



Getting started guide

Create an account to access and share your achievements



Notification

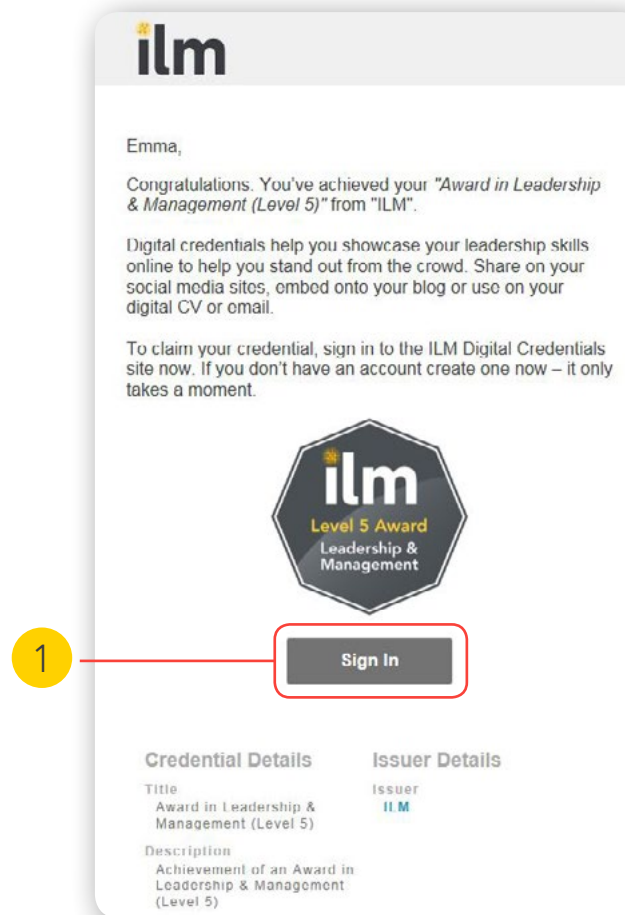


You will be notified that you have been awarded a digital credential by email. Sometimes, if several digital credentials are sent at once you will receive a single email notification.

- 1 Just click on Sign In to go to the ILM Digital Credentials site.

Please Note:

ILM's Digital Credentials are built as Open Badges and across the platform you will see them referred to as 'badges', 'credits' or 'credentials'. We chose the term 'digital credentials' because we felt it best reflects your level of achievement.



Sign-up



- 2 If this is your first time claiming an ILM Digital Credential, you will need to create an account. To do this click on Sign Up to access this screen.
- 3 On this **Sign Up** screen, you'll be asked to enter your name, email and a password to create an account.

The screenshot shows the ILM Sign Up interface. At the top left is the ILM logo, and at the top right are 'Sign Up' and 'Login' links. The main heading is 'Access your credentials' in a large yellow circle. Below this are two buttons for 'Facebook' and 'LinkedIn'. The sign-up form is titled 'Sign up to access your credentials. Please use the same email we used to notify you.' and contains four input fields: 'Email', 'First Name', 'Last Name', and 'Password'. A checkbox for 'I agree to the Terms of Service and Privacy Policy' is located below the form, and a 'Sign Up' button is at the bottom. Red lines with yellow circles containing the numbers 2 and 3 point to the 'Sign Up' link and the form fields, respectively.

ilm

Sign Up Login

Access your credentials

Facebook f LinkedIn in

Sign up to access your credentials. Please use the same email we used to notify you.

