

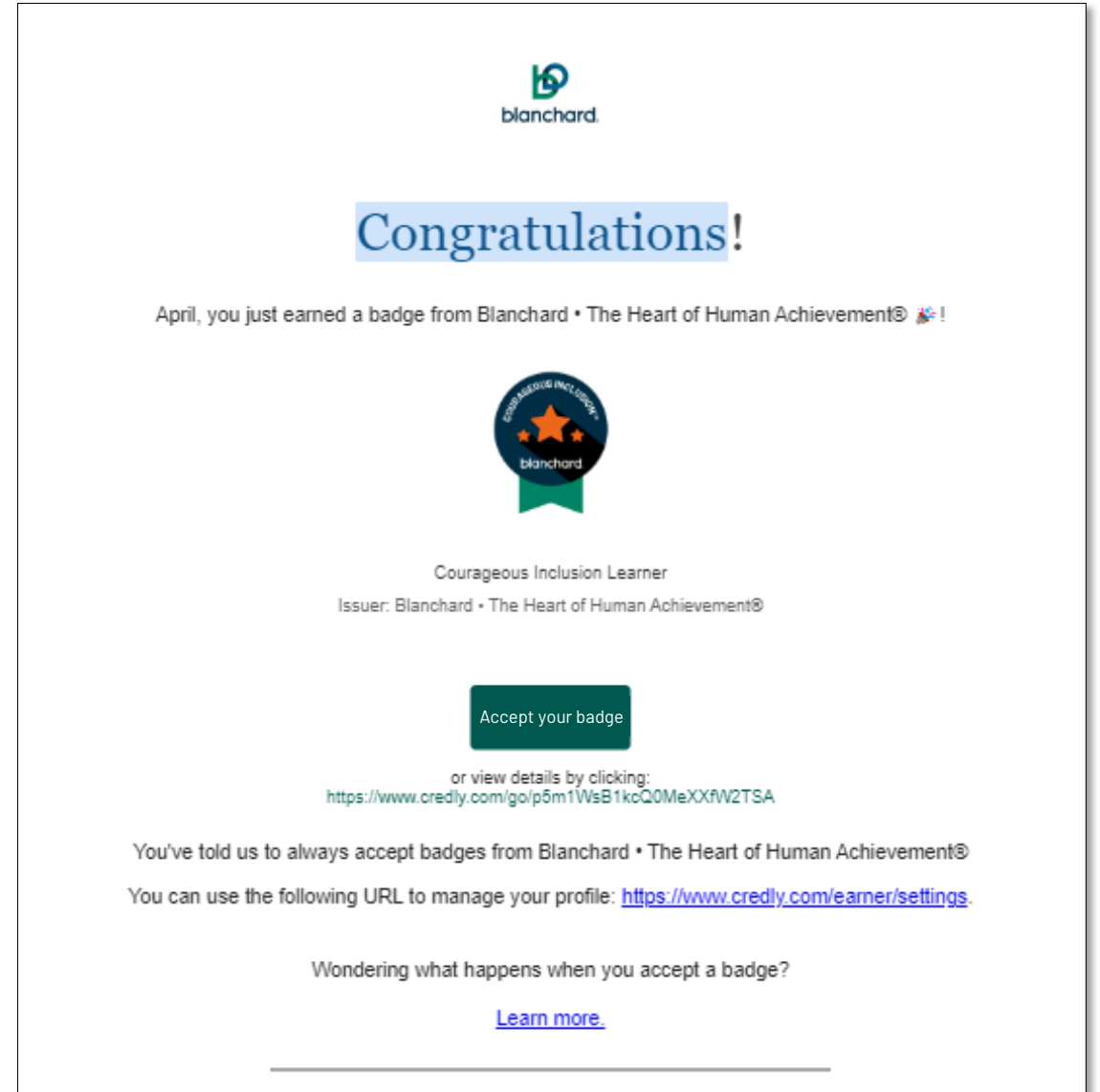


How to Claim Your Student Self Leadership Completion Badge

STEP 1: CREDLY NOTIFICATION

When you earn a Credly badge, you will receive an email from admin@credly.com.

In the body of the email, select the **Accept your badge** button (you may need to right-click in the email and select **Download Pictures** to view the images). This will open Credly's login page.

