

Content

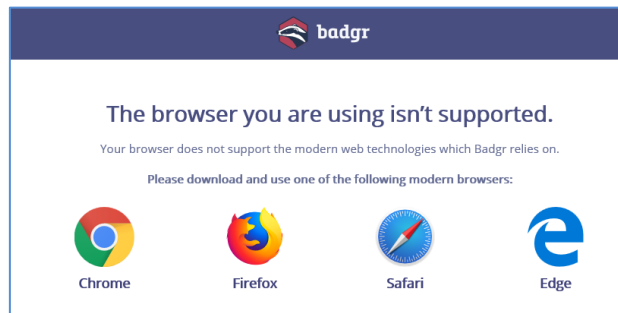
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0. Before you start

Before you start, we recommend you read the following information in detail, as it will help you have an optimal experience with our IDB Digital Credential platform.

Note that the platform on which are housed IDB digital credentials is not compatible with Internet Explorer (IE) browser. Use either Chrome, Firefox, Safari or Edge.

Therefore, if your default browser is Internet Explorer, whenever you click on any link on our platform, you will see the following notification:



Picture 1. Browsers

If this happens to you, we recommend copying the URL and open using Chrome or Edge browser. (For IDB users: Both browsers are found in any IDB PC.)

If you want to know more about digital badges, please watch the following video:
https://www.youtube.com/watch?v=u_OnzZj4k9Q

1. First contact - email with badge

When you receive a digital badge via email (from Badgr.io platform), you have two options:

1. Go straight to the badge on our platform and download it (this option will allow you to save the badge's image only).
2. Create an account, which will allow you to save your badges, verify them with third parties, organize them, share them and stack them together with others from different platforms and issuers. You will find more detailed information about this topic throughout this document.

1.1 . Single Badge download

From the e-mail you can download the logo by clicking on the button **DOWNLOAD**, as shown in the following image. (See the information about the browsers that you should use in section [0. Before starting](#)).

From this same e-mail, you can share your badge on Facebook, LinkedIn, Twitter and Pinterest.

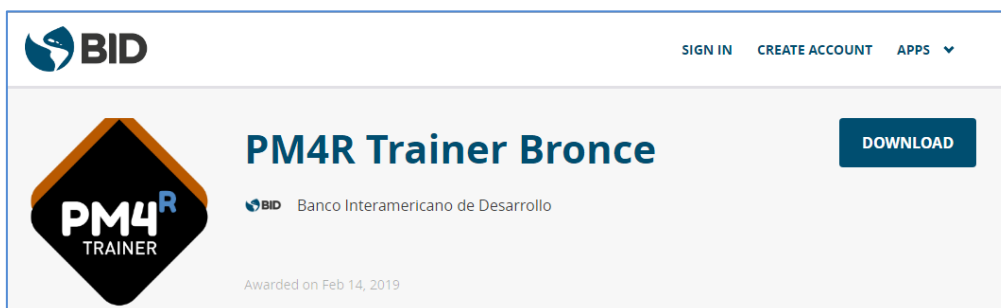


Picture 2. Download the badge from the mail.

By clicking on **DOWNLOAD** or the badge's image,



a new window will open in your browser with the information of the badge and from where you can download it .



Picture 3. Download badge.

1.2. Create an account.

Even though you can download your credential from the mail without creating an account (as we have explained a bit above), we recommend you create your account. Having an account will allow you to have several options to share your badges and print a certificate of the credential. We will show you below how to create the account and the advantages of having one.

To create an account you must click on the **CREATE ACCOUNT** button that appears in the email or from this link: <https://iadb.badgr.io/signup>



Remember to use:

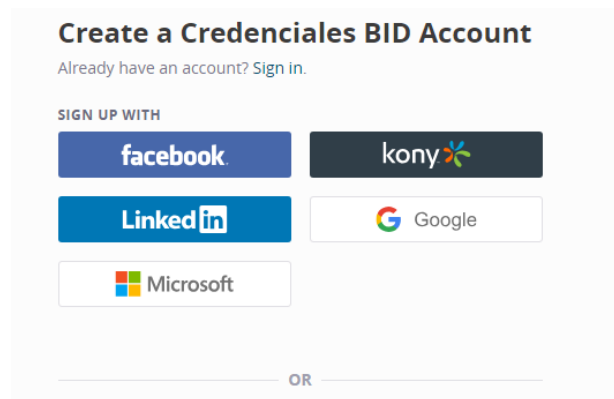
Know Your Rights

The issuer of this badge has provided IADB with your email address and the data about your achievement contained in this badge. If you have questions about this badge, please contact the issuer at INDES@IADB.ORG. You may request a copy of your data, request removal of data about you, or request to have incorrect information updated by contacting help@badgr.io.