Email

First Name

Last Name

Password

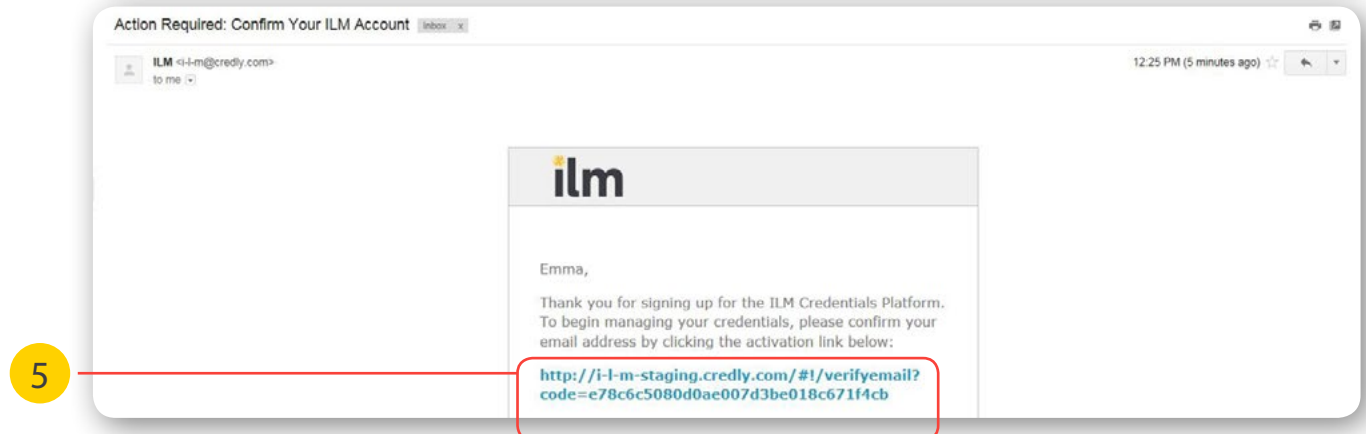
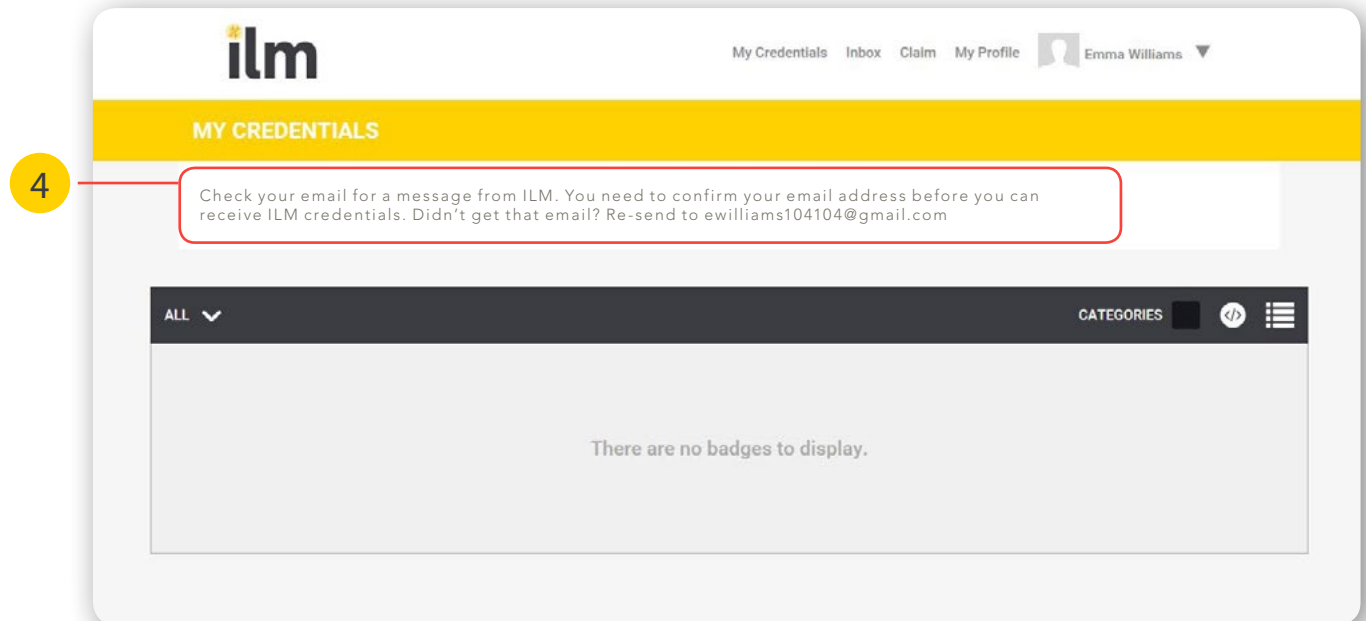
☐ I agree to the Terms of Service and Privacy Policy

