

Video Transcript:

Sharing your Micro-credential on LinkedIn: Adding as a License or Certification

[Introduction; upbeat music plays in the background throughout the video]

Ashley Hammond

Congratulations on successfully completing your training with the Canadian Association for Supported Employment. In this short video, I will demonstrate how you can share your micro-credentials on the LinkedIn social media platform as a license or certification. Sharing your credentials on your LinkedIn profile is an easy way to demonstrate your commitment to upskilling and allows employers to easily view your industry knowledge and/or skills.

[Step 1]

Ashley Hammond

To get started, go to your email's inbox and locate the micro-credential from the email learn@supportedemployment.ca. In the body of the email, click on the red box that says, "View my credential".

[Step 2]

Ashley Hammond

Clicking on this will prompt a link to open in your web browser. In the new window that opens (in the bottom right-hand corner) click on the white box that says, "Add to my LinkedIn Profile".

[Step 3]

Ashley Hammond

To allow others to view your micro-credential online, you are required to change the privacy of your credential from private to public. Note that completing this step may require you to also set up a username and password; however, you may re-use the same login credentials for all future micro-credentials you complete with the Canadian Association for Supported Employment.

[Step 4]

Ashley Hammond

In the new window that appears on your screen, first change the privacy of your credential from private to public. Next, confirm your change by clicking on the purple box in the bottom right-hand corner that says, "Update privacy".

[Step 5]

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The next step is to select the blue box that says, “Add to my profile”. This will bring you to the LinkedIn website, where there are a few more steps left to complete.

[Step 6]

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After you are taken to the LinkedIn website, you will notice that the fields will automatically fill and complete the information for you. To save the micro-credential to your LinkedIn profile, simply select the blue button on the bottom right-hand corner that says, “Save”.

[Step 7]

Ashley Hammond

You will now be given the option to share the news of your recent accomplishment to your LinkedIn network. If you wish to skip this step, select the “Skip” text in the bottom left-hand side. To proceed with sharing the news with your network, select the blue “Next” button on the bottom right-hand side.

[Step 8]

Ashley Hammond

If you decide to share your accomplishment, you will now be given the option to edit the post, which includes changing the default text, thumbnail, and hashtags. Make any preferred changes and select the blue “Post” button on the bottom-right hand corner to share your news with your LinkedIn network.

[Conclusion; upbeat music fades to silence]

Ashley Hammond

And, there you have it! To learn how you can add your micro-credential as badge in a LinkedIn post, please review our other video titled “Sharing your Micro-credential on LinkedIn: Adding your Badge as a Post”.