



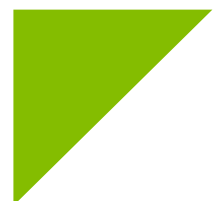
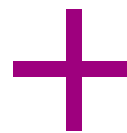
Credly: Guía de usuario earner





¡Le damos la bienvenida a la guía de usuario
earner de Credly!

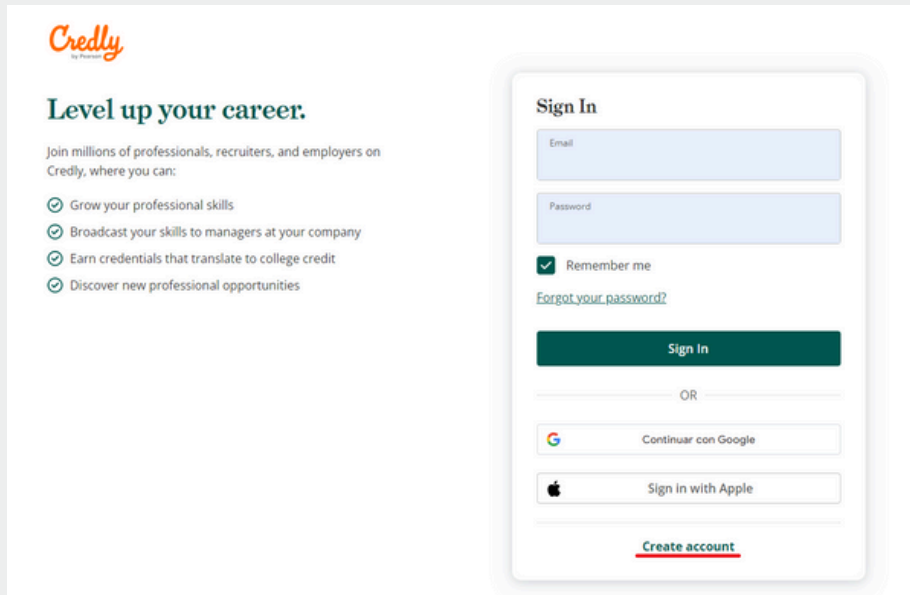
Credly lidera el movimiento de credenciales digitales haciendo que el talento sea más visible y las oportunidades más accesibles. En este manual verá los pasos para crear su cuenta, fusionar cuentas y descargar certificados.





