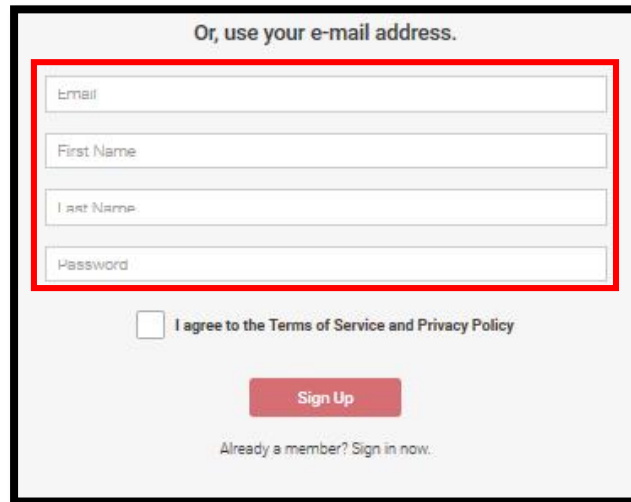


Creating/Editing/Using Your LaGuardia Credly Account

Creating Your Account/Initial Login

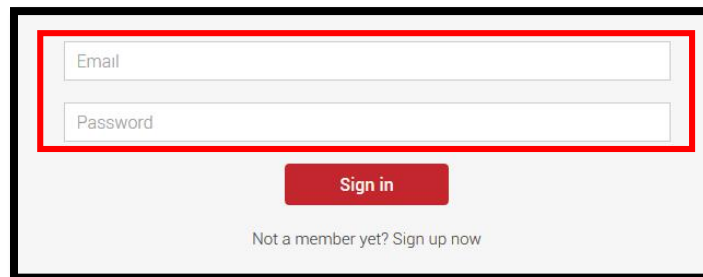
1. Create your account at the LaGuardia Community College badging system (<https://laguardia.credly.com>) using your student email credentials. (See image 1.1)



The screenshot shows a registration form titled "Or, use your e-mail address." It contains four input fields: "Email", "First Name", "Last Name", and "Password". Below the fields is a checkbox labeled "I agree to the Terms of Service and Privacy Policy" and a red "Sign Up" button. At the bottom, there is a link that says "Already a member? Sign in now."

Image 1.1

2. After you create your account, login to the system (See image 1.2)



The screenshot shows a login form with two input fields: "Email" and "Password". Below the fields is a red "Sign in" button. At the bottom, there is a link that says "Not a member yet? Sign up now"

Image 1.2

3. Once you login you'll be on your home screen, from here you'll be able to do the following: (See image 1.3)
 - a. View/edit your badges
 - b. Check you inbox
 - c. Input your claim code
 - d. View your profile
 - e. Edit your profile
 - f. Adjust your account settings
 - g. Logout

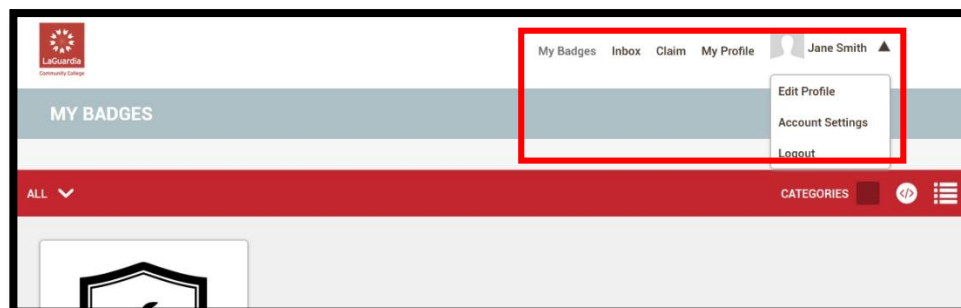


Image 1.3

My Badges Section

1. In this section, you'll be able to view your badges based on the setting you selected for them; Show All, Public or Hidden. Clicking on the "+" or "-" mark on the upper right hand corner of the badge or the badge directly will allow you to: view more details about the badge, share it with what every social networking site you use, add it to a category, show or hide, and delete the badge. (See images 2.1 and 2.2)

