

Joining Credly

1. Go to credly.com



2. Click **Create Account** in the upper right corner.

A dark grey rectangular button with the text 'Create Account' in a light blue, sans-serif font.

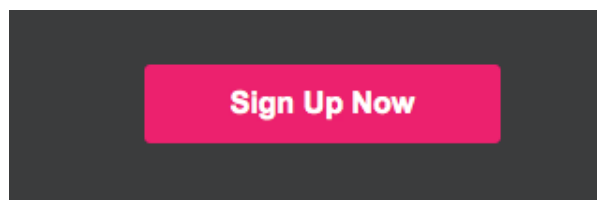
3. Fill in your APS email address, First Name and Last Name. Make a Password - write it down!!! You need to remember this.

A registration form with five input fields. The first field contains the email address 'kerry.abbott@apsva.us'. The second field contains the first name 'Kerry'. The third field contains the last name 'Abbott'. The fourth and fifth fields contain six dots, representing a password field.

4. Select **INDIVIDUAL** account. Check the box to agree to the terms of service.

A form for account selection. It has the heading 'This account is for:'. Below it are two radio button options: 'an individual (me)' and 'an organization'. A blue arrow points to the 'an individual (me)' option. Below these options is a checked checkbox followed by the text 'I agree to Credly's Terms of Service and Privacy Policy'. A blue arrow points to the checkbox.

5. Click **Sign Up Now** button.



6. You are done! You have earned your 1st **BADGE!** But before you close out, follow the next page of directions to set your account settings.



Settings in Credly

1. Click on the pencil in the upper corner of your profile picture.



2. Click “Upload a New Avatar”

Upload a New Avatar

3. Find a picture of yourself on your computer (you might need to take one of yourself before completing this step). Then click “choose”.

Choose

4. Go to Account Settings (on lower left side of screen).

ACCOUNT SETTINGS

5. Add your first.last name to the end of the URL address. This will make it easy for you to include this website on your portfolio, evaluations, etc.

Account URL

credly.com/u/ kerry.abbott

Choose a URL for your public Credly Profile page. Once set, this cannot be changed—so make your first choice your favorite!

6. You can information about yourself to any of the boxes that you wish to. Take a moment to move around the site and feel comfortable with it.

GREAT JOB!