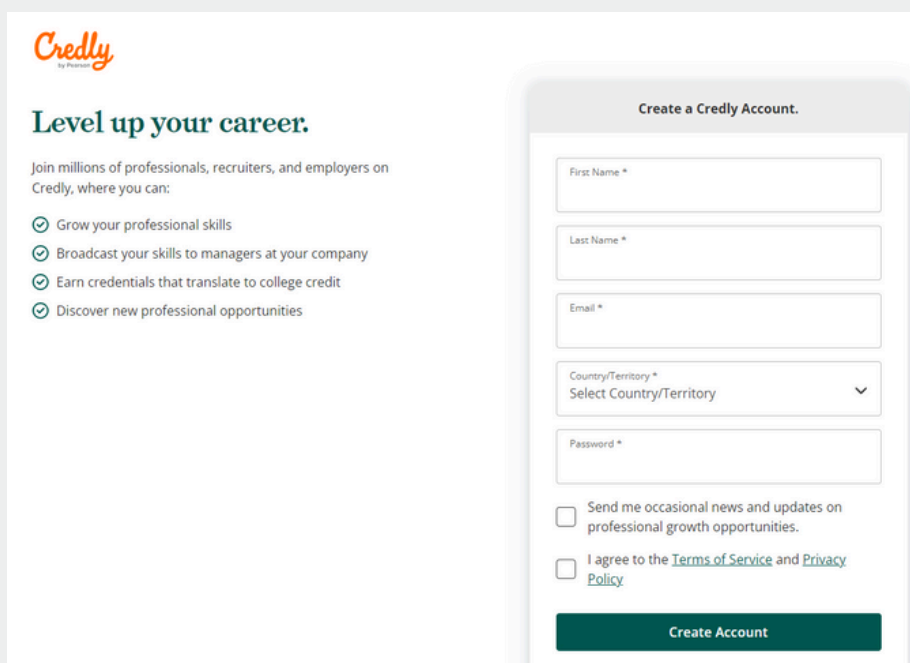
Crear una cuenta

1.1 Visite el siguiente enlace y dé clic en **Create Account**: https://www.credly.com/users/sign_in



The screenshot shows the Credly Sign In page. On the left, there is a header with the Credly logo and the text "Level up your career." Below this, it says "Join millions of professionals, recruiters, and employers on Credly, where you can:" followed by four bullet points: "Grow your professional skills", "Broadcast your skills to managers at your company", "Earn credentials that translate to college credit", and "Discover new professional opportunities". On the right, there is a "Sign In" form with fields for "Email" and "Password", a "Remember me" checkbox (checked), and a "Forgot your password?" link. Below the form is a "Sign In" button, an "OR" separator, and two social login options: "Continuar con Google" and "Sign in with Apple". At the bottom of the form is a "Create account" link.

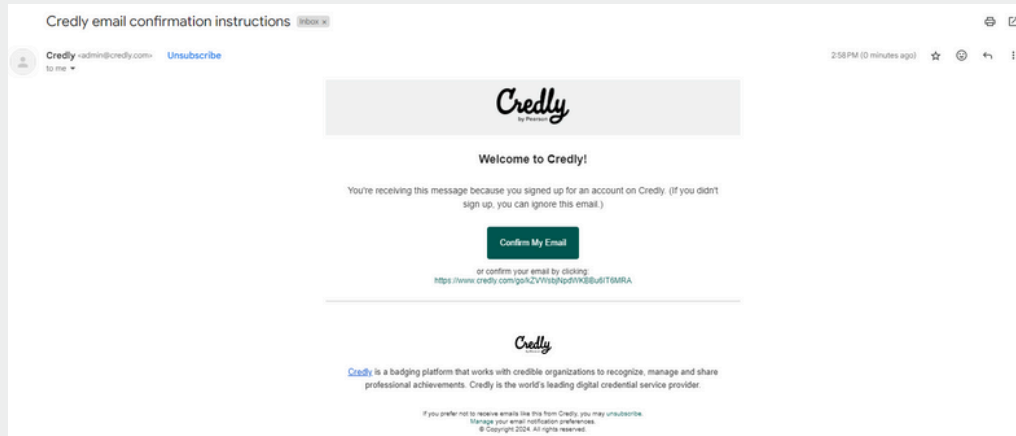
1.2 Complete los datos que se solicitan y dé clic en **Create Account**.