[CREATE ACCOUNT](#)

Picture 4. Knowing you rights.

A new window will open. From there you will be able to create your *IDB credentials* account signing up with Facebook, LinkedIn, Kony, Microsoft or Google.



Create a Credenciales BID Account
Already have an account? [Sign in.](#)

SIGN UP WITH

[facebook](#) [kony](#)

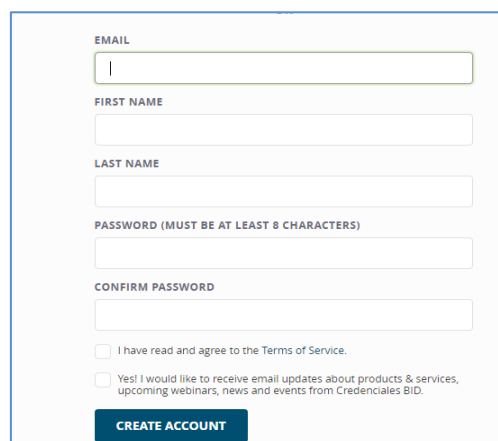
[Linked in](#) [Google](#)

[Microsoft](#)

OR

Picture 5. Sign up with.

Or you can create the account using your email as shown below :



EMAIL

FIRST NAME

LAST NAME

PASSWORD (MUST BE AT LEAST 8 CHARACTERS)

CONFIRM PASSWORD

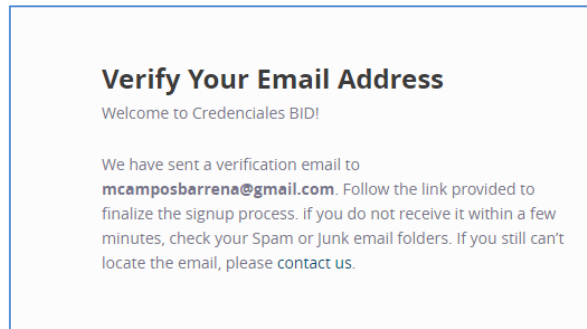
I have read and agree to the Terms of Service.

Yes! I would like to receive email updates about products & services, upcoming webinars, news and events from Credenciales BID.

[CREATE ACCOUNT](#)

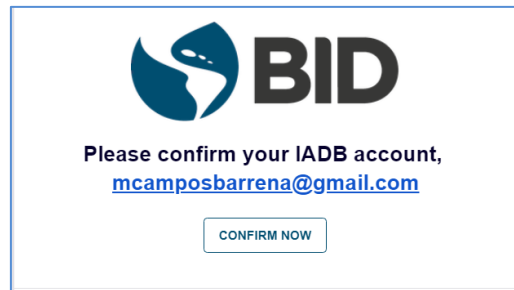
Picture 6. Requested information.

Once you have completed all the required information, you will have to verify your email address. You will see the following message:



Picture 7. Verify your email address.

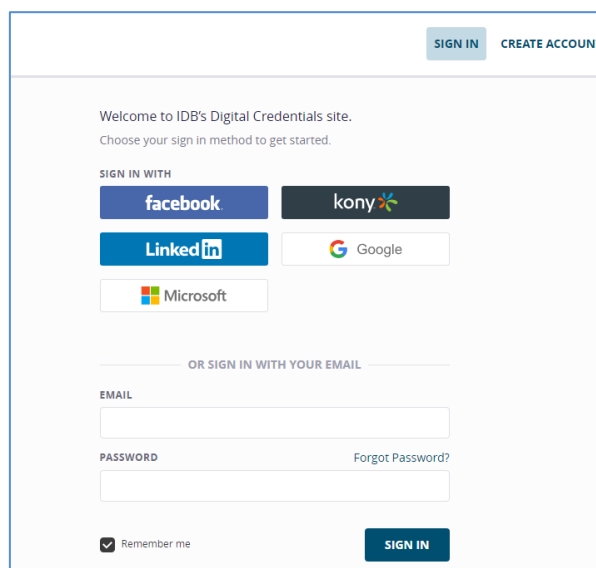
Once you receive the email, you will only have to click on the button ' **CONFIRM NOW** ', as shown in the picture below.



Picture 8. Confirm now button.

