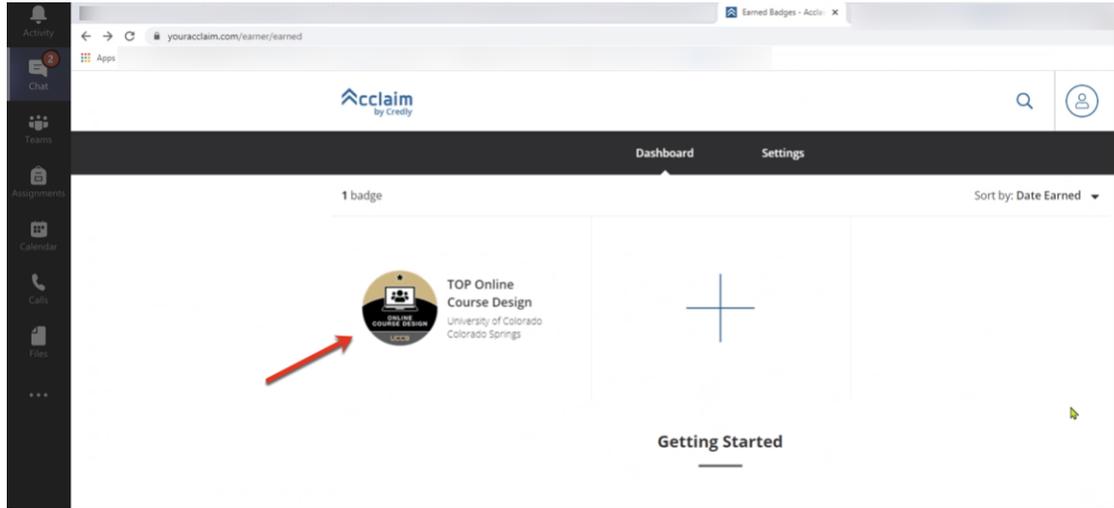
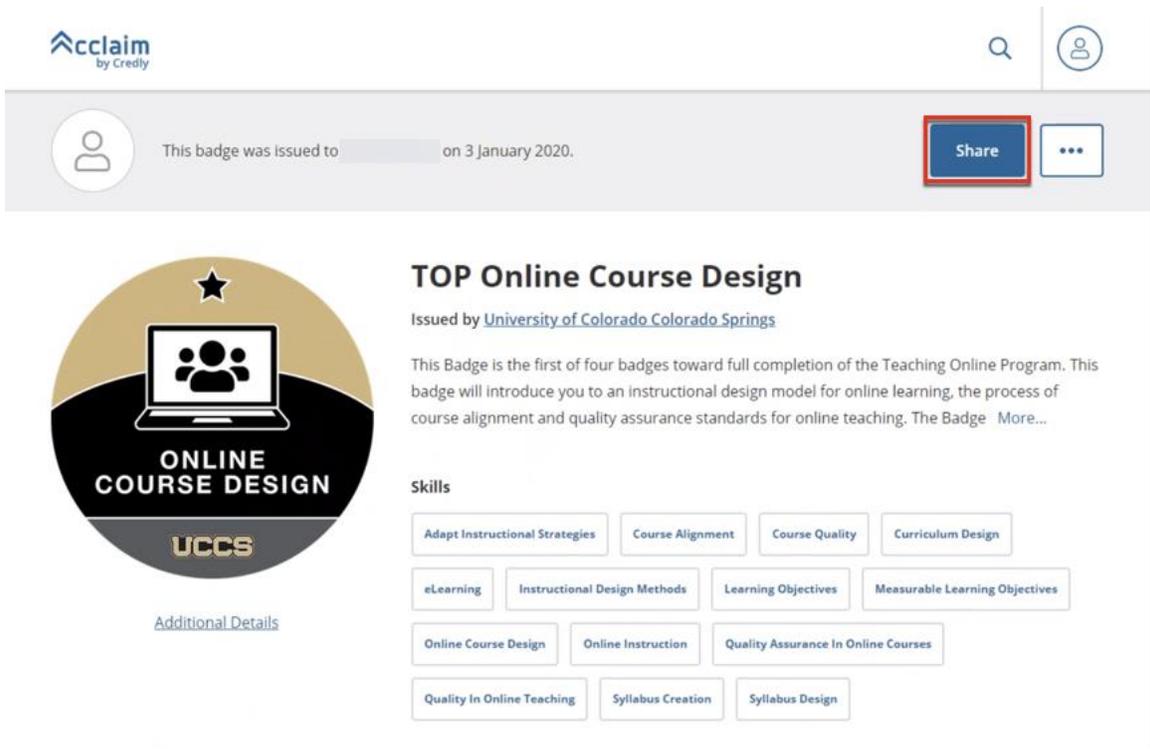


Print/Download Acclaim Badge Certificate

1. Once you have earned your badge, you will receive an e-mail from Acclaim.
2. Follow the directions in [this tutorial](#) to claim your badge and create your account.
3. Once you have claimed your badge, in the Acclaim Dashboard view, click the badge.