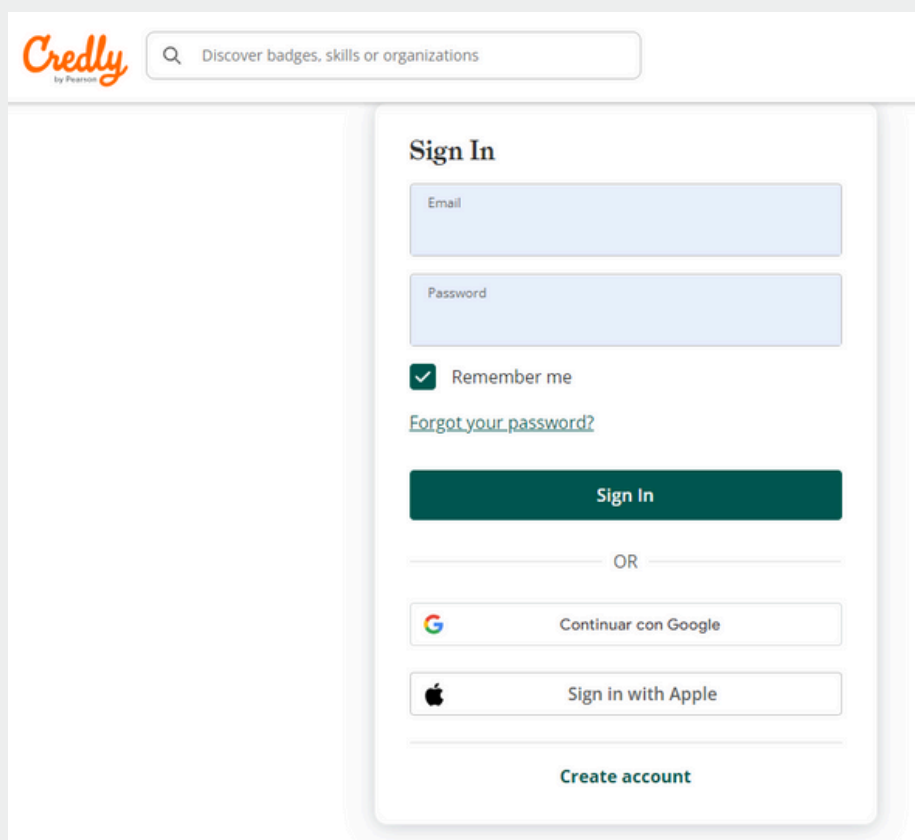
The screenshot shows the Credly "Create a Credly Account" page. On the left, there is a header with the Credly logo and the text "Level up your career." Below this, it says "Join millions of professionals, recruiters, and employers on Credly, where you can:" followed by four bullet points: "Grow your professional skills", "Broadcast your skills to managers at your company", "Earn credentials that translate to college credit", and "Discover new professional opportunities". On the right, there is a "Create a Credly Account" form with fields for "First Name *", "Last Name *", "Email *", "Country/Territory *" (with a dropdown menu), and "Password *". Below the form are two checkboxes: "Send me occasional news and updates on professional growth opportunities." and "I agree to the Terms of Service and Privacy Policy". At the bottom of the form is a "Create Account" button.



1.3 Llegará un email de confirmación al correo que ingresó, para confirmar debe dar clic en **Confirm My Email**.



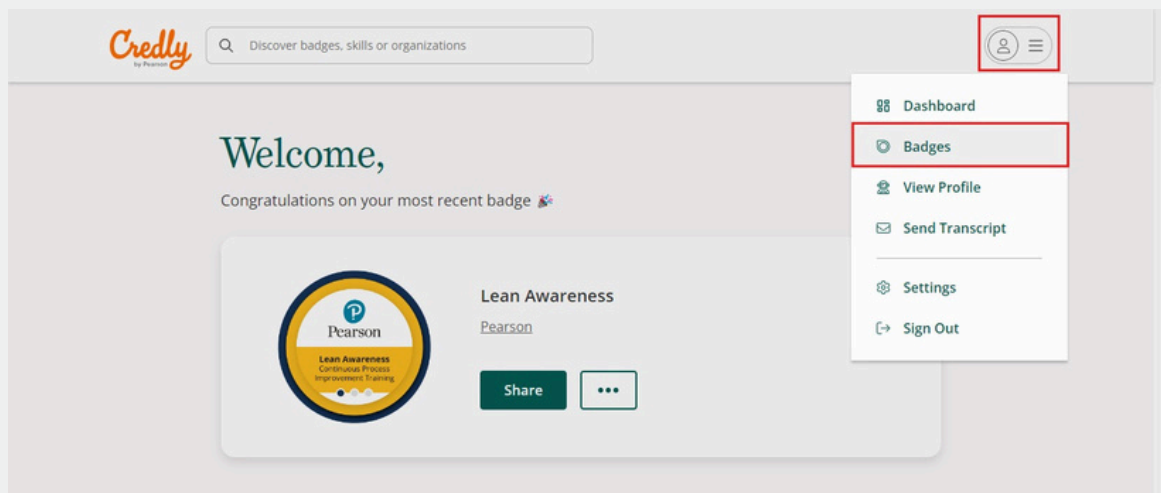
1.4 Una vez confirmado, le pedirá iniciar sesión con el **correo** y la **contraseña** que acaba de elegir.



