



THE MALAYSIAN
INSURANCE INSTITUTE

Transform knowledge
and experience with

MII DIGITAL BADGE PROGRAMME

to connect with opportunities



MII Digital Badge Programme: User Guide

Updated in August 2022 by Prof Membership Unit (membership@mii.org.my)

Welcome to MII Digital Badge Programme

1. Welcome to a new way of managing your professional achievements and learning outcomes: badging, through the **Credly Platform**. Credly is leading the digital credential movement, making talent more visible and opportunity more accessible.
2. Whether that's entering the job market for the first time, moving forward in your existing profession, or making a career change, we're dedicated to helping you set yourself apart by representing valuable skills unique to your experiences in a way that is sharable and verifiable.
3. In this document, we'll teach you everything you need to know about badges
 - ☐ [What are badges](#)
 - ☐ [How they can tell your professional story](#)
4. We'll also provide step-by-step instructions for navigating the Credly platform to manage and share your badges
 - ☐ [Setting up a Credly profile](#)
 - ☐ [Accepting/managing badges](#)
 - ☐ [Sharing badges](#)

What is a badge?

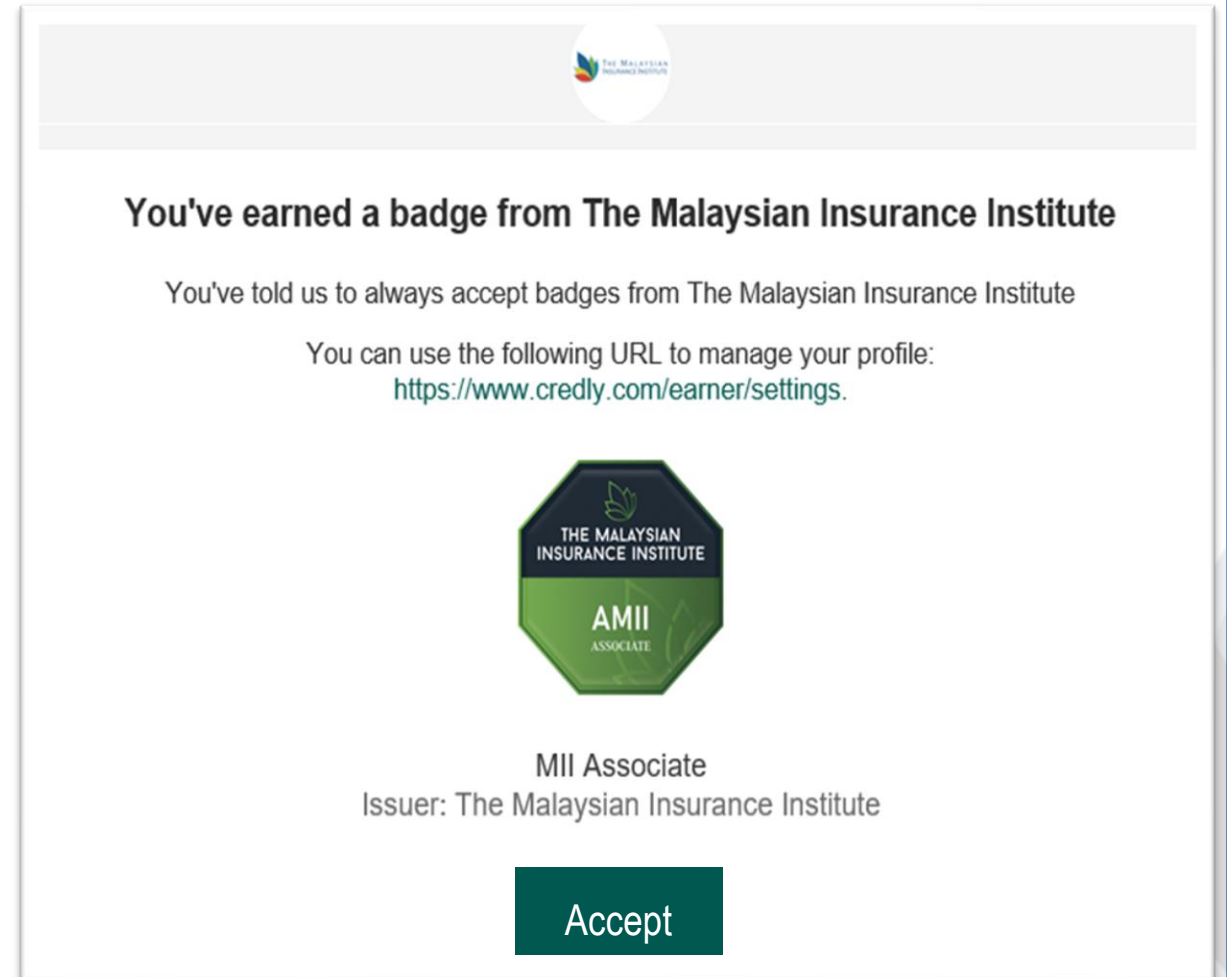
1. Badges are digital assets used to communicate a learning achievement or credential. Credly badges link to metadata that provides context and verification. They can be shared across the Internet for maximum visibility and recognition.
2. Badges are a standard to recognize and verify learning. A badge communicates three things without sacrificing verification or context:
 - ☐ **Who did something?**
 - ☐ **What did they do?**
 - ☐ **Who says they did it?**
3. You can earn a badge for lots of different things, from many different organizations. What makes the badges issued to you from Credly unique is that they represent achievements valued by employers.

