

Digital Credentials: A Step-by-Step Guide

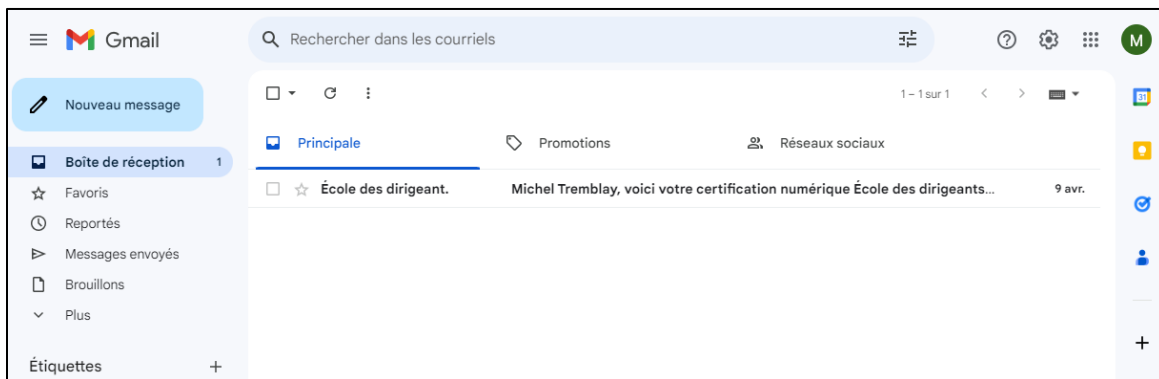
Congratulations on completing your program at Executive Education HEC Montréal!

We've developed this short guide to help you make the most of this achievement and use it to boost your visibility on LinkedIn.

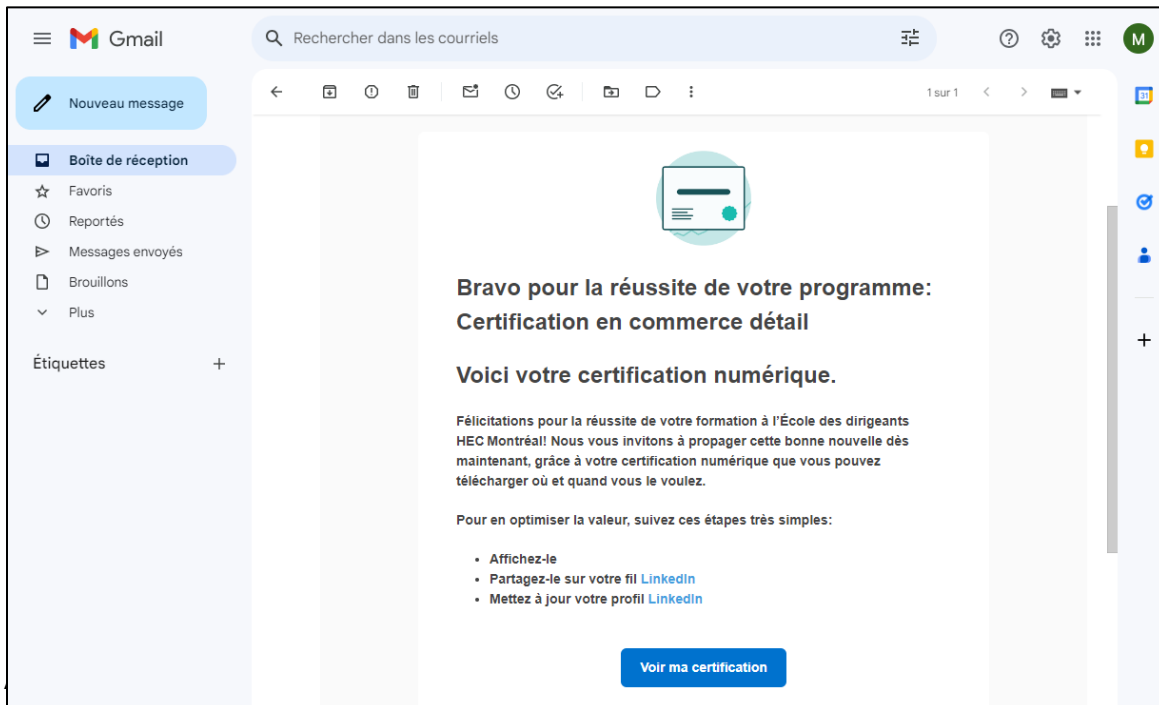
You will receive your digital certificate of completion in an email from Executive Education HEC Montréal.