Sign Up

Verify email



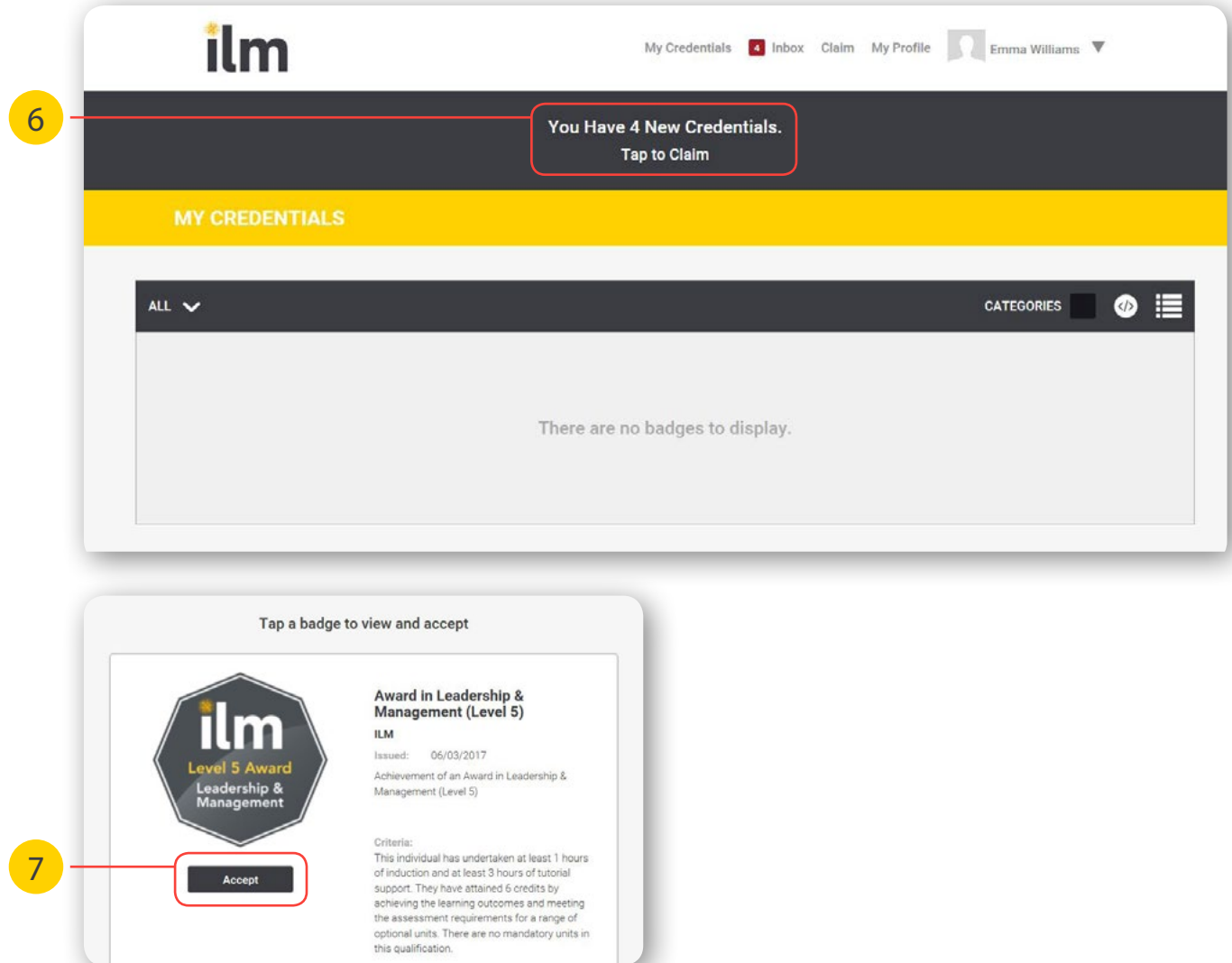
- 4 After you sign up, you will see a notification at the top of your dashboard instructing you to check your email to verify your account. (If it is not in your email inbox then click the link to have it re-sent.)
- 5 Check your email and click on this activation link to verify your new account.