4. Click the **Share** button.



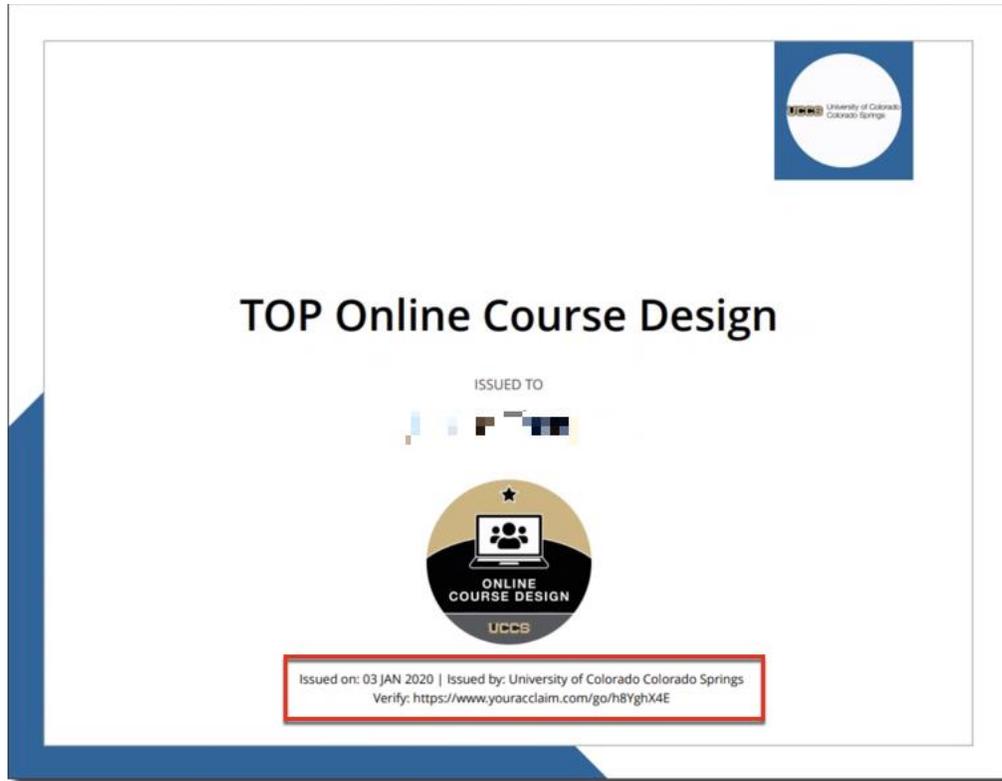
5. Locate and click the **Print** icon.

The screenshot shows the 'Share your badge' section of the 'cclaim by Credly' interface. At the top left is the 'cclaim by Credly' logo. To the right are a search icon and a user profile icon. Below the logo is the heading 'Share your badge.' followed by the text 'Broadcast your achievement to friends and colleagues to get the recognition you deserve.' A circular badge icon is shown with the text 'TOP Online Course Design' and 'Issued by [University of Colorado Colorado Springs](#)'. Below this is a row of social sharing icons: LinkedIn, Twitter, Facebook, X, Email, Link, Code, Download, and Print. The Print icon is highlighted with a red square, and a red arrow points to it from the right. Below the icons is a 'LinkedIn' section with the text 'Account connected! Now share your achievement:'. It contains two checked checkboxes: 'Add to Profile' and 'Share to Feed'. Below these is an 'Optional Message' field with the text 'View my verified achievement from University of Colorado Colorado Springs.'

6. Click the **Download PDF** button.

The screenshot shows the 'Share your badge' section of the 'cclaim by Credly' interface. At the top left is the 'cclaim by Credly' logo. Below it is the heading 'Share your badge.' followed by the text 'Broadcast your achievement to friends and colleagues to get the recognition you deserve.' A circular badge icon is shown with the text 'TOP Online Course Design' and 'Issued by [University of Colorado Colorado Springs](#)'. Below this is a row of social sharing icons: LinkedIn, Twitter, Facebook, X, Email, Link, Code, Download, and Print. Below the icons is a 'Print' section with the text 'Download a printable copy of your achievement.' At the bottom right of this section is a blue button with the text 'Download PDF', which is highlighted with a red square. Below the 'Print' section is a link that says 'View badge in dashboard'.

7. Save the **PDF file** to your computer.
8. Open the PDF file to see the name of the badge, your name, and the issue date, and a verification link that goes to a web page that displays detail of the badge criteria.



9. Keep the PDF file for future reference and to share with others as needed.