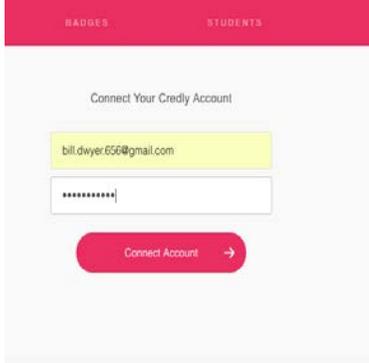


Authorized Issuers: Accessing & Issuing Credentials in a Canvas Course

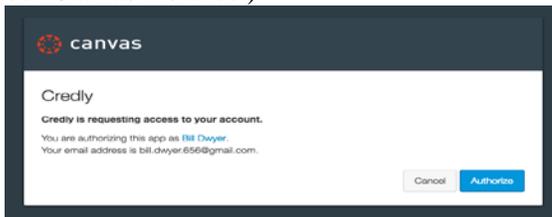
1. Authorized Issuers (AI) must login to Canvas and access the appropriate Canvas course.
2. Click the My Credentials course navigation tab.

My Credentials

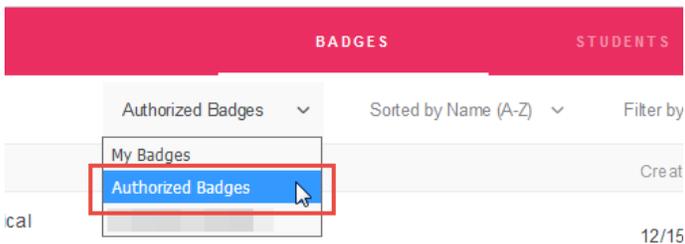
3. Users must authenticate using their Credly credentials.
***** At UMMC, these must match your current Active Directory credentials.** To change the Credly password, see “Updating a Credly Password” below.



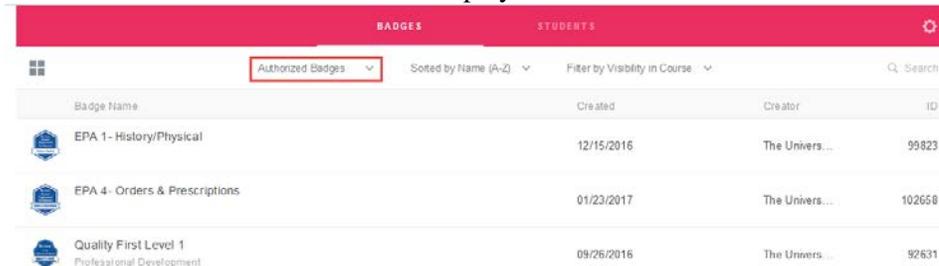
4. Click Authorize on the next pop-up window. (This image may not be exactly like the one seen in our Canvas instance.)



5. On the My Credentials page, the AI selects the dropdown menu under Badges. Select Authorized Badges.

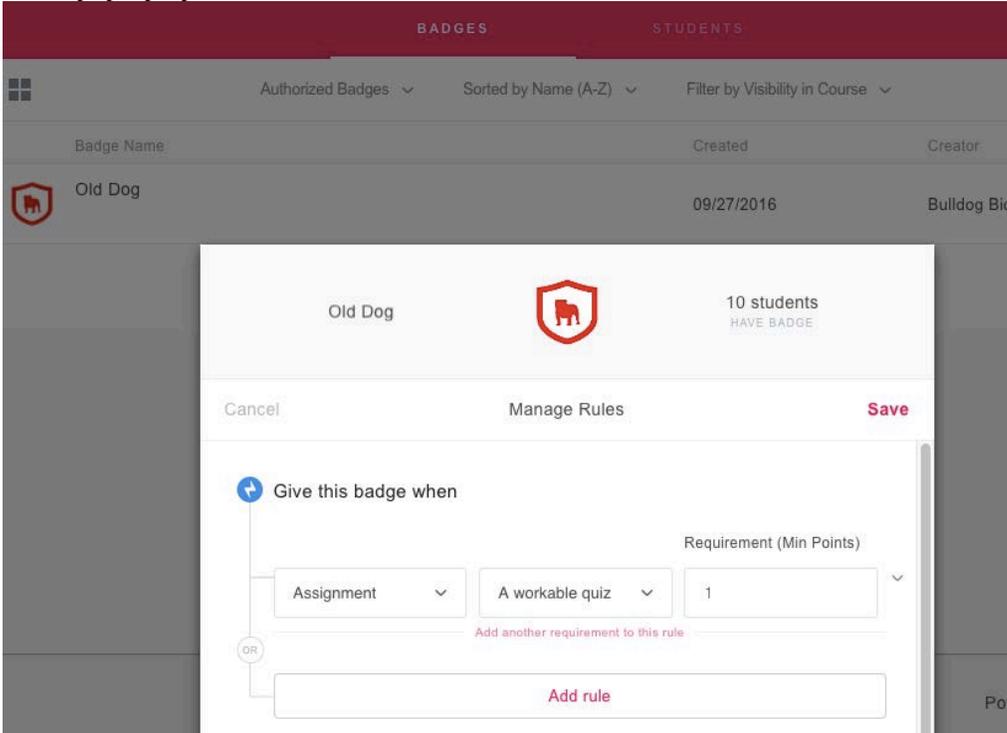


Credentials available to the user are displayed below.