Accept credentials



- 6 You will immediately notice this banner telling you that you have new credentials – just click on the banner to continue. (You may need to login again to see this and sometimes you may jump over this step.)
- 7 Click Accept to start the process.



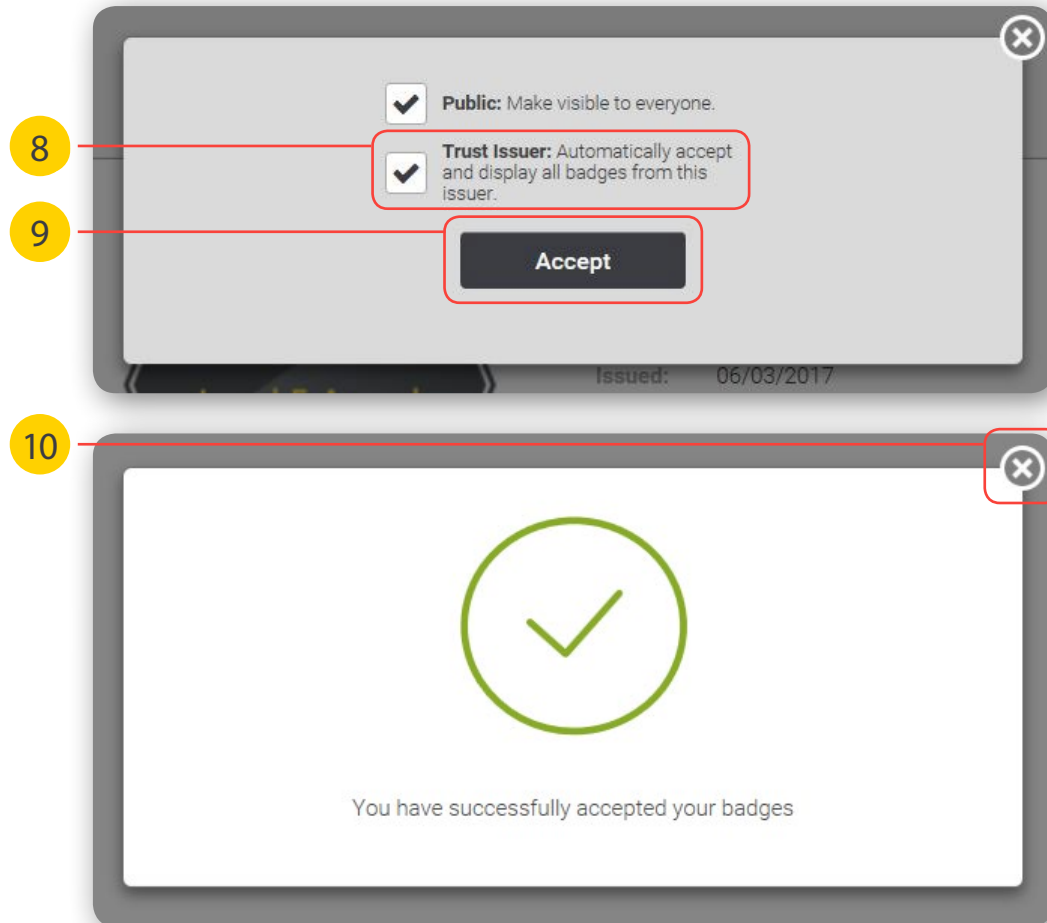
Accept process completed

- 8 It's a good idea to 'Trust Issuer' so future digital credentials from ILM will automatically go onto your profile.

