

# How to Accept a Digital Badge from Credly

1. Check your student email. Look for an email from “College of the Canyons via Credly,” with the subject line: “College of the Canyons issued you a new badge”

2. Open the email message. Click on “Accept your badge”

COLLEGE OF THE CANYONS

**You've earned a badge from College of the Canyons**

Customer Relations Certificate  
Issuer: College of the Canyons

**Accept your badge**

or accept your badge by clicking:  
<https://www.credly.com/go/eNmx5bQo9ZHv9iKV7iaS6Q>

You've worked hard to earn this achievement. Share the good news with your professional network, friends and family by accepting your badge.

[New to badging? Learn more now.](#)

**Credly** Credly is a badging platform that works with credible organizations to recognize, manage and share professional achievements. Credly is the world's leading digital credential service provider.

3. Once you have reached the Credly website, you will create an account by entering your first and last name and country. Then choose a password (**must be a minimum of 8 characters**). Lastly, click on the “**Terms of Service**” box and click on “**Create Account**”

*Credly*

## Make the most of your achievement from College of the Canyons

Credly is the world's largest network of individuals and organizations using verified achievements to unlock opportunities. Join millions of professionals in sharing your achievements online.



Create a Credly account to accept your badge.

 Customer Relations Certificate  
Issued by [College of the Canyons](#)

First Name \*

Last Name \*

Email  
r...d@canyons.edu

Country/Territory \*  
Select Country/Territory

Password \*

Send me occasional news and updates on professional growth opportunities.

I agree to the [Terms of Service](#) and [Privacy Policy](#)

**Create Account**

[I have an account](#)

4. Click on “Confirm Your Email”

*Credly*



### Confirm Your Email

Thank you for creating an account with Credly!  
To finish setting up your account, please check your email to confirm the address you provided.

*If you don't see our message, please check your spam folder!*

5. Check your student email. Look for an email from “College of the Canyons via Credly”

- College of the Canyons issued you a new badge
- 

6. Go to your COC student email account and click on “Confirm My Email”

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**Welcome to Credly!**

You're receiving this message because you signed up for an account on Credly. (If you didn't sign up, you can ignore this email.)

**Confirm My Email**



or confirm your email by clicking:  
<https://www.credly.com/go/60TaWQ3CY4kapHOjtSF0cw>



Credly is a badging platform that works with credible organizations to recognize, manage and share professional achievements. Credly is the world's leading digital credential service provider.

If you prefer not to receive emails like this from Credly, you may [unsubscribe](#).  
[Manage your email notification preferences](#).  
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## 7. Sign in to your Credly account

### Sign in

  
  
 Remember me [Forgot your password?](#)  
  
[Create account](#)

## 8. You will see your badge waiting for you on the Credly website. Click on "Accept Badge"

 🔍 

 This badge was issued to [Robin Behbood](#) on 30 June 2021.  
Accepting a badge adds it to your profile. You can edit your privacy settings after accepting.





### Customer Relations Certificate

Issued by [College of the Canyons](#)

Earners of this certificate have developed a deep understanding of communication skills and how they relate to quality customer service. Additionally, earners understand different personality styles and how to adapt to each. They are able to provide strategic customer service recommendations based on their classroom experience as well as demonstrate collaborative problem solving.

#### Skills

|                         |                       |                                  |                    |
|-------------------------|-----------------------|----------------------------------|--------------------|
| Business Communications | Change Communications | Communication Processes          |                    |
| Communication Skills    | Customer Acceptance   | Customer Expectations            | Customer Needs     |
| Customer Relationships  | Identifying Problems  | Practical Problem Solving Skills | Problem Resolution |

