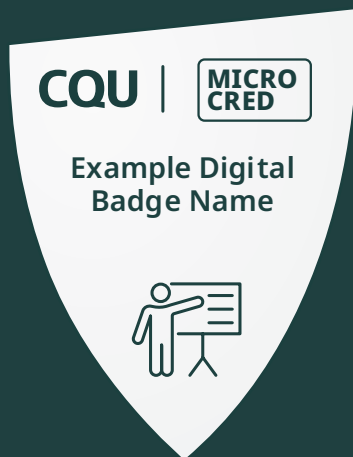


Instructions to Access your Digital Badge & Certificate



WITH OUR
PARTNERS AT:



Be. WITH CQU



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Step 1 | Finding your Digital Badge

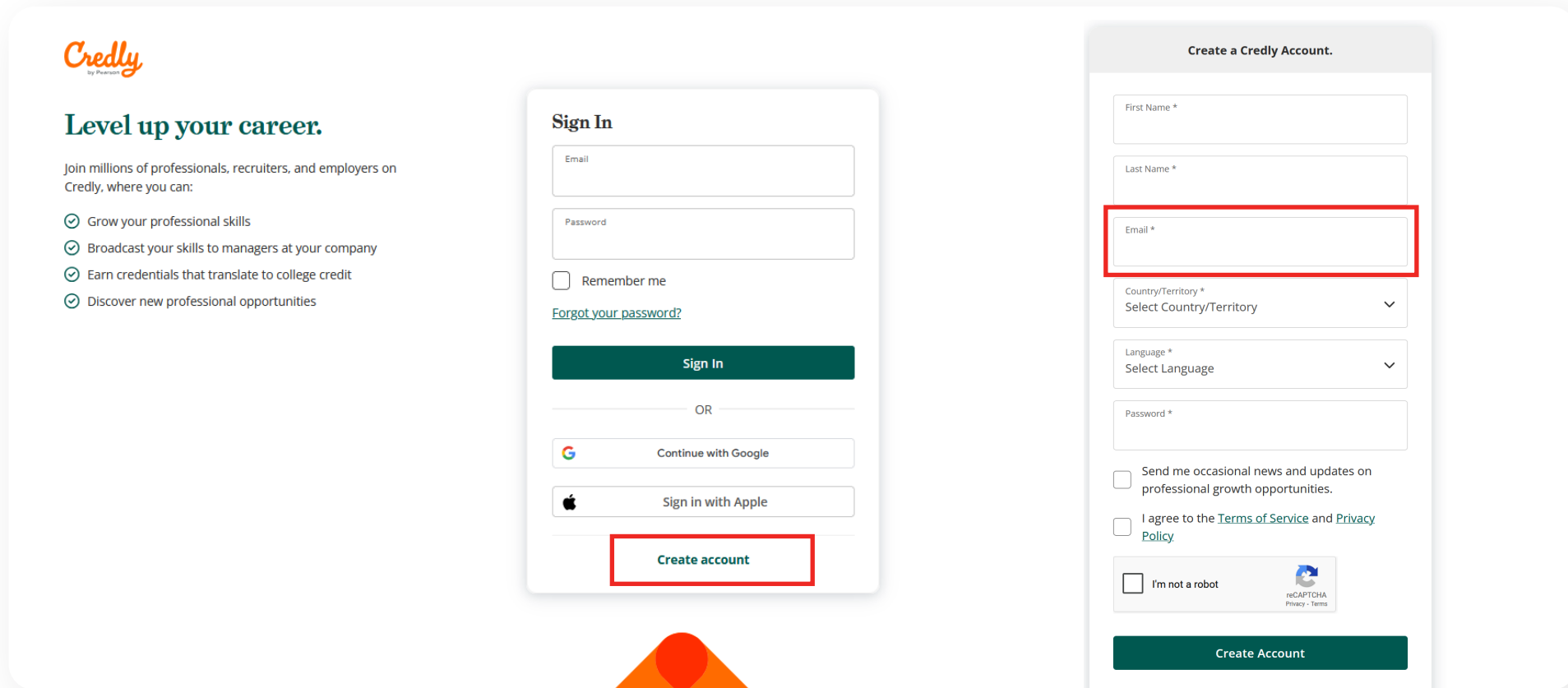
At the completion of your micro-credential this screen will appear. **Check for an email** (including your junk folder) to the **same email** you registered with as a student on BeDifferent.



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.



The screenshot displays the Credly website interface. On the left, the 'Level up your career.' section includes a list of benefits: 'Grow your professional skills', 'Broadcast your skills to managers at your company', 'Earn credentials that translate to college credit', and 'Discover new professional opportunities'. The main content area is divided into two sections: 'Sign In' and 'Create a Credly Account.'.