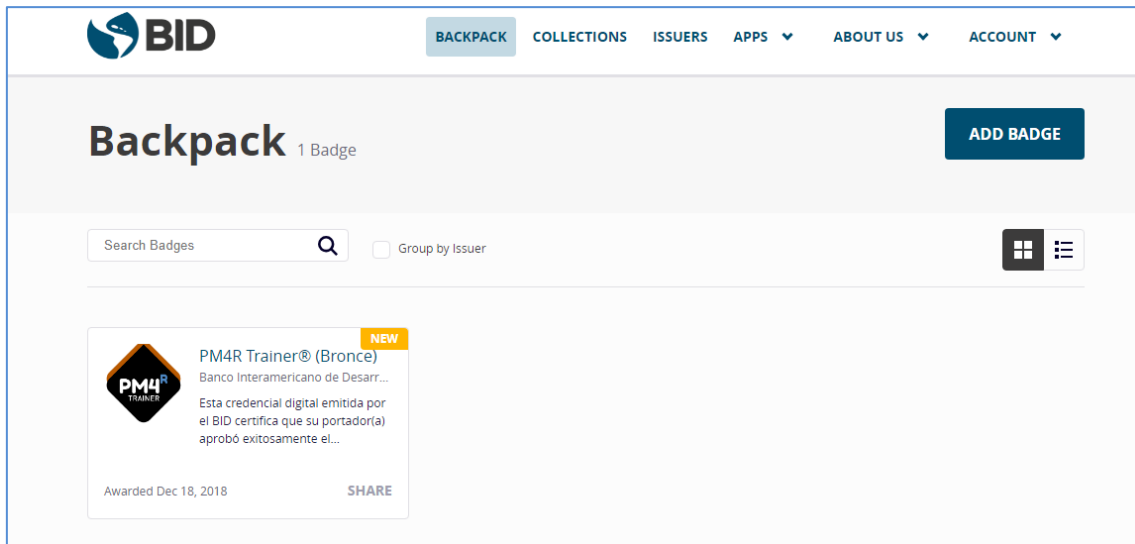
1.3 Start your session.

To start your session, if you already have an account, you must click on the SIGN IN button. Then enter your email and password.



Picture 9. Sign in button.

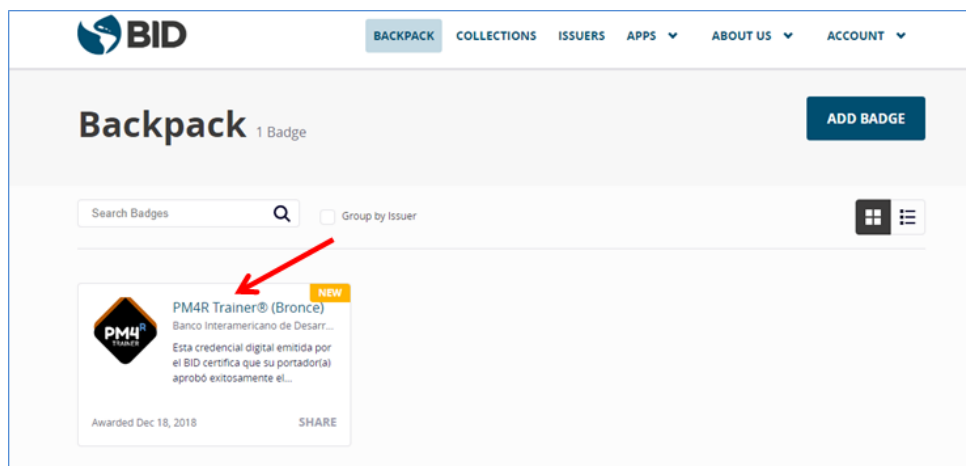
Once you have entered your passwords or confirmed your account, your BID Credential profile will open. There, you will find the badge you have received and which you will store in your Backpack. [In section 3.1](#), of this manual we provide information concerning the Backpack.



Picture 10. View from the user account

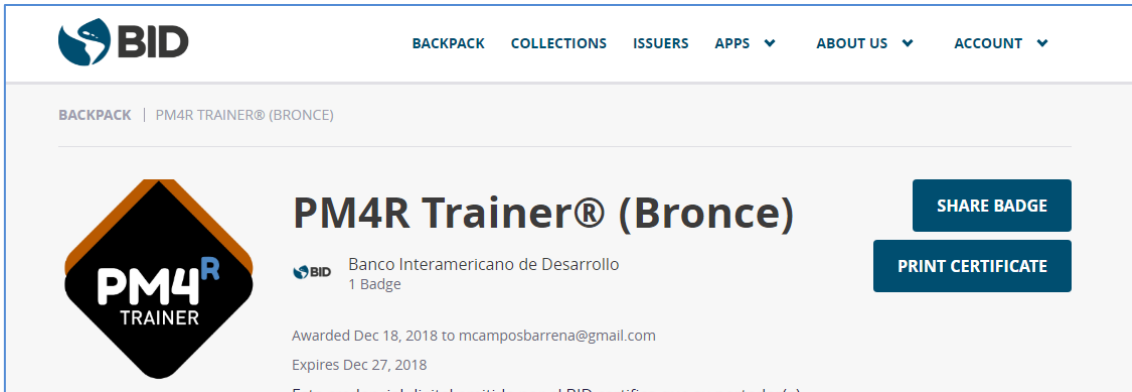
2. What can I do with my digital badge if I have an account in Bagdr.io?

