

Non-Credit Badge Process-Issue and Accept

CE – Continuing Education

BAC – Badge Administrative Coordinator

Non-Credit Badge Issue and Accept Process			
Step 1	Track Student Progress	Maintain a list of Students working towards a Badge	Badge Initiator/Faculty
Step 2	Identify Badge Earners	Identify Badge Earners and submit the list using the Credly Upload Form (XLSX) to Badges@pace.edu . The list must include the University ID.	Badge Initiator/Faculty
Step 3	Issue the Badge	Issue the Badge to the Student on the Credly Platform.	BAC
Step 4	Notify Badge Earners Email	Send Pre-notification email to Student alerting them to expect an email from Credly.	BAC
Step 5	Send Acceptance Email	Send emails inviting the student to accept the badge in Credly. Send up to 3 reminder emails.	Credly
Step 6	Accept the Badge	Following instructions from Credly, accept the Badge in Credly.	Student