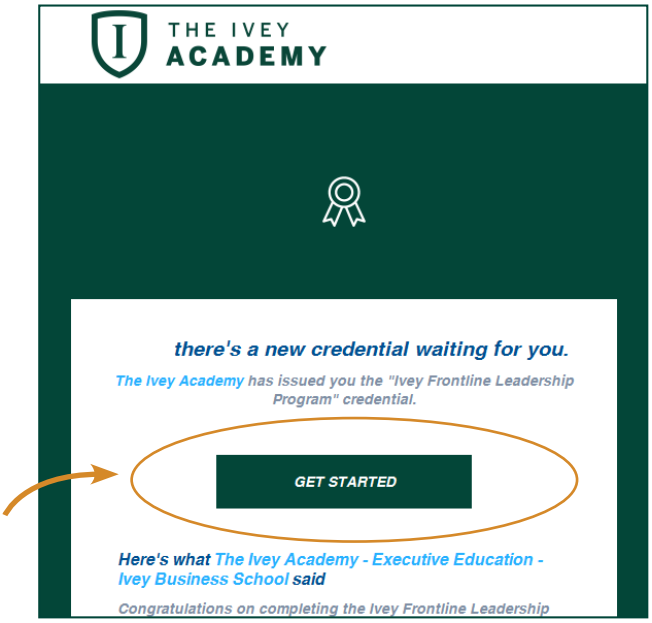
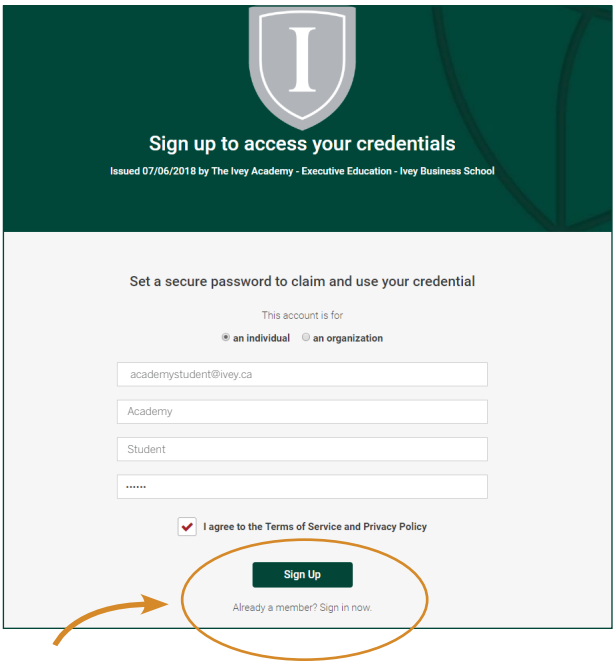
1 GET STARTED

Click 'Get Started' on the email that you receive from theiveyacademy@credly.com, this will take you to Credly.com



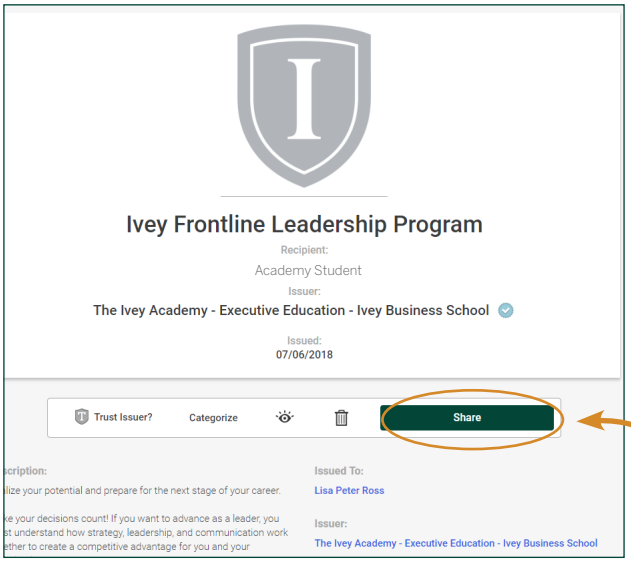
2 SIGN IN

If you have not already created a Credly account, you will be prompted to create one in order to access your credentials.



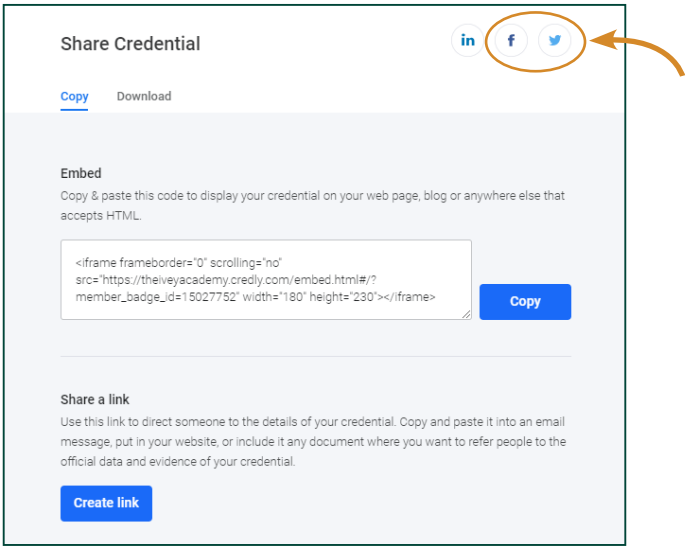
3 SHARE

You are now ready to share your badge with your network. Click 'Share'.