If you click on the image of the badge you just received, a new window will open where you will find a detailed description of your badge.



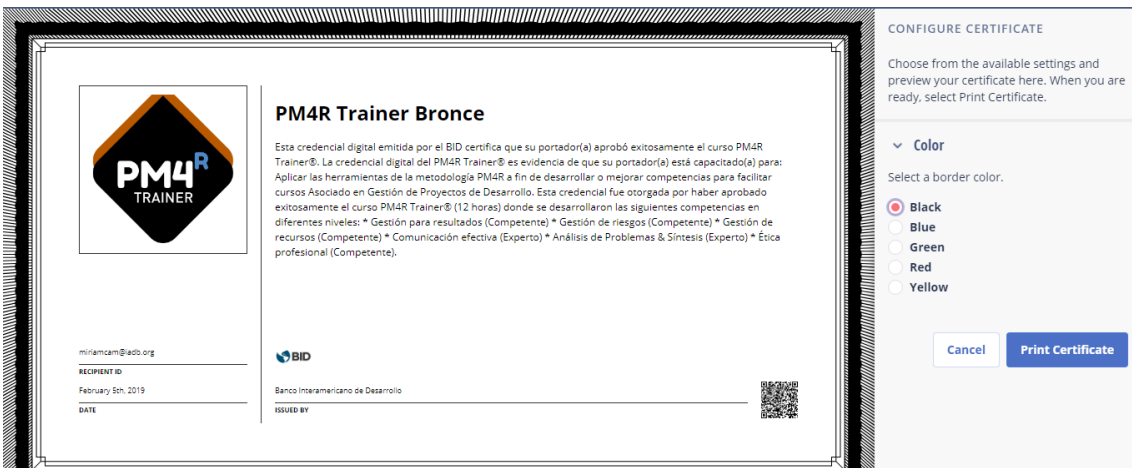
Picture 11. User view of received badge inside backpack

Also, at this point, you have two options: share the badge or print a badge certificate as shown below.



Picture 12. View of badge and options to share credential and print certificate

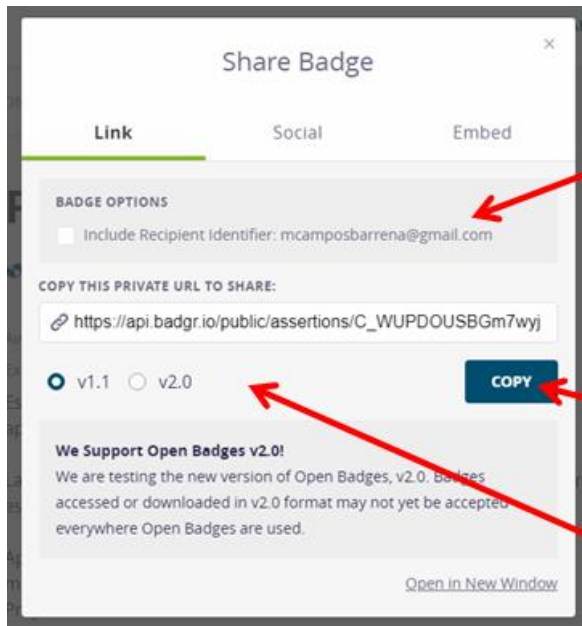
If you click on the ' **PRINT CERTIFICATE** ' button, a new window with the certificate of your badge containing a QR code is there. You can also setup the color of the certificate (black, blue, green, red and yellow) with a series of options that appear on the right part of the screen:



Picture 13. View of the certificate and color selection

By clicking on the '**SHARE BADGE**' button, a new window will appear with the options that are explained in the following sections on this manual.

2.1. Share your badge through a link



This image shows the different options you have in order to share your badge, with a link (LINK). They are explained in the order each one of them appear.

If you click on the **Badge** checkbox **Options** (Badge Options), when you share your badge you will see your identified mail to the recipient.

By clicking on **COPY** the system will copy the shared url.

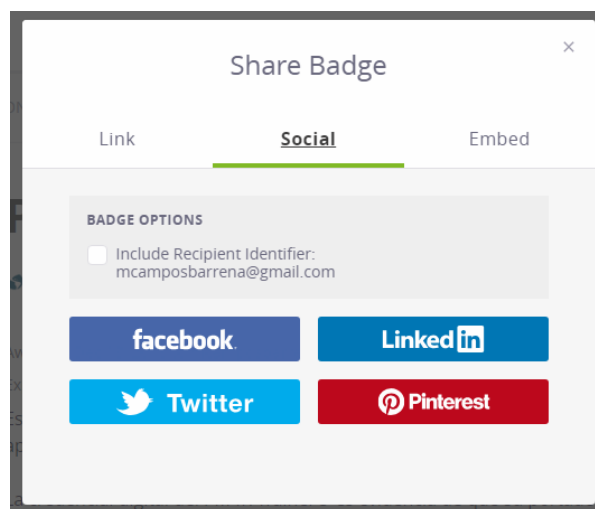
The two options that appear below are to select the Open Badges version to share your badge.

