



GETTING STARTED GUIDE

Create an account
to share your
achievements



EMAIL NOTIFICATION

You will be notified by email that you've been awarded a digital credential. Even if you're awarded several at the same time, you may still only receive one email.

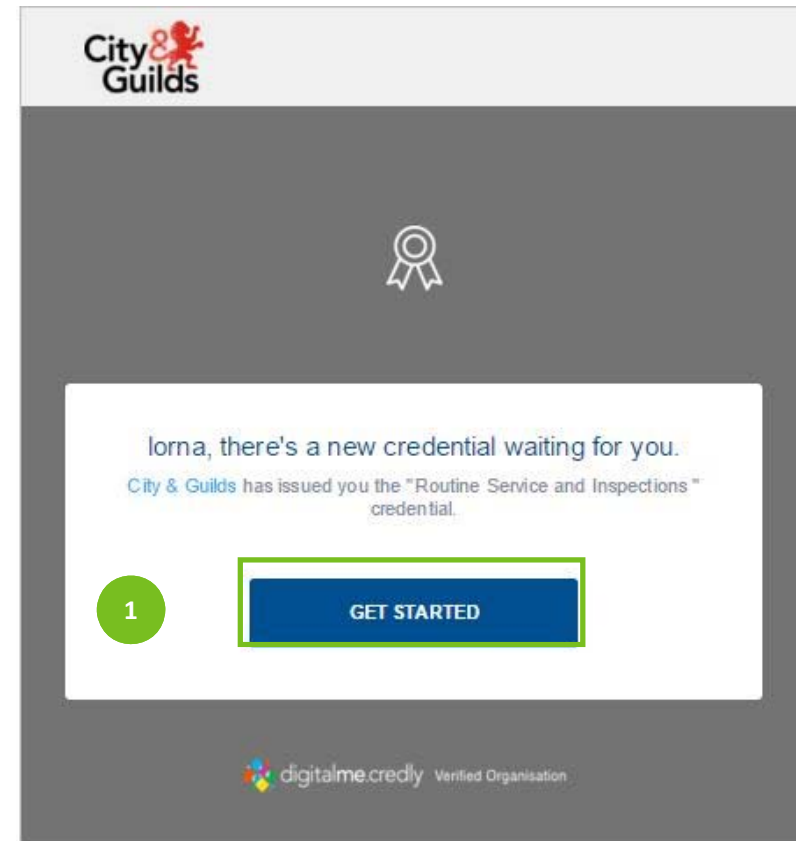
It is worth adding 'cityandguilds@credly.com' to your safe senders list. You can find out how to do this in the help section of your email platform.

1

Open the email and select **Get Started** to go to the City & Guilds Digital Credentials site.

PLEASE NOTE:

City & Guilds Digital Credentials are built as Open Badges and across the platform you will see them called badges, credits or credentials. We chose the term digital credentials because we feel it best reflects your level and of achievement.