Important: If you don't see our email in your inbox, please check your spam or junk folder (especially if you're using Outlook). Note that sharing the news with others is easier if you open the email in your web browser rather than in a desktop application.

Example in Gmail:



From the email, click the **See My Certificate of Completion** button.



that you can share via email or social media.

Be sure to let the people in your network know about this latest accomplishment! Share the news on LinkedIn and update your profile by clicking the **Add to My LinkedIn Profile** button.

The screenshot shows a user's profile page for Michel Tremblay. At the top, there is a navigation bar with 'Qualifications suggérées', 'Mes qualifications', and the user's name 'Michel Tremblay'. Below this, a security notice states 'VOTRE COMPTE N'EST PAS COMPLET' and prompts the user to set a password. The main content area features a large certificate from HEC Montréal. The certificate text reads: 'HEC Montréal atteste que Michel Tremblay a satisfait aux exigences de la Certification en commerce de détail, 22, 29 octobre, 5, 12 et 19 novembre 2023, 40 heures, Direction pédagogique : Pierre Balloffet'. Below the certificate, the user's name 'Michel Tremblay' is displayed with a 'Visualiser toutes les qualifications' link. To the right, a 'Partager la qualification' panel offers social media sharing options (LinkedIn, Facebook, X, WhatsApp) and a button to 'Ajouter à mon profil LinkedIn'. A menu bar below the certificate includes 'PARTAGER', 'PDF', 'E-MAIL', 'INTÉGRER', 'AIDE', and 'PLUS'.

Download PDF
and share

Social media
posting options

A new window will pop up. **Click Add to My Profile.**

The screenshot shows a web interface for a certification from École des dirigeants HEC Montréal. The page title is "Certification en commerce de détail". A modal window titled "Ajouter au profil LinkedIn" is open, providing instructions on how to add the certification to a LinkedIn profile. The modal includes a button "Ajouter à mon profil", a list of notes, and a "Partager" button. Below the modal, there is a section for sharing a direct link, with the URL "https://certifications-ed.hec.ca/31834fda-8f69-4e" and a "Copier le lien" button. On the right side, there is a "Partager la qualification" section with social media sharing options (LinkedIn, Facebook, X, WhatsApp) and a button "Ajouter à mon profil LinkedIn".

Qualifications suggérées Mes qualifications MT Michel Tremblay

VOTRE COMPTE N'EST PAS COMPLET Veuillez définir un mot de passe pour faciliter la modification des paramètres lors de la prochaine consultation de cette qualification DÉFINIR UN MOT DE PASSE

École des dirigeants

Ajouter au profil LinkedIn

Ajoutez votre certification à votre profil **LinkedIn** en un clic

[Ajouter à mon profil](#)

- Pas de date d'expiration : **Cliquez sur 'cette certification n'expire pas' sur LinkedIn.**
- LinkedIn ne partage plus les mises à jour de profil avec votre réseau. Cliquez sur le bouton de partage ci-dessous pour partager votre qualification à la place.

[Partager](#)

PARTAGER UN LIEN DIRECT

<https://certifications-ed.hec.ca/31834fda-8f69-4e> [Copier le lien](#)

École des dirigeants HEC Montréal

Certification en commerce de détail

[PARTAGER](#) [PDF](#) [E-MAIL](#) [INTÉGRER](#) [AIDE](#) [PLUS](#)

MT Michel Tremblay
Visualiser toutes les qualifications

Partager la qualification
Afficher cette qualification sur votre réseau social

[in](#) [f](#) [X](#) [WhatsApp](#) [⋮](#)

[Ajouter à mon profil LinkedIn](#)

You will be directed to your LinkedIn account. The program information will automatically be uploaded into the form.

