**Add, Edit, or Remove Certifications on Your Profile**

Certifications are a great way to showcase your knowledge and professional achievements on your LinkedIn profile.

Managing certifications

To add a certification:

1. Click the  **Me** icon at the top of your LinkedIn homepage.
2. Click **View profile**.
3. If you've previously added a certificate, scroll down to the **Licenses and Certifications** section and click  **Add**.
	1. If you've never added a certification, you'll first want to add a Licenses and Certifications section. On your profile page click Add new profile section in your introduction card. Under the Background dropdown, click the  **Add** icon next to Licenses and Certifications.



1. In the new dialogue window type in your certification information.
* Your badge does not expire so please check the box.
* Credential ID is the name of the Badge again



* A menu displaying companies will appear as you type in the **Issuing Organization** field. Be sure to select the correct authority from the menu so their logo appears next to the certification on your profile.
* Click **Save**.

Your Badge will show as below and anyone who clicks the “See Credential” will be redirected to the InSync Training Digital Badge Page.