How they can tell your professional story

1. Badges managed through Credly will help you tell your professional story in a way that is complete and validated.
2. You can share your badges with anyone you'd like, wherever you'd like:
 - ☐ **Via social media in LinkedIn, Facebook, Twitter**
 - ☐ **Via email and resumes**
 - ☐ **Embedded in a website**
3. A viewer can click on your badge and will be taken back to Credly to view all the details of your achievement.
4. You can also share your complete Credly profile to provide an employer with the full context of your abilities, represented by the various badges you've earned and manage through the Credly platform.

Setting up a Credly profile

1. There are two steps to getting started with Credly:
 - ☐ Have an organization issue you a badge
 - ☐ Create an account and claim your badge
2. How do you know if you've been issued a badge? You'll receive an email from Credly (admin@credly.com) that looks like this (right pic).
3. Click on the **Accept** button below your badge image. This will take you to Credly where you will create an account.





4. Fill in each field, then read and agree to the Terms of Use and Privacy Policy.
5. Let us know if you'd like to receive occasional messages from us. These messages will contain information to help you make the most of Credly. You can change your preferences for receiving marketing emails from Credly at any time.
6. Click **Create Account**.



Respected Brands. Resume-worthy Achievements.

Credly's Acclaim platform is the world's largest network of individuals and organizations using verified achievements to unlock opportunities. Join millions of professionals in sharing your achievements online.

Create a Credly Account.

First Name

Last Name

Email

Country/Territory
Country/Territory

Password

- ☐ Send me occasional news and updates on professional growth opportunities.
- ☐ I agree to the [Terms of Service](#) and [Privacy Policy](#)

Create Account

[I have an account](#)



7. You will see a message on your screen that says **Confirm Your Email.**
8. Check your email and follow the instructions there in order to continue. If you did not see any email, please check your spam folder.
9. You will be prompted to sign in with the credentials you created (see right pic).
10. Once you sign in into your account, you will be able to claim your badge.

