

Instructions to Access your Digital Badge



WITH OUR
PARTNERS AT:



Be. WITH CQU



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Step 1 | Finding your Digital Badge

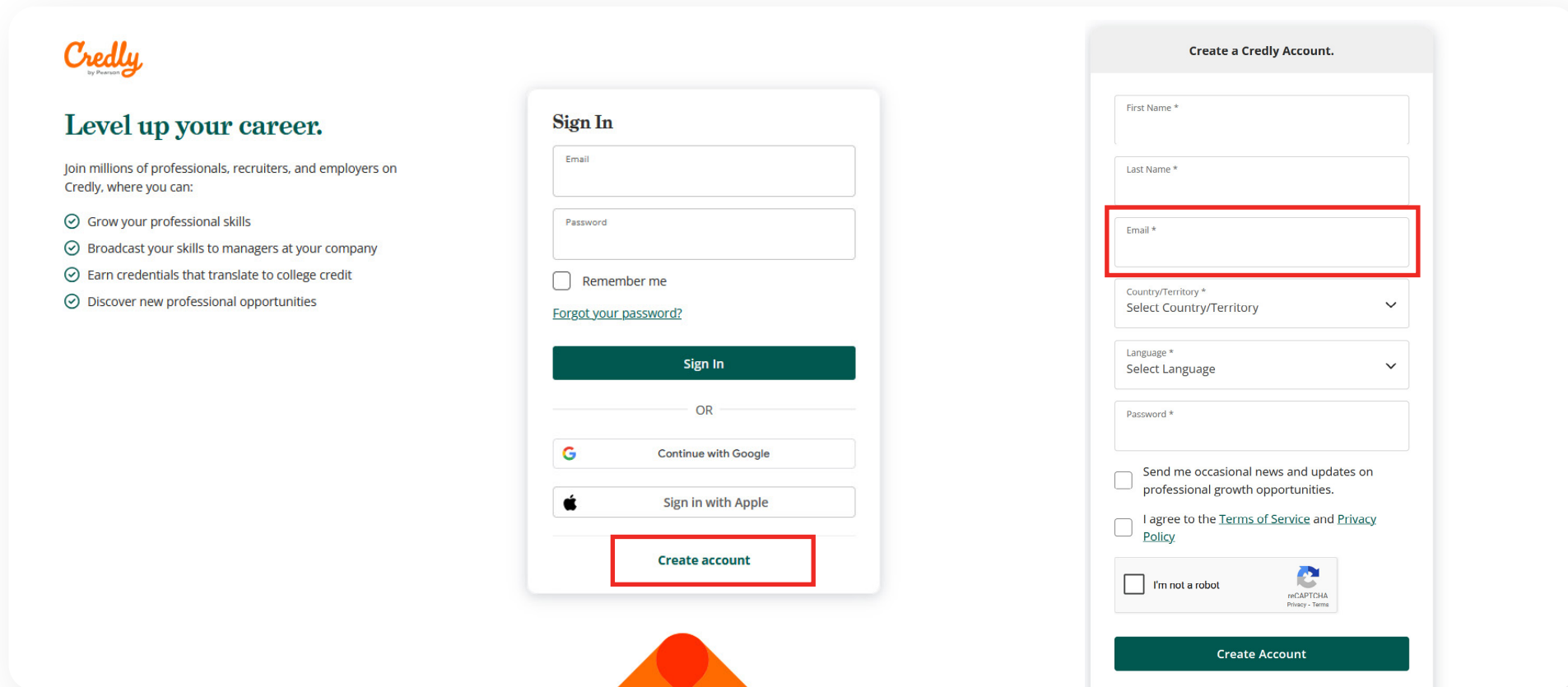
At the completion of your micro-credential this screen will appear. **Check for an email** (including your junk folder) to the **same email** you registered with as a student on BeDifferent.



Created by Darcy Hill - Darcy was mentored by Jazmin Burnham.