Picture 14. Sharing badge

2.2. Share your badge in social networks

From the next tab to share your badge in Social Networks, you can select the network (Facebook, LinkedIn, Twitter or Pinterest) in which you want to share your credentials.

By clicking on the check box that is under the heading **BADGE OPTIONS**, it will appear the credential identified with your email (as it is shown in the image below).



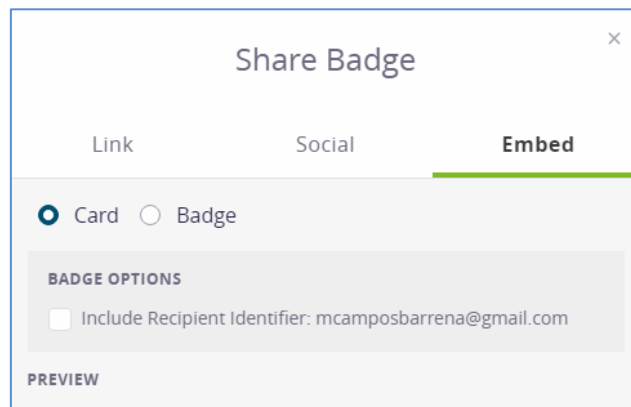
Picture 15. View of the share Badge option in social networks.

2.3. Share your badge on blogs, websites or email signatures.

The third option for sharing the credential is **EMBED**.

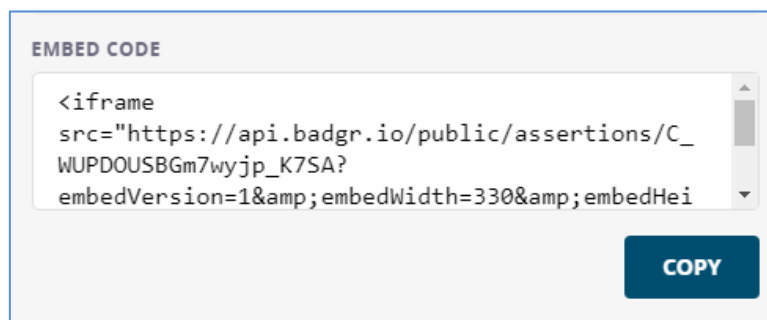
From this window you can select insert your badge in your email signature (clicking on the circular box **CARD**) or on a web page and/or blog (selecting the **BADGE** option). To do this, select the option you prefer.

By clicking on the option that appears, the credential identified with your email appears.



Picture 16. View of the option share badge embedding code for blog, web page or email signature.

Copy the code by clicking the COPY button, and then insert it wherever you prefer.



Picture 17. View of how the code is copied to embed.

By selecting the Badge option you can choose the information you want to appear on your website or blog: email, name of the badge, date on which it has been granted, verification.

Card Badge


BADGE OPTIONS

- Include Recipient Identifier: mcamposbarrena@gmail.com
- Include Badge Name
- Include Recipient Name
- Include Date Awarded
- Include Verification

Picture 18. View of the options for badge.

In case you want to request the verification of your badge, there is the option of verification. To do this, click on **VERIFY** .

PREVIEW



PM4R Trainer® (Bronze)
Awarded: Dec 18, 2018
Awarded To:
MIRIAM CAMPOS

VERIFY

EMBED CODE

```
<blockquote class="badgr-badger"><a href="https://api.badgr.io/public/assertions/C_wUPDOUSBGm7wyjp_K7SA?v=1_1"><img width="120px" height="120px"
```

COPY

Picture 19. Verify and copy code to embed.

A new window will open to verify that the badge has been granted.

Picture 20. Badge Validator

In the new window, since the system takes directly the data of the badge and includes it in the first section (the URL which appears in the first box) , it is not necessary that you choose the second option (download the image of the badge) .

All you have to do is include the email you want to check and click the **VERIFY** button. In the next picture we show how the system displays the verified badge showing both the email of the beneficiary, and the issuing institution.

