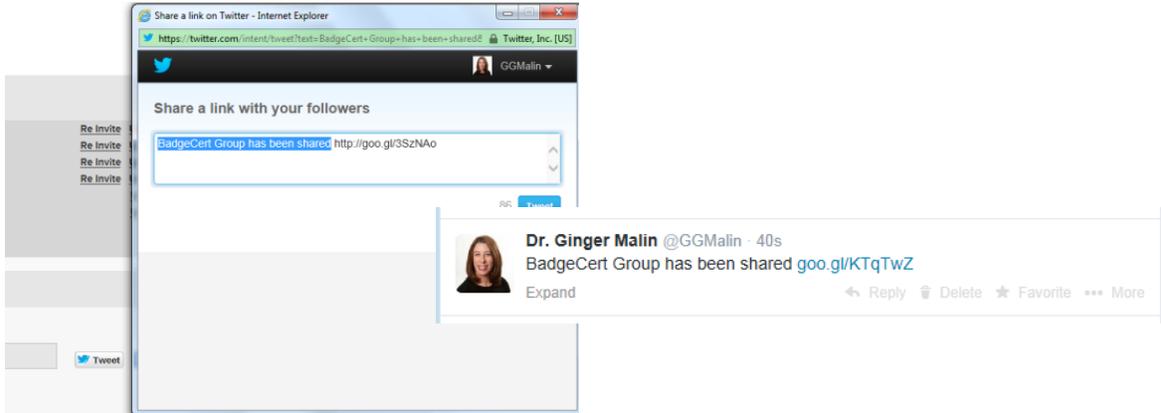
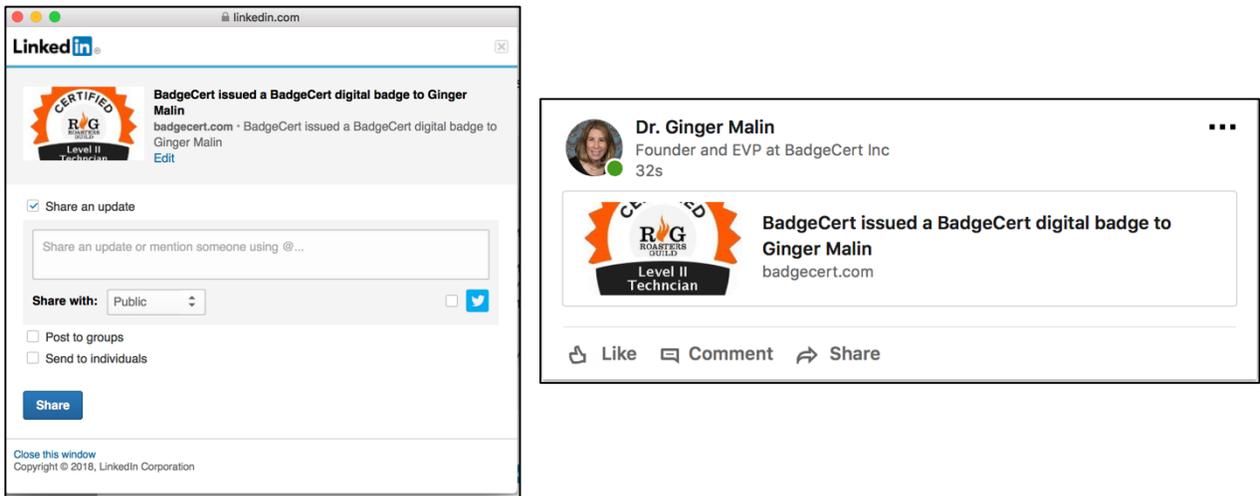


Figure 9: LinkedIn post to stream



Finally, Facebook sharing like Twitter and LinkedIn stream is shown in **Figure 10**. Facebook selects the picture to share; and as such, it may be the badge itself or the BadgeCert icon.

Figure 10: Facebook sharing login and post to Timeline.





Adding certifications to LinkedIn Profile

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

1. Log into LinkedIn and click the **Me** icon at the top of your LinkedIn homepage.
2. Click **View profile**.
3. If you've previously added a certificate, scroll down to the **Accomplishments** section and click **Add** and select **Certifications**.
If you've never added a certification, you'll first want to add a Certifications section. On your profile page click **Add profile section button, click the **Arrow** icon next to **Accomplishments**. Next to **Certifications**, click the **Add** icon.
4. Type in your certification information as shown below. You can obtain all of the information that you need to input if you click on Add to LinkedIn from either your portfolio, or from the initial "Congratulations" email you received when you earned the badge.
5. A menu displaying companies will appear as you type in the **Certification authority** field. Be sure to select the correct authority from the menu so their logo appears next to the certification on your profile. Note: The logo of the organization will appear on your profile, not the badge image.
6. Provide your Badge/Certification Name in the **Certification name** field and add the URL link for your BC portfolio in the **Certification URL** field
7. Click **Save**.

Figure 11: LinkedIn Add to Profile Information Pop-up

The screenshot shows a pop-up window titled "Add certification" with a close button (X) in the top right corner. The form contains the following fields and options:

- Certification name ***: A text input field containing "CHRC". Below it, "Ex: CFA" is written in small text.
- Certification authority**: A dropdown menu showing "BadgeCert" with its logo.
- License number**: A text input field containing "MH123YUI".
- From**: Two dropdown menus. The first is set to "January" and the second to "2015". To the right of these is the text "- Present".
- This certification does not expire**
- Certification URL**: A text input field containing "http://bcert.me/sqlyfko".
- At the bottom, there is a light blue bar with the text: "We no longer share changes to certifications with your network. [Learn what's shared](#)".
- A blue **Save** button is located at the bottom right of the form.