If you plan to share your digital credentials via social media sites then leave the 'Public' option ticked too.

- 9 Click on the Accept button to confirm your choices.

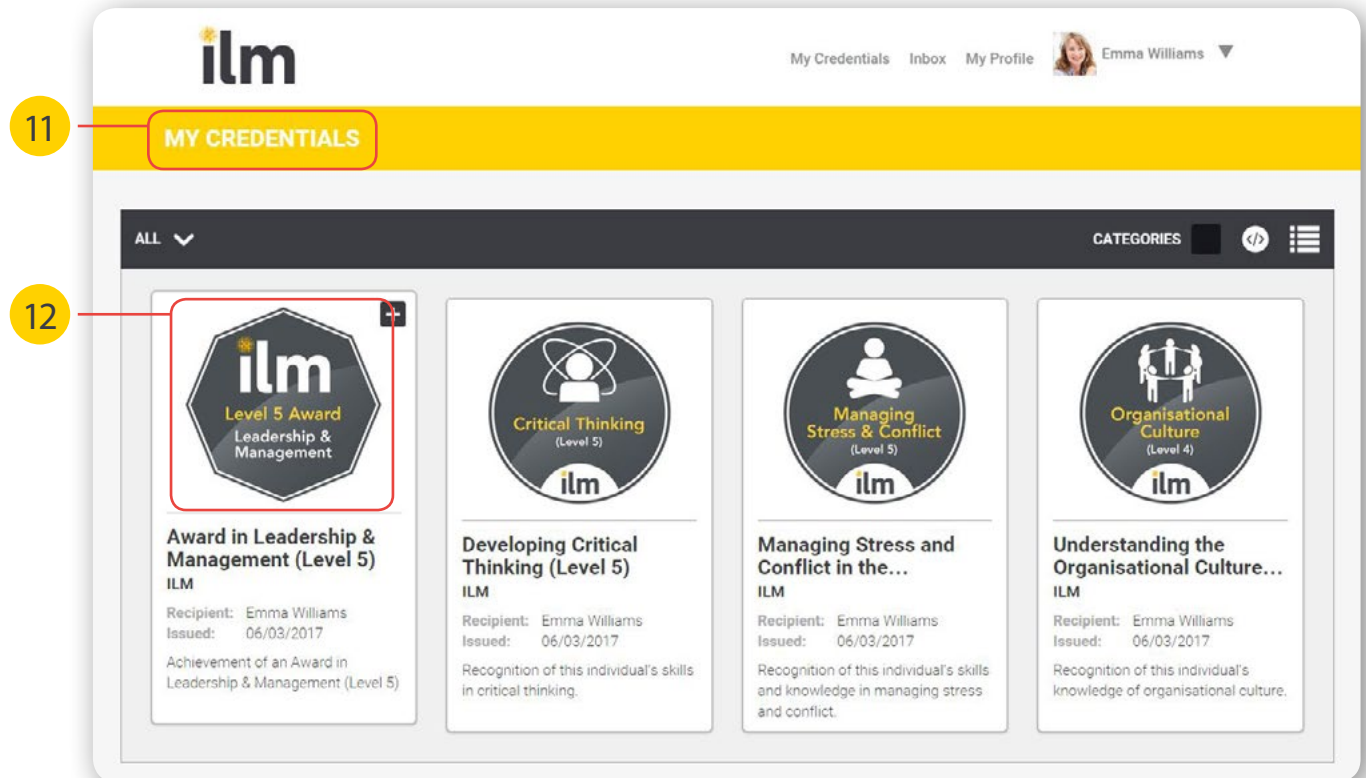
- 10 You will see this confirmation box. Simply click the cross to continue.



My credentials



- 11 When you close the confirmation box, you will see all your digital credentials in My Credentials.
- 12 Click on any credential to reveal more information about it and explore what you can do.