Step 2 | Set Up your Credly Account

Go to the [Credly page](#) and create your account using the **same email** address as your **BeDifferent** email.



Credly
by Pearson

Level up your career.

Join millions of professionals, recruiters, and employers on Credly, where you can:

- ✓ Grow your professional skills
- ✓ Broadcast your skills to managers at your company
- ✓ Earn credentials that translate to college credit
- ✓ Discover new professional opportunities

Sign In

Email


Password


☐ Remember me

[Forgot your password?](#)

Sign In

OR

 Continue with Google

 Sign in with Apple

Create account

Create a Credly Account.

First Name *

Last Name *

Email *


Country/Territory *
Select Country/Territory

Language *
Select Language

Password *

☐ Send me occasional news and updates on professional growth opportunities.


☐ I agree to the [Terms of Service](#) and [Privacy Policy](#).

☐ I'm not a robot 



Create Account

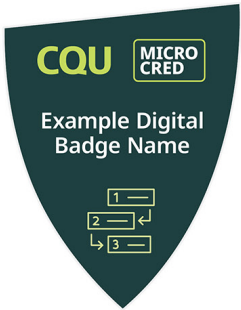
Step 2 | Set Up your Credley Account

Access your ***Dashboard*** and click on the badge to view. Click on Verify to verify the elements of the badge.



This badge was issued to [Declan Paterson-Halsey](#)
Date issued: January 14, 2025






Example Digital Badge Name


Digital Badge Name Here


Issued by [CQUniversity](#)

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[Learn more](#)

 Learning


 Foundational

 Hours

Skills

Skill 1Skill 2Skill 2

Earning Criteria

 Completion of 2 hours of self-paced online learning.