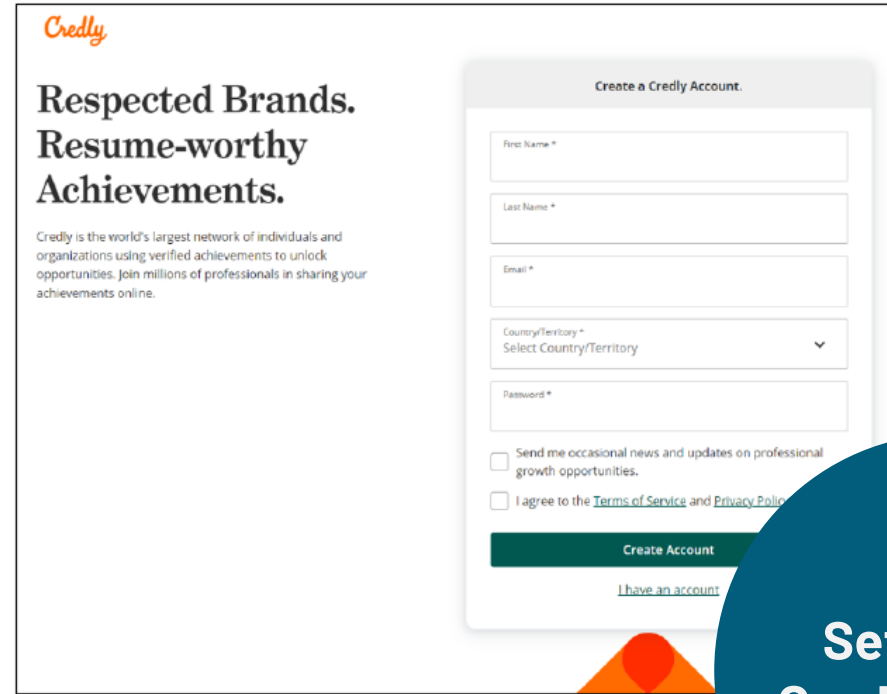


STEP 2: SET UP YOUR ACCOUNT

Note: If you are a **return user**, you can sign into your account to claim your badge.

If you are a **first-time user**, you will have to create a Credly account to claim your badge.

First, fill in the required information and create a password. Select the checkbox to agree to the terms of Service, then select the **Create Account** button.



The screenshot shows the Credly website's account creation page. At the top left is the Credly logo. The main heading reads "Respected Brands. Resume-worthy Achievements." Below this is a short paragraph: "Credly is the world's largest network of individuals and organizations using verified achievements to unlock opportunities. Join millions of professionals in sharing your achievements online." To the right is a form titled "Create a Credly Account." with the following fields: "First Name *", "Last Name *", "Email *", "Country/Territory *" (with a dropdown menu showing "Select Country/Territory"), and "Password *". Below the form are two checkboxes: "Send me occasional news and updates on professional growth opportunities." and "I agree to the Terms of Service and Privacy Policy". At the bottom of the form is a green "Create Account" button and a link that says "I have an account".