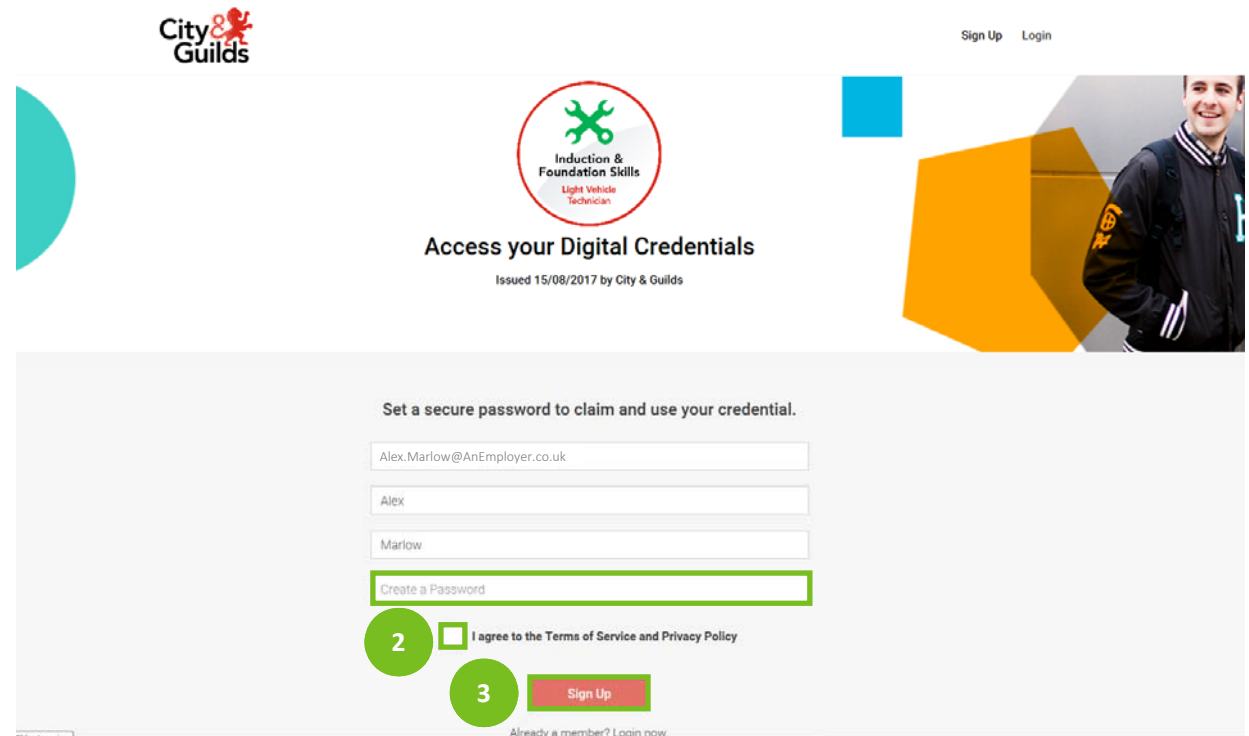


SIGNING UP

If this is your first time receiving a City & Guilds Digital Credential you'll need to create an account.

2 Just enter a password and read and agree the **Terms of Service** and **Privacy Policy**.

3 Then select the **Sign Up** button to complete the process.



The screenshot shows the City & Guilds website interface for creating a digital credential. At the top left is the City & Guilds logo. At the top right are links for 'Sign Up' and 'Login'. The main header area features a circular logo for 'Induction & Foundation Skills Light Vehicle Technician' and the text 'Access your Digital Credentials' with 'Issued 15/08/2017 by City & Guilds' below it. On the right side of the header is a photo of a young man in a black jacket. The main content area is a light gray box containing a sign-up form. The form has the heading 'Set a secure password to claim and use your credential.' and four input fields: 'Email' (containing 'Alex.Marlow@AnEmployer.co.uk'), 'First Name' (containing 'Alex'), 'Last Name' (containing 'Marlow'), and 'Create a Password' (highlighted with a green border). Below the password field is a checkbox labeled 'I agree to the Terms of Service and Privacy Policy'. A green circle with the number '2' is placed over the checkbox. Below the checkbox is a red 'Sign Up' button, with a green circle containing the number '3' placed over it. At the bottom of the form area, there is a link that says 'Already a member? Login now.'

WANT TO TELL OTHERS?

The first thing you will see is this screen and from here you can share your achievement with others.

4

To share your digital credential to your social and professional networks select the **Share** button.

5

This brings up a list of options, select one to start.

6

If you get stuck, just go to the **Support** section to get some help.

The screenshot shows the City & Guilds digital credential interface. At the top, a green banner reads: "Congratulations, Alex! Your credential has been added to your profile. Now click the 'Share' button to showcase your achievement!". Below this, the credential details are displayed: "Induction & Foundation Skills" (Light Vehicle Technician), issued to "Alex Marlow" by "City & Guilds" on "16/08/2017". A red "Share" button is highlighted with a green circle labeled "4". To the right of the main content, a sidebar contains social sharing options: Facebook, Twitter, LinkedIn, Embed, Copy Link, and Download Credential. A green circle labeled "5" is next to the "Download Credential" button. Below the main content, there is a "Description" and "Criteria" section. At the bottom left, a "Support" link is visible, and at the bottom right, the "digitalme" logo and "Powered by City & Guilds" are shown. A green circle labeled "6" is next to the "Support" link.