Creating an email signatures

Outlook signature

You can create personalized signatures for your email messages that include an icon for viewers to see and connect to your BadgeCert portfolio/badges. Your organization may already provide you this signature icon, you can use the badge image itself, or you may use "my BadgeCert portfolio (**Figure 12**)."



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 and link in your email signature, right-click on the badge image you wish to share. You can find the image by following the url link in your initial issuance email **Figure 1**, or use the image of the badge on your portfolio **Figure 2a**. Once you find the image and right-click, select *Save picture (or image) as* and save/store the icon to your computer.
2. You can also use either of the images branded “BadgeCert” in **Figure 12** 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 12: BadgeCert portfolio images and locations



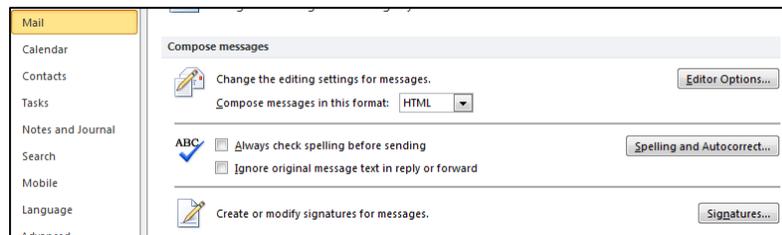
<http://badgcert.com/BadgeCert-sig2.jpg>



<http://badgcert.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 13**. On the *Message* tab, in the *Include* group, click *Signature*, and then click *Signatures*.

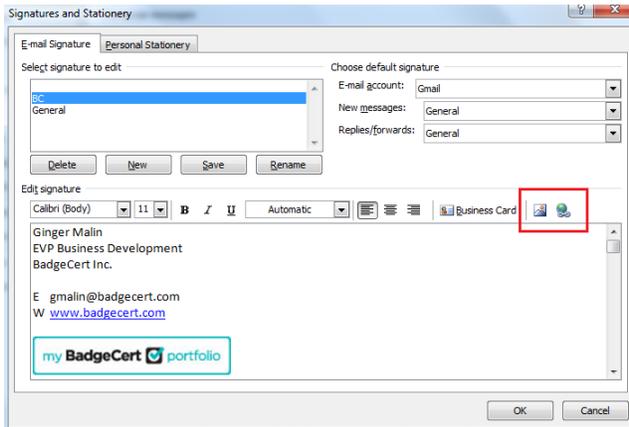
Figure 13: Creating Outlook signature



5. Under *Choose default signature*, in the *E-mail account* list, click an e-mail account with which you want to associate the signature.
6. If you want a signature to be included when you reply to or forward messages, in the *Replies/forwards* list, select the signature.
7. As shown in the red box in **Figure 14**, click the *picture* and browse for the icon you saved to your computer. Then click *reference*, to include your BadgeCert URL from **Figure 1**.



Figure 14: configuring the graphics and portfolio reference



Creating an email signature on other platforms

To add a badge image in the signature, right click on the badge image and select "Save image as" from the URL link (badge link in the issuance email) and store in on your PC. For your email service provider options page, click on the signature card and in addition to text, there should be an ability to upload artwork. Upload the digital badge just stored on PC. Thereafter, you can add the URL profile link originally provided by clicking on the image and using the "hyperlink" functionality on the email service provider's configuration page. While this will work on most systems, some email service providers may operate differently.

Please note: The badge image embed in an email will be static -> they are just images
The URL must be added as a hyperlink to make it clickable for the badge information/metadata.

Removing/deleting badges

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 15**. This doesn't delete the badge completely from the portfolio, but simply removes it from the group.

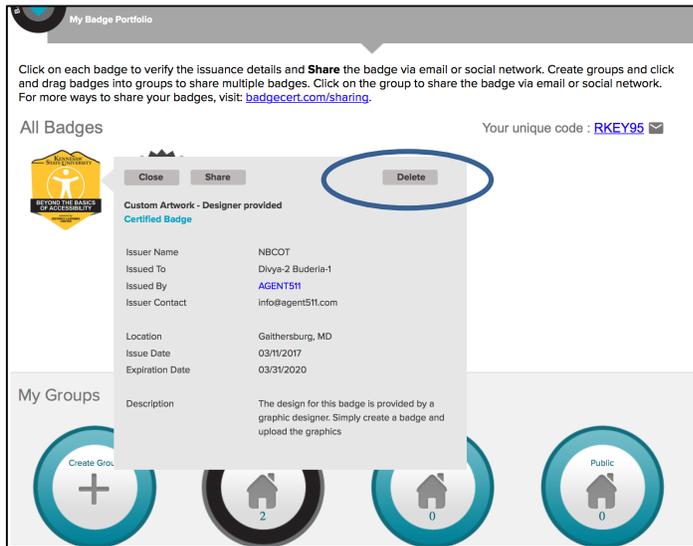
Figure 15: Remove badge from group



If you wish to remove a badge altogether from your portfolio, you must select the badge in "All badges" and "Delete badge" as shown on the right-hand side of **Figure 16**.



Figure 16: Remove badge completely from portfolio



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.

Support

If you were issued a BadgeCert by an authorized BadgeCert issuer, and need help or found a problem, please visit 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.