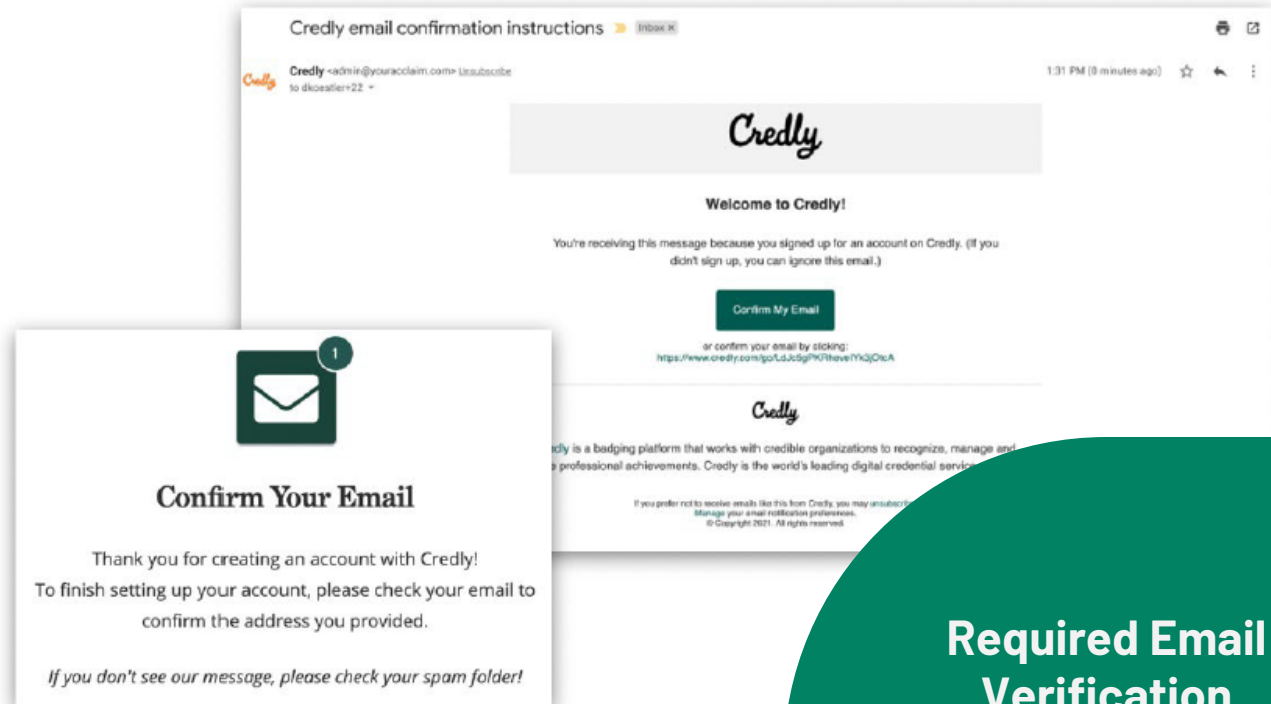
**Set up Your
Credly Account**

NOTE: You must use the same email address that the badge was issued to create your account in Credly. If you would like the credential to be issued to a different email address, please contact us at blanchardcredly@blanchard.com.