NEED HELP?

From this Support section you can contact us by email or access the online help resources in the Knowledge Base.

7

Got a question? Just email us at:
digitalsupport@cityandguilds.com

8

But you can probably find the answer in the [Knowledge Base](#), just select the link to access it.

City & Guilds
A City & Guilds Group Business

SEARCH EVERYTHING FIND A COURSE OR QUALIFICATION FIND A CENTRE

Search the site:

OUR OFFER QUALIFICATIONS APPRENTICESHIPS TECHNICAL & TECHNICAL QUALIFICATION DELIVERY INTERNATIONAL NEWS HELP

Digital Credentials

Home > Digital Credentials

Digital Credentials

People and organisations can grow more effectively when all skills are visible

City & Guilds are now able to help you see all skills, through driving the adoption of digital credentials to close the gap between the skills employers' need and the skills they can see

Take control of framing, capturing and communicating the skills of students, staff, employees and those groups you work with i.e. employers, so they can finally be seen for who they really are and who they could be, better connecting them to opportunities and growing their careers and your business along the way

Join thousands of organisations who are already using digital credentials to revolutionise how they see skills

WHAT WE OFFER

- Centres
- Employers
- Learners

Need Support with Digital Credentials?

Contact our Digital Support Team:

E: digitalsupport@cityandguilds.com

T: 0141 341 5730

Alternatively, check out our Digital Credentials Knowledge Base or FAQs and support resources

What's the value of a Digital Credential?

- Tells the story behind the skill**
Learners receive a credential at every stage of their training. Credentials keep them motivated and show the journey they have been on.
- Brings your learning to life**
Show a light on your capabilities. Demonstrate that every learning experience, and every learner, is unique.
- Display skills easily online**
Display skills easily online. Easy to demonstrate all skills and competences, not just qualifications.
- Bridges the gap between job seekers and employers**
Show how skills fit the job. Help employers identify gaps.
- Make skills portable**
Instantly shareable on social media. Make skills visible to anyone, across organisations, industries, and borders.
- Cut through the jargon**
Diffs down into the detail so the benefits of learning are clear. Helps learners, educators and employers unearth the value in a qualification or skill.
- Essential for the modern workplace**
Human skills are increasingly important as automation changes how we work. As skills like critical thinking, creativity and problem solving become more valued, they need to be recognised.
- Perfect for vocational and workplace skills**
Recognise the value of life-based learning. Reveals the skills that sit behind an interview answer.

KNOWLEDGE BASE

In the Knowledge Base...

9

Look at the lists of step-by-step guides and videos to find what you need.

10

Or, use the Search function to find it.



Knowledge Base

← Digitalme Support

New and returning users may [sign in](#)

Account Settings →

- How do I change my password?
- What is a "primary" email address?
- What is my "Account URL"?
- Can I add other email addresses to my account?
- What is the billing and refund policy?

9

Credly Videos →

- Video - Adding Managers and Reporters
- Video - Issuing badges
- Video - Creating a badge
- Video - Setting up badges that can be claimed
- Video - Managing your organizational profile

13 articles →

Earning Credit →

- What is "Private" vs. "Public" Credit?
- What does "Make Trusted Issuer" mean?
- How do I accept Credit I earn?
- How can I embed multiple badges on my web site or blog?
- What are personal "categories" and how do I use them?

16 articles →

Credly Fundamentals →

- What does "Verified" mean next to some users' names?
- What is a "Testimonial"?
- What is the difference between "Individual" and "Organization" accounts?
- Can I associate more than one e-mail address with my Digitalme Credly account?
- What is Credit?

11 articles →

Developers →

- Is there a Credly API?
- Do you have examples of people using the Credly Open Credit API?