The 'Sign In' section contains fields for 'Email' and 'Password', a 'Remember me' checkbox, a 'Forgot your password?' link, and a 'Sign In' button. Below these is an 'OR' separator, followed by 'Continue with Google' and 'Sign in with Apple' buttons. A red box highlights the 'Create account' link at the bottom of the 'Sign In' section.

The 'Create a Credly Account.' section contains fields for 'First Name *', 'Last Name *', 'Email *' (highlighted with a red box), 'Country/Territory *' (with a dropdown menu), 'Language *' (with a dropdown menu), and 'Password *'. Below these fields are checkboxes for 'Send me occasional news and updates on professional growth opportunities.', 'I agree to the Terms of Service and Privacy Policy', and 'I'm not a robot' (with a reCAPTCHA logo). A 'Create Account' button is at the bottom of this section.

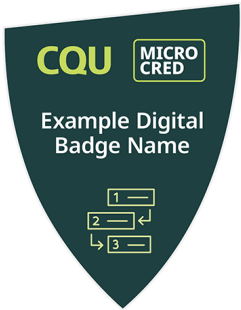
Step 2 | Set Up your Credley Account

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](#)

Demod que officatum ut qui nonsequo temo cus quiatque voliorit veniti adis doluptat a vitiist, sunt eaquatem volupta tiasimolores et re quunt eaquosa nduntur se voluptatur? Quiaectus eos ero eum consequi totae doloratem. Pici delendunto endae nes es es unt volorectores nit verferae volo totatusanda

[Learn more](#)

 Learning

 Foundational

 Hours

Skills

Skill 1Skill 2Skill 2

Earning Criteria

 Completion of 2 hours of self-paced online learning.