STEP 3: CREDLY SENDS EMAIL VERIFICATION

Next, Credly will send you a confirmation email.

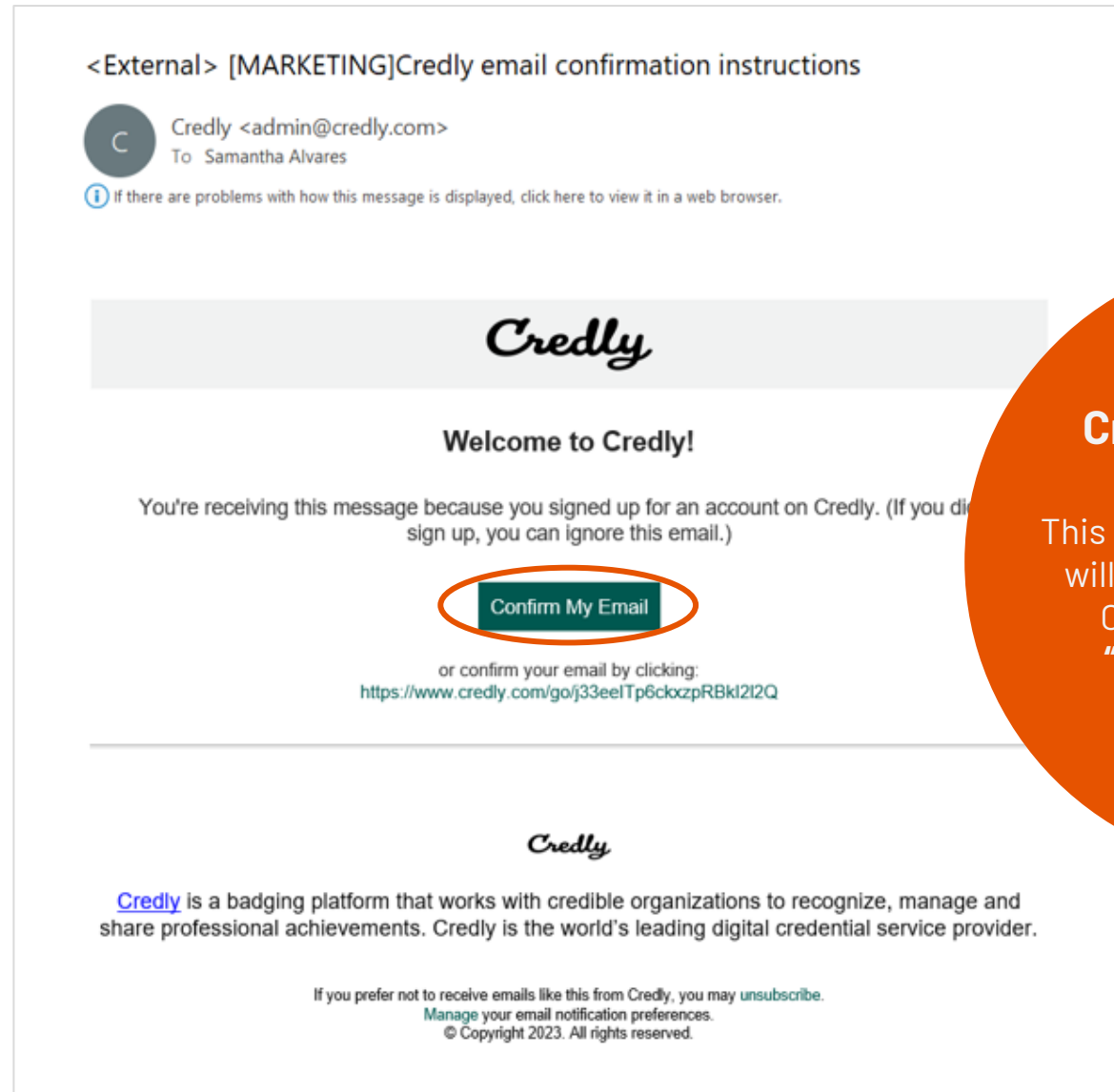
When you receive the confirmation email, you will be prompted to sign in using the credentials they provide.