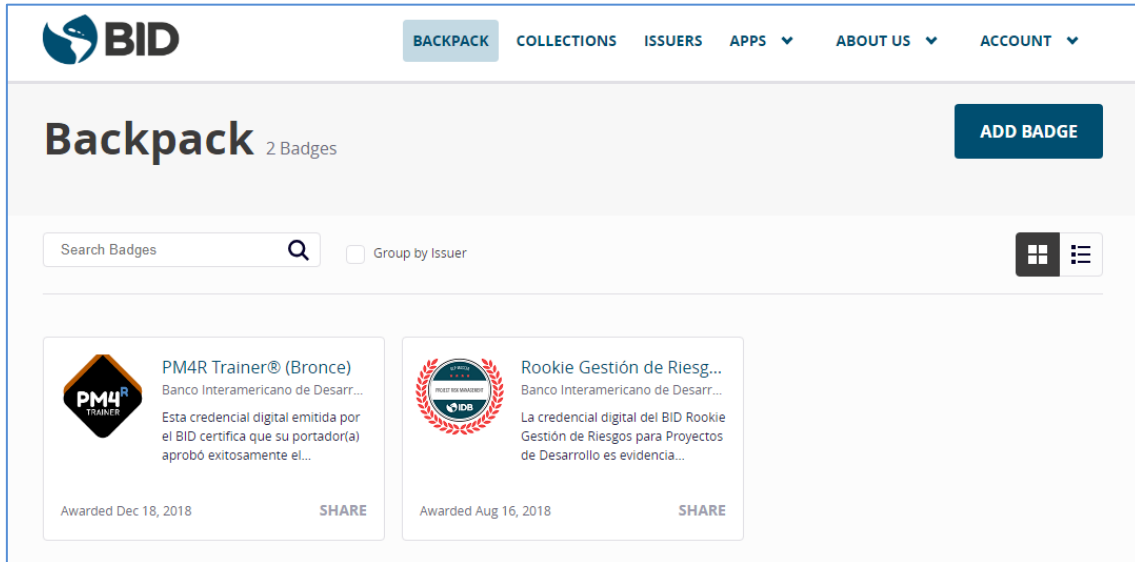
Picture 21. View of how a badge has been validated.

3. What other options are there on the platform?

3.1. Backpack

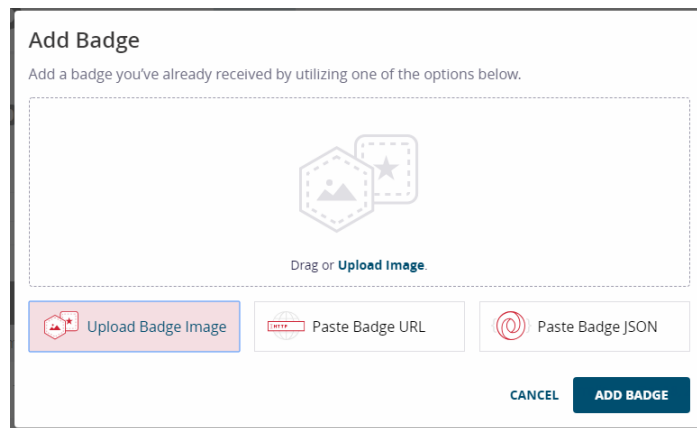
This option of the platform, which you will only find available if you have created an account, allows you to store the badges that you are acquiring by categories and choose where you want to show them.

The badges that you save in the Backpack appear as private by default; that is, only you can see them. However, you can create specific collections and share them on social networks, your website, blog or job search pages.



Picture 22. View of the Backpack

Likewise, this option is useful for you to add badges coming from other platforms. In order to do this, click on **ADD BADGE**. Then (as shown in the picture below) it will open a window where you can add your badge from another platform through four options: drag and drop the badge image, upload it through the URL, paste it, or with the JSON of the badge.



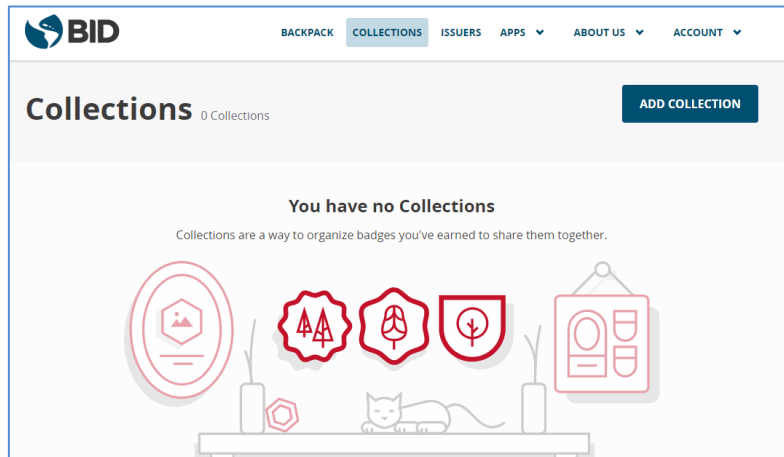
Picture 23. Add badges from other platforms to your Backpack.