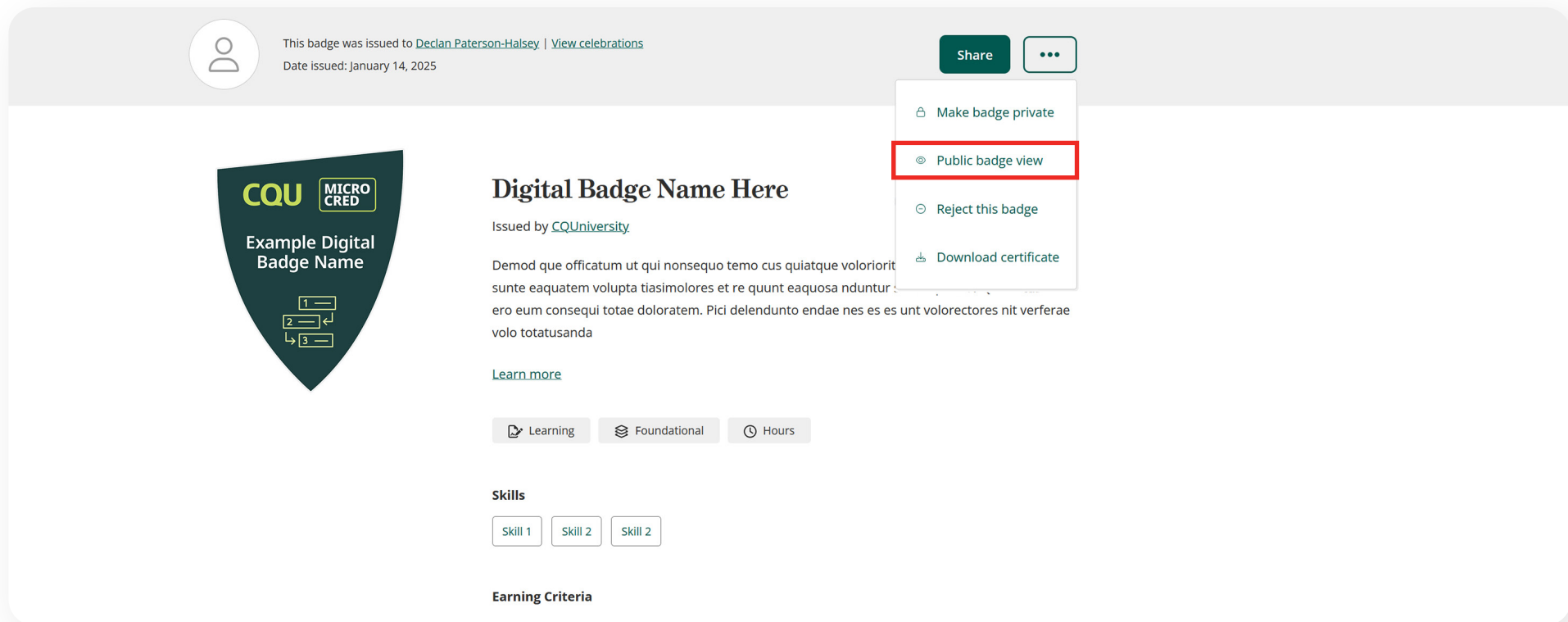
Verification

- ✓ Issued on January 14, 2025
- ✓ Issued by CQUniversity
- ✓ Issued using Credly
- ✓ Issued to Declan Paterson-Halsey
- ✓ Accepted on January 14, 2025
- ✓ Last Updated January 14, 2025
- ✓ **VERIFIED**

Step 3 | Print your Certificate

Click on the badge. Change it **Public** to share and print the certificate.


Tip: If badge is private, you will need to make it public to share and print the certificate. You can switch it back to private once you have printed a certificate.



The screenshot displays a digital badge interface. At the top left, there is a user profile icon and text indicating the badge was issued to Declan Paterson-Halsey on January 14, 2025. The main area features a shield-shaped badge with the CQU MicroCred logo and the text 'Example Digital Badge Name'. To the right of the badge, the title 'Digital Badge Name Here' is displayed, followed by the issuer 'CQUniversity' and a paragraph of placeholder text. A 'Share' button and a three-dot menu are located at the top right. The menu is open, showing options: 'Make badge private', 'Public badge view' (highlighted with a red box), 'Reject this badge', and 'Download certificate'. Below the badge, there are tags for 'Learning', 'Foundational', and 'Hours'. The 'Skills' section lists 'Skill 1' and 'Skill 2'. The 'Earning Criteria' section is partially visible at the bottom.

Step 3 | Print your Certificate

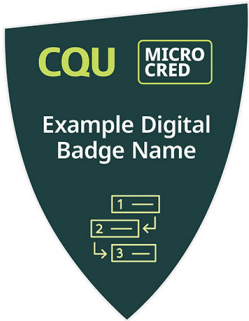
Click on **Share**.



This badge was issued to [Declan Paterson-Halsey](#) | [View celebrations](#)
Date issued: January 14, 2025

Share

...



CQU **MICRO CRED**
Example Digital
Badge Name

1
2
3

Digital Badge Name Here

Issued by [CQUniversity](#)

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[Learn more](#)