Required Email Verification

Credly will send an email to the email address you entered when creating your Credly account. This could take up to 24 hours.

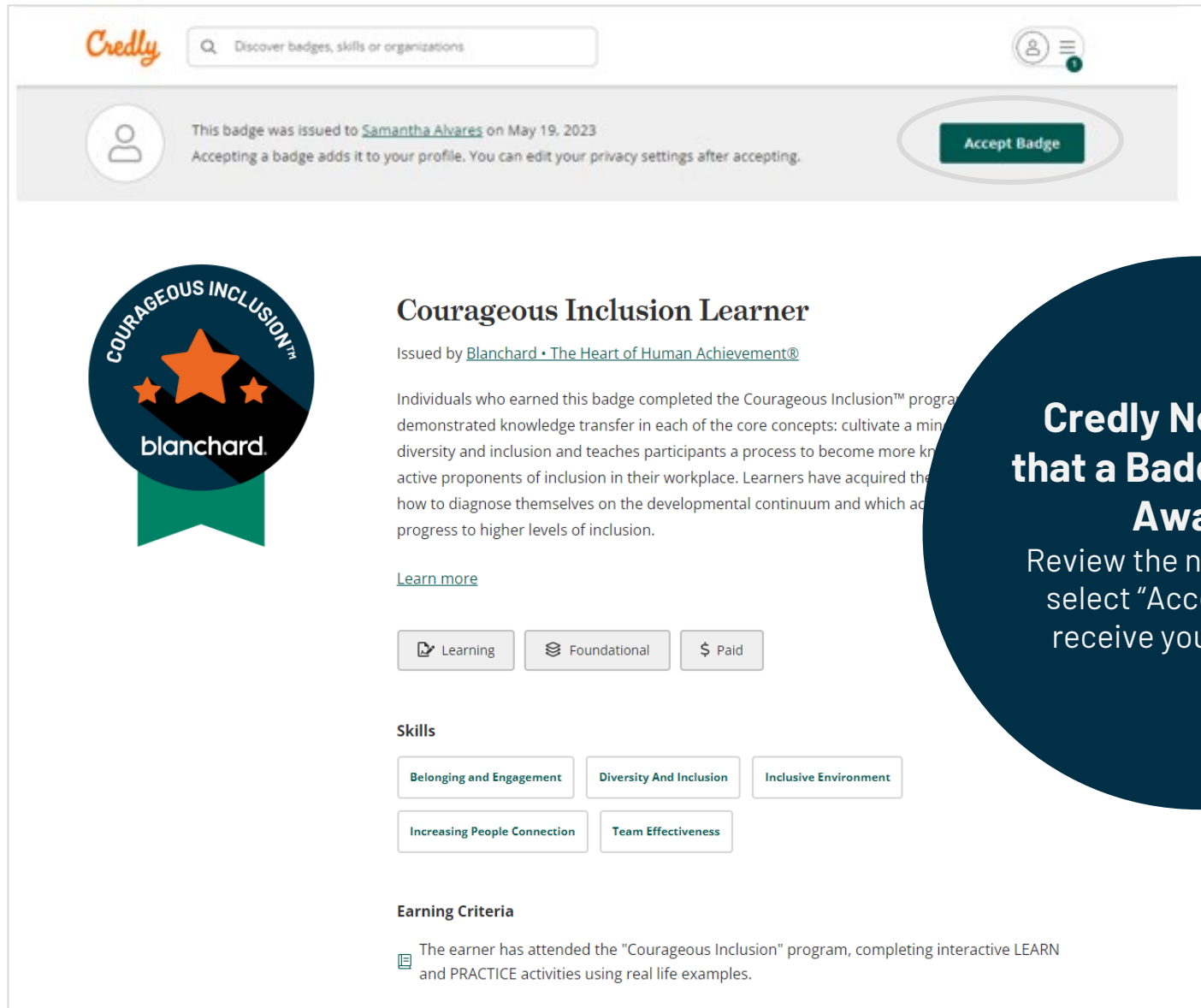
STEP 4: CONFIRM YOUR EMAIL



Credly Verification Email Sample

This is an example of what you will receive after creating a Credly account. Select **"Confirm My Email"** to continue.

STEP 5: ACCEPT BADGE



The screenshot shows the Credly user interface. At the top left is the Credly logo. A search bar contains the text "Discover badges, skills or organizations". On the top right, there is a user profile icon with a notification badge showing the number "1". Below the search bar, a notification banner states: "This badge was issued to [Samantha Alvares](#) on May 19, 2023. Accepting a badge adds it to your profile. You can edit your privacy settings after accepting." A green "Accept Badge" button is highlighted with a white oval.

The badge itself is circular with a dark blue background, featuring three orange stars of varying sizes and the text "COURAGEOUS INCLUSION™" at the top and "blanchard." at the bottom. A green ribbon is attached to the bottom of the badge.

Courageous Inclusion Learner

Issued by [Blanchard • The Heart of Human Achievement®](#)

Individuals who earned this badge completed the Courageous Inclusion™ program, which demonstrated knowledge transfer in each of the core concepts: cultivate a mind-set of diversity and inclusion and teaches participants a process to become more knowledgeable and active proponents of inclusion in their workplace. Learners have acquired the skills to how to diagnose themselves on the developmental continuum and which actions to take to progress to higher levels of inclusion.

[Learn more](#)

Learning Foundational Paid

Skills

Belonging and Engagement Diversity And Inclusion Inclusive Environment

Increasing People Connection Team Effectiveness

Earning Criteria

The earner has attended the "Courageous Inclusion" program, completing interactive LEARN and PRACTICE activities using real life examples.

Credly Notification that a Badge Has Been Awarded

Review the notification and select "Accept Badge" to receive your credential.

Badge Setting

Select whether you would like your badge accessible to the public on Credly.com.

Select whether you would like to auto-accept badges you receive via Blanchard in the future.

Note: If you toggle on Auto Accept, all future emails will say "View Details" instead of "Accept Your Badge."

Sharing Your Digital Credentials

Select the platform you'd like to share your credential achievements on.

To learn more about how to share your badge on a variety of platforms and functions, go to: [Sharing to Social Media – Credly, Inc.](#), or email blanchardcredly@blanchard.com

The screenshot displays two sections of the Credly user interface. The top section, titled "Badge settings", features a close button (X) in the top right corner. It contains two toggle switches: "Public" (set to "on") and "Auto Accept" (set to "on"). Below these toggles is a "Save Settings" button. The bottom section, titled "Share your badge", includes a "Back" arrow, a search bar with the text "Discover badges, skills or organizations", and a user profile icon. The main content area shows a badge for "SLII Qualified Facilitator" issued by "Blanchard • The Heart of Human Achievement®". Below the badge are two panels: "Promote" (with links for LinkedIn, Facebook, Twitter, and ZipRecruiter) and "Publish" (with options for Email, Public Link, Embed Code, Download Badge image, and Download Certificate). At the bottom right, there are "View badges" and "View dashboard" buttons.

