



Anne Arundel Community College Digital Badges Hosted by Acclaim

Steps to Receive (Claim) Your Badge Using a Computer, Cell Phone or Mobile Device

1. An email will be sent to your personal email from AACC that will let you know you are going to receive a Badge Invitation email to claim your badge. To use a cell phone or mobile device you must have email setup on that device and access to the internet. (example email george.washington1@gmail.com) Note: If you haven't used your email in a while, try your email before a Badge Invitation email is emailed to you.
2. When the Badge Invitation email arrives in your personal email click on the **CLAIM BADGE** link in the email to get started. The link will take you to the Acclaim website.
3. At the Acclaim website create an Acclaim Account. The screen will contain the following information:
 - Sign In to review badge details
 - Email
 - Password
 - Remember me * Forgot Password?
 - Sign In
 - No account? Sign Up here ➤
4. Click on "No Account? Sign Up here" ➤
5. Type in your First and Last Names, Email and Password. Check that you read and agreed to the Terms of Use and Privacy Policy. **OPTIONAL** check if you wish to receive occasional marketing messages. **Note** the messages **do not** come from AACC.
6. It is recommended that you sign-up with the email address you wish to receive your digital badges and add other email addresses later.
7. After completing the form and agreeing to the terms of use, select the **CREATE MY ACCOUNT** link. You will receive the message "**WELCOME to ACCLAIM**" *We sent you an Email. To get started please check your personal email to confirm the address you provided.* This will validate your email account.
8. Check your personal email and click on the link sent to you from Acclaim that confirms your email address.
9. **Claiming Your Badge:** Go to the Acclaim platform <https://www.youracclaim.com> you will then be in the **BADGE MANAGEMENT** screen.
10. Simply click on the badge you want to accept from the **PENDING BADGES**.
 - **Options**
 - Auto-Accept or Manually Accept
 - Badge Visibility: Public or Private
 - Broadcast: LinkedIn, Facebook, Twitter, Email