4 FACEBOOK & TWITTER

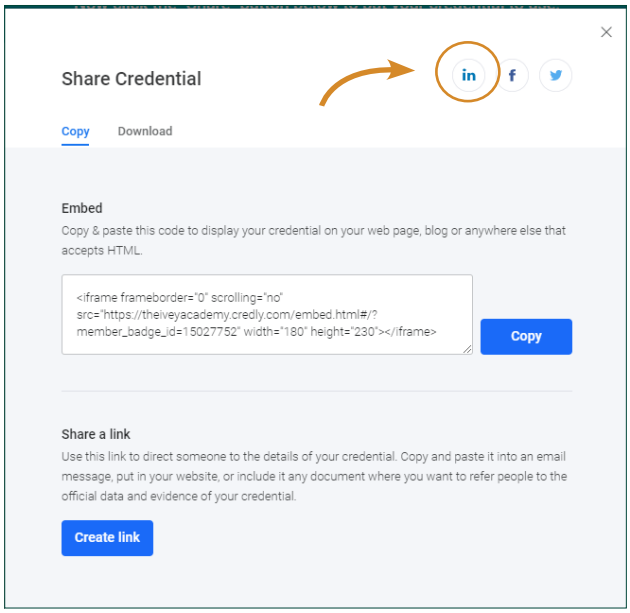
Select your preferred social media platform.
If you are not already logged into the appropriate platform, you will be prompted to do so.
For Facebook and Twitter – your badge will automatically populate and you can click 'Post to Facebook' or 'Tweet'.



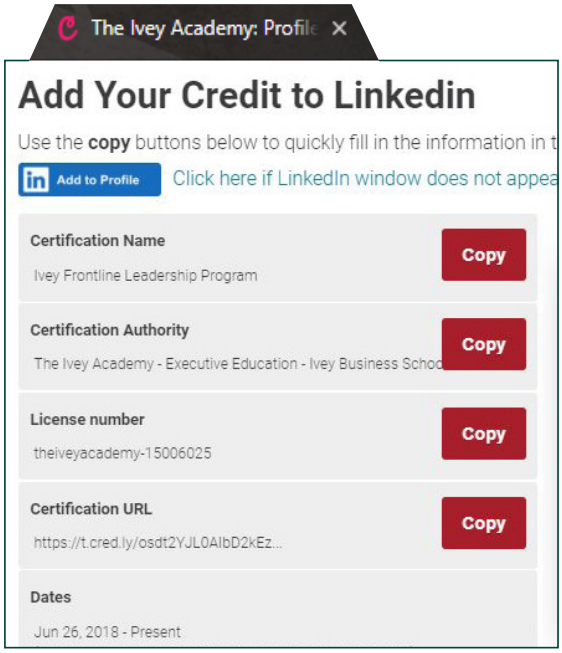
5 LINKEDIN

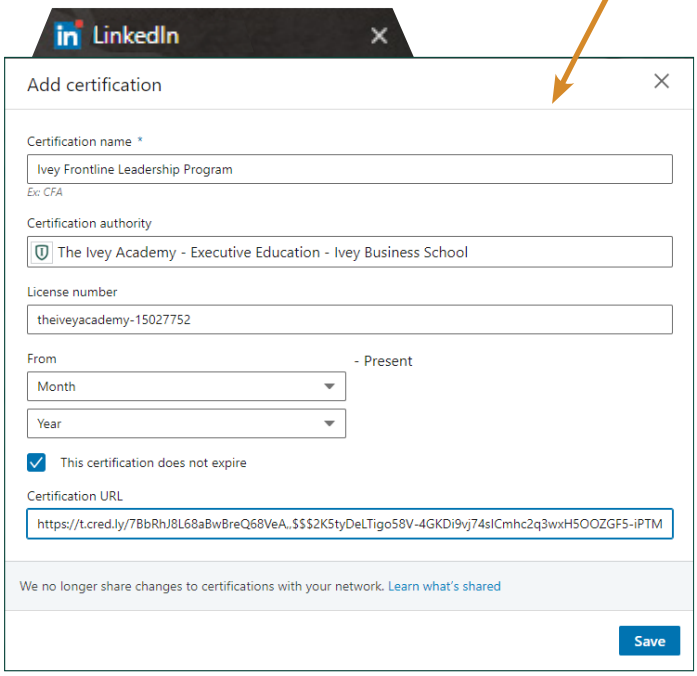
It is recommended that you add your credential to the 'Accomplishments' section of your LinkedIn profile:

Hover over the LinkedIn icon and select 'Add to Profile' from the dropdown menu.



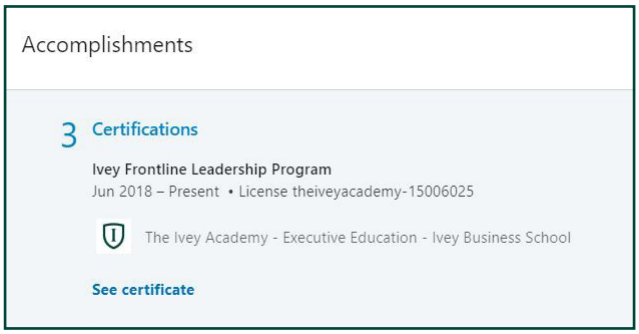
After clicking 'Add to Profile', a Credly window will appear with the details of your credential.





A blank LinkedIn form will appear on another tab within your browser window titled 'Add certification'.

Go back and forth between the two tabs copying the information from the Credley window to the LinkedIn window.

6 DONE!

Click 'Save' and your Certification will now appear in the Accomplishments section on your profile.