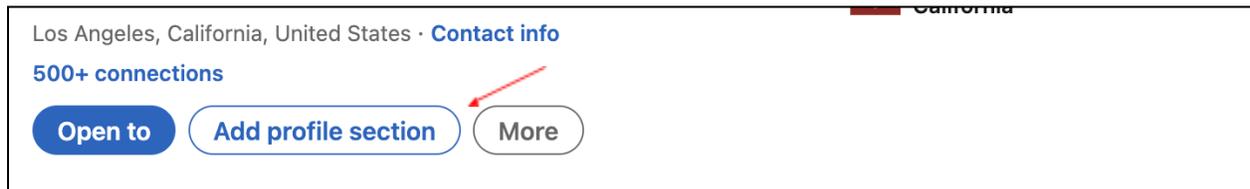


How to Add a Certificate to Your LinkedIn Profile

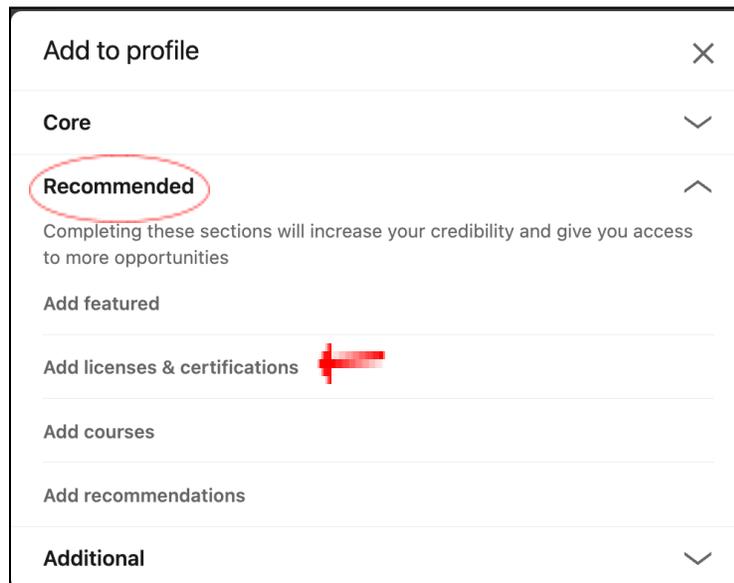
Congratulations on earning your **Ph.D. Academy Certificate in Communication, Leadership, and Management!** You have put in the work developing your skills by attending workshops and applying what you have learned to your external activities. Make sure to share your accomplishment with others and showcase your achievement on your LinkedIn profile.

Step 1: Login to your LinkedIn account and navigate to your profile.

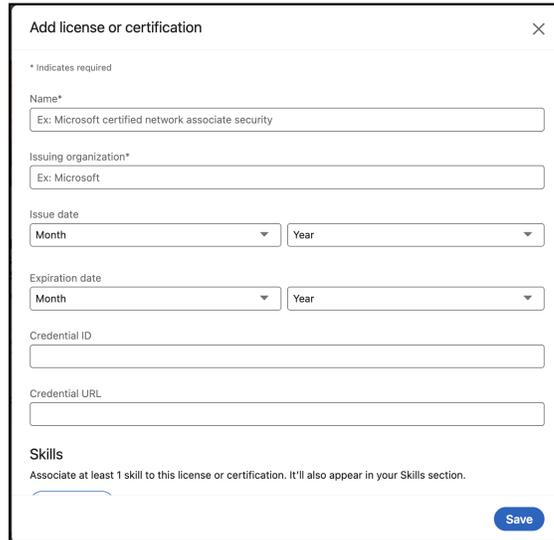
Step 2: If you do not already have a certificate section on your profile, click “*Add profile section*”.



Step 3: A pop-up will appear of things that you can add to your profile, navigate to the “*Recommended*” accordion and expand the section. Click on “*Add licenses & certifications*”.



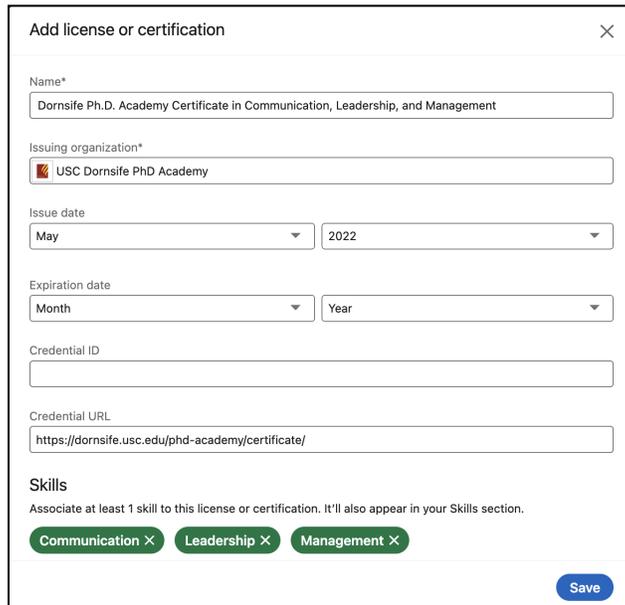
Step 4: A pop-up will appear for you to add your certificate.