For Organizations →

- How do I get "Verified"?
- What is Custom Assertion and how do I use it?
- How do I manage my organisational profile?
- How can I add managers to my organisational account?
- What are some of the ways I can issue badges?

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[Contact Digitalme support](#)

[Knowledge Base](#)

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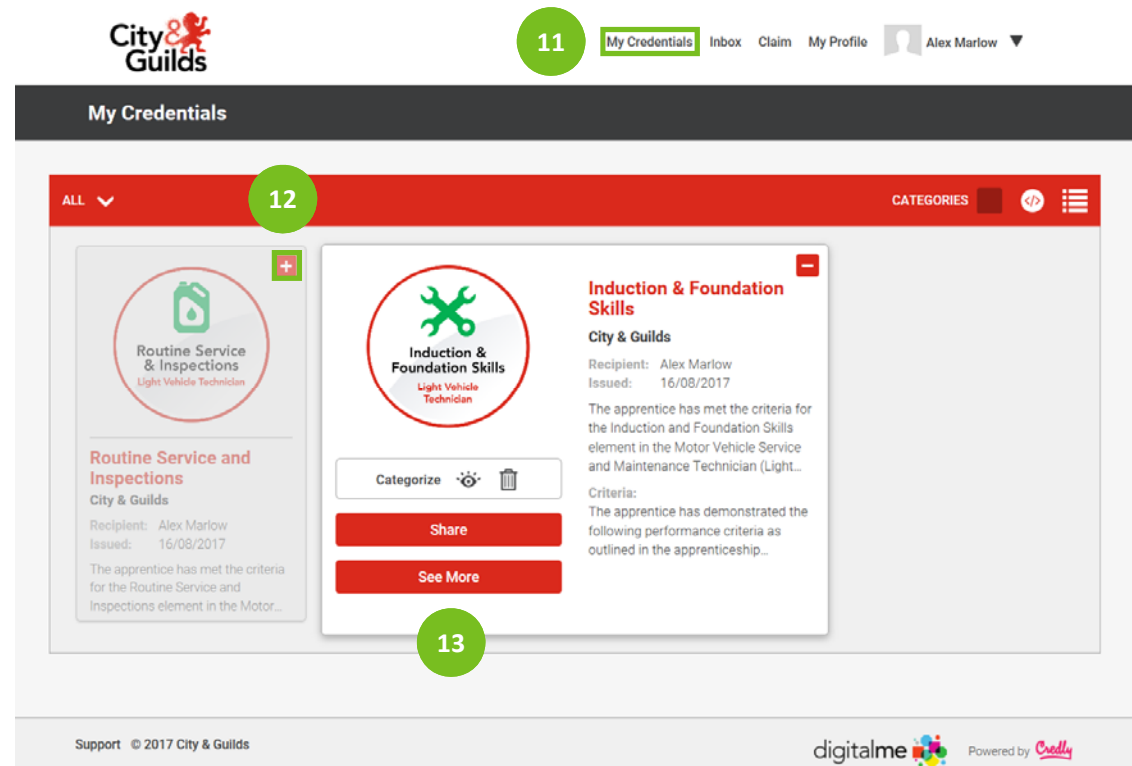
MY CREDENTIALS

You may have received more than one digital credential from City & Guilds, so to see them all...

11 Select **My Credentials**.

12 Then select the + button to find out more – as you can see here for the Induction & Foundation Skills digital credential.

