

# Issuing a Digital Badge

A guide for Bucks County Community College registered digital badge issuers.

## Getting Started

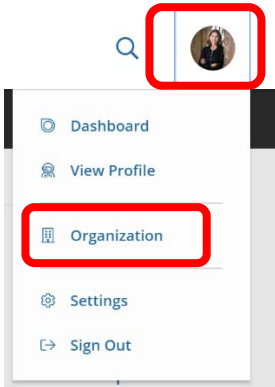
1. If you do not already have a Bucks County Community College registered issuer account, please contact Jackie Burger, Associate Professor, Learning Resources at [jacqueline.burger@bucks.edu](mailto:jacqueline.burger@bucks.edu) or 215-968-8056.
2. Collect badge recipients full names and valid email addresses. Submit a helpdesk ticket to [helpdesk@bucks.edu](mailto:helpdesk@bucks.edu) if you would like IT to run a report to pull names and email addresses from a course section.

## Accessing your Issuer Account

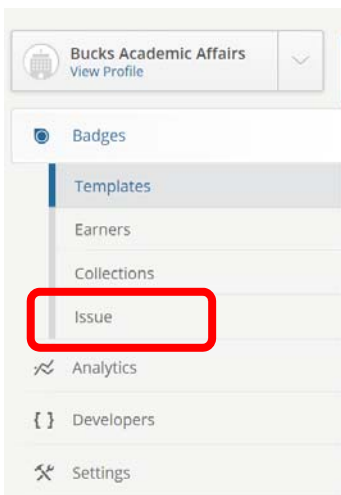
1. Go to [www.youracclaim.com](http://www.youracclaim.com).
2. Log-in with an issuer account.

## Issue a Digital Badge

1. Once logged in, click on your profile image, and click Organization.



2. Click "Issue" in the left menu.



3. You will use a CSV file to issue badges. You may issue multiple badges at a time. Before you download the CSV file, you will need the template IDs for each badge you want to issue. Click “View Template IDs” and copy/paste into a Word doc the template IDs you need.

Complete the information below to issue badges.

Upload a comma delimited text file (.csv) of **up to 5,000 rows** to import a list of badge earners to Acclaim. Be sure your CSV file is in the required format and all required fields are completed.

Access your organization template IDs for setting up your CSV file [View Template IDs »](#)

TEMPLATE ID	TEMPLATE NAME
b05a7636-ae2d-402a-8c77-8a3e828b56a2	Digital Marketing
7d016e2c-95b5-4aa0-b59d-04e806d7f610	Social Media Marketing

4. Once you gathered your template IDs, download the CSV template, provide the information required for columns A – D. The remaining columns may stay blank if not needed. Click Choose CSV file, select your file, click Next, and the system will prompt you upon successful completion or notify you of errors.

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[Choose CSV file](#)

Use our CSV template to ensure that your records are formatted correctly.

[↓ Download Template](#)