

# How to Claim Your Workplace Readiness Skills Assessment Digital Badge

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[00:00:00] Hi, this is Darren Morris, Instructional Designer at CTECS, and I wanted to thank you for your interest in the CTECS Workplace Readiness Skills Assessment and the digital badge. This video will show you the process for claiming your badge from Credly.

Provided you passed the test, this is similar to what you will see you at the end of your test. First, if you don't want the badge, just hit the decline badge button below. But if you do want it, you have to request it. To do so, just enter your email address in the box and hit *Request Badge*. This will tell Credly, our badge provider, to send an email inviting you to claim your badge. We recommend using your personal email address as school addresses often put extra blocks and filters on their student accounts. Also, very important, ensure that you allow your address to receive mail from credly.com.

Once you hit *Request Badge*, nothing will happen immediately and the test is over; but, check your inbox when you get a chance to read the message from Credly. If you don't receive a message from Credly within the next day or so, let your teacher know and have him or her contact CTECS directly. This is an example of the type of message you should receive from CTECS via Credly. The subject line in your mailbox will be "CTECS Workplace Readiness Skills". This is not your badge, but contains a link to get you to go to Credly to register your account. You must register your free account on Credly to be able to claim your badge. So click on the *Save and Share* link in the email.

[00:1:47] And here we are on the credly.com registration page. Click on *Create Account*. Enter the same email you entered to request the badge from the test window. This is how the system will verify that you passed the test. Also, please read the terms of service and privacy policy from Credly or share this with your guardian. But, know this is a free account and that Credly is a trusted partner and will not fill your inbox with spam. So, enter your email address there, your first name, your last name, a password of your choosing, and repeat that password here. Remember those things if you could.

[00:02:35] Also, you're not an organization, you're an individual, and you need to agree to the terms of service and then just hit *Sign Up Now*. Remember, you only need to register once; but, if this is your first time, it is similar to registering for anything online. You'll receive a confirmation email from Credly, open that email, follow the link back to credly.com, and sign in using the information you just provided. If all goes as it should, you will end up on a page like this, which is your own account page. The Workplace Readiness Skills badge will be waiting for you, and if you click on it to view it, you should notice the date it was awarded (it's here), and your own name (for the sake of this demo, this is mine), and that means you've earned your digital badge. To share it, you will actually just copy this URL at the top and share that with whomever you wish. So, congratulations, you've earned and claimed your digital badge.

[00:03:46] Thanks for watching, and please watch the next CTECS Digital Badge video on how to easily share the badge via Facebook, LinkedIn, or as an independent link through a variety of digital media.