Descargar certificados

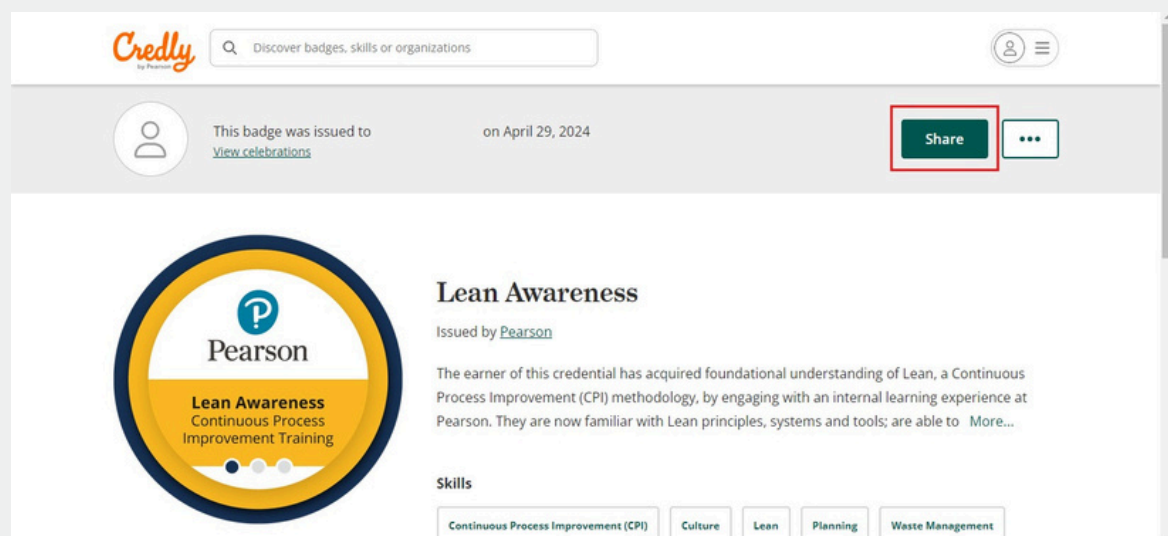
2.1 Acceda a su cuenta Credly <https://www.credly.com/>

2.2 Visualice sus badges dando clic a las tres líneas horizontales que aparecen a la derecha de su fotografía como se señala a continuación:

