

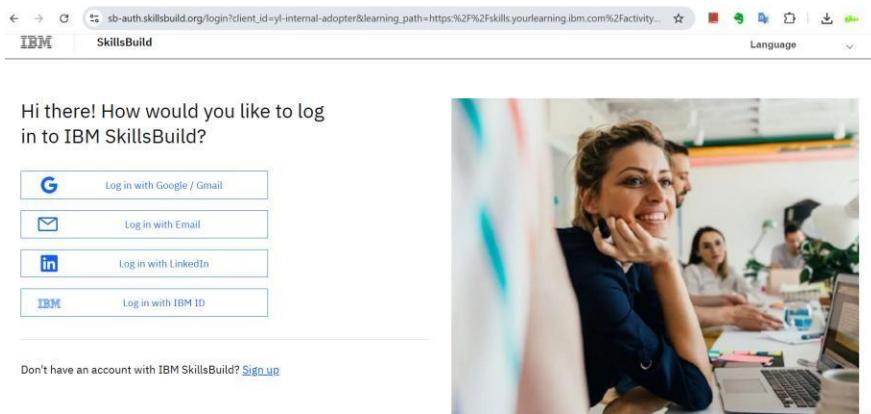
# AI Training Courses Registration Guide

## Course 1: AI Literacy

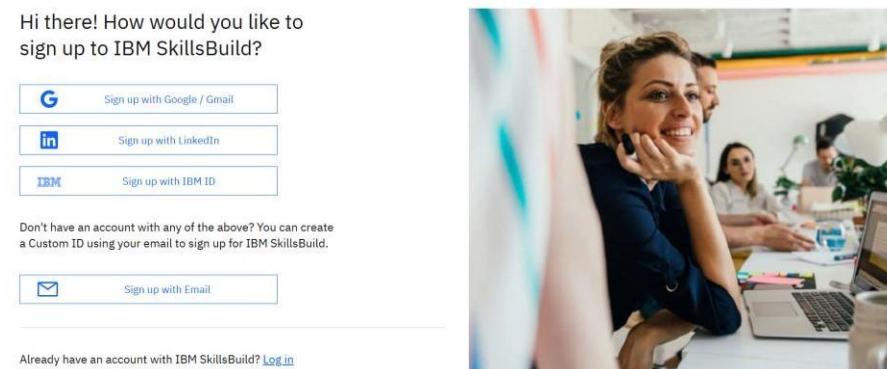
Link: <https://skills.yourlearning.ibm.com/activity/PLAN-1C903152880C>

**Step 1:** Open the course link provided above.

You will be redirected to the IBM SkillsBuild login page (as shown in the image below).



**Step 2:** If you already created an account with IBM, Log in using your email address or create a new account (Sign up) if you are a new user. It will take you to the page below:



If you have a Gmail account, click Sign up with Google/Gmail. If you have a LinkedIn account, click Sign up with LinkedIn. If you have a different account (e.g. Yahoo email or your institution's email, click Sign up with Email). You will see your Google accounts. Choose the one you want to use, or add another one.

**Step 3:** Select an account or create one

➡ If you selected Google:  
You will see your Google accounts.  
Choose the one you want to use, or add another one.

➡ If you selected Sign up with Email: A  
form will open.

The screenshot shows a 'Signup' form with the following fields:

- First name
- Last name
- Email\*
- Password\*
- Confirm password\*

Below the password fields, there is a note: "Minimum password requirements:  
1 upper-case letter, 1 lower-case letter,  
1 number, 1 special character, 10 characters long".

At the bottom right is a 'Submit' button with a right-pointing arrow.

Fill in the form and then click **Submit**.

#### Step 4: Set up your profile.

Let's set up your profile

The screenshot shows a profile setup form with three sections:

1. Basic information (Required)
  - First name: XXXX
  - Family name: XXXX
  - Country: Rwanda
  - Location: Not applicable
2. Additional information (Optional)
3. Terms and conditions (Required)

On the right, there is a photograph of a woman smiling while working at a desk in an office environment.

- ➡ Enter your basic information.  
➡ Skip optional fields if you want.