9. In Badge Settings, click on “Save Settings”

**Badge Settings** ×

**Public**  
Badge will be accessible to the public.

**Auto Accept**  
All future badges issued by College of the Canyons will be accepted and public.

**Save Settings**

10. Click on the “Share” button

**Credly** 🔍 👤

👤 This badge was issued to [Mickey Mouse](#) on 13 September 2021. Share ⋮

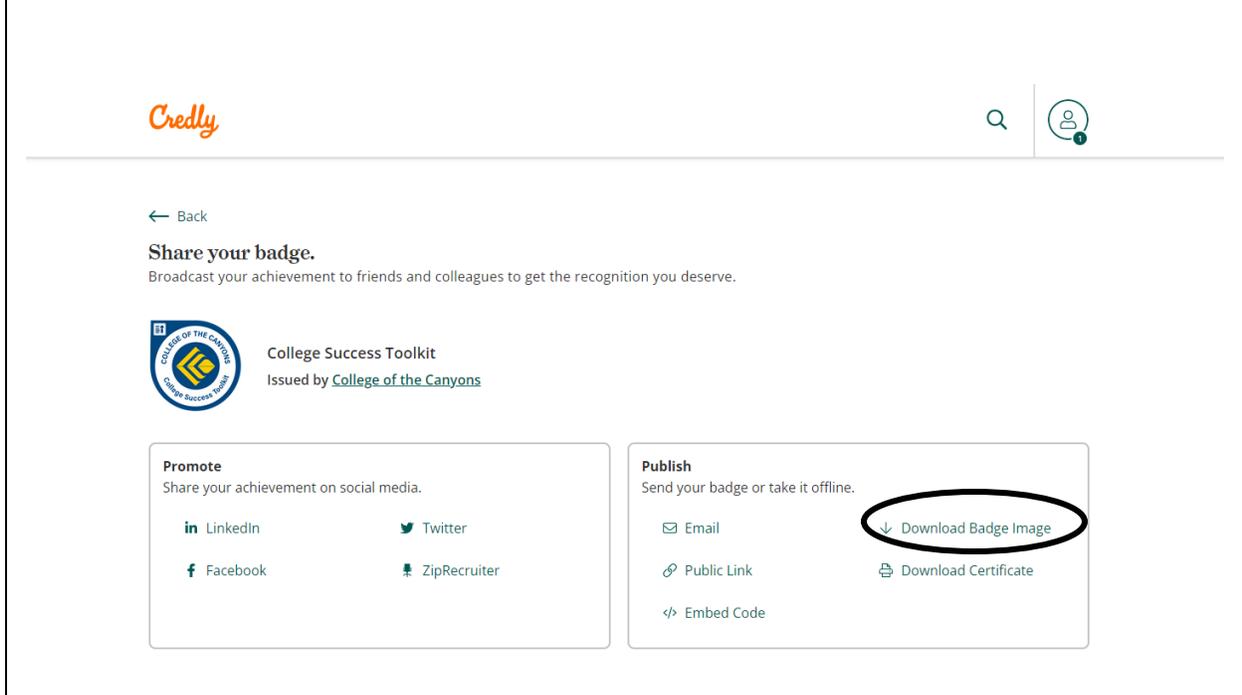
 **College Success Toolkit**  
Issued by [College of the Canyons](#)

Provides resources and strategies to succeed in college as a new or returning student. Topics covered will include academic expectations, financial aid options and budgeting, academic and career educational options, College of the Canyons Resources, goal setting, and online learning.

**Skills**

- Academic And Career Educational Planning
- Academic Expectations
- College Success Strategies
- Financial Aid Options
- Goal Setting
- Online Learning

## 11. Click on “Download Badge Image”



**Credly** 🔍 👤

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

 **College Success Toolkit**  
Issued by [College of the Canyons](#)

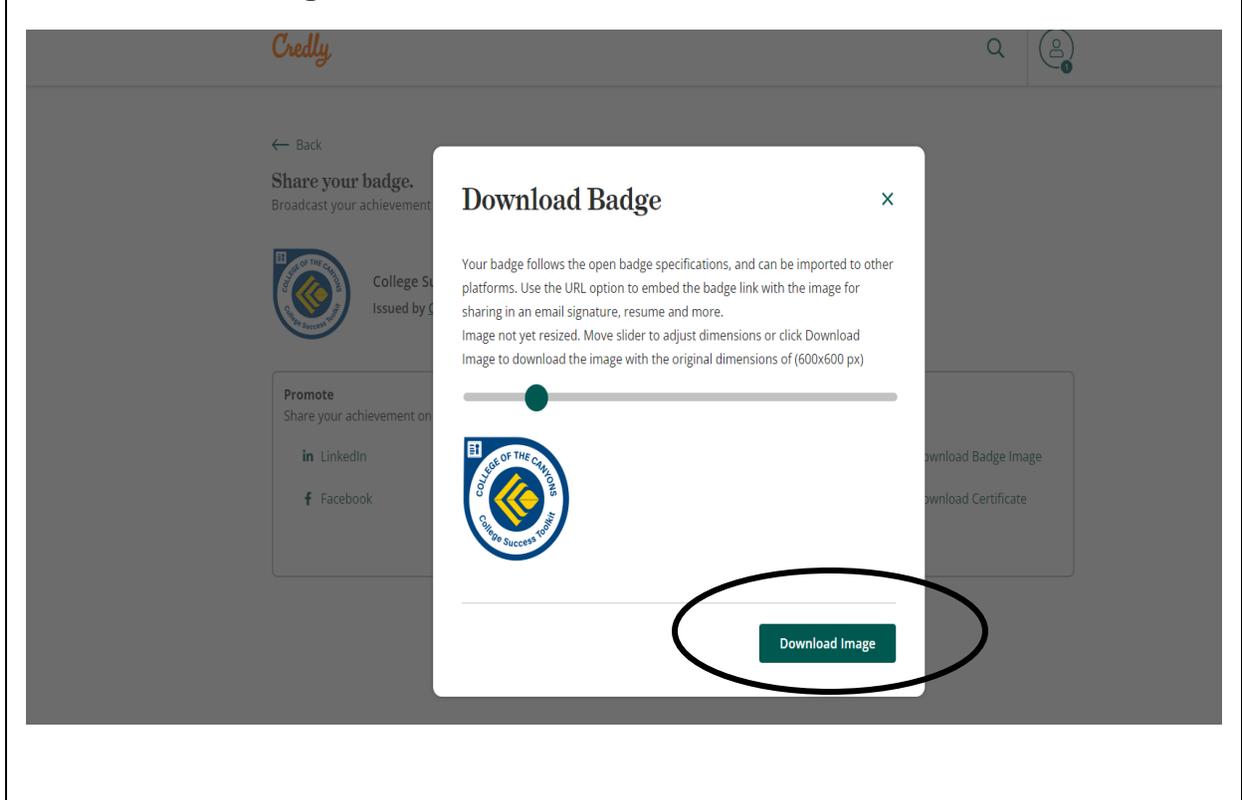
**Promote**  
Share your achievement on social media.

