

## DIRECTIONS FOR UPLOADING DIGITAL BADGE TO LINKEDIN

1. Log in to <https://linkedin.com>
2. Access your profile for editing:
  - a. METHOD ONE: Click your name to enter your profile Click the Add Profile Section button under your photo.
  - b. METHOD TWO:
    - i. Click on the "Me" icon in the upper-right of the page.
    - ii. Click on "View Profile".
    - iii. Just below your name, photo, current title, and location; look for a button that says, "Add profile section", and click to open it.
3. Under the "Recommended" menu, click an item called "Licenses & Certifications" (you may need to add this section to your profile it was not already there).
4. On the "Add license or certification" form that will appear, enter the "Name" of the badge, "Issuing organization" is Stockton University, and optionally issue month and year you received the badge. Please note that the "Issuing organization" field requires you to select from organizations with a registered presence on LinkedIn.
5. Enter the Share Link URL to your badge on AchievementStudio.com in the input field labeled "Credential URL."
  - a. Log in to <https://achievementstudio.com>
  - b. Click on the "Badges" menu in the navigation bar at the top of the page.
  - c. Click on the badge you wish to share on LinkedIn.
  - d. On the right side of the page, click the blue button for "New Share Link."
  - e. A box with a URL to your badge award will appear, and copy the URL shown just to the left of the three blue social network icons.
6. Click "Save."