The screenshot shows the 'Terms and conditions (Required)' section of the profile setup form. It includes two checkboxes and a note:

I confirm I meet the digital age of consent of the country where I reside. [Read the digital age of consent terms](#)  
I agree to the IBM SkillsBuild Terms of Use. [Read the Terms of Use](#)  
IBM may share the personal information collected with IBM subsidiaries and third parties globally. [Read the Data Privacy Policy](#)

At the bottom is a blue 'Submit' button.

- ➡ Open the *Terms & Conditions* section.

- ➡ Tick the required boxes to agree.
- ➡ Click **Submit** to finish creating your account.

## Step 5: Enroll, then start your learning

The screenshot shows the 'Learning Plan' for the 'AI Literacy (Earn a digital credential!)' course. At the top, it displays a rating of 3.857 stars and 219 reviews. Below this, there are three progress indicators: 'Create account information' (0 of 2 complete), 'Modules' (0 of 3 complete), and 'Digital credential information' (Optional). A red circle highlights the 'Enroll' button in a blue bar at the bottom right of the page.

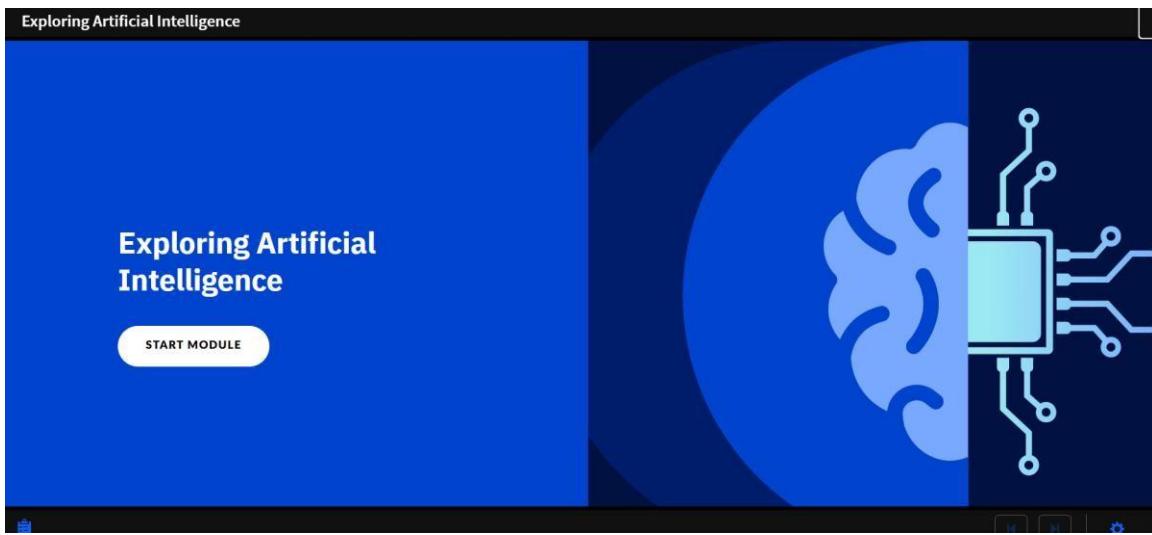
- ➡ You are now inside the course page.
- ➡ Click **Enroll**.
- ➡ Scroll down to the **Modules** section

Start with the first lesson:

### ✓ Exploring Artificial Intelligence

The screenshot shows the 'Exploring Artificial Intelligence' module page. At the top, it says 'Self-paced'. Below that is a large title 'Exploring Artificial Intelligence'. To the right is a 'Start' button and a box indicating '0/1 Core content completed'. The main content area includes sections for 'About this learning activity' (describing the module's purpose) and 'What you'll learn' (listing skills to be acquired). A 'Show more' link is visible at the bottom of the content area.

Click Start



Click Start Module.

When you finish then continue to second and third modules.

## Set up your Credly account (When You Finish Learning)

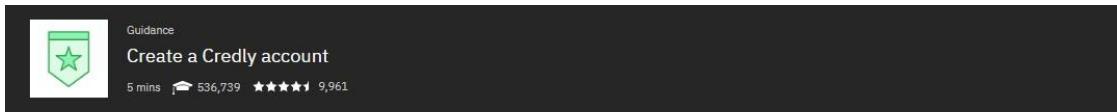
Note: You will need Credly only when you are ready to receive your digital certificate.