- [in](#) LinkedIn
- [f](#) Facebook
- [t](#) Twitter
- [Z](#) ZipRecruiter

**Publish**  
Send your badge or take it offline.

- [✉](#) Email
- [🔗](#) Public Link
- [📄](#) Embed Code
- [↓](#) **Download Badge Image**
- [📄](#) Download Certificate

## 12. The “Download Badge” screen will pop up and you will click on “Download Image”



**Credly** 🔍 👤

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**Share your badge.**  
Broadcast your achievement

 **College S**  
Issued by s

**Promote**  
Share your achievement on

- [in](#) LinkedIn
- [f](#) Facebook

### 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.

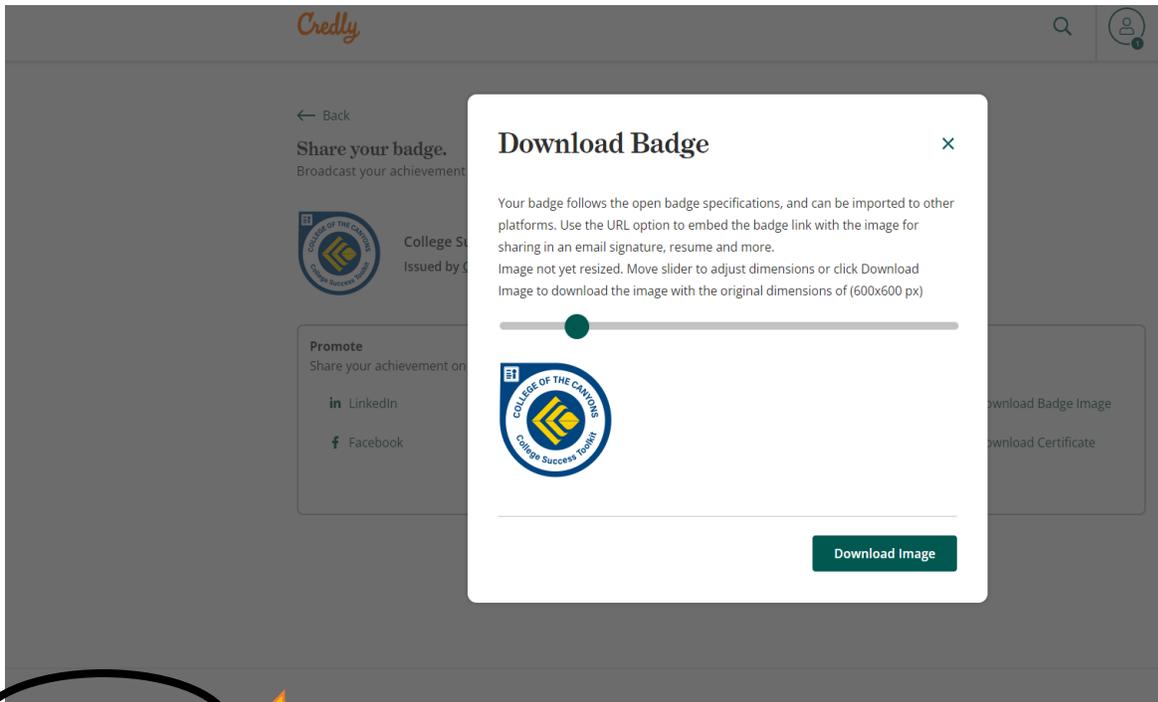
Image not yet resized. Move slider to adjust dimensions or click Download Image to download the image with the original dimensions of (600x600 px)





[Download Image](#)

13. The badge image will appear in the bottom left-hand corner of the screen. Click on it



14. Lastly, you will see the badge appear under a new tab