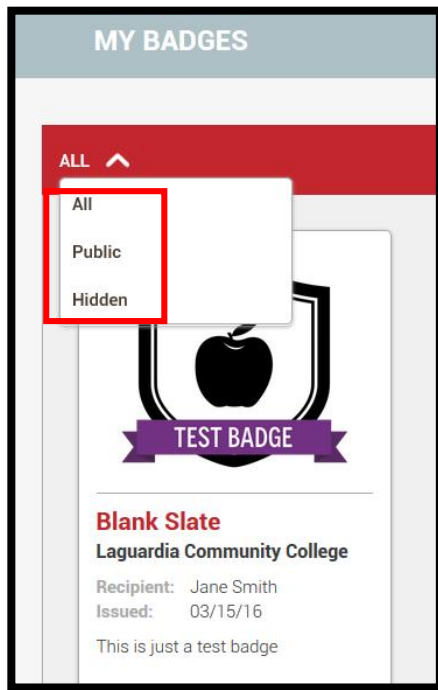


Image 2.1

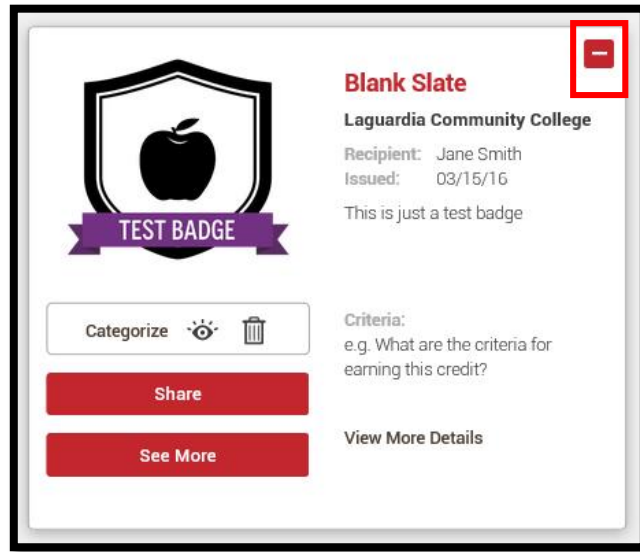


Image 2.2

2. Create categories to view your badges by clicking the "**CATEGORIES**" option and then selecting the "**Add Category**" option. (See image 2.3)



Image 2.3

3. You will then be prompted to give the category a name and click "**Save.**" (See image 2.4)

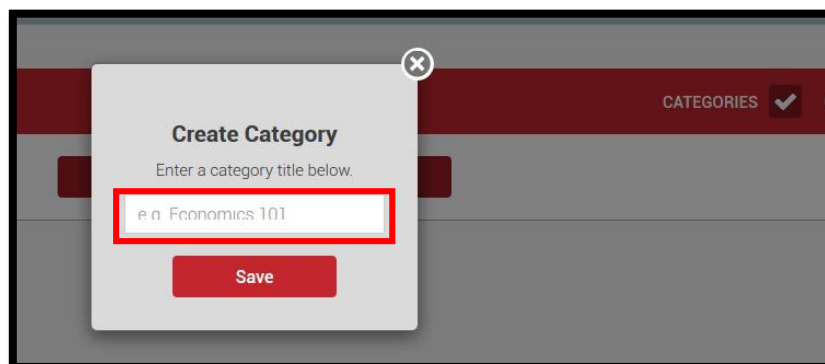


Image 2.4

- The category will then be added to the **“My Badges”** section. Here you can choose to show, hide, rename or delete the category. (See images 2.5)



Image 2.5

- To rename, click the pencil icon and select **“Rename.”** Rename the category and click **“Save.”** (See image 2.6)

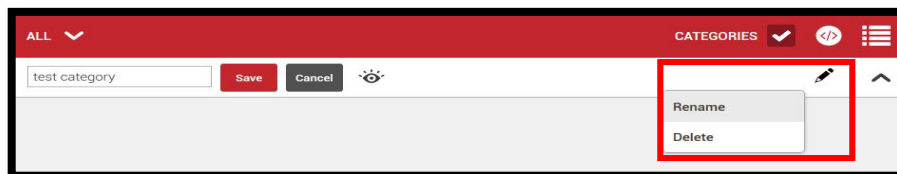


Image 2.6

- To delete the category, repeat the previous step only this time select **“Delete”** instead of **“Rename”** and you will be prompted with a warning. Select **“Delete”** and the category will be deleted. (See Image 2.7)

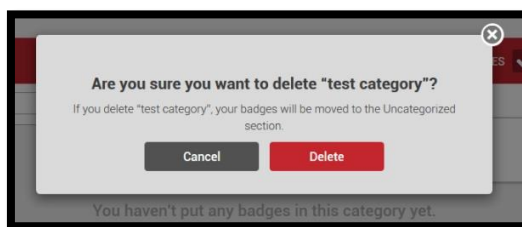



Image 2.7



- Next to the categories link, click the  icon. This will bring up an embed menu. This menu will allow you to choose an embed code for how the badges will appear on your site, blog or social media page. (See image 2.8)