Sign In

☐

Remember me

[Forgot your password?](#)

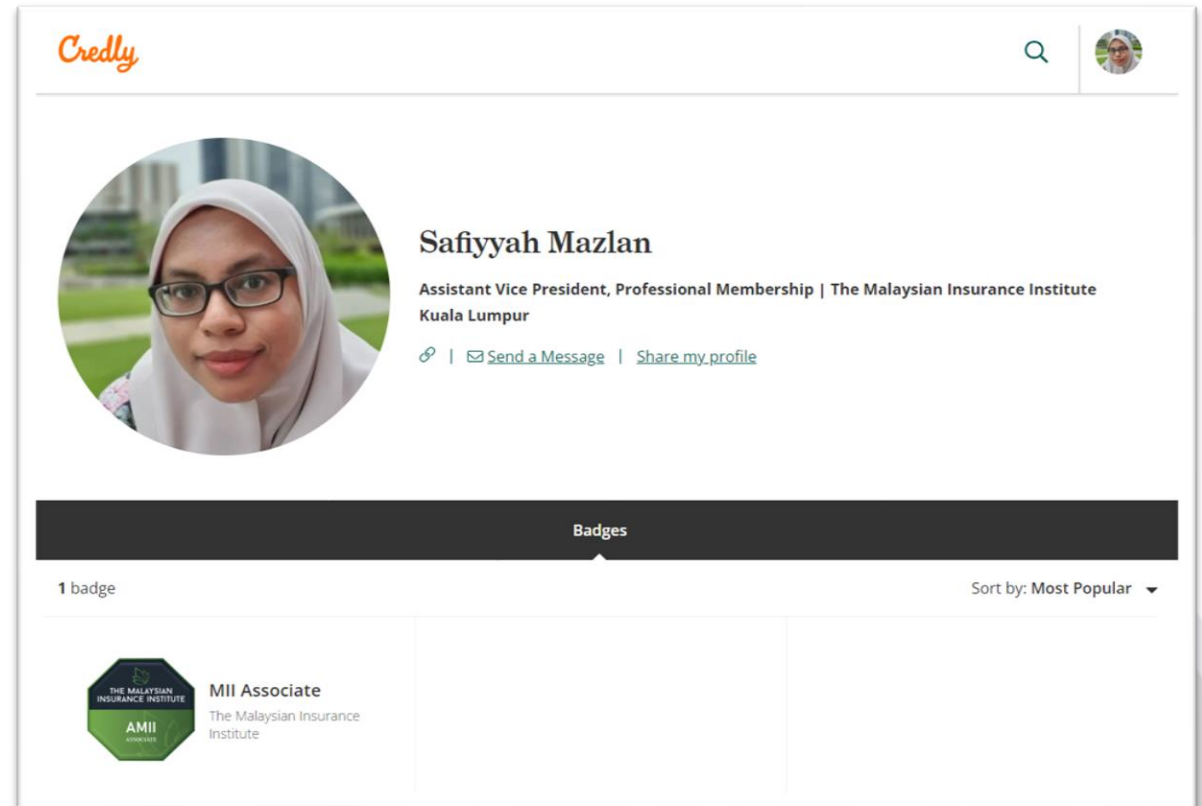
Sign In

[Create account](#)



11. Your Credly profile is an important part of telling your professional story. It's one spot on the web where you can manage and share the achievements that will further your career, so make sure to include a few key elements:

- ☐ **Name** – Is your name Katherine, but you go by Kate? Edit your name to best reflect what you'd like to be called at work.
- ☐ **Profile picture** – make sure it's a nice one that represents you as you'd like to be viewed by potential employers. The minimum size is 196 x 196 pixels.
- ☐ **Bio** – This is where your professional personality can really shine through. You've got 500 characters to sketch out your key talents, qualifications and interests.





12. First, go to the **Setting** page and click **Profile** (see right pic).
13. Edit your details to promote and create opportunities for your professional careers and aspirations.