Badge Setting

Select whether you would like your badge accessible to the public on Credly.com.

Select whether you would like to auto-accept badges you receive via Blanchard in the future.

Note: If you toggle on Auto Accept, all future emails will say "View Details" instead of "Accept Your Badge."

Sharing Your Digital Credentials

Select the platform you'd like to share your credential achievements on.

To learn more about how to share your badge on a variety of platforms and functions, go to: [Sharing to Social Media – Credly, Inc.](#), or email blanchardcredly@blanchard.com

The screenshot shows two parts of the Credly user interface. The top part is the 'Badge settings' modal, which has a close button (X) in the top right. It contains two toggle switches: 'Public' (checked) and 'Auto Accept' (checked). Below these is a 'Save Settings' button. The bottom part of the screenshot shows the 'Share your badge' page. It features a back arrow, the title 'Share your badge', and a subtitle 'Broadcast your achievement to friends and colleagues to get the recognition you deserve.'. A badge icon is shown with the text 'SLII Qualified Facilitator' and 'Issued by Blanchard • The Heart of Human Achievement®'. Below this are two main sections: 'Promote' (with links for LinkedIn, Facebook, Twitter, and ZipRecruiter) and 'Publish' (with options for Email, Public Link, Embed Code, Download Badge image, and Download Certificate). At the bottom right are 'View badges' and 'View dashboard' buttons.

Badge settings ×

Public
Badge will be accessible to the public.

Auto Accept
All future badges issued by Blanchard • The Heart of Human Achievement® will be accepted and public.

Save Settings

Credly

← Back

Share your badge
Broadcast your achievement to friends and colleagues to get the recognition you deserve.

SLII Qualified Facilitator
Issued by [Blanchard • The Heart of Human Achievement®](#)

Promote
Share your achievement on social media.

LinkedIn Twitter
 Facebook ZipRecruiter

Publish
Send your badge or take it offline.

Email Download Badge image
 Public Link Download Certificate
 Embed Code

View badges **View dashboard**

← Back

Share your badge

Broadcast your achievement to friends and colleagues to get the recognition you deserve.



Building Trust Learner

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Print Certificate
You can print a paper copy of your digital certificate by selecting the Download Certificate option.

Promote

Share your achievement on social media.

[in](#) LinkedIn

[Twitter](#)

[f](#) Facebook

[ZipRecruiter](#)

Publish

Send your badge or take it offline.

[Email](#)

[Download Badge Image](#)

[Public Link](#)

[Download Certificate](#)

[Embed Code](#)

[View badges](#)

[View dashboard](#)



Building Trust Learner

ISSUED TO

Brynne McCann



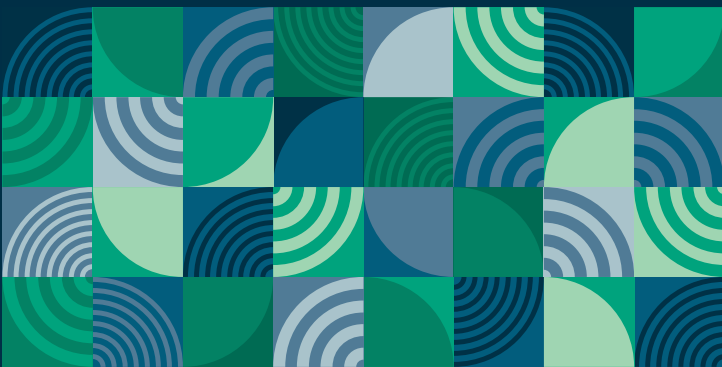
Issued on: 03 AUG 2023 | Issued by: Blanchard • The Heart of Human Achievement®

Verify: <https://www.credly.com/go/blINdaXI>

Didn't Get Your Badge?

Let's Troubleshoot!

1. **Check your course completion status.** If you aren't marked as complete, the Credly email will not be triggered. Reach out to your facilitator for questions about completion.
2. Course Complete? Great. **Check your junk/spam folders** and give it about 24 hours from the completion email.
3. Still nothing? **Email for help** at: SSLprogram@blanchardinstitute.org



Congratulations!