The screenshot shows the Credly account setup interface:

- Credly account information:** Progress bar at 0% completion. Options include "Create a Credly account" (Guidance) and "Earn it! Accept it! Share it!" (Video).
- Modules:** Progress bar at 0% completion. Three required modules are listed:
  - eLearning: Exploring Artificial Intelligence (1 hr 30 mins, 12,464 reviews, 4.5 stars)
  - eLearning: Interacting with AI (2 hrs 15 mins, 4,823 reviews, 4.5 stars)
  - eLearning: Accepting the "AI Literacy" Digital... (5 mins, 5,366 reviews, 4.5 stars)
- Digital credential information:** Optional section showing a task to claim a digital credential and a digital credential card for "AI Literacy".

➡ Under Credly account information, click Create a Credly account

## Step 1: Create your Credly Account



### About this learning activity

Digital credentials are industry-recognized and represent your achievement of skills, knowledge, and competencies.

IBM SkillsBuild issues digital credentials using Credly, so it's important to set up a Credly account to claim your credentials.

If you don't have a Credly account, complete these steps to create one now and claim the credentials you've worked hard to earn:

1. Access [Credly](#).
2. Locate and select [Sign in](#).
3. Select [Create account](#).
4. Enter your details in the required fields. Use the same email address for Credly as you do for SkillsBuild.
5. Check your inbox for a verification email from Credly and follow the instructions.

**Tip:** After you earn your first credential, enable the [Auto-Accept](#) feature so that future credentials from IBM SkillsBuild are automatically accepted and displayed on your Credly profile.

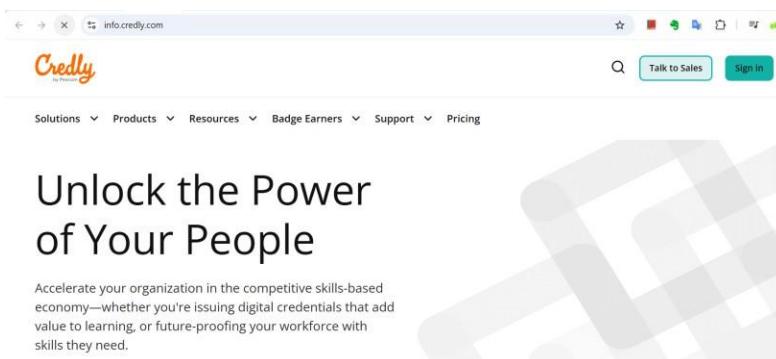
By signing up for a Credly account, you are unlocking the value of credentials and ensuring your accomplishments are registered, recognized, and shareable!

Select [Mark complete](#) once you've completed this task.

### ➡ Click Credly

This will open the Credly website in a new tab.

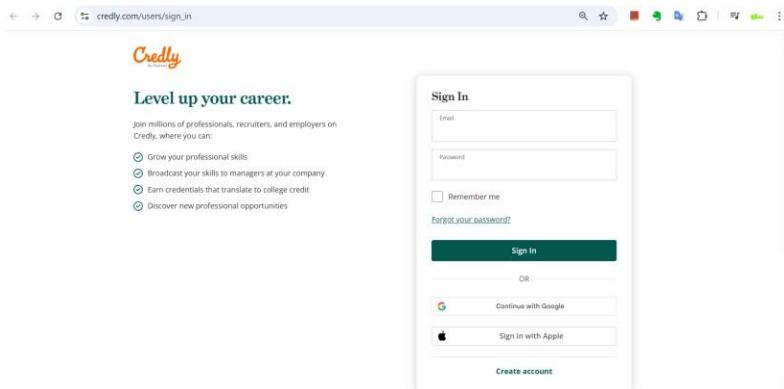
## Step 2: Sign in to Credly



You should now see a page like this ↑ (Credly homepage).

