



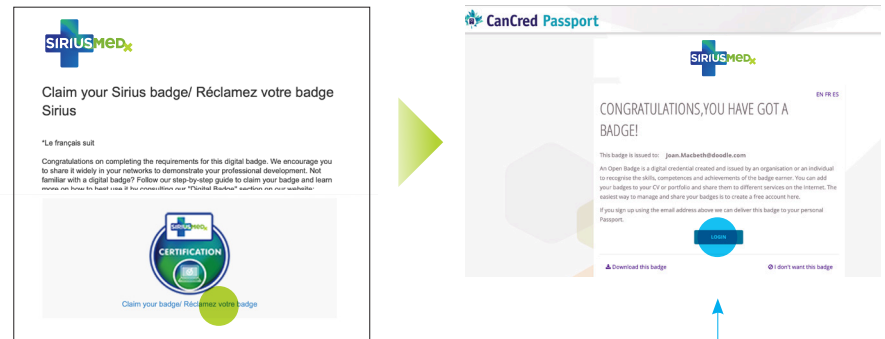
CLAIM YOUR FIRST DIGITAL CERTIFICATE

You have received an email telling you that a digital certification has been issued to you. Follow the steps below to get it.

- 1 First, you will need to create an account on CanCred Passport.

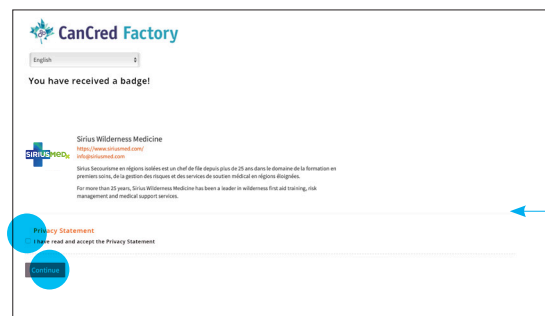
Click on the link in the email. This will lead you to the **CANCREC PASSPORT** connection page.

Click **LOGIN**.

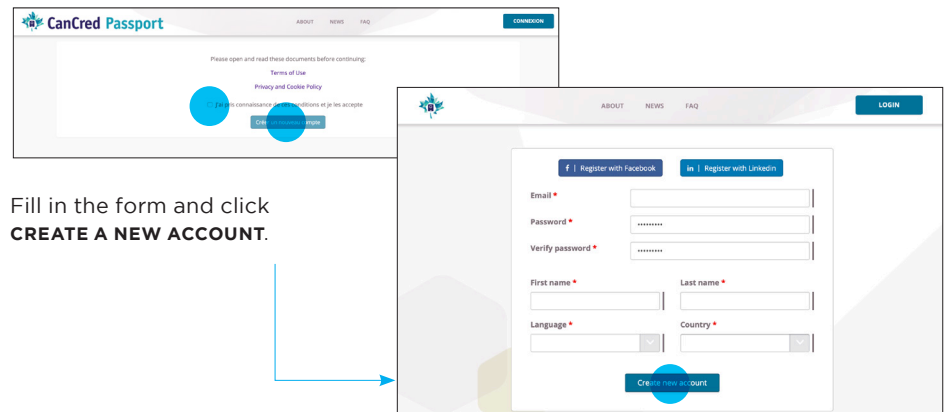


- 2 You will need to create your account to access your digital certificates.

After reading the **PRIVACY STATEMENT**, click **CONTINUE**.



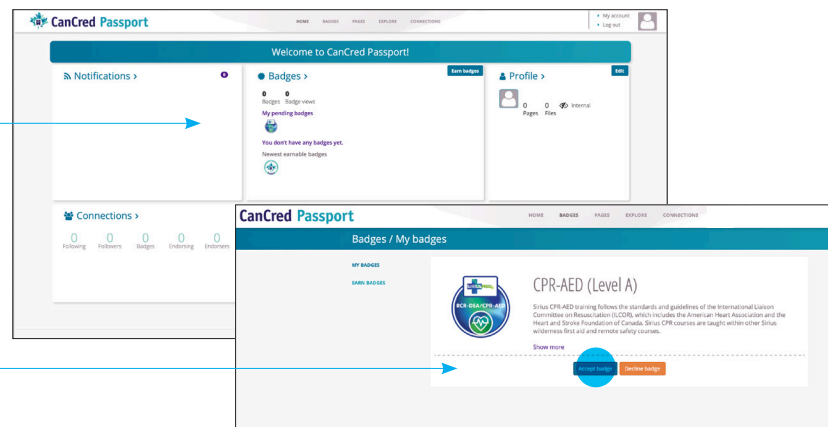
Click on **CREATE A NEW ACCOUNT** button, after you have read and accepted the **TERMS AND CONDITIONS**.