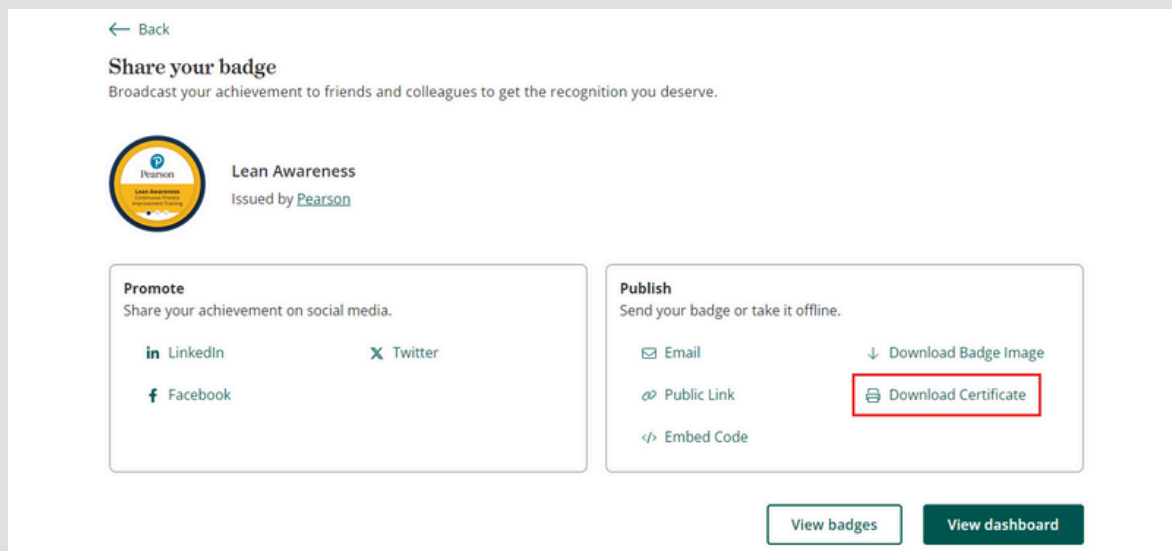


2.3 Dé clic al badge que requiere compartir, descargar imagen o certificado. Aparecerá el badge con su imagen y metadata.

2.4 Dé clic en **Share** como se muestra a continuación:

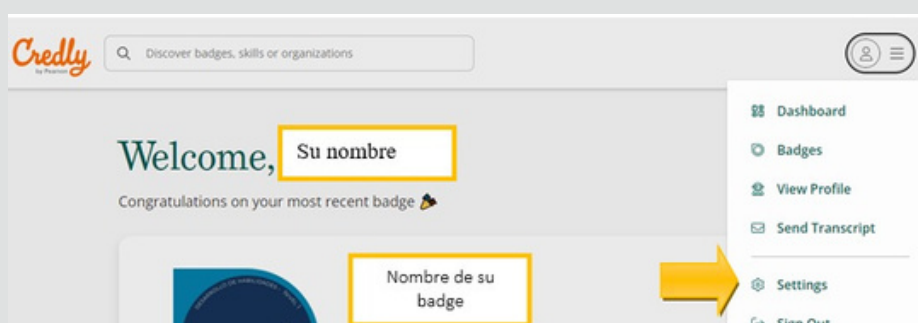


2.5 Aparecerá la siguiente pantalla y deberá dar clic en **Download certificate**. Desde este panel también puede descargar su badge y compartirlo en sus redes sociales.



Fusionar cuentas

3.1 Si por algún motivo desea recibir sus badges en una cuenta distinta a la que usa normalmente, puede fusionar las cuentas. Para hacerlo, inicie sesión en la cuenta que regularmente usa con credly, dé clic en el menú de su cuenta y vaya a **settings**.





3.2 Dé clic en **Merge an Account**.

The screenshot shows the Credly account settings page. On the left is a navigation menu with options: Account, Applications, Organizations, Notifications, Career Preferences, Learning Goals, Privacy + Security, and Profile. The 'Account' section is active. On the right, under 'Email Addresses', there are two entries: @gmail.com(default) and @pearson.com, with a link 'Add an email address' below. Under 'Merge Accounts', there is a text box explaining that users can import badges and email addresses from another account, and a button labeled 'Merge an account' which is highlighted with a yellow box.

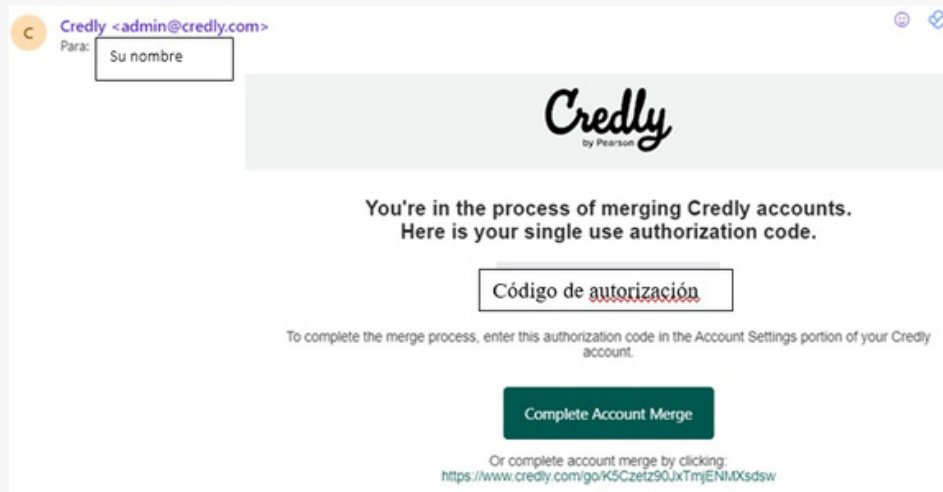
3.3 Escriba el correo y la contraseña del correo que desea fusionar, después dé clic en **Next**.