13 Want to know what others will see when you share a credential? Then select **See More** to find out.



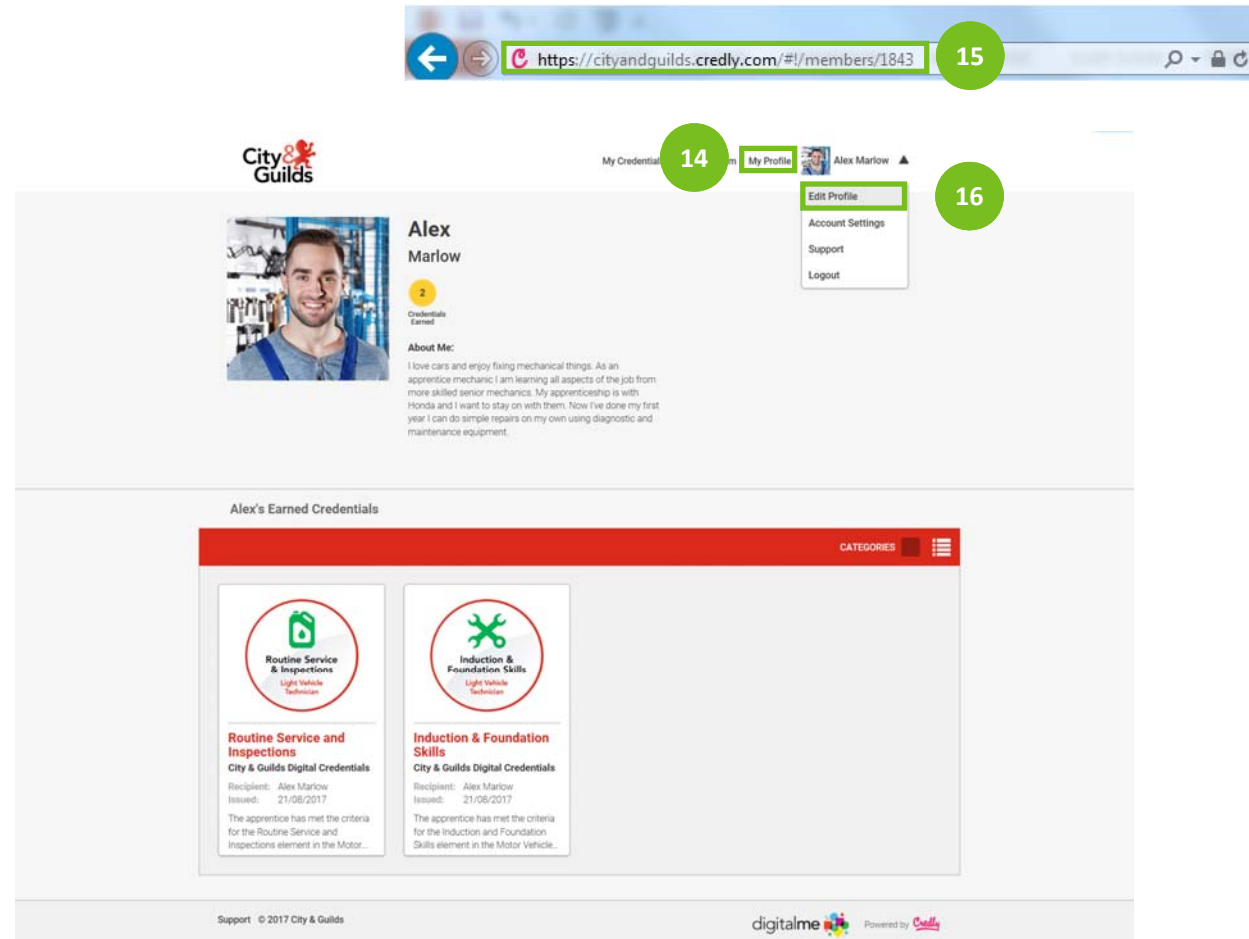
MY PROFILE

You may have noticed **My Profile** in this top menu bar. This allows you to showcase all your credentials at once. To do that...

14 First select **My Profile**.

15 Then copy the URL. You can customise this link – find out how in the [Knowledge Base](#).

16 It's worth adding your photo and a bit about yourself too. To do this select the little down arrow next to your name and then **Edit Profile**.



ONE LAST THING...

17

If you've forgotten your password, you can reset it by selecting the **Forgot Password?** link.

Please be aware you'll only see this option after you've entered an incorrect password.



[Sign Up](#) [Login](#)

Access your Digital Credentials

Login to access your credentials. If you haven't previously signed up then please do that now using the link below.

Email address or password isn't correct. Try again.

[Forgot Password?](#)

Login

Not a member yet? [Sign Up now](#)

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