

How to Claim Your Digital Badge and Share with Employer

Here's how to obtain your digital credential.

Have you earned the ACT® WorkKeys® National Career Readiness Certificate® (NCRC®)? Take the following steps to claim and display your verified, shareable digital credential.

Note: Register for a Credly account (and add admin@credly.com to the safe sender list in your email platform) before earning the WorkKeys NCRC to ensure you are ready to accept your digital badge.

1

Check your inbox for an email from **Credly admin@credly.com**. Check your junk or spam email folder. Or, navigate to the WorkKeys Scores screen and select the **Claim Your Digital Badge** button..

2

Open the email and click the **Accept your badge** button.

→ **If you already have an account**, log in to claim your badge immediately.

→ **If this is your first time on Credly**, create an account and provide:

- First and last name
- Country
- Language preference
- Password

Note: Agree to the terms if you want to be connected to opportunities.

3

Choose from the pop-up how to display your badge. ACT recommends displaying the badge publicly so others can see your achievements. You can also decide if you'd like badges from the same organization to be displayed into your account.

4

Save your settings. Then, you'll be able to see skills related to the badge and remove any skills you don't feel best represent your abilities.

5

Display and **share** your new credential to:

- Get noticed by employers
- Increase opportunities for career changes and advancement
- Match skills to in-demand careers
- Earn college credit at many institutions and reach academic goals more quickly