3.2. Collections

This option is used to tidy up the badges that you are acquiring by groups or categories stored in your Backpack.

For example, in the case that you want to share badges grouped under specific topic, this is the right option for it. We will tell you how to do it below:

First , click on **ADD COLLECTION** :



Picture 24. View of how to add a collection.

Then, add the name you want to give to the collection and a brief description of the first collection you want to create and click on **ADD COLLECTION** as we show in the following image:

A screenshot of the 'Add Badge Collection' form. The top navigation bar shows 'BACKPACK' and 'COLLECTIONS'. The main heading is 'Add Badge Collection' with the subtext 'Adding a collection allows your to organize your badges.' The form has two input fields: 'NAME' (Max 128 characters) and 'DESCRIPTION' (Max 255 characters). At the bottom, there are 'CANCEL' and 'ADD COLLECTION' buttons.

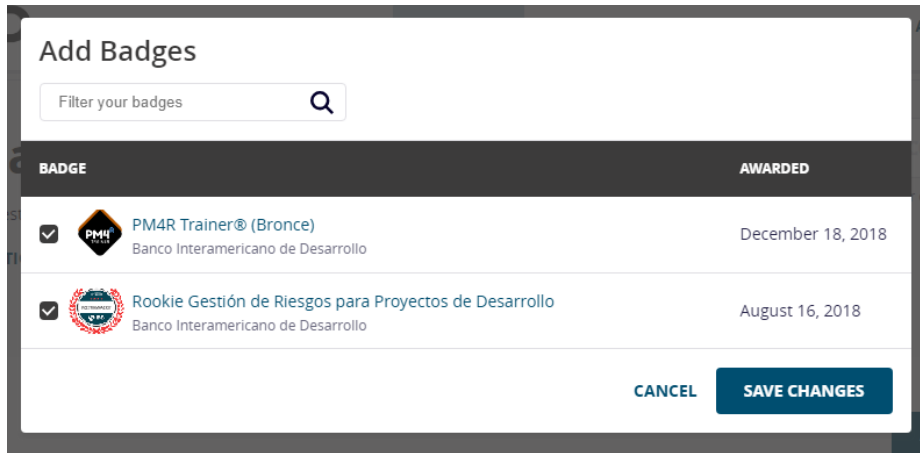
Picture 25. How to add a badge collection

Once the collection is created, which in this example we have called *Training in Management* , you add the corresponding badges, by clicking on **ADD BADGES** (To add badges) .



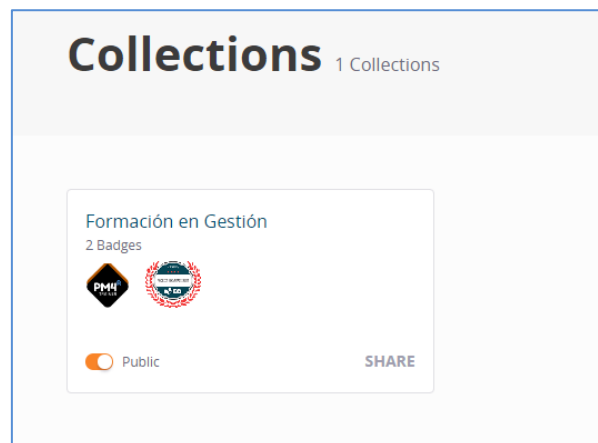
Picture 26. View of the button to add badges during collection creation.

Select the badges you want to add and click on **SAVE CHANGES**:



Picture 27. View of badges added to save changes during collection creation.

Then you'll have created your new collection, you can share it by using the **PUBLIC** button.

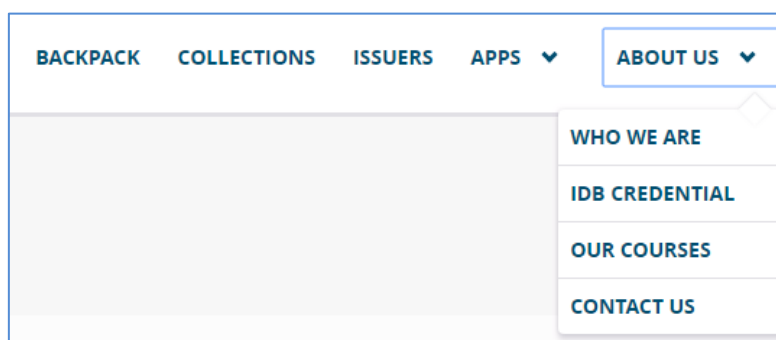


Picture 28. Collection view created with badges.

