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.

How to receive your BadgeCert

Upon completion of the program issuing your BadgeCert, you will receive a congratulations email with a URL (website address) that references your personal sharing portfolio with your BadgeCert(s). The URL can be included in your email signature or on social networking tools; OR

Sharing your personal URL

There are a number of ways to share your custom URL via email and social networking tools. Examples shown below include:
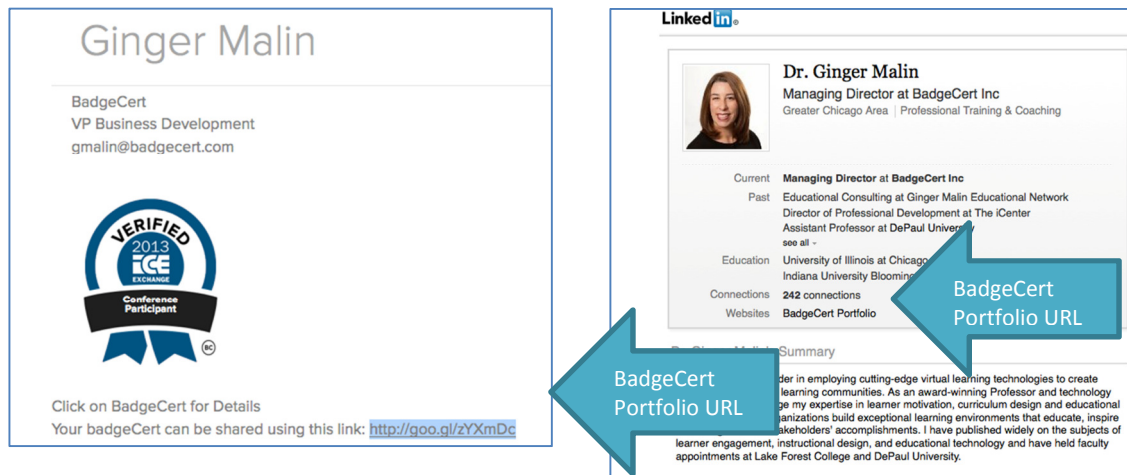
- Sharing in your LinkedIn profile
- Including in your LinkedIn certifications
- Outlook email signature
- Facebook life event
- Facebook phone
- Twitter Tweet

LinkedIn profile

1. Move your cursor over *Profile* at the top of your LinkedIn homepage and select *Edit Profile*.
2. Click *Edit Contact Info* near the bottom right of the profile overview section. The profile overview section has your photo in it.
3. Click the *Edit* icon next to *Websites*.
4. Choose *"other"* from the dropdown list and type in the title "BadgeCert Portfolio."
5. Copy and paste your unique BadgeCert portfolio URL into the *URL* field. This URL can be found in the "share link" from your BadgeCert portfolio page (it starts with http://goo..) as shown in Figure 1.
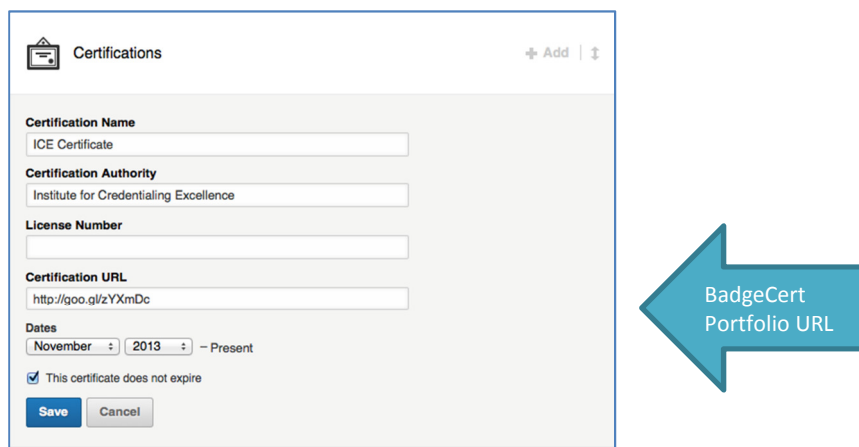6. Click *Save*. Your BadgeCert portfolio will be saved in the contact link of your LinkedIn portfolio.

