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## How do I receive a badge?

Once you have been issued a badge from SHSMD, you will receive an email notification from Acclaim ([admin@youracclaim.com](mailto:admin@youracclaim.com)). That notification email will include instructions for accepting your badge.

If you do not receive an email notification:

- Check your email's spam/junk folder to see if the email notification was delivered there.
- Make sure the email address on file with your badge issuing organization is accurate.
- In some cases, a domain firewall can block emails from [admin@youracclaim.com](mailto:admin@youracclaim.com), feel free to reach out to [shsmd@aha.org](mailto:shsmd@aha.org) for assistance.



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# How do I add my badge to my LinkedIn profile?

To share your badge details to your LinkedIn profile, follow these steps:

1. From the Share Badge page, click the LinkedIn icon. Once you have connected your LinkedIn account, you'll see something similar to the screen below:

## Share your badge.

Broadcast your achievement to friends and colleagues to get the recognition you deserve.

[View badge in dashboard](#)

2. Check or uncheck the boxes next to **"Add to my Profile"** and **"Share to my newsfeed"** as desired

3. If adding to your profile, click **"Share to LinkedIn"** a **blank LinkedIn form will appear on another tab** within your browser once you click the **"Share to LinkedIn"** button at the bottom of your screen



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Add licenses & certifications ×

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Name \*

Issuing Organization \*

This certification does not expire

Issue Date Expiration Date

Credential ID

Credential URL

4. Go back to the Acclaim tab in your browser and **click the "Copy" button** next to "Certification Name". A green check mark will confirm that the information was copied.

5. Switch back to your LinkedIn tab and **paste the information** into the "Certification Name" field

6. Continue copying the information on the Acclaim tab and pasting into the LinkedIn form until all relevant information has been added.

7. You'll need to choose the dates based on the information included on the Acclaim share page under "Time Period".

8. Click **Save**

Once you've successfully shared your badge, it will appear in the **Licenses & Certifications section on your profile**. As you can see, the badge image doesn't display in the Accomplishments section of the profile. LinkedIn chooses to show the company logo of your badge issuer instead. Viewers can click on the "See certification" button to view more details on Acclaim.

Licenses & Certifications





**Acclaim Ambassador**  
Acclaim Badging  
Issued Sep 2018 · No Expiration Date  
[See credential](#)





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# Can I attach my badge to my email signature?

Yes, adding a hyperlinked badge image to your email signature is a great way to make sure your professional network is aware of your certifications, credentials and other badge-worthy recognition.

## **Instructions:**

1. Log into your Acclaim account and select the badge you'd like to add to your email signature from your Dashboard.
2. Select the share button at the top the page. This will show you all of your possible share options for this badge.
3. Next select the download Icon and select Small image.
4. Next select the URL Icon and copy it to your clipboard.

## **In Outlook:**

1. Start a new email and click signature
2. Either edit an existing signature or add a new one.
3. Select the image icon and choose the image you downloaded from Acclaim.
4. Next hyperlink the image. Past the badge url you copied from acclaim.
- 4 Select Save.