




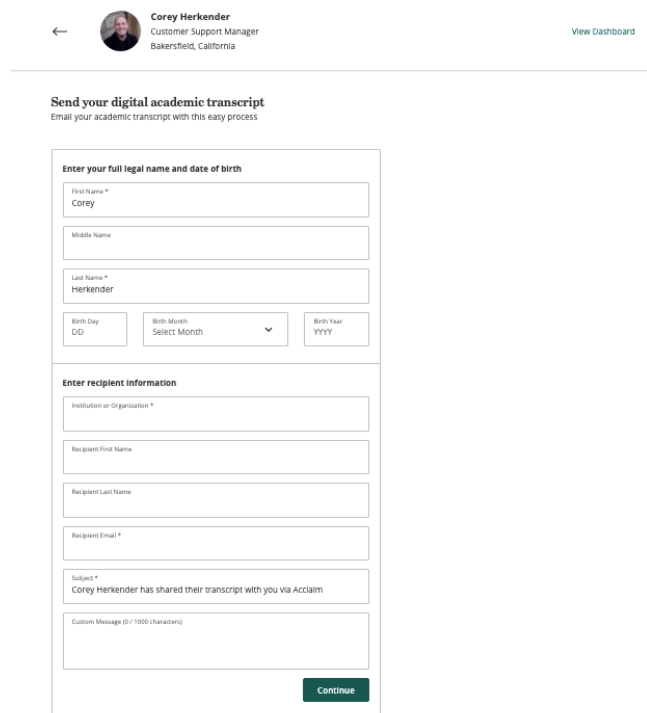
SHRM Credential Verification

It has come to our attention that SHRM is no longer sends verification letters for the completion of their certifications that Excelsior College accepts for credit. Instead, they are now issuing a badge through Credly. Once students are awarded a Credly Badge, they can create an account and send a digital transcript to a third party. Students should use the itcertifications@excelsior.edu email when sending the transcript request to Excelsior.

***Once the badge is in your account, you can send your Transcript by accessing your Credly Dashboard. From the dashboard select, the profile Icon drop-down menu in the upper right corner and select "Send Transcripts."

-  **Dashboard**
-  **View Profile**
-  **Send Transcript**

Selecting "Send Transcripts" will bring you to a page that has a couple of fields for you to fill in. You'll also notice that some fields are already pre-populated with information from your account. Fill in your date of birth, recipient's information, and a custom message. In the custom message students must add one of the following: Excelsior Student ID#, D.O.B or address for proper ID verification.



The screenshot shows the 'Send your digital academic transcript' form. At the top left, there is a navigation bar with a back arrow, a profile picture of Corey Herkender (Customer Support Manager, Bakerfield, California), and a 'View Dashboard' link. The form title is 'Send your digital academic transcript' with a subtitle 'Email your academic transcript with this easy process'. The form is divided into two main sections: 'Enter your full legal name and date of birth' and 'Enter recipient information'. The first section contains fields for First Name (Corey), Middle Name, Last Name (Herkender), Birth Day (DD), Birth Month (Select Month), and Birth Year (YYYY). The second section contains fields for Institution or Organization, Recipient First Name, Recipient Last Name, Recipient Email, Subject (pre-filled with 'Corey Herkender has shared their transcript with you via Acclaim'), and a Custom Message field (0/1000 characters). A 'Continue' button is located at the bottom right of the form.

Selecting "Continue" will bring you to a confirmation page. On this page, you'll want to double-check the information you've filled out and the custom message.