Credly

Dashboard Settings

- Account
- Applications
- Organizations
- Preferences
- Privacy + Security
- Profile**

Public Details

This information appears on your [public profile](#) and search results.
* = required field

First Name
Safiyyah

Middle Name

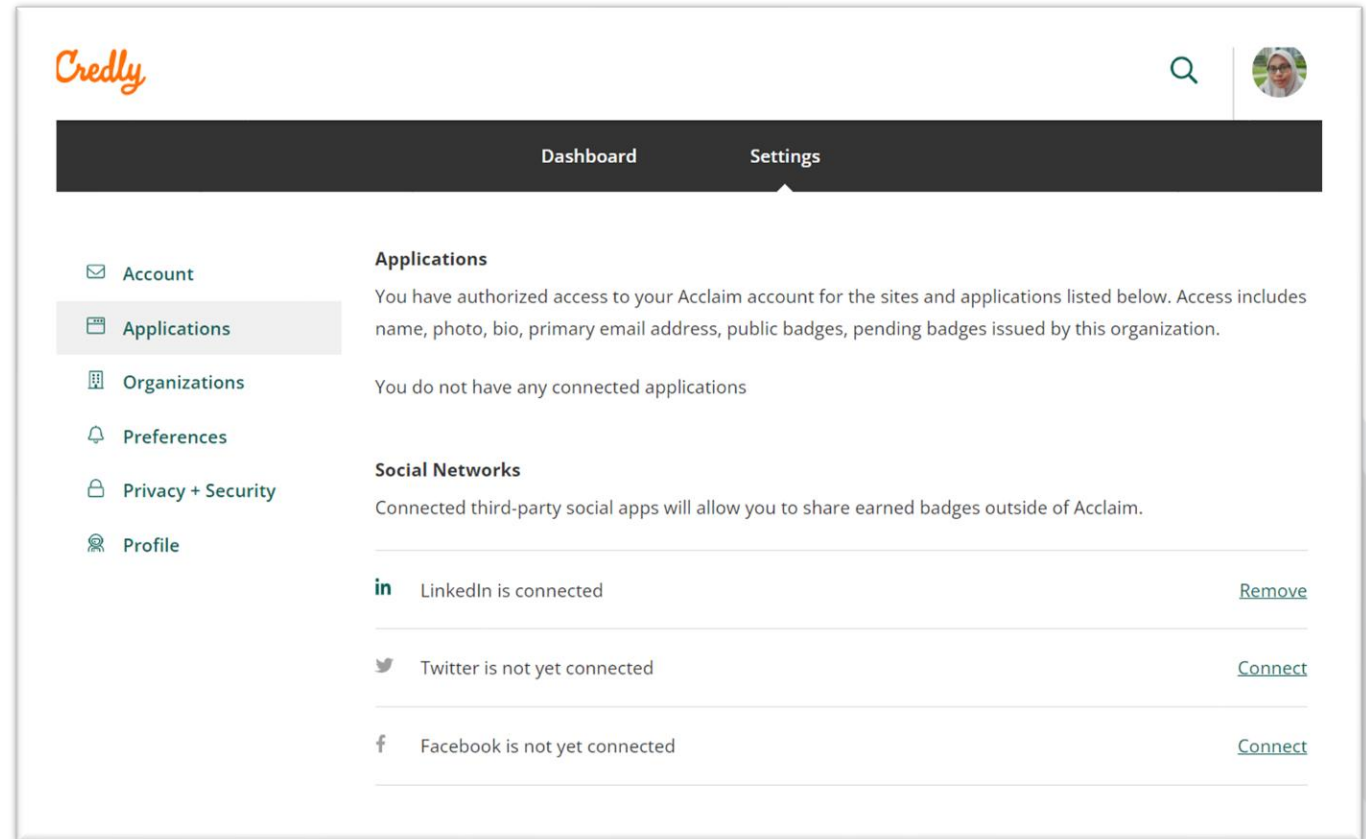
Last Name
Mazlan

Bio

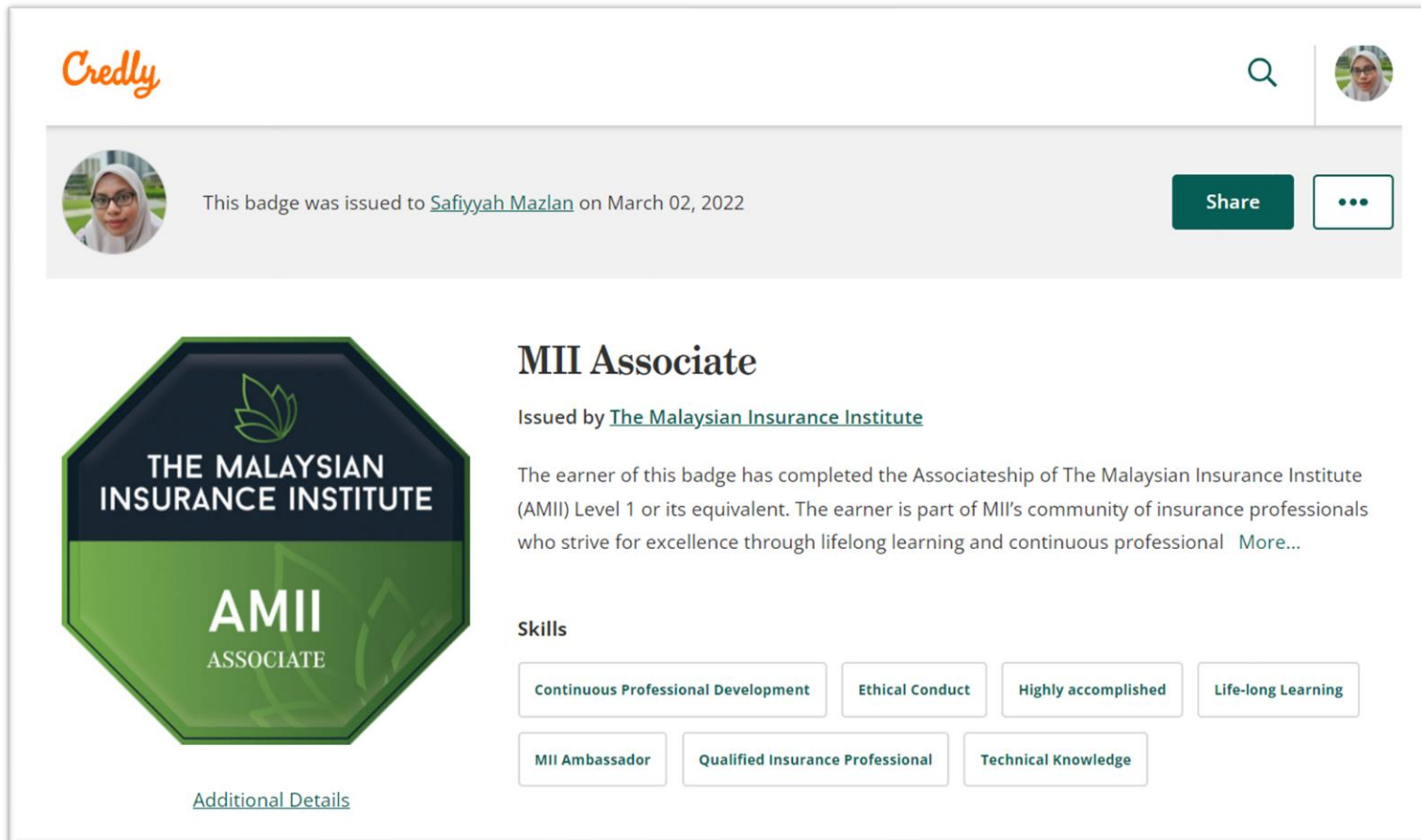
[Edit](#) | [Remove](#)