The screenshot shows a form titled "Add license or certification" with a close button (X) in the top right corner. Below the title is a note: "* Indicates required". The form contains several input fields: "Name*" with a placeholder "Ex: Microsoft certified network associate security"; "Issuing organization*" with a placeholder "Ex: Microsoft"; "Issue date" with "Month" and "Year" dropdown menus; "Expiration date" with "Month" and "Year" dropdown menus; "Credential ID"; "Credential URL"; and a "Skills" section with the instruction "Associate at least 1 skill to this license or certification. It'll also appear in your Skills section." and a "Save" button at the bottom right.

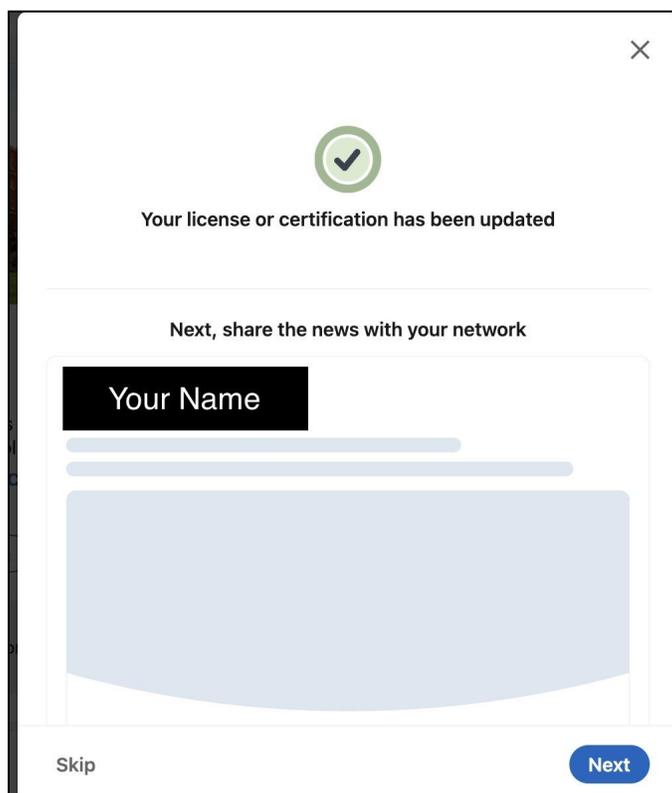
Step 5: We recommend that you input the following information for this certificate

- **Name:** *Dornsife Ph.D. Academy Certificate in Communication, Leadership, and Management*
- **Issuing Organization:** *USC Dornsife PhD Academy*
- **Issue Date:** **whenever you earned your certificate**
- **Credential URL:** <https://dornsife.usc.edu/phd-academy/certificate/>
 - In the future, we plan on adding a feature to our page that will list out our program graduates so that you can formally verify your accomplishment.
- **Skills:** *Communication, Leadership, Management*



The screenshot shows the same "Add license or certification" form, but with data entered. The "Name*" field contains "Dornsife Ph.D. Academy Certificate in Communication, Leadership, and Management". The "Issuing organization*" field contains "USC Dornsife PhD Academy" with a small red icon to the left. The "Issue date" field has "May" selected for the month and "2022" for the year. The "Expiration date" field has "Month" selected for the month and "Year" for the year. The "Credential ID" field is empty. The "Credential URL" field contains "https://dornsife.usc.edu/phd-academy/certificate/". The "Skills" section shows three green buttons: "Communication X", "Leadership X", and "Management X". A "Save" button is at the bottom right.

Step 6: You will receive confirmation that your certificate was updated and you have the option to either share this news with your network by clicking “Next” or you can click “Skip” to skip this step. In this example, we skipped this option.



Step 7: Once you have completed all of these steps, your certificate should show up on your LinkedIn profile. Clicking on “Show credential” will take them to the URL you provided, where in the future, anybody who is interested can navigate to that URL and see your name displayed under your program graduating year.