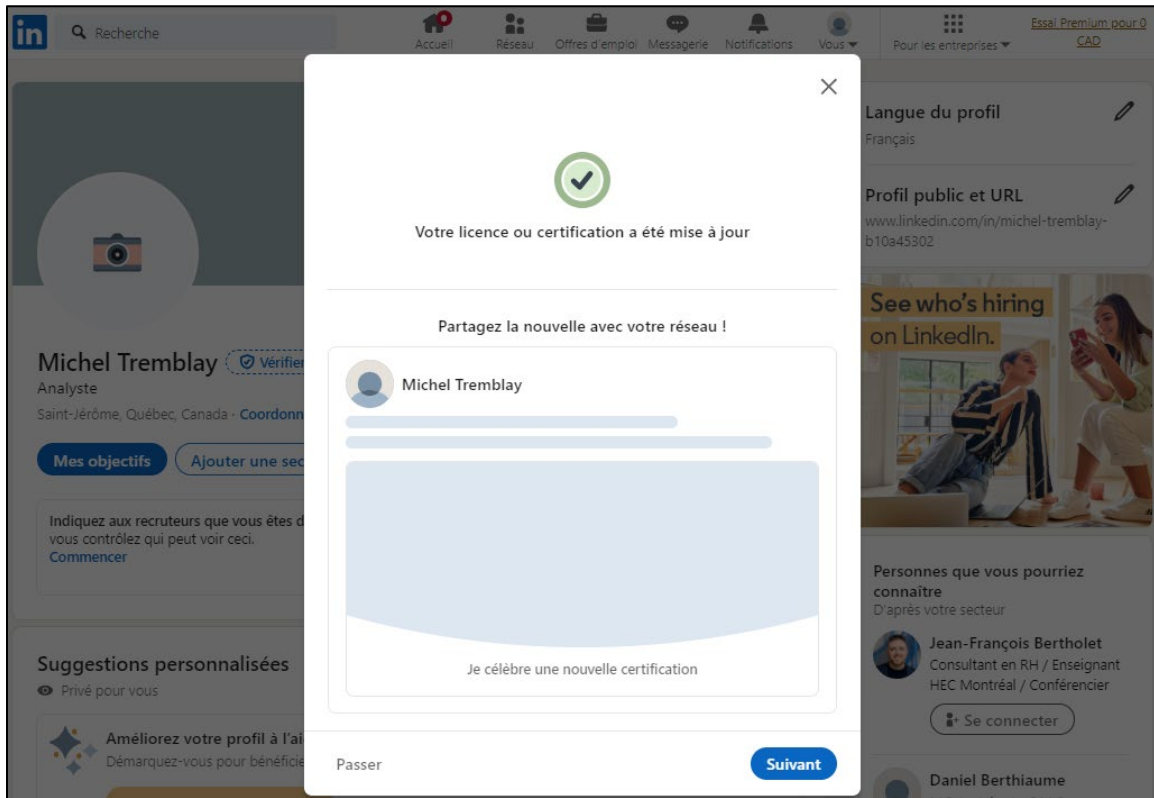
The only thing you have to do is click **Save** and your profile will be updated.

The image shows a screenshot of the LinkedIn interface with a modal window titled "Ajouter une licence ou une certification". The form contains the following fields and sections:

- Header:** "Ajouter une licence ou une certification" with a close button (X).
- Legend:** "* Indique un champ obligatoire".
- Nom*:** Text input field containing "Certification en commerce de détail".
- Organisme de délivrance*:** Text input field containing "École des dirigeants HEC Montréal".
- Date d'émission:** Two dropdown menus, the first set to "Avril" and the second to "2024".
- Date d'expiration:** Two dropdown menus, the first set to "Mois" and the second to "Année".
- ID du diplôme:** Text input field containing "100680138".
- URL du diplôme:** Text input field containing "https://certifications-ed.hec.ca/31834fda-8f69-4ae0-bf76-144a70f89fa6".
- Compétences:** A section with the text "Associez au moins une compétence à cette licence ou certification. Elle apparaîtra également dans votre section Compétences." and a button "+ Ajouter une compétence".
- Médias:** A section with the text "Ajoutez des médias tels que des images, documents, sites ou présentations. En savoir plus sur les [types de fichiers médias pris en charge](#)" and a button "+ Ajouter un média".
- Footer:** A blue button labeled "Enregistrer".

The background shows the LinkedIn profile of Michel Tremblay, Analyste, with various navigation and recommendation elements visible.

You then have the option of sharing the news with the people in your network by clicking on **Next**.



Make any changes you would like to the proposed text and click **Post**.

Your profile and your feed will be updated accordingly.

Congratulations!

Here's a sample message to inspire you:

I'm proud to announce that I recently completed my Certification in Marketing Communication! 🎓👉 Thanks to @École des dirigeants HEC Montréal! I'm looking forward to putting everything I've learned into practice. 📁