Sharing badges

1. Once you have accepted your badge, you can broadcast the badge directly from Credly to your social networks.
2. First, go to the **Setting** page and click **Application** (see right pic)
3. Click an icon to connect your social media account and easily share your badge:
 - ☐ **LinkedIn Newsfeed & Profile**
 - ☐ **Twitter**
 - ☐ **Facebook**



4. Return to the dashboard and click on the badge that you wish to share. Click **Share** button.



The screenshot shows a Credly profile page. At the top left is the Credly logo. To its right is a search icon and a user profile picture. Below the header, there is a section for a specific badge. It features a circular profile picture of a woman, the text "This badge was issued to [Safiyah Mazlan](#) on March 02, 2022", a "Share" button, and a menu icon (three dots). Below this is the "MII Associate" badge, which is an octagonal badge with a dark green top half and a light green bottom half. The top half contains the text "THE MALAYSIAN INSURANCE INSTITUTE" and the bottom half contains "AMII ASSOCIATE". To the right of the badge, the title "MII Associate" is displayed, followed by "Issued by [The Malaysian Insurance Institute](#)". Below this is a paragraph: "The earner of this badge has completed the Associateship of The Malaysian Insurance Institute (AMII) Level 1 or its equivalent. The earner is part of MII's community of insurance professionals who strive for excellence through lifelong learning and continuous professional [More...](#)". Under the heading "Skills", there are seven buttons: "Continuous Professional Development", "Ethical Conduct", "Highly accomplished", "Life-long Learning", "MII Ambassador", "Qualified Insurance Professional", and "Technical Knowledge". At the bottom left of the badge section is a link "Additional Details".

Credly

This badge was issued to [Safiyah Mazlan](#) on March 02, 2022

Share

MII Associate

Issued by [The Malaysian Insurance Institute](#)

The earner of this badge has completed the Associateship of The Malaysian Insurance Institute (AMII) Level 1 or its equivalent. The earner is part of MII's community of insurance professionals who strive for excellence through lifelong learning and continuous professional [More...](#)

Skills

Continuous Professional Development Ethical Conduct Highly accomplished Life-long Learning

MII Ambassador Qualified Insurance Professional Technical Knowledge

[Additional Details](#)



5. Under **Promote** section, click any of the social media icons that you wish to share your badge (left pic). You will be asked to log in and allow permission first before you can share (right pic) .

Share your badge

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



MII Associate

Issued by [The Malaysian Insurance Institute](#)

Promote

Share your achievement on social media.


 LinkedIn

 Twitter

 Facebook

Publish


Send your badge or take it offline.

 Email

 Download Badge Image

 Public Link

 Blockchain

 Embed Code

LinkedIn



Credly would like to:

- Use your name and photo
- Create, modify, and delete posts, comments, and reactions on your behalf

You can stop this sync in your LinkedIn [settings](#). Credly [terms](#) apply. [Learn more](#).

[Not you?](#)

Cancel

Allow

You will be redirected to <https://www.credly.com>

6. If you choose to share in LinkedIn, do not forget to add the badge information and [link](#) under License or Certification (left pic). This will create a section for people to refer to your membership via LinkedIn profile (right pic).


Add license or certification

* Indicates required

Name*

MII Associate

Issuing organization*

 The Malaysian Insurance Institute

☒ This credential does not expire

Issue date

March

▼

2022

▼

Expiration date

Save

in


Search

Home

My Network

Jobs

Message




Safiyah Mazlan, AMII

I help insurance professionals build their credential and network in the industry through MII membership and alumni

Insurance Business ...see more

See all 5 education

Licenses & certifications



MII Associate

The Malaysian Insurance Institute

Issued Mar 2022 · No Expiration Date

See credential



7. After that, you can edit the message (left pic) to be appear in the posting to explain the badge to your viewers (right pic).

LinkedIn

Account connected! Now share your achievement:

☒ Add to Profile

☒ Share to Feed

Optional Message
View my verified achievement from The Malaysian Insurance Institute.