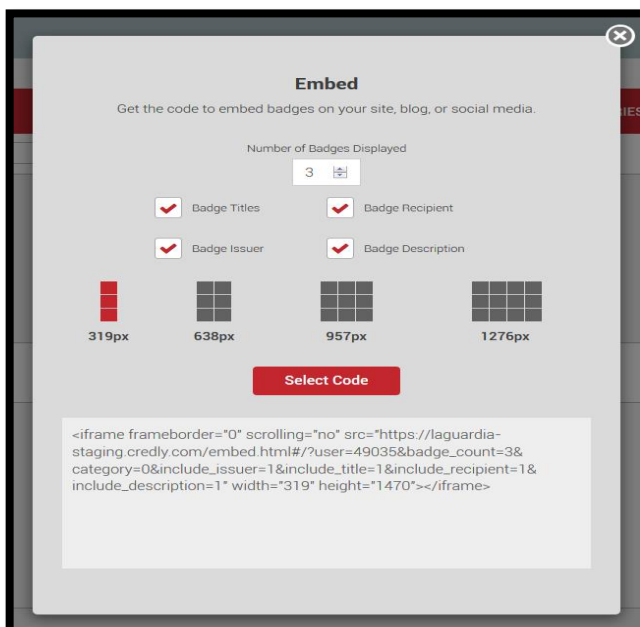


Image 2.8

Inbox Section

1. This section will notify you if you have any notifications about new badges you receive. (See image 3.1)

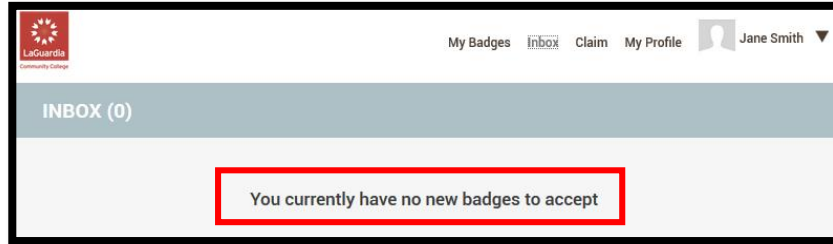


Image 3.1

Claim Section

1. This section is where you will claim the badges you've earned by inputting your claim code. (See Image 4.1)

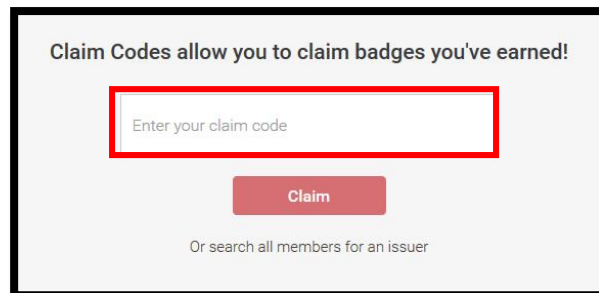


Image 4.1

2. Once you input the claim code, you will be redirected to the “How you earned this badge?” page. You will not be able to collect the badge until you attach the evidence of how you earned the badge. (See Image 4.2)