The options to share are the same as we have seen before, through a link, insert it on your website or blog or share it on social networks.

3.4. About us

From this platform option you will have access to all the information on BID Digital credentials.



Picture 29 .About us menu.

3.4.1. Who we are

From this section, a new window will take you to our credentials website, with information about INDES. The link is shown below: <https://cursos.iadb.org/es/whoweare?lang=en>

3.4.2 . IDB Credential (BID credentials)

From this other section, a new window will give access to our website about the BID credentials. The direct link is shown below: <https://cursos.iadb.org/es/indes/credenciales-digitales>

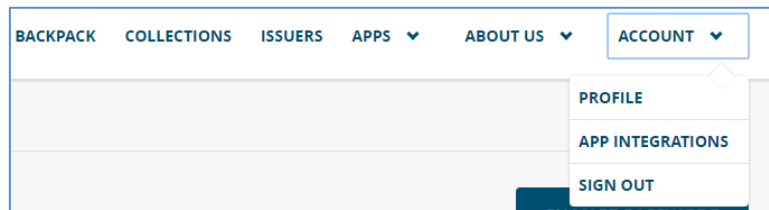
3.4.3. Our courses (our courses)

This option will take you to the section of our website where we show you all the virtual courses that INDES offers you. The direct link is shown below: <https://cursos.iadb.org/es?lang=en>

3.4.4 . Contact us (contact us)

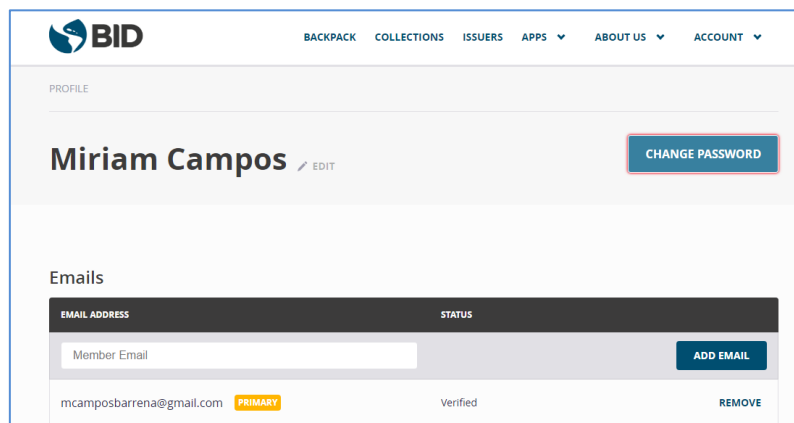
By clicking on this option you will open a new window with our help request form (explained further on [item 4 of this manual](#)).

3.5. Account tab.



Picture 30. View of the top menu of the user profile.

From this option you can edit your profile, change your password (**CHANGE PASSWORD**), add another email (**ADD MAIL**) or change the current email address for other (**REMOVE**).

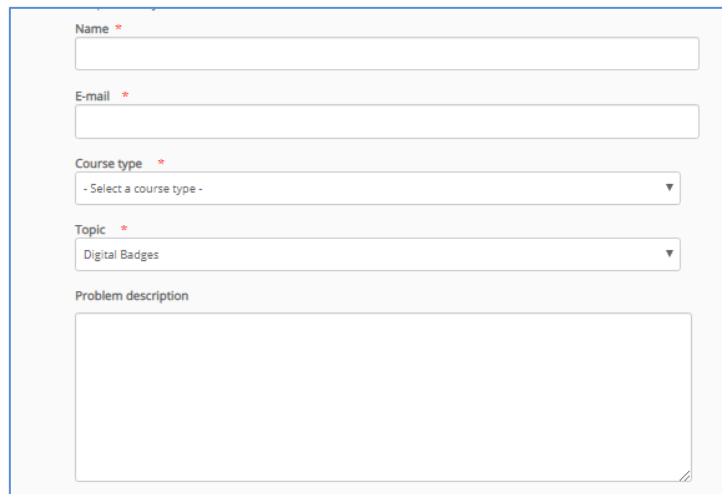


Picture 31. View options for editing the user profile.

4. INDES HELP (Help Center)

If you have any questions during the process of acquiring your badge, or any of the options that we have explained in this manual , we invite you to contact our team through the following link : <https://indesvirtual.iadb.org/mod/idbinfo/view.php?id=115042&lang=en>

In the form, select **Digital Badges** in the topic section:



The image shows a web form for reporting a problem. It contains the following fields:

- Name ***: A text input field.
- E-mail ***: A text input field.
- Course type ***: A dropdown menu with the option "- Select a course type -".
- Topic ***: A dropdown menu with the option "Digital Badges".
- Problem description**: A large text area for describing the issue.

Picture 22. INDES HELP help form