### ➡ Click Sign in (top-right corner)

A new page like the one below opens:



If you already have a Credly account:

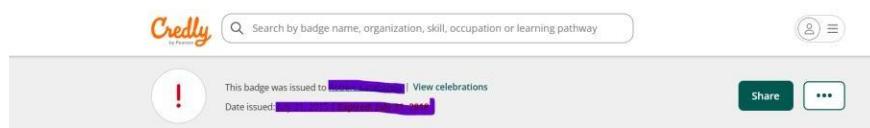
- ➡ Enter your email
- ➡ Enter your password
- ➡ Click Sign In

OR

➡ Click Continue with Google (if your account was created with Gmail) If you do not have a Credly account:

- ➡ Click Create Account
- ➡ Register using the same email as SkillsBuild
- ➡ Confirm email verification through your inbox

You're Now on Your Dashboard!



#### Cisco Certified Network Associate Routing and Switching (CCNA Routing and Switching)

Issued by CISCO

This certification validates the skills required of associate-level network professionals to understand network fundamentals, LAN switching technologies, IPv4 and IPv6 routing technologies, WAN technologies, infrastructure services, security, and management.

[Learn more](#)

**Note:** The CCNA certificate shown here is only an illustration. Your actual course certificate will appear in your Credly Dashboard once you complete a course.

## What You Can Do Inside the Credly Dashboard

Once you click **View dashboard**, you will be taken to your Credly profile. From there, you can:

### → Return to your course

Use the navigation menu or simply close Credly to go back to the learning portal.

### → View all certificates you have earned

Every badge or credential from completed courses appears here.

### → Download your certificate/badge

You can save it as a file for later use.

### → Share your certificate

Post directly to:

- LinkedIn
- Email
- WhatsApp
- Public share link

### → Use your badge to showcase your skills

Employers, HR teams, and academic institutions can verify your achievements.

### → Track new badges

As you complete additional courses, new badges will appear automatically.

#### Share your badge

Broadcast your achievement to friends and colleagues to get the recognition you deserve.



Cisco Certified Network Associate Routing and Switching (CCNA Routing and Switching)

Issued by [Cisco](#)

#### Promote

Share your achievement on social media.

LinkedIn

X (Twitter)

Facebook

#### Publish

Send your badge or take it offline.

Email

Embed Code

Public Link

Download Badge

[View profile](#)

[View dashboard](#)

#### To share the certificate, click:

- LinkedIn → Share directly to your LinkedIn profile
- X (Twitter) → Share on X
- Facebook → Share on Facebook

## To publish or use the badge elsewhere:

- ➡ Email → Send your badge via email
- ➡ Public Link → Copy a link you can share anywhere
- ➡ Embed Code → Add the badge to a website
- ➡ Download Badge → Save the badge image to your device

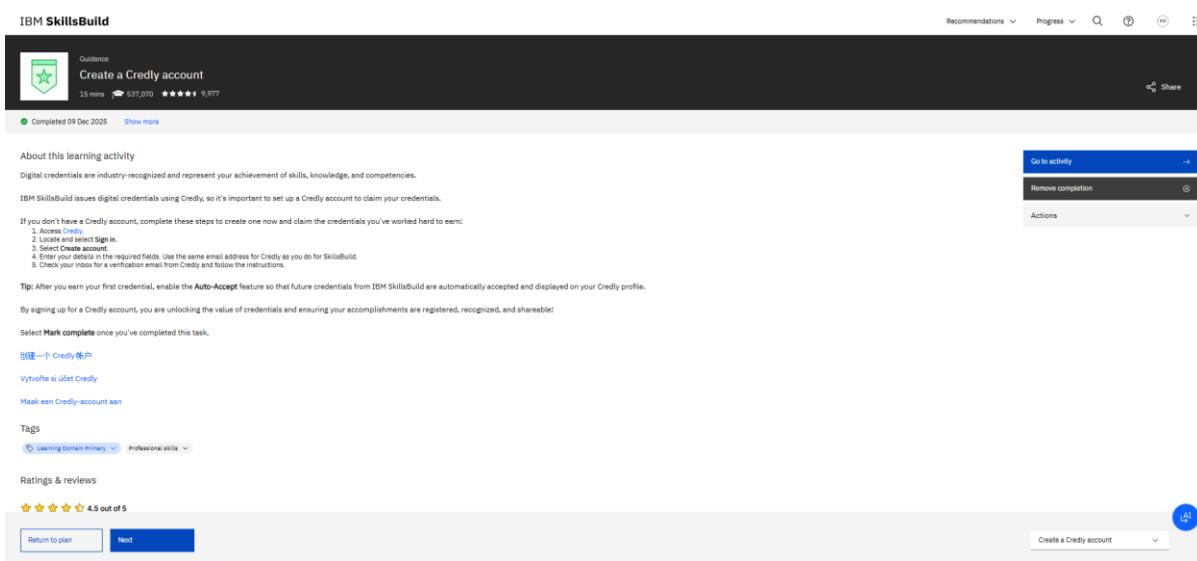
## Optional Badge Settings (Not Required)