Figure 1: BadgeCert URL & LinkedIn contact profile

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 2 and add the URL for your BadgeCert portfolio which can be found in the "share link" from your BadgeCert portfolio page shown in **Figure 2**.
4. Click *Save.*
5. Your BadgeCert title and link will appear on your Certifications section of your LinkedIn profile.

Figure 2: Adding a BadgeCert to your Certifications

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 1 and then click *Save picture as.* 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 3** by clicking and saving to your computer.
3. Your organization may provide your customized artwork for you to upload.

Figure 3: BadgeCert portfolio images and locations

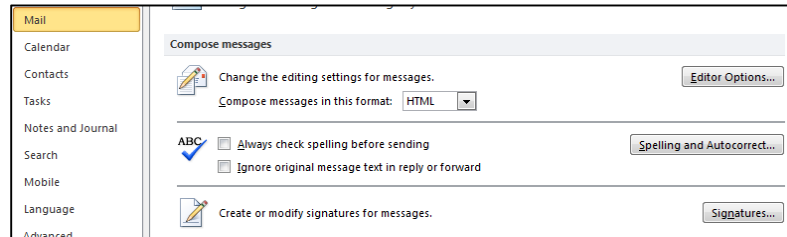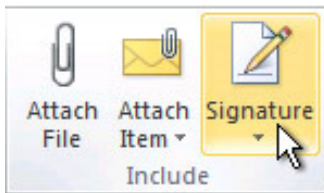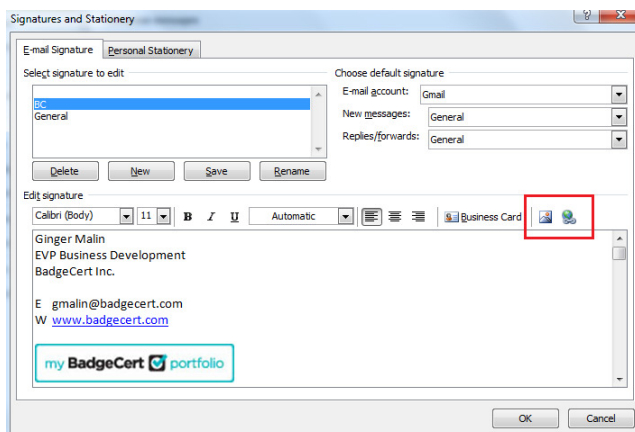http://badgecert.com/BadgeCert-sig2.jpg

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

4. On the *Message* tab, in the *Include* group, click *Signature*, and then click *Signatures.* IN more recent versions, go to *Options → Mail → Signature* as shown in **Figure 4**. On the Message tab, in the Include group, click Signature, and then click Signatures.

Figure 4: 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. Otherwise, click *"none."*
7. As shown in the red box in **Figure 5**, click the *picture* and browse for the icon you saved to your computer. Then click *reference*, to include your BadgeCert URL from Figure 1.

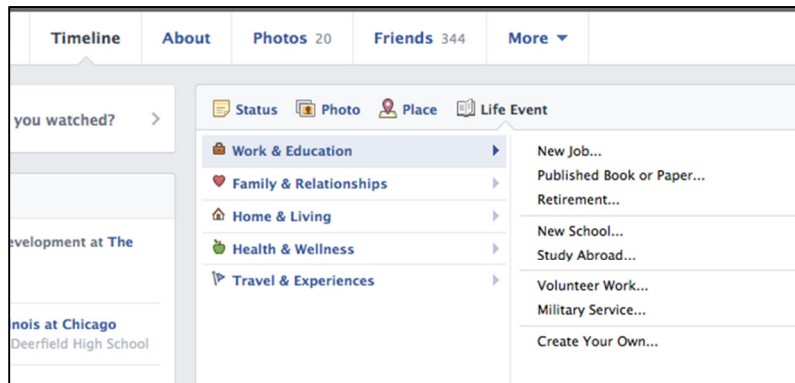**Figure 5**: configuring the graphics and portfolio reference

Facebook

You can display your BadgeCerts on your Facebook page from the Timeline tab in 2 ways—either as a *Life Event* or as a *Photo*.