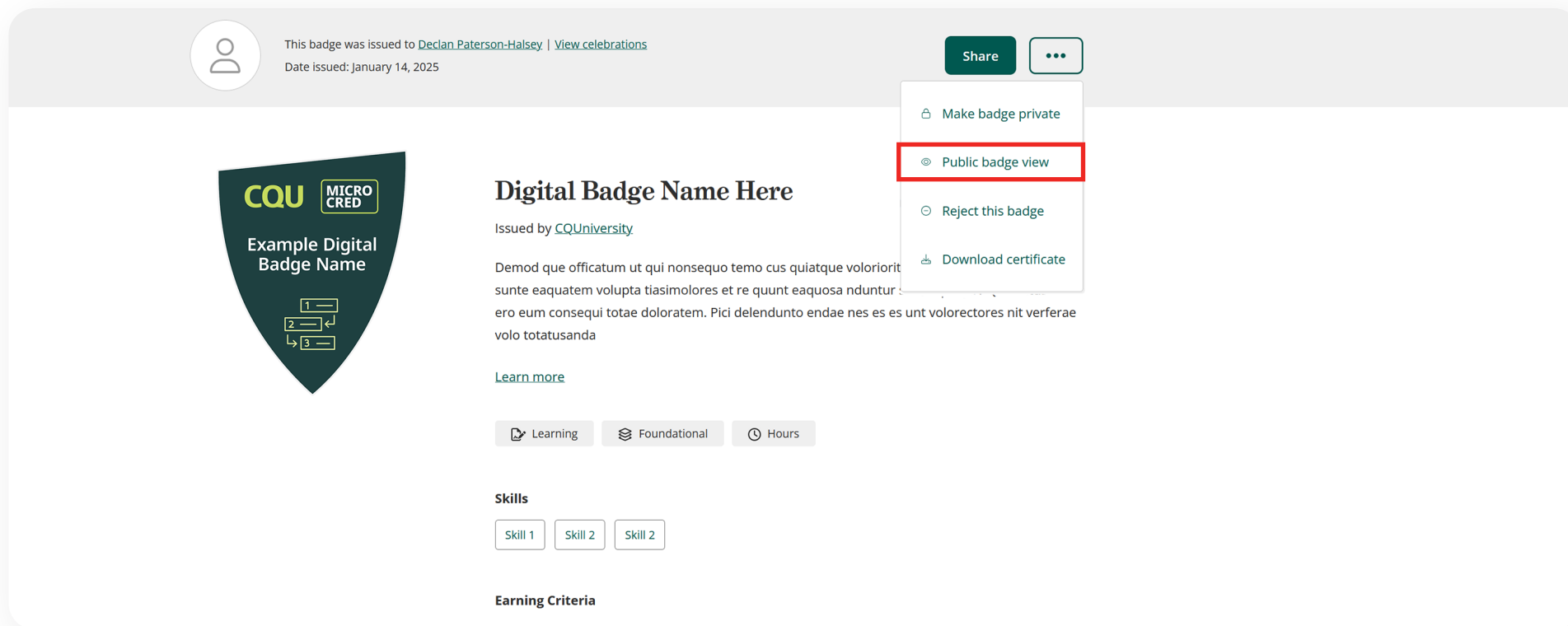
Verification

- ✓ 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". A "Share" button and a menu icon are at the top right. The main area features a shield-shaped badge with "CQU MICRO CRED" and "Example Digital Badge Name". To the right of the badge, the title "Digital Badge Name Here" is shown, followed by "Issued by CQUniversity" and a paragraph of placeholder text. A "Learn more" link is below the text. At the bottom, there are tabs for "Learning", "Foundational", and "Hours", and a "Skills" section with "Skill 1" and "Skill 2". A "Earning Criteria" section is partially visible at the bottom. A dropdown menu is open from the menu icon, showing options: "Make badge private", "Public badge view" (highlighted with a red box), "Reject this badge", and "Download certificate".

Step 3 | Print your Certificate

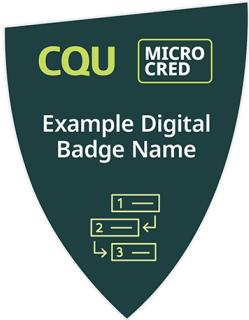
Click on **Share**.



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](#)

Demod que officatum ut qui nonsequo temo cus quiatque voliorit veniti adis doluptat a vitiist, sunte eaquatem volupta tiasimolores et re quunt eaquosa nduntur se voluptatur? Quiaectus eos ero eum consequi totae doloratem. Pici delendunto endae nes es es unt volorectores nit verferae volo totatusanda

[Learn more](#)