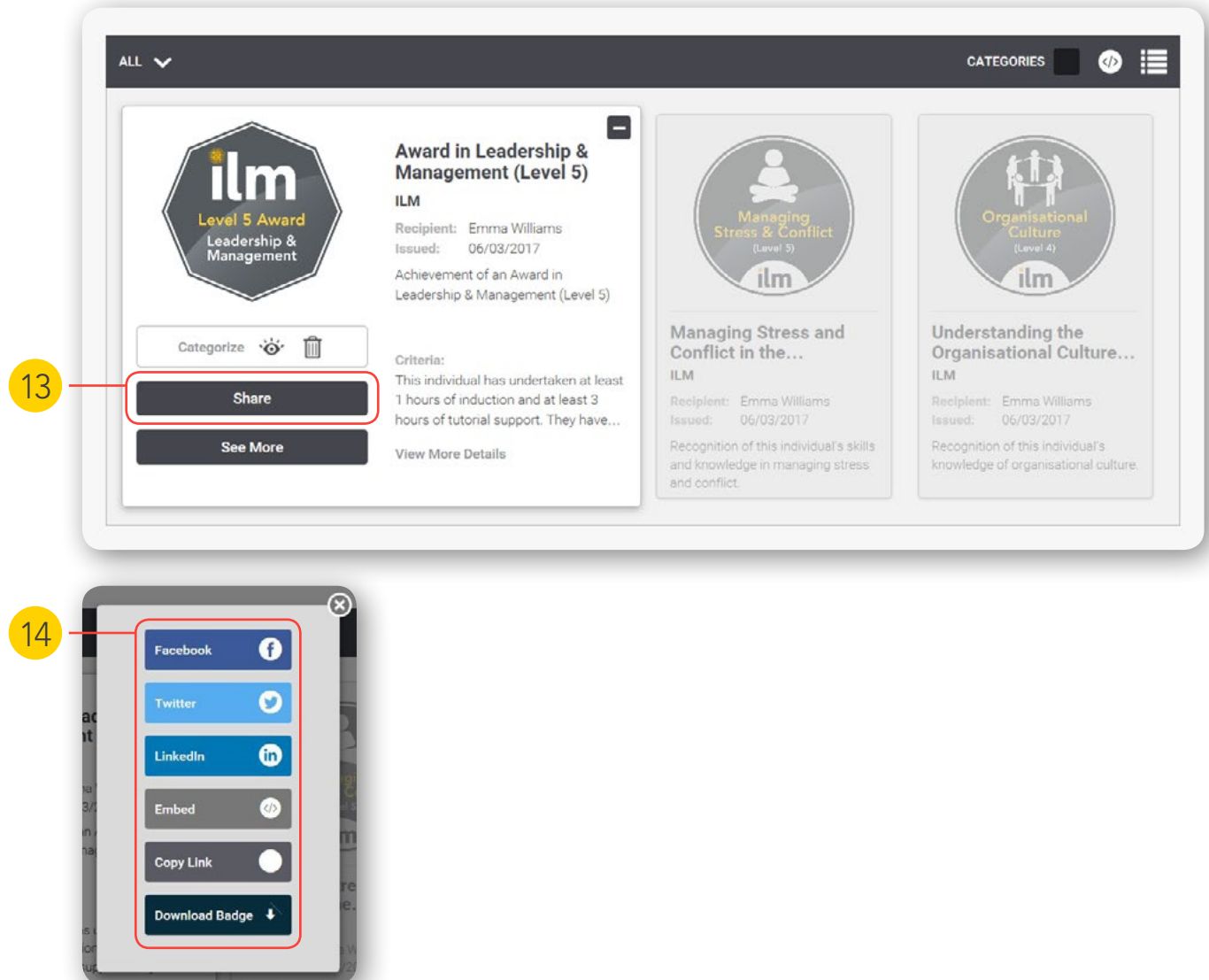


Sharing a credential

13 To share your credential with others click on the Share button to see options for adding or sharing the credential to your social media profiles.