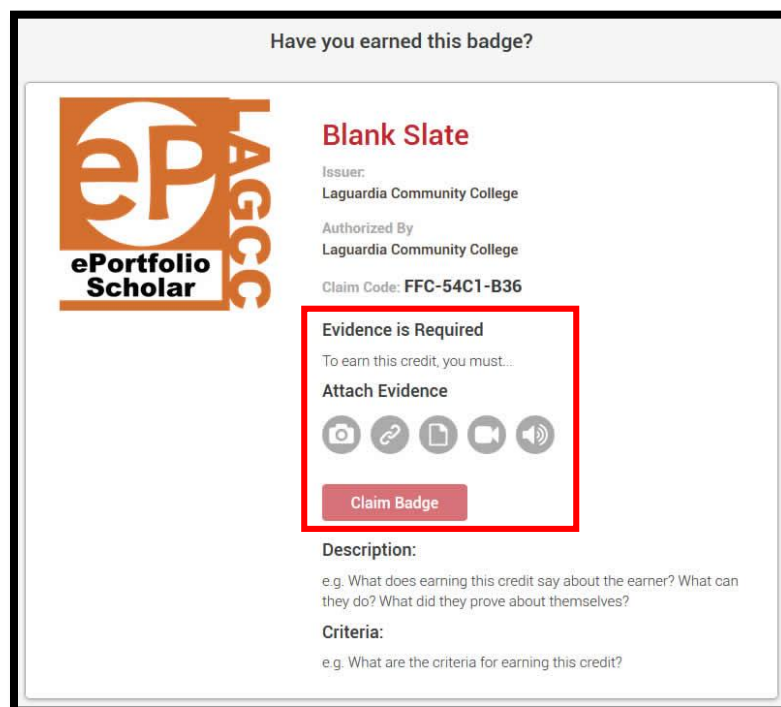


Image 4.2

3. Click on one of the icons in the **“Attached Evidence”** section, depending on what type of evidence is required either an image, link, file, video or audio. Once the file is uploaded click the **“Claim Badge”** button. (See Image 4.3)