Learning

Foundational

Hours

Skills

Skill 1

Skill 2

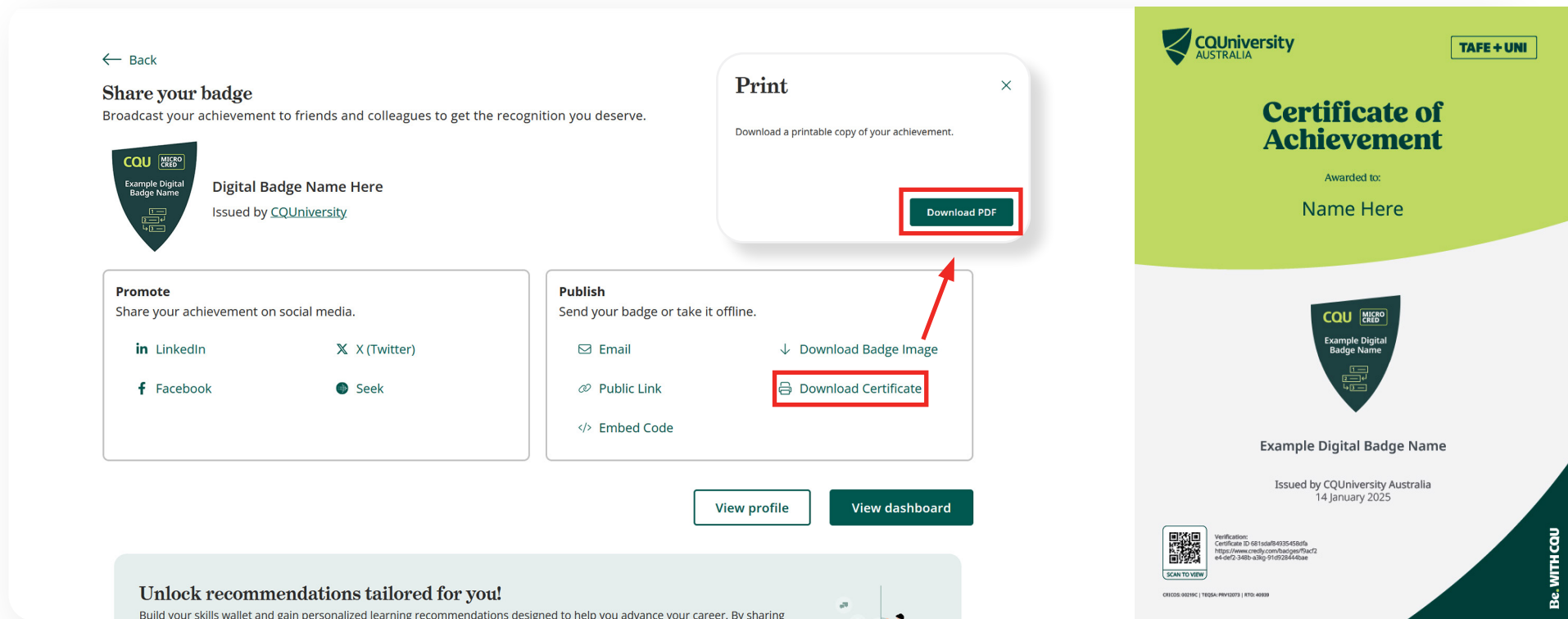
Skill 2

Earning Criteria

Completion of 2 hours of self-paced online learning.

Step 3 | Print your Certificate

Here you have multiple choices. To print a certificate, click on **Download Certificate**. The **Print** command will open. Click on **Download PDF** and this will automatically download your certificate to your downloads folder.