Share to LinkedIn

The screenshot shows a LinkedIn profile for Safiyyah Mazlan, AMII. The profile header includes the LinkedIn logo, a search bar, and navigation links for Home, My Network, Jobs, and Messaging. The profile picture is a circular portrait of Safiyyah Mazlan. Below the picture, the name 'Safiyyah Mazlan, AMII' is displayed, followed by the bio 'I help insurance professionals build their credential and network in the industry through MII membership and alumni'. The follower count is 734.

The activity feed shows a post by Safiyyah Mazlan, AMII, dated 2m. The post text is 'View my verified achievement from The Malaysian Insurance Institute.' Below the text is a large, green, octagonal badge with the text 'THE MALAYSIAN INSURANCE INSTITUTE' and 'AMII ASSOCIATE'. Below the badge, a blue banner states 'MII Associate was issued by The Malaysian Insurance Institute to Safiyyah Mazlan.' and 'credly.com • 1 min read'. The post has interaction buttons for Like, Comment, Share, and Send.



8. Under **Publish** section, you will be given options to share your badge in website , in email signatures, via link or blockchain. You can also directly email your badge.

Share your badge

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



MII Associate

Issued by [The Malaysian Insurance Institute](#)

Promote

Share your achievement on social media.

 LinkedIn

 Twitter


 Facebook

Publish


Send your badge or take it offline.

 Email

 Download Badge Image

 Public Link

 Blockchain

 Embed Code



9. You can edit custom message before emailing your badge (left pic) or copy the embed code and apply it in your official website or blog (right pic) to help your website visitor instantly verify your membership with MII.

Email

Recipients
nursafiyyah@mii.org.my

Subject
View my verified membership from The Malaysian Insurance Institute

Custom Message
I have recently renewed my membership with The Malaysian Insurance Institute. You can instantly verify this badge for authenticity here

Send

Embed Code

Copy & paste this code to display your credential on your web page, blog or anywhere else that accepts HTML.

Embed Code

```
<div data-iframe-width="150" data-iframe-height="270" data-share-badge-id="fc292210-c901-49e7-a850-5e4950237fd0" data-share-badge-host="https://www.credly.com"></div><script type="text/javascript" async src="//cdn.credly.com/assets/utilities/embed.js"></script>
```

Copy



10. Another perfect way to promote your membership and qualification is by adding it to your email signature.
11. First, you need to click **download the badge image** in **Publish** section.
12. Use the slider (right pic) to resize the image to fit your signature placeholder. We recommend 150px by 150px. Click **Download Image**.
13. Then, click **Public Link** in the **Publish** section. Click **Copy** (left pic).