Learning

Foundational

Hours

Skills

Skill 1

Skill 2

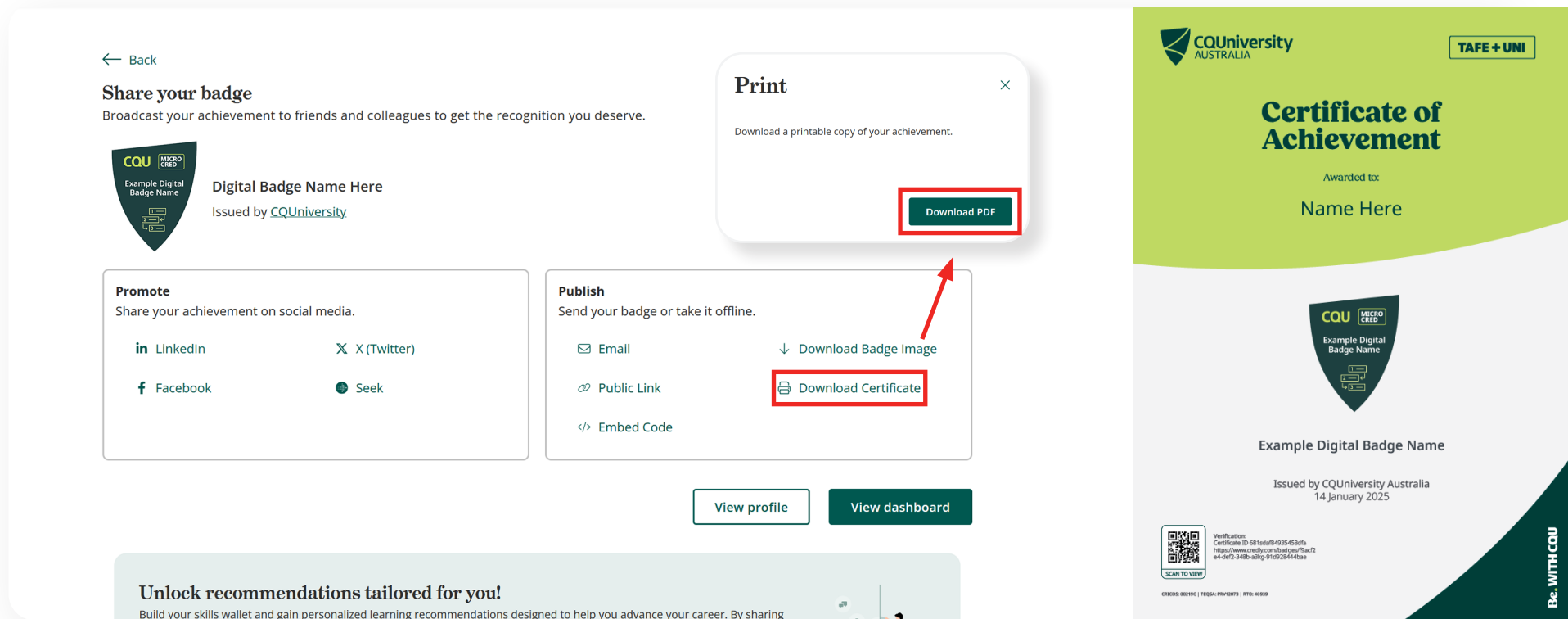
Skill 2

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 interface. On the left, under "Share your badge", there's a digital badge icon and the text "Digital Badge Name Here" and "Issued by CQUniversity". Below this are sections for "Promote" (social media links) and "Publish" (Email, Public Link, Embed Code, Download Badge Image, and Download Certificate). A red arrow points from the "Download Certificate" button to the "Print" modal. The "Print" modal has a close button and a "Download PDF" button. On the right, a preview of the "Certificate of Achievement" is shown, featuring the CQUniversity logo, the text "TAFE + UNI", the certificate title, the recipient's name, the badge name, the issuer, and the date.

← 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
- X (Twitter)
- f Facebook
- 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

Certificate of Achievement

Awarded to:
Name Here



Example Digital Badge Name

Issued by CQUniversity Australia
14 January 2025

Verification:
Certificate ID 6811da9b43545bda
https://www.credly.com/badges/91ac72-64-0ef2-348b-a38p-91072664bae

SCAN TO VIEW

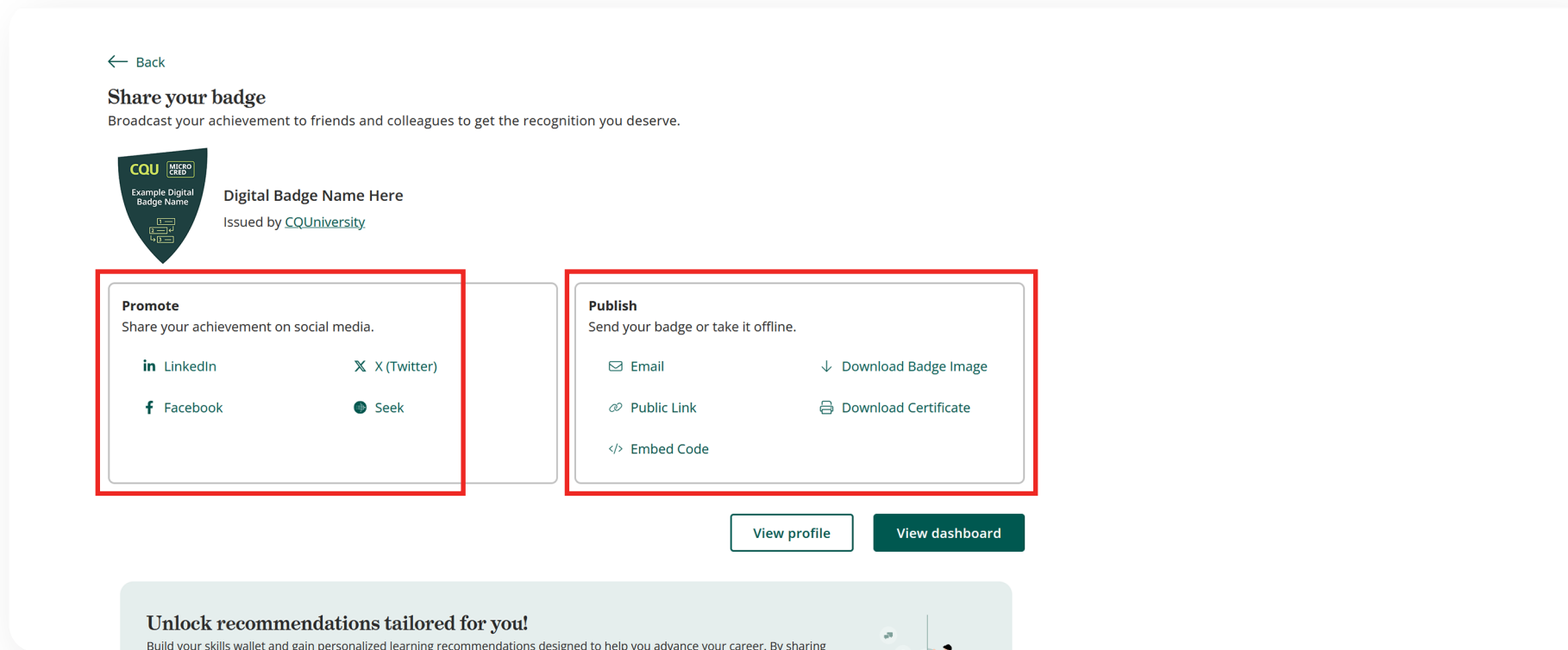
CRICOS: 00216C | TROSA: PRV10077 | RTO: 40839

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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 \(Twitter\)](#)
- [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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