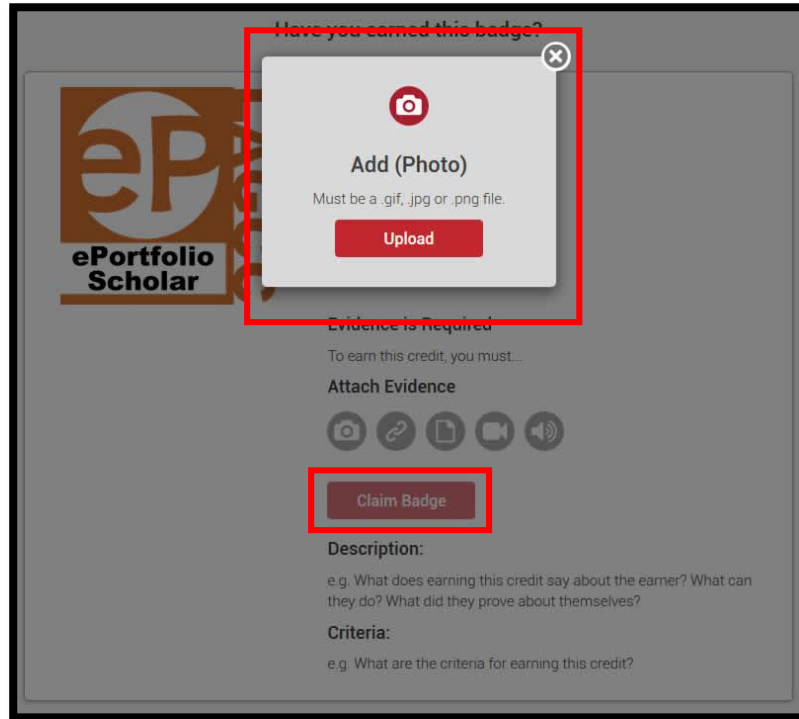


Image 4.3

4. The badge will now be added to the **“My Badges”** section in your account. (See Image 4.4)

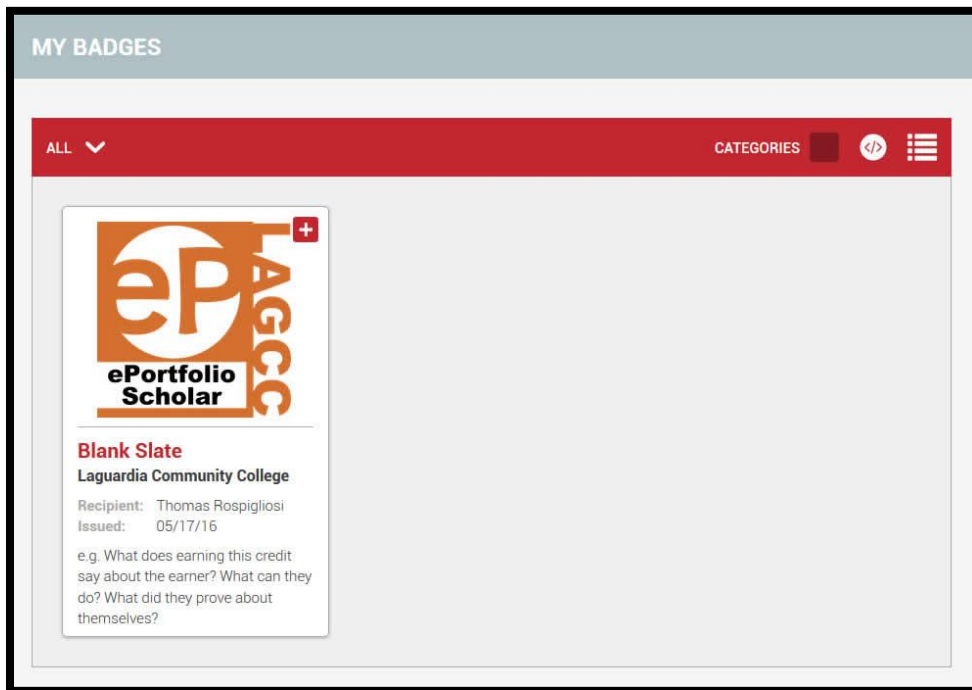


Image 4.4

My Profile

1. In this section you will be able to display personal information about yourself along with a list of your badges. (See image 5.1)

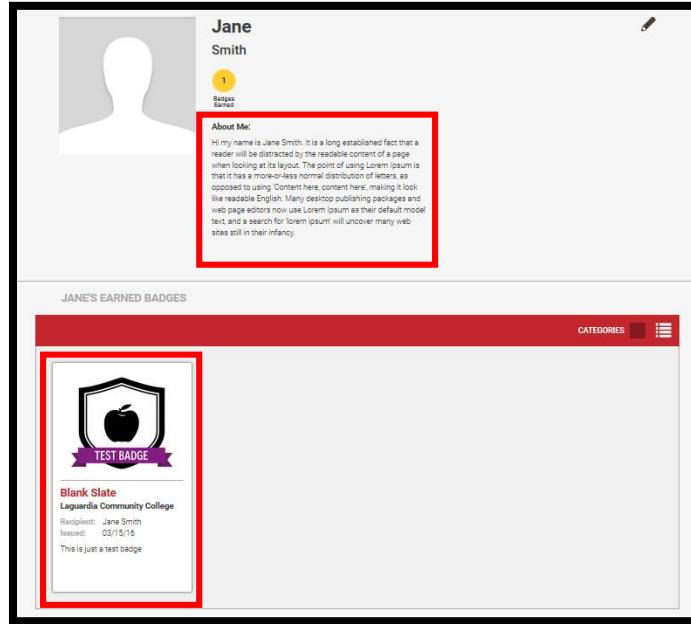


Image 5.1

Edit Profile/Account Settings

1. In the “Edit Profile” section you’ll have the option to update your personal information such as your profile picture, name, Credly URL, about me, and website / blog address. (See Image 6.1)

Image 6.1

2. In the Account settings section you can add additional emails, link in your social networking sites and update your passwords. (See Image 6.2)

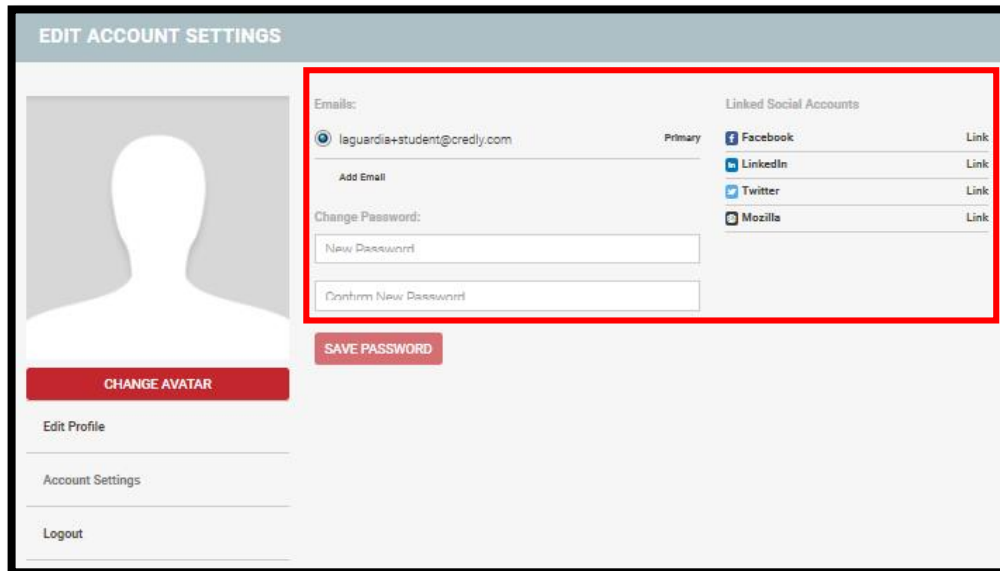


Image 6.2