14 Once you have selected the platform of your choice, click on Share to showcase your credential.

You have the option of choosing between Facebook, Twitter and LinkedIn. For any other platforms (including linking it to your CV) you can click on Copy or Embed to generate a code for the credential.

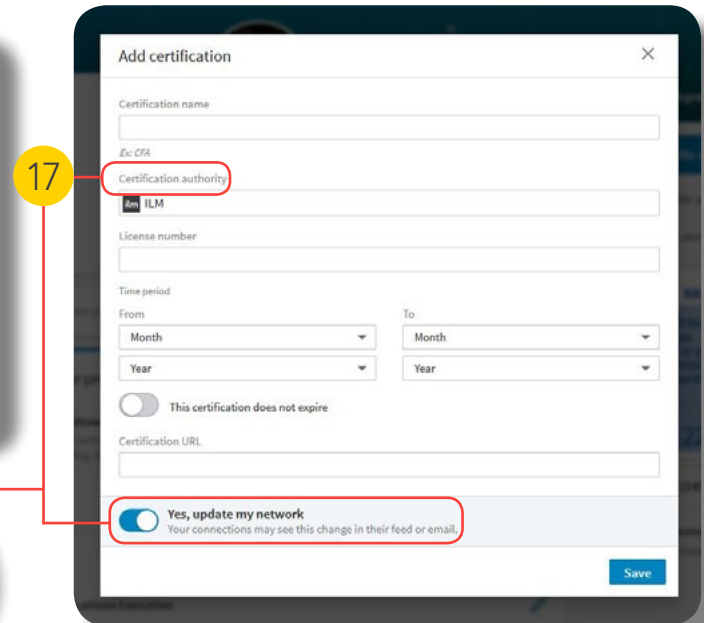
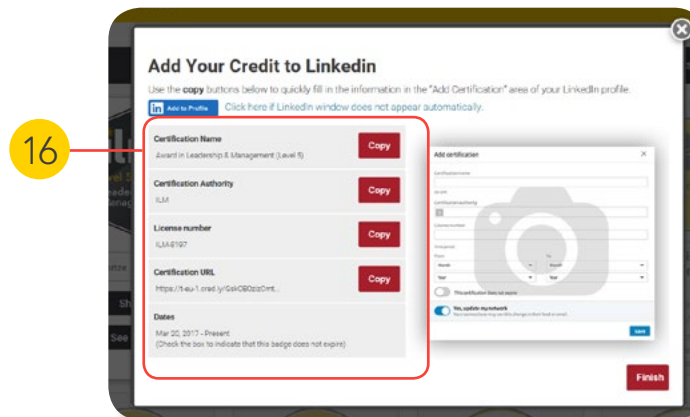
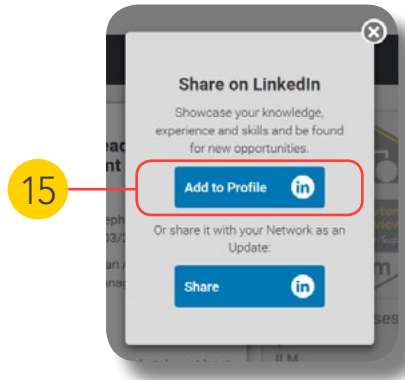


15 Compared to the other platforms, on LinkedIn you can also add the credential to your profile. When clicking on LinkedIn simply select Add to Profile.

16 You will have to copy all the certification's details and paste them on your profile under Certifications. Make sure you allow access to pop-up boxes that may appear on screen.

17 For more visibility activate the button 'No, don't update my network' to 'Yes, update my network'.

* When adding Certification Authority, please ensure you select the right ILM (see logo).



Ask us



Still have questions
on how to setup, claim,
or share your ILM
digital credentials?

You can email ILM at
CUSTOMER@i-l-m.com
or look on our [website](#).

There are also plenty
of helpful resources
you can access on:
<http://support.credly.com>

