

## Credly

Credly is a digital credentialing website used by UMMC to create and issue digital credentials. Administrators add users, badges and badge requirements to ensure credential validity and consistency.

### Creating a Credly Account

To create a user account in Credly, follow the steps below.

1. Visit Credly.com.
2. Click the Sign In at the top right of the screen.



3. Click Create Account.

Sign in

New to Credly? [Create Account](#)

4. Complete the required fields as detailed.

Create your Credly account

I agree to Credly's [Terms of Service](#) and [Privacy Policy](#)

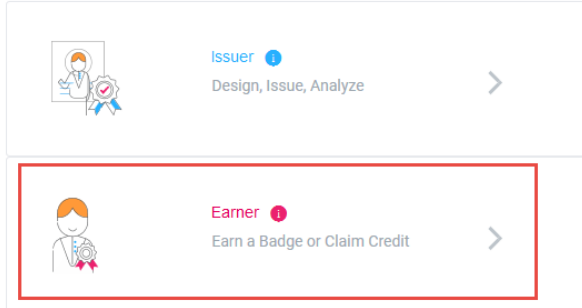
Already have an account? [Sign In](#)

- UMMC users must create their account with their **UMMC email address**. Other email addresses may be added to the account.
- Provide first and last names in the appropriate fields.
- Create a password. Currently, this does not reset with the user's UMMC password.
- Check the box to agree to Credly's terms.
- Click Create Account.

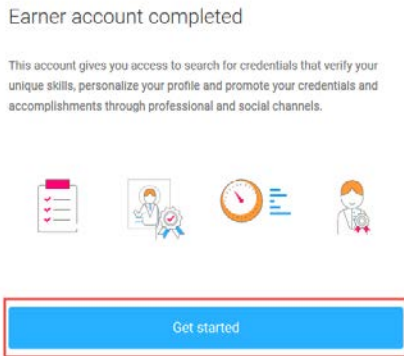
*If the user is going to access Credly through a Canvas course, authentication requires the same password.*

5. User must select to create an Earner account.

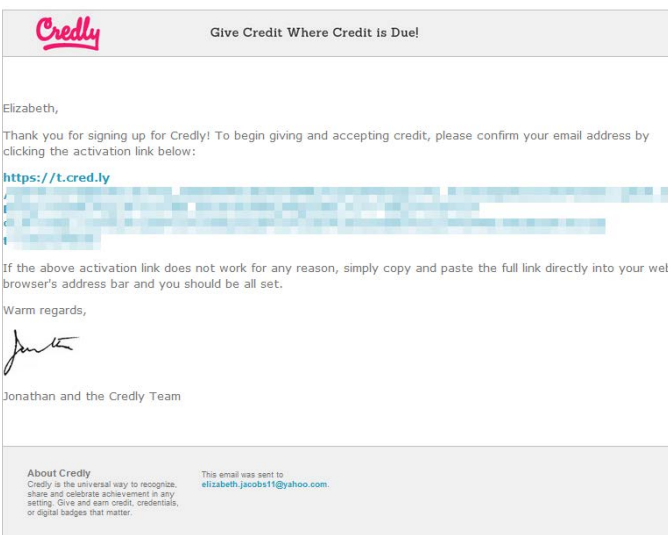
Are you creating an account to issue credit or earn credit?



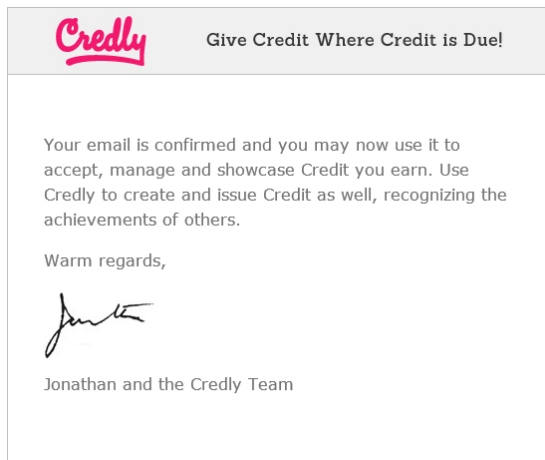
6. Account complete message is provided. Click the Get Started button to proceed.



Once the user has completed the steps above, Credly sends an email to verify the address. The user must click the link provided in the email in order to complete the verification.



Another email is sent to notify the user that the email was verified.



The user's Credly account is not active and ready to use.