

Digital Credentials

Getting access and sharing



DIGITAL CREDENTIALS FROM CITY & GUILDS

To get access to your digital credentials and share them on LinkedIn (the professional networking social media platform), follow the guidance below.



Registering for an email address

- Use a reputable webmail provider such as Outlook, Gmail or AOL
- Register with your full name
- Do not use nicknames (this will hinder your job applications)
- Contact your Novus Works Advisor with your email address



Getting access to your digital credential

- You will receive an email from Credly with a link
- Register for a Credly account
- Sign in to Credly and download your digital credential



Setting up a LinkedIn account

You can use LinkedIn to find the right job or internship, connect and strengthen professional relationships and learn new skills. Your LinkedIn profile helps you to connect to opportunities by showcasing your unique professional story, experience, skills and education.

- Register for an account
- Create your profile, listing your previous jobs, experience, skills and knowledge
- List your qualifications
- Attach your digital credential badge(s)
- Do not share political views, crude jokes or photos from nights out on LinkedIn.