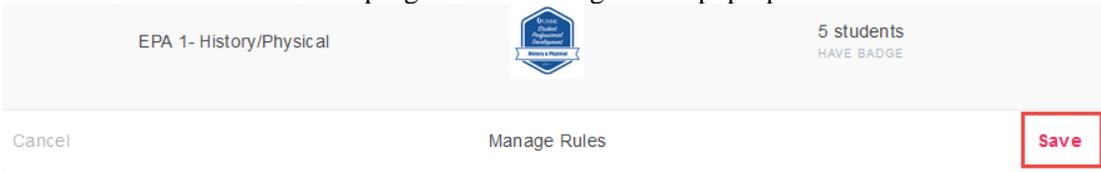


Badge Name	Created	Creator	ID
EPA 1- History/Physical	12/15/2016	The Univers...	99823
EPA 4- Orders & Prescriptions	01/23/2017	The Univers...	102658
Quality First Level 1 Professional Development	09/26/2016	The Unvers...	92631

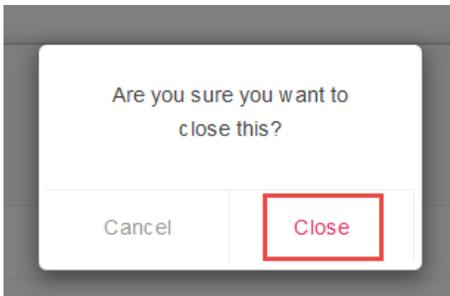
- To set issuance rule for a credential, click on the row of the appropriate credential. The Manage Rules pop-up opens.



- Click the Save button on the top right of the Manage Rules pop-up.



- Once saved, click outside the pop-up window and select close. The rule persists as long as the AI does not disconnect his or her account from Credly.

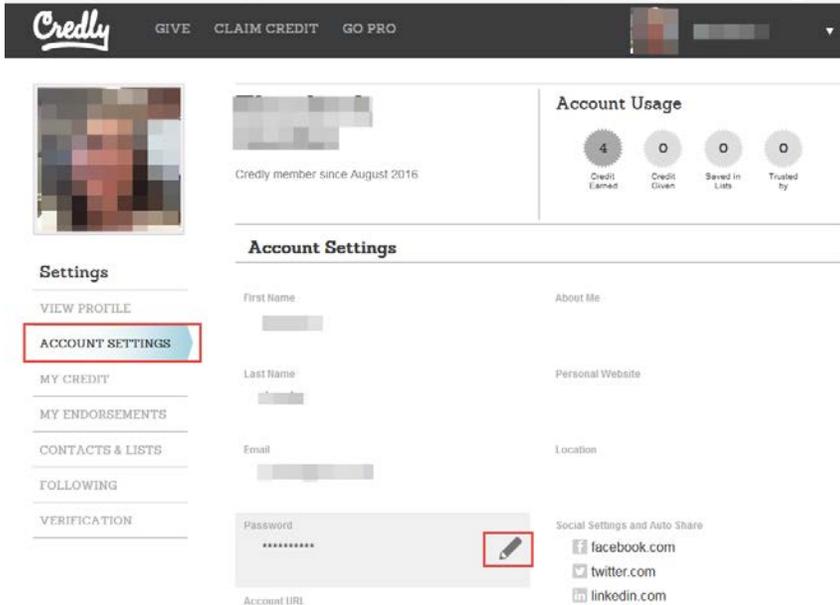


Remember, badges do not send immediately. Allow time for interfaces to run between Credly and Canvas.

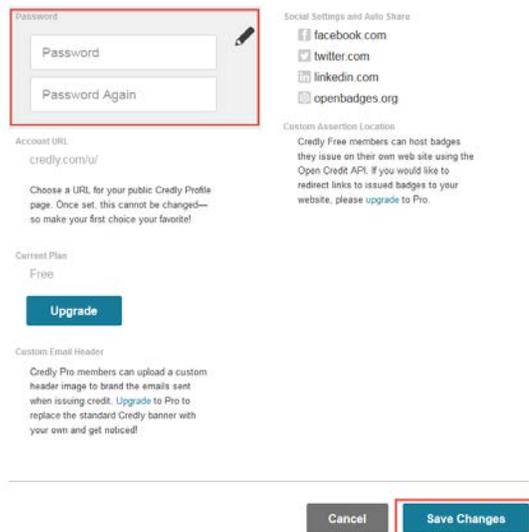
Updating a Credly Password

To update a user's password in Credly, login to Credly.com. Once there, follow the steps provided below. Remember, for Authorized Users to issue credentials from a Canvas course, the username and password must match the Active Directory credentials.

1. Click on the Account Settings navigation tab. When the mouse is hovered over the Password field, a pencil icon appears. Click it to edit the password.



2. Enter the new password.



3. Click Save Changes at the bottom of the screen.

Remember, for Authorized Users to issue credentials from a Canvas course, the username and password must match the Active Directory credentials.