Option 1: Post as a *Life Event*

1. From your portfolio, right click on the badge image and choose *save as* a *.png* on your desktop. Make sure that you name it "badge.png"
2. Login to your Facebook account and from *Timeline,* click on L*ife Event* shown in **Figure 6**.

Figure 6: Facebook profile page- Timeline & Life Event

3. From *Life Event*, click on *Work & Education* and choose "Create Your Own…" tab at the bottom of the menu show in Figure 6.
4. Add a title on "Create Your Own…" page show in **Figure 7**. Be sure to add a *Title* that tells your friends about your accomplishment such as "I earned a new certificate!"

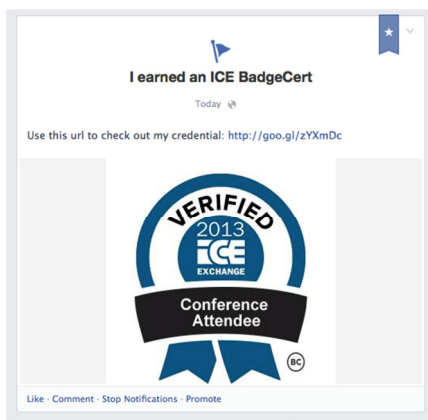**Figure 7**: Create your own Life Event

5. Next, on the right side of the page, you can click on *"Upload Photos"* and choose the .png of the badge image that you saved from step 1.

6. Next, under the *Story* tab, add the link to your live portfolio by typing the words "Follow this link to see my credential" and insert your portfolio URL. Figure 1 describes where you can find the portfolio URL.
7. Finally, choose the people you would like to share your accomplishment with (public, friends, only me) and click save.
8. Once saved, it will appear on your homepage for all of your friends to "Like!" shown in **Figure 8**.

Figure 8: Displayed badge on Facebook
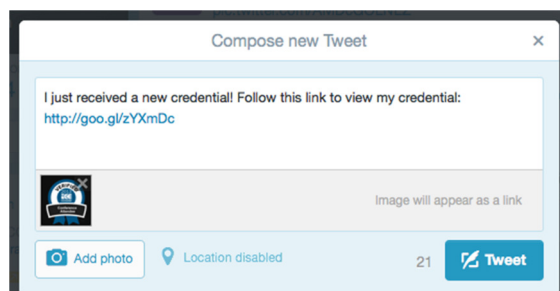

Option 1: Post as a *Photo*
1. From your BadgeCert portfolio in Figure 1, right click on the badge image and choose *save as* a *.png* on your desktop. Make sure that you name it "badge.png"
2. Login to your Facebook account and from *Timeline,* click on *Photo* and then on *Upload Photo.*
3. Once you click on *Upload Photo*, choose the .png of the BadgeCert that you saved from Step 1.
4. Next, when prompted to *"write something about this photo,"* write a phrase such as, "Check out my new BadgeCert" and add the URL to your BadgeCert portfolio. This is described in Figure 1.
5. Finally, click *Post* and it will appear on your homepage for all of your friends to "Like!"

How to share your BadgeCert on Twitter
Follow these steps:
1. From your BadgeCert portfolio, right click on the badge image and choose *save as* a *.png* on your desktop. Make sure that you name it "badge.png"
Login to your Twitter account and click *"Compose new Tweet"* on the right hand side of the menu as shown in
2. **Figure 9**.
3. In the *Compose New Tweet* box, create a message that tells your followers about your new BadgeCert such as "I just received a new credential!"

Figure 9: Composing a new Tweet and published Tweet

4. Then, inform your followers that they should "Follow this link to view my credential:…" and add the link to your portfolio as shown in Figure 1.
5. Click *Add photo* as shown in the left-hand side of
6. Figure **9** and upload the .png that you saved from Step 1.
7. Finally, click the Tweet button and publish your credential to your followers as seen in Figure 9.