

# Congratulations on your CRNI® Certification!

## Now let's show it off!



INCC gives all CRNI®s access to their own digital badge. Digital badges are dynamic icons that display earned credentials as well as professional skills, contributions, and certifications. Unlike paper certificates, digital badges tell the complete story of an accomplishment and provide a detailed description of the credential—all with a simple click. These badges can be displayed anywhere, anytime.

**Step 1:** You'll receive a welcome email from INCC with your BadgeCert login details. Once you log in, make your CRNI® badge public by dragging your badge into your “public” group.

**Step 2:** You'll then receive an email from [incc@incc1.org](mailto:incc@incc1.org) with the subject line “You earned a digital badge from INCC.” This email will include your personal URL, which you'll need in order to share.

**Step 3:** Share your digital badge with your peers, friends, and family—you've earned it!

Having trouble? If you forget your password or misplace this email, just click “forgot password” on BadgeCert's website and reset your login information. Make sure our emails don't get sent to your junk or spam folders by adding “[incc@incc1.org](mailto:incc@incc1.org)” to your contacts.

## How to share on LinkedIn

To add your badge to your LinkedIn profile page, follow these directions:

1. Log into LinkedIn and click the **Me** icon at the top of your LinkedIn homepage.
2. Click **View profile**.
3. If you've never added a certification, you'll first want to add a **Certifications** section. On your profile page, click **Add profile section** and click the **Arrow** icon next to **Accomplishments**. Next to **Certifications**, click **Add**.  
\*If you've previously added a certificate, scroll down to the **Accomplishments** section, click **Add**, and select **Certifications**.

Type in your certification information as shown in **Figure 1**.

You can obtain all of the information that you need to input if you click on: **Add your credential to LinkedIn profile now!** from your initial “**You earned a digital badge from INCC**” email.

4. A menu displaying companies will appear as you type in the **Certification Authority/Issuing Organization** field. Be sure to select the correct authority from the menu so their logo appears next to the certification on your profile. Note: The logo of the organization will appear on your profile, not the badge image.
5. Provide your Badge/Certification Name in the **Certification name** field and add the URL link for your BC portfolio in the **Certification URL** field
6. Click **Save**.

Figure 1

The screenshot shows a web form titled "Add licenses & certifications" with a close button (X) in the top right corner. The form contains several input fields: "Name" with the text "Certified Registered Nurse Infusion (CRNI)", "Issuing Organization" with a dropdown menu showing "INCC Infusion Nurses Certification Corporation", a checkbox for "This certification does not expire", "Issue Date" and "Expiration Date" each with "Month" and "Year" dropdown menus, "Credential ID", and "Credential URL". At the bottom, there is a light blue banner with the text "We no longer share changes to certifications with your network. Learn what's shared" and two buttons: "Save and add another" and "Save".

# How to share on Facebook

## You can display your BadgeCerts on your Facebook page as a Photo:

1. To include your BadgeCert image on a facebook post, click on your personal BadgeCert URL and once you find the image in Figure 2, right click on the badge image and choose **save as a .png** to your desktop.
2. Login to your Facebook account and from **Timeline**, click on **Photo** and then on **Upload Photo**.
3. Once you click on **Upload Photo**, choose the .png of the BadgeCert that you just saved.
4. Next, when prompted to “write something about this photo,” write something like “Check out my new BadgeCert” and add your personal BadgeCert URL.
5. Finally, click **Post** and it will appear on your homepage!



Figure 2

# How to share in Outlook emails

You can create personalized signatures for your email messages that include an icon for viewers to see and connect to your BadgeCert portfolio/badges. When the message recipient clicks the icon in the signature, a new browser window opens and your BadgeCert portfolio appears.

1. To include your BadgeCert image and link in your email signature, find the image by following the url link in your initial BadgeCert email. Once you find the image and right-click, select **Save picture (or image) as** and save/store the icon to your computer.
2. In versions such as Outlook 2010, on the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**. In more recent versions such as **Outlook 2013**, go to **Options > Mail > Signature**. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.
3. Under **Choose Default Signature**, in the e-mail account list, click the address you want to associate the signature.
4. If you want a signature to be included when you reply to or forward messages, in the **Replies/forwards** list, select the signature.
5. As shown in the red box in **Figure 3**, click the picture and browse for your badge. Next, click **Reference** to include your BadgeCert URL.

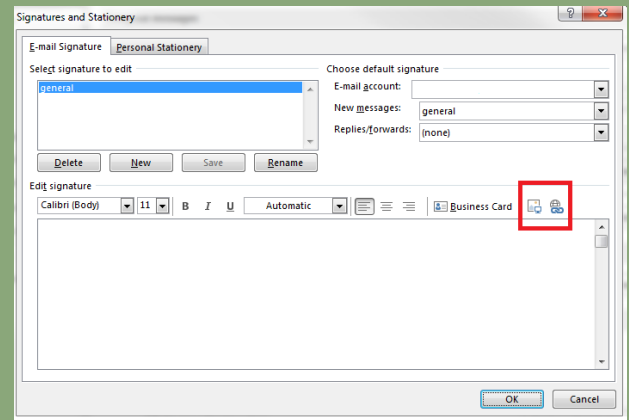


Figure 3

\* For questions or to get your badge to work with other email clients, go to [www.badgecert.com/BadgeCert\\_Sharing\\_Guide\\_URL\\_v1.2.7.pdf](http://www.badgecert.com/BadgeCert_Sharing_Guide_URL_v1.2.7.pdf).