You may also see these three options. They are optional and not needed for downloading or sharing your certificate:

- ➡ **Make badge private** – Hides your badge so others cannot view it publicly.
- ➡ **Public badge view** – Opens the public page where anyone can see your badge details.
- ➡ **Reject this badge** – Declines the badge completely (only use if the badge was issued in error).

## How to Return to Your Course After Creating a Credly Account

When you click **Access Credly**, the Credly website opens in a **new browser tab**. Your **SkillsBuild "Create a Credly account"** tab stays open, and this is where you return to continue learning.



You have two ways (if you can find another option it is fine), to go back to your course:

### OPTION 1 — Return directly to your Learning Plan

Step 1: Go back to the SkillsBuild tab: <https://shorturl.at/kyTgE>

This is the tab titled "**Create a Credly account – IBM SkillsBuild**"

- ➡ Step 2: Click **Return to plan** (bottom left corner)

This screenshot shows a learning activity titled 'Create a Credly account' on the IBM SkillsBuild platform. The activity is categorized under 'Guidance' and has a duration of 15 mins. It has received 837,060 views and a rating of 4.5 stars with 9,977 reviews. The status bar indicates it was completed on 09 Dec 2025. The page includes sections for 'About this learning activity', 'Tip', 'Select Mark complete', 'Tags', 'Ratings & reviews' (with a 4.5 out of 5 rating), and navigation buttons ('Return to plan' and 'Next'). A red circle highlights the 'Return to plan' button.

This takes you back to the **AI Literacy (Earn a digital credential!)** page.

→ Step 3: Scroll down to **Modules**

This screenshot shows the 'Learning Plan (Earn a digital credential)' for the AI Literacy course. The plan consists of three modules: 'Credly account information', 'Modules', and 'Digital credential information'. The 'Credly account information' module is 50% complete. The 'Modules' section is 9% complete and contains three required modules: 'Exploring Artificial Intelligence', 'Interacting with AI', and 'Accepting the AI Literacy Digital Credential'. A large red circle highlights the 'Modules' section.

You will see the three modules you must complete.

- **Exploring Artificial Intelligence**
- **Interacting with AI**
- **Accepting the AI Literacy Digital Credential**

→ Step 4: Click the module you want to continue:

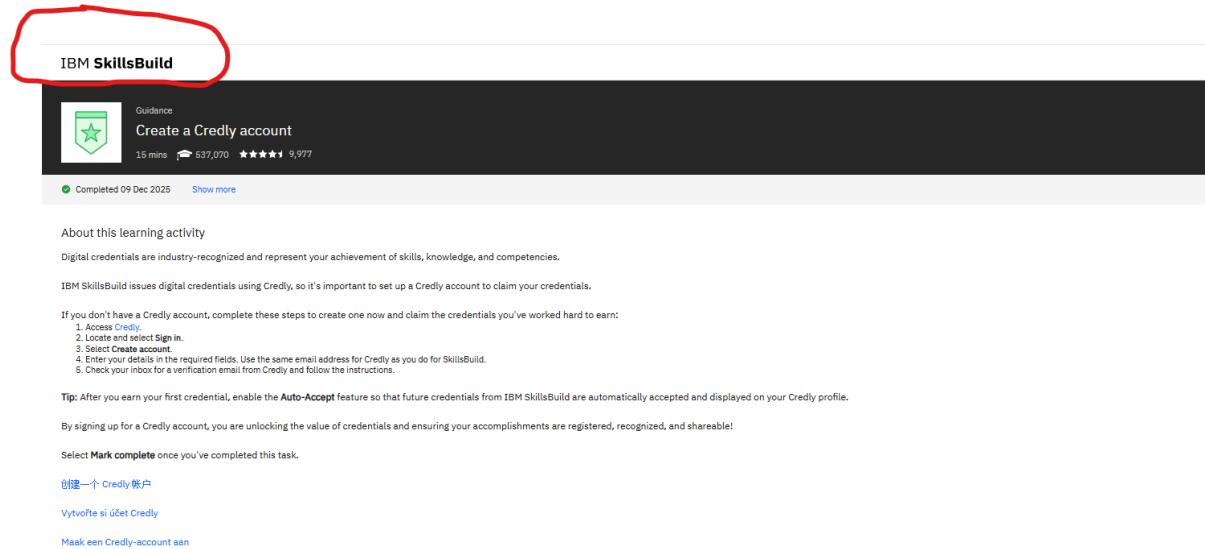
You will continue where you left off.