Fill in the form and click **CREATE A NEW ACCOUNT**.

Your own **DASHBOARD** presenting your **DIGITAL CERTIFICATES** will show up.

Under **MY PENDING BADGES**, select the certificate you want and click **ACCEPT**.

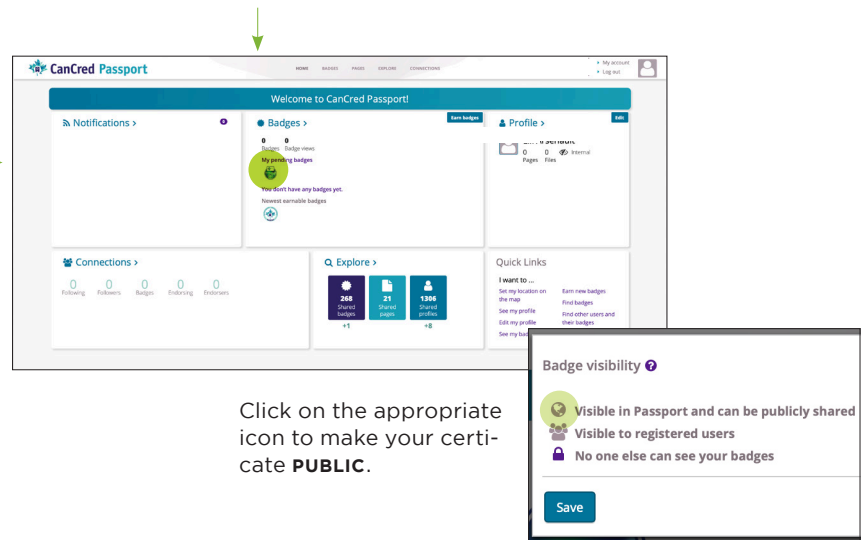




PRINT OR SHARE YOUR DIGITAL CERTIFICATE

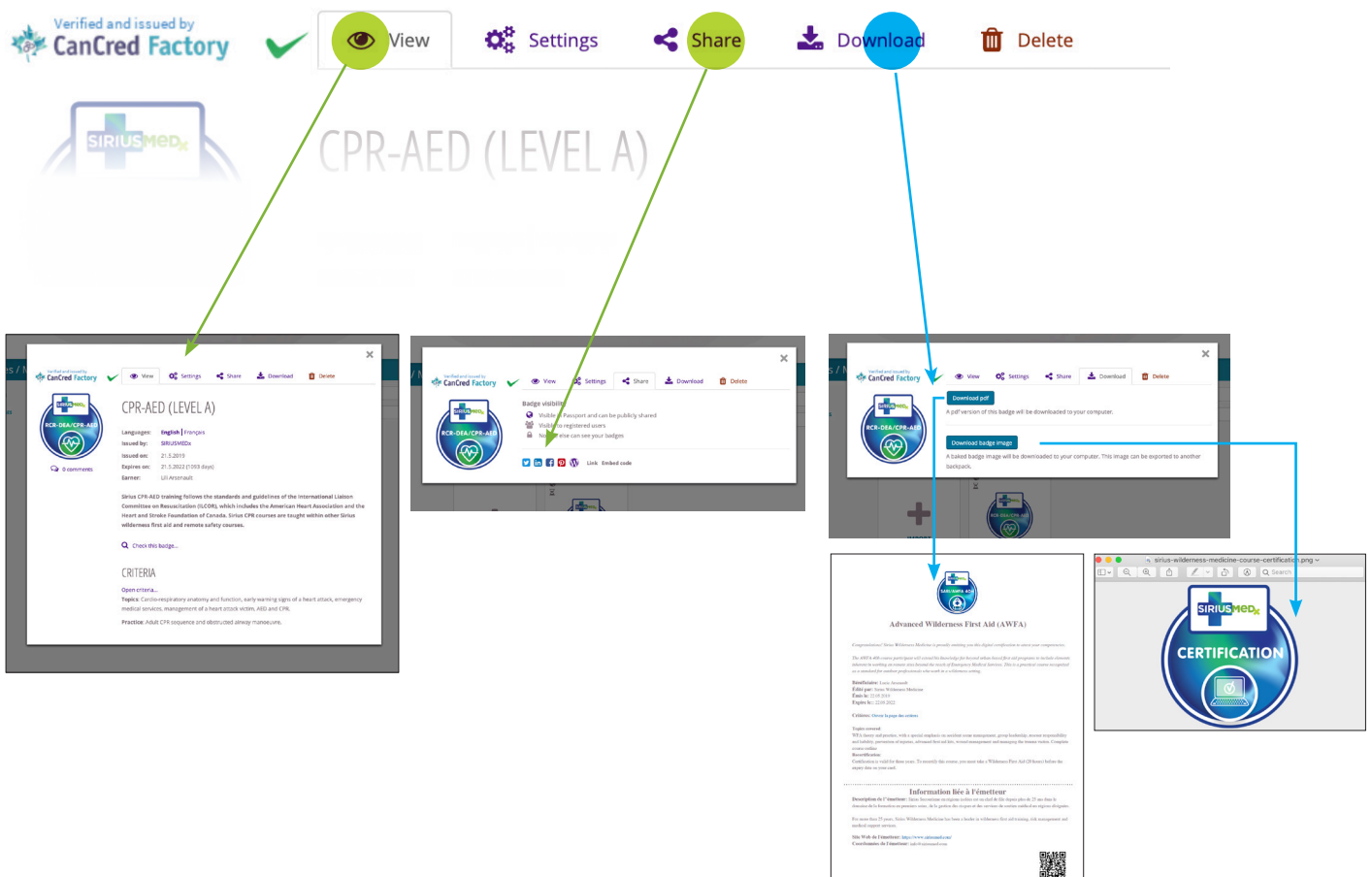
- 1 When you click on your **DIGITAL CERTIFICATE**, you will be offered a few options.