The screenshot shows the 'Merge Accounts' form. The navigation menu on the left is the same as in the previous screenshot. The main content area has the heading 'Merge Accounts' and the instruction 'Sign in to the account you would like to merge. We will email you an activation code.' Below this are two input fields: 'Email *' with the placeholder 'sucorreo@example.com' and 'Password *'. A link 'I have an activation code' is located below the password field. At the bottom, there are two buttons: 'Next' (highlighted in dark green) and 'Cancel'.

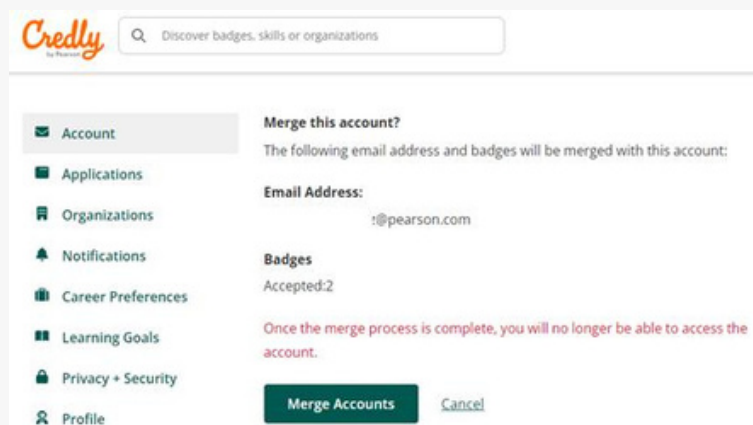
3.4 Al fusionar las cuentas, un código de activación será enviado a su correo con el dominio admin@credly.com y el asunto **Merge your Credly accounts**.

Ejemplo:

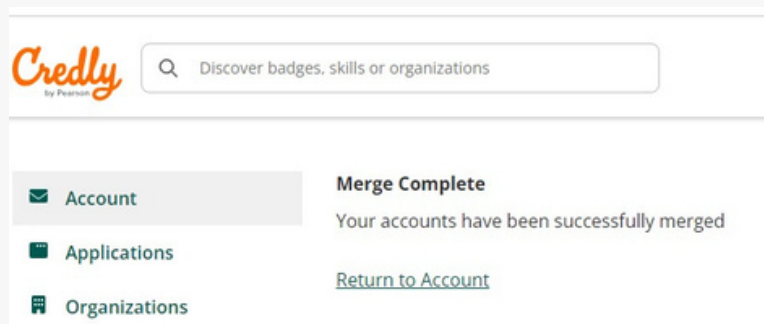




3.6 Confirme que desea fusionar sus cuentas. Una vez hecho este paso no podrá iniciar sesión con las credenciales que acaba de fusionar.



3.7 Recibirá un mensaje confirmando la fusión de sus cuentas.



Ayuda y soporte



CustomerSuccess

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En caso de problemas en el **acceso** y/o **contenido** o necesidad de **apoyo técnico**, por favor, escribir a hedsoporte@pearson.com brindando la información necesaria para atender su caso: institución, username, producto y detalles del requerimiento (si es posible con captura de pantalla o video).

Las áreas de Customer Success estarán prestas para atender su solicitud.





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