## OPTION 2 — Return through the main SkillsBuild homepage

If you accidentally close the course page, switch tabs, or get lost while setting up your Credly account, you can easily return to your learning using the main SkillsBuild homepage.

Follow these steps:

1. Click “IBM SkillsBuild” (top-left corner)



This is always visible in the top-left of the IBM SkillsBuild Page.  
Clicking it takes you back to the SkillsBuild homepage.

2. Look for the large heading:  
***“What will you learn today?”***

A screenshot of the main SkillsBuild homepage. At the top, there is a large heading "What will you learn today?" with a search bar below it. Below this, there are two metrics: "0.3 Learning hours completed" and "0 Digital credentials earned". A red circle highlights this entire section. The rest of the page shows various learning modules and a "Resume learning" section with tiles for AI Literacy, Exploring Artificial Intelligence, and Introduction to Artificial Intelligence. There is also a "Tell us what you think" survey section at the bottom right.

This confirms you are on the main homepage.

Scroll down to the **Resume learning section**.

Under this section, click the **AI Literacy tile** or the specific module you were learning to continue exactly where you left off.

The screenshot shows the IBM SkillsBuild dashboard. At the top left, there's a search bar labeled "Search learning". Below it, two metrics are displayed: "0.3 Learning hours completed" and "0 Digital credentials earned". A large, smiling woman is shown on the right side of the dashboard. In the center, there's a button labeled "Resume learning" with a red oval highlighting it. Below this, three learning modules are listed:

- Learning Plan**: AI Literacy (Earn a digital credential). Status: In progress, 20% complete.
- eLearning**: Exploring Artificial Intelligence. Status: In progress, 0% complete.
- eLearning**: Introduction to Artificial Intelligence. Status: In progress, 0% complete.

Below these modules, there are several cards with learning content:

- How is AI protecting our planet?**: Explore how IBM and NASA are using teamwork and AI to fight environmental threats in this new microlearning!
- IBM + Scuderia Ferrari HP: Driving Innovation**: Discover how AI and data fuel Ferrari's strategies, sharpen performance, and keep fans on the edge of their seats. Start your engines and dive in!
- Are you new to AI?**: "AI Literacy" is a quick and jargon-free introduction to the transformative technology of artificial intelligence. Earn a digital credential on completion.
- AI + Fantasy Football: The Winning Combo**: Win a edge in your fantasy league? Learn how AI turns massive amounts of data into smarter picks and better gameplay. Jump in and level up your
- Your microlearning journey starts here!**: Discover the power of microlearning with quick, engaging activities on today's most in-demand tech topics. Perfect for busy minds ready to grow!
- Please tell us what you think!**: Take our SkillsBuild Survey. Your valuable insights will help us improve our learning platform.

When you finish a module:

- You can go back to your Credly tab (if it is still open) and log in again.  
**OR**
- Log into Credly anytime at: <https://www.credly.com/earner/dashboard>

To check your badges/certificates.

***That's it! You're now ready to step confidently into the world of AI. Keep learning, keep exploring — remember, learning never ends.***