When issued, all digital certificate are **PRIVATE** by default, until you choose to make them visible to the community.



Click on the appropriate icon to make your certificate **PUBLIC**.

- 2 In the top menu, you will be given the following choices: **VIEW** your digital certificate (including description and criteria), **SHARE** it (on your social medias), or simply **DOWNLOAD** it, in a pdf version or in its image version.





SHARE YOUR CERTIFICATE ON LINKEDIN

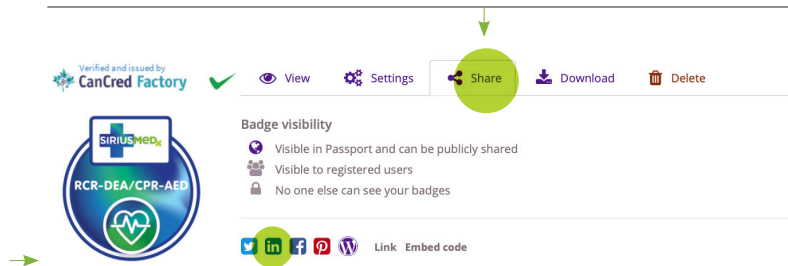
One of the great benefits of digital certificates is that you can share them on social networks. Let's start with LinkedIn.

1 Click on the **SHARE** icon.

The main social media icons show up at the bottom.

Click **LINKEDIN**.

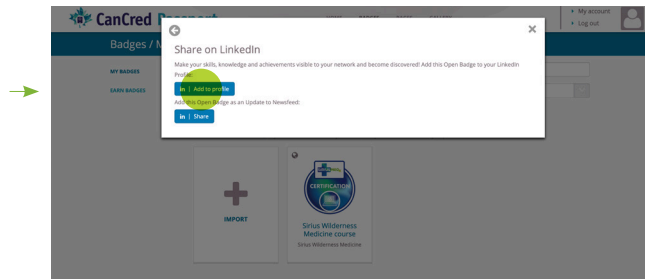
A new window named **SHARE ON LINKEDIN** will pop up.



Here, you will be offered two choices: add your certificate to your profile or share it.

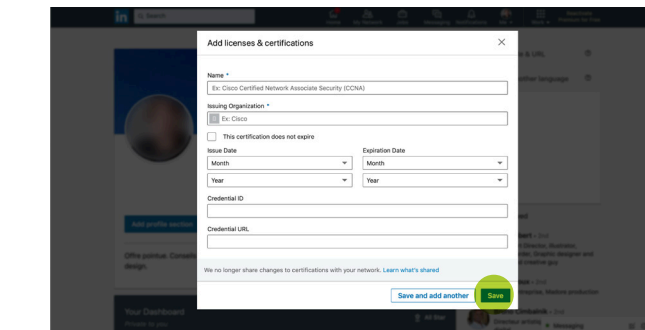
OPTION A: ADD YOUR DIGITAL CERTIFICATE TO YOUR PROFILE

2A By clicking **ADD TO PROFILE**, you will be redirected to your own **LINKEDIN** account.



A form will appear. Once filled, click on **SAVE**.

That's it! The digital certificate will appear on your profile.



OPTION B: SHARE

2B By clicking **SHARE**, you will be redirected to your **LINKEDIN** personal account.

Your choice to share your certificate in writing a **POST** or to send it through a **PRIVATE MESSAGE** to a potential employer for example.

