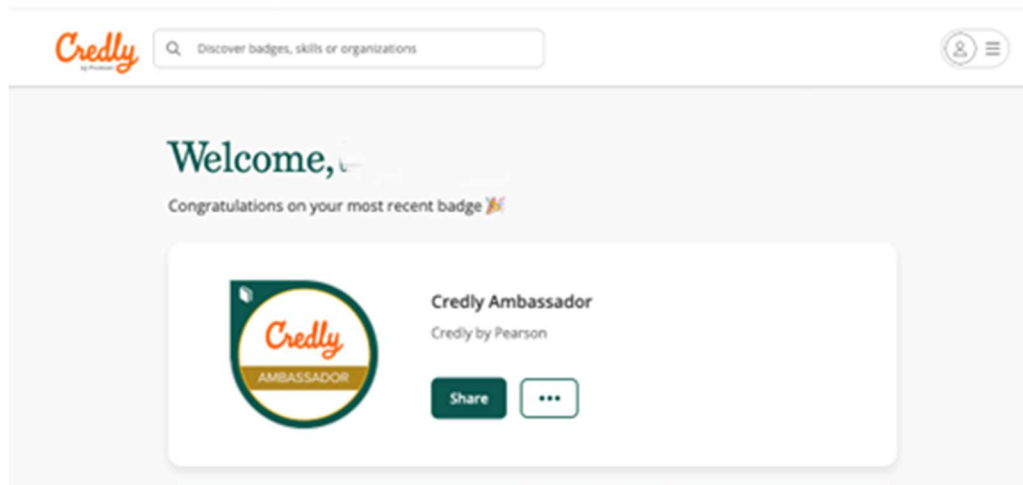


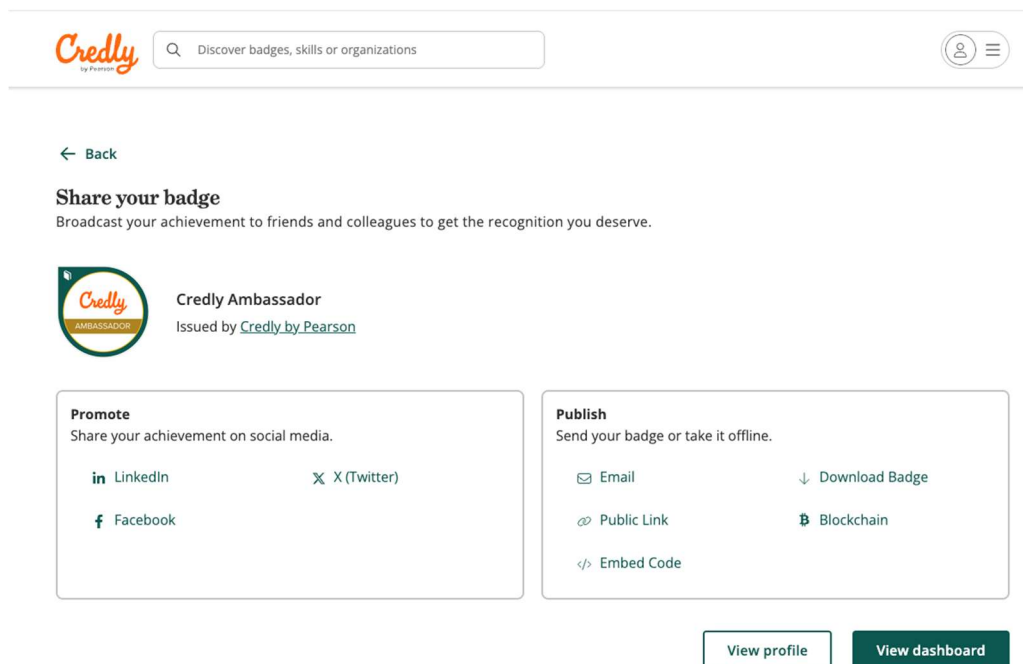
## Step One:

Go to [www.credly.com](https://www.credly.com) and sign in. Find the credential you wish to add to your Achievement Wallet.



## Step Two:

Click on the credential you want to add to your Achievement Wallet.



## Step Three:

Click **Share**, then choose then **Download Badge** option. Save the image to your device.

### Publish

Send your badge or take it offline.

✉ Email

↓ Download Badge

🔗 Public Link

₿ Blockchain

</> Embed Code

[View profile](#)

[View dashboard](#)

## Download Badge



Your badge follows the open badge specifications, and can be imported to other platforms. Use the URL option to embed the badge link with the image for sharing in an email signature, resume and more.

Open Badges Version  
3.0



Image not yet resized. Move slider to adjust dimensions or click Download Image to download the image with the original dimensions of (600x600 px)

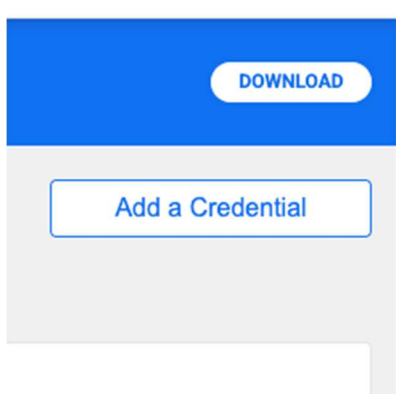


[Download Image](#)

## Step Four:

Log into your WGU Achievement Wallet at <https://www.mywguwallet.org> using your Single Sign-On credentials for your WGU account.