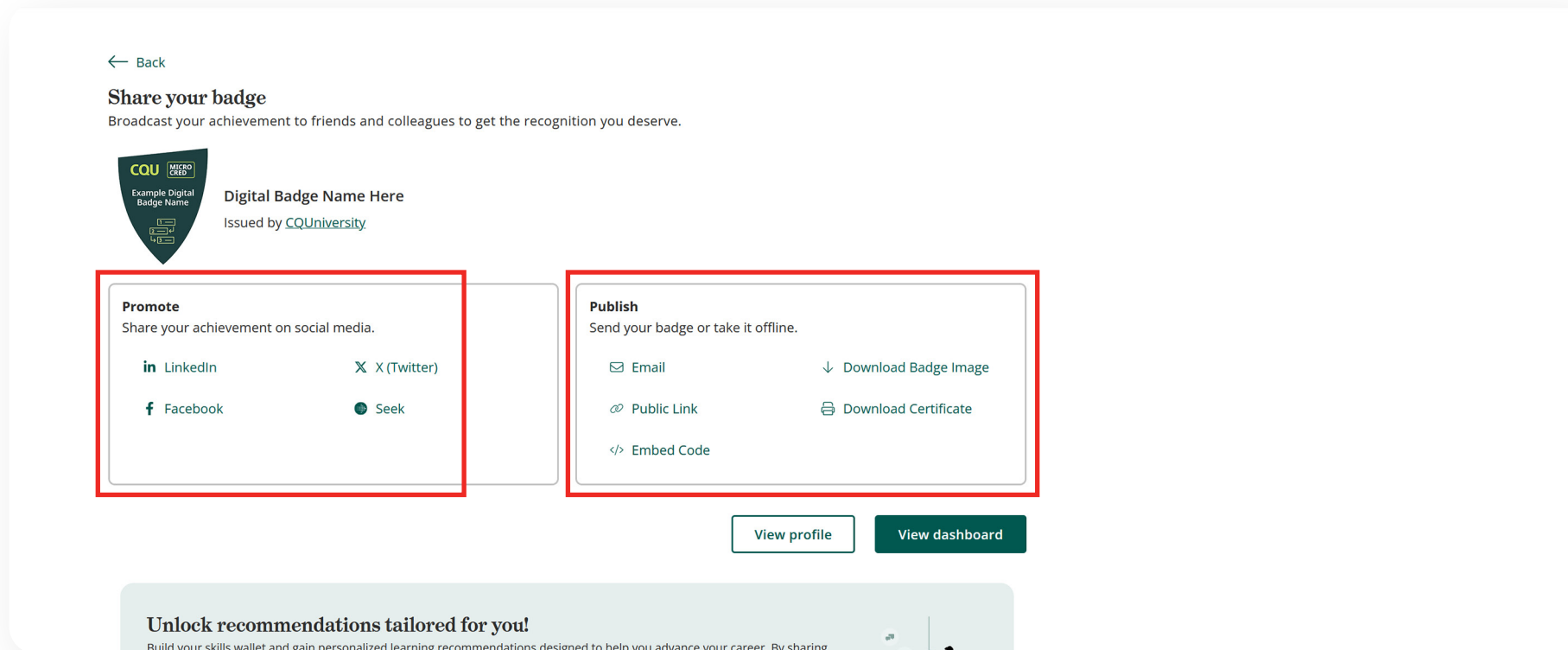


The screenshot displays the CQUniversity digital badge management interface. On the left, under 'Share your badge', there's a digital badge icon and text 'Digital Badge Name Here' and 'Issued by CQUniversity'. Below this are 'Promote' and 'Publish' sections. The 'Promote' section offers social media sharing options: LinkedIn, X (Twitter), Facebook, and Seek. The 'Publish' section offers options to send the badge via Email, download a Public Link, or embed code. A red arrow points from the 'Download Certificate' button in the 'Publish' section to a 'Print' modal window. The 'Print' modal contains the text 'Download a printable copy of your achievement.' and a 'Download PDF' button, which is also highlighted with a red box. To the right of the main interface is a preview of the 'Certificate of Achievement'. The certificate features the CQUniversity logo, the text 'TAFE + UNI', and 'Certificate of Achievement'. It is awarded to 'Name Here' and includes a QR code for verification. The bottom of the certificate has the text 'Example Digital Badge Name', 'Issued by CQUniversity Australia 14 January 2025', and a QR code with the text 'SCAN TO VIEW'.

Step 4 | Publish and Promote your Badge

Go back to the **Sharepage** on your **Dashboard**. Choose how you would like to publish. You can **Promote** your digital badge to showcase your achievement on social media by choosing a platform.


Tip: You embed links into a Portfolio document, share a link (public or private) to a potential employer or email the badge.



← Back

Share your badge

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



Digital Badge Name Here
Issued by [CQUniversity](#)

Promote
Share your achievement on social media.

- [in LinkedIn](#)
- [f Facebook](#)
- [X X \(Twitter\)](#)
- [Seek](#)

Publish
Send your badge or take it offline.

- [Email](#)
- [Public Link](#)
- [Embed Code](#)
- [Download Badge Image](#)
- [Download Certificate](#)

[View profile](#) [View dashboard](#)

Unlock recommendations tailored for you!
Build your skills wallet and gain personalized learning recommendations designed to help you advance your career. By sharing

We are the University for your career.

 micros@cqu.edu.au

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