Share a Link

Badge URL

https://www.credly.com/badges/fc292210-c901-49e7-a850-5e4950237fd0/public_url

Copy



Download Badge

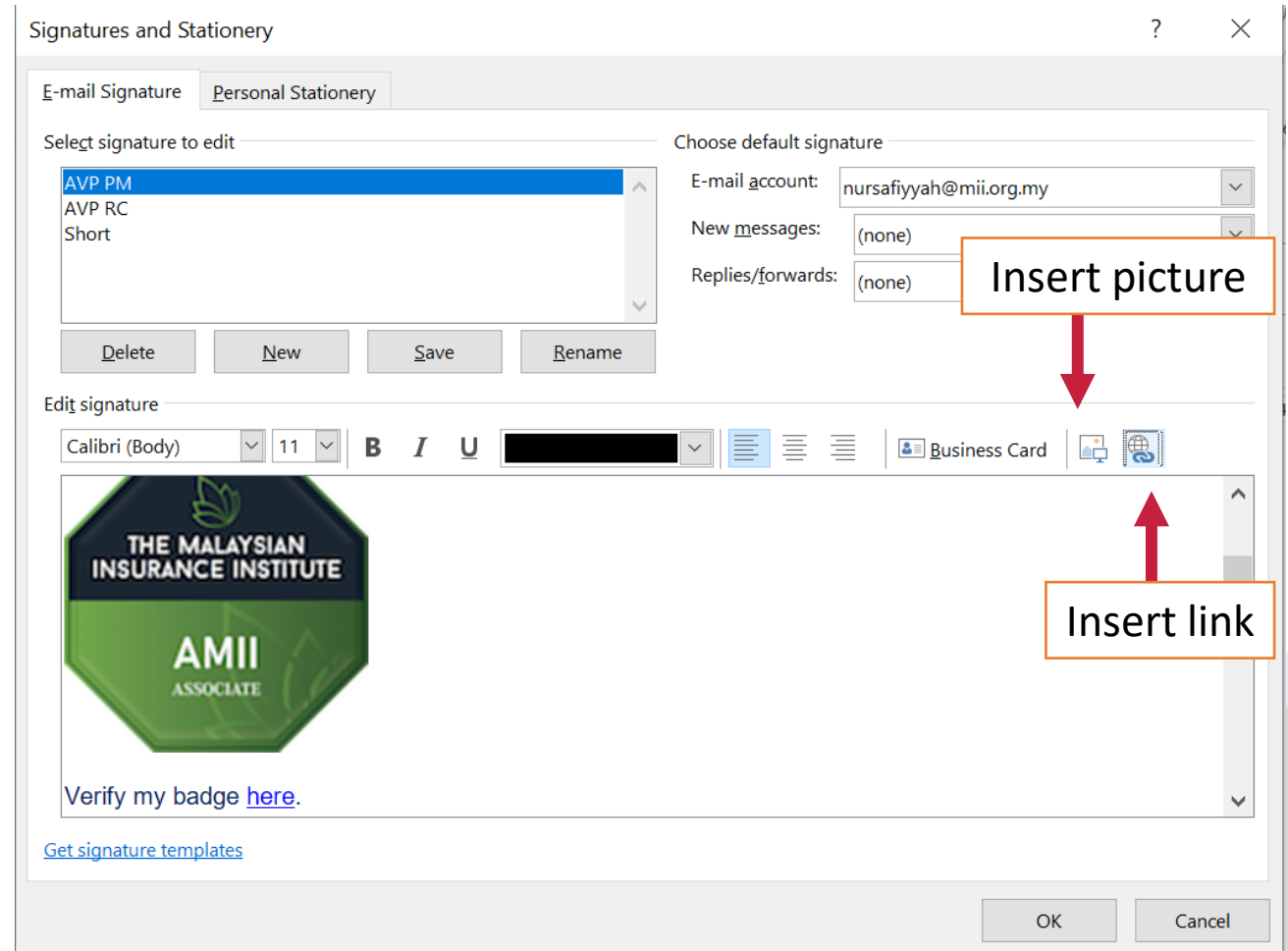
Your badge follows the open badge specifications, and can be imported to other platforms. Use the URL option to embed the badge link with the image for sharing in an email signature, resume and more.

Resized Image 150px X 150px



Download Image

14. Go to the **Signature** in your Email setting.
15. Click the icon to **Insert picture** and upload the badge image.
16. Click on the image and then click the icon **insert link**.
17. Another way to do this is by adding caption 'Verify my badge here' and **Insert link** to the caption instead of image.



Technical support

1. Credly was built mobile-first, so your experience with Credly will be just as good on your Android or Apple IOS mobile device as it is on a desktop computer.
2. Credly is supported by modern web browsers, so if you experience any issues with the website make sure your browser is an up-to-date version – at least Internet Explorer 9, Mozilla Firefox 4, Google Chrome, or Safari 6.
3. If at any time you have further questions, or are experiencing issues with your Credly account, access the Credly support forum: <https://support.credly.com/hc/en-us>
4. You will receive MII Digital Badge around 7 working days after your initial registration and payment. MII will issue the badge to your registered email as soon as your membership application is approved.
5. Alternatively, you can also check your membership and badge status [here](#).