Navigate to your **Credentials** sections and click on **Add a Credential** in the upper right corner.



## Step Five:

Choose the section option from the top - “Parse a Document”.

×

### Add a Credential

Choose an option to help you start adding your Credential

**Sign into Canvas Badges**  
Sign into Canvas Badges to import your credentials

**Parse a Document**  
Select a PNG baked-badge file or text document

**Import a Link**  
Import a link from your credential provider

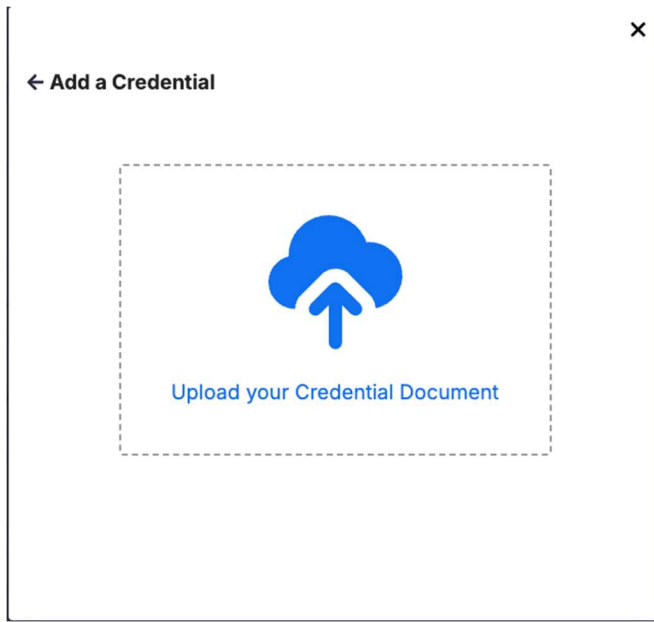
**Import an eDiploma**  
Import a PDF file containing an eDiploma

**Paste JSON Text**  
Use your Credential's JSON text to add a credential

**Enter Credential Details**  
Enter your credentials manually through our online form

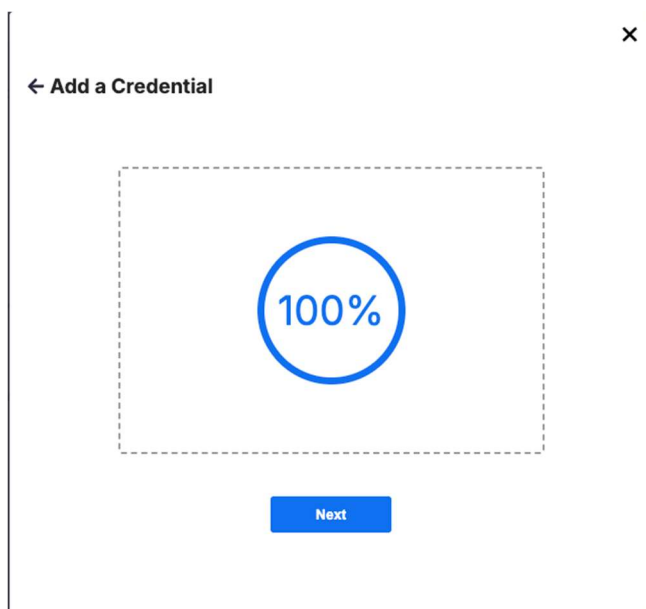
## Step Six:

Click on “Upload your Credential Document” and select the badge image you recently downloaded from where you saved it or drag the file onto the dialogue box.



## Step Seven:

Wait for the image to upload and then click **Next**.




## Step Eight:

Confirm all the details of your credential look correct. Make edits if needed and then click Next again.

×

**← Add a Credential - Details**

Badge Image



Credential Title \*

Issuer Name \*

Award Date \*

▼

▼

▼

Credential Description \*

Individuals who have earned this badge have participated in an interactive Credly Platform training session covering topics such as badge metadata, analytics, and labor market insights. Earners understand the value and benefits of digital badging and how to leverage Credly's best practices to develop a meaningful digital badging program. These individuals are capable of navigating the Acclaim platform and using the available features to offer digital credentials from their organization.

**Next**

## Step Nine:

You will be shown the skills that are associated with your credential. Click Next to advance to the skills self-assessment pane.

← Add a Credential - Skills

These skills were identified based off key words found in the document you uploaded. Please review them for accuracy as they may not all be applicable

Communications

Customer Relationship Management

Leadership

Metadata

Project Management

You can associate more skills with this credential in your Skills tab in the navigation bar.

Next

## Step Ten (Optional):

Rank your level of proficiency for each skill. Once you are done, click Save. (Note: you can always change your rating by viewing the skill from the Skills section of the platform.)

×

**← Add a Credential - Skills Self assessment**

Rate your level for each skill

[View Guide](#) ★

Communications	☆☆☆☆☆
Customer Relationship Management	☆☆☆☆☆
Leadership	☆☆☆☆☆
Metadata	☆☆☆☆☆
Project Management	☆☆☆☆☆

You can associate more skills with this credential  
in your Skills tab in the navigation bar.

Save

## Step Eleven:

The credential has been added. Repeat as needed with other credentials.

