Accredible Quick Start Guide

Welcome! You're only a few steps away from issuing your first digital certificates with Accredible. Follow this step-by-step guide to see just how easy it is.

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Bear in mind that we'll only be scratching the surface of what Accredible can do. Our comprehensive knowledgebase explains how to use many more features such as full certificate customisation, badges, learning outcomes, email templates, reports and much more.

You Will Need

1. About 15 minutes
2. This guide
3. Optional - your organisation's logo (PNG, JPEG, or GIF)

Accredible

Creating a Group

First things first: we use the word 'credential' to mean a digital certificate or badge. A group holds the credentials for a specific course, accreditation, event or achievement. You will need one group for each course or achievement.

**1. On your Accredible homepage, click 'Create a Group' to get started.**

2. On the Create Group screen, fill in your information.
A Group Name, a Group Identifier (you can use a course code like 'BUS101' to more easily identify your groups, but if you don't have a code like that, just use the group name), Group Description, and Group Website, which should link to your course website for referral traffic, or at least to your organisation's website.
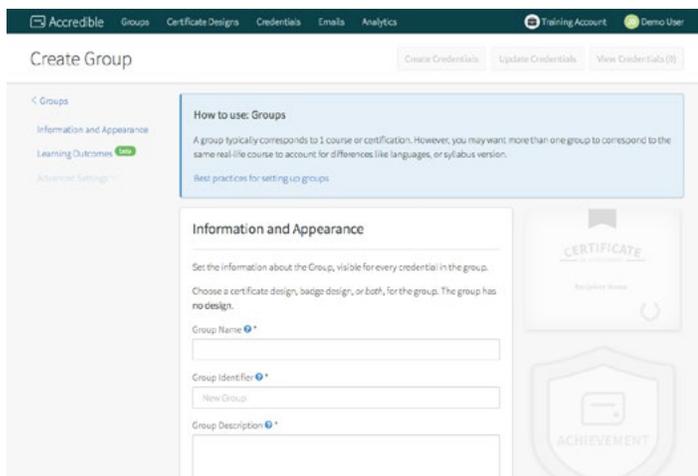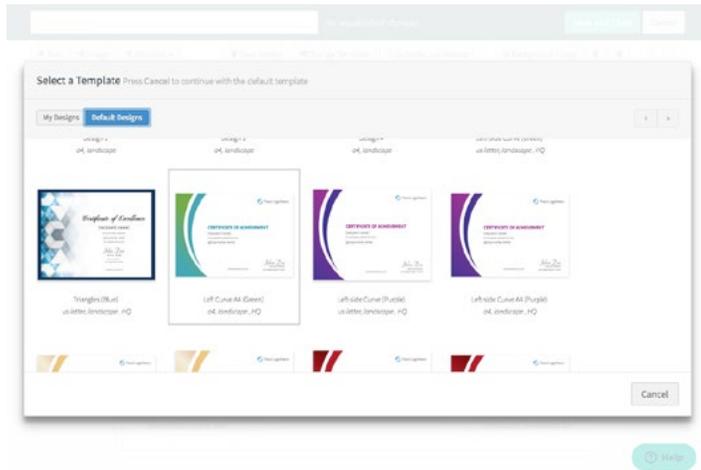

TIP: After you have 'Saved' your new group you can access your Advanced Settings like language or turning off emails to your recipients

3. When you're done, click 'Create a Certificate'.
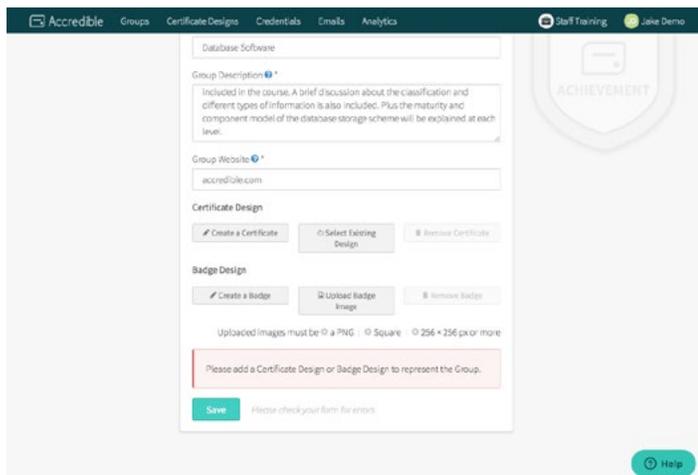
Designing a Certificate

1. Select one of the default designs to kick-start your own certificate design.


TIP: For this quickstart, we will use a pre-existing design. However, you can also make your own design from scratch if you wish.

TIP: Note that the default designs for the certificates come in A4 and US Letter sizes. Choose the version of the certificate that is the right size for you.

2. Click on text: 'Certificate of achievement' at the top of your design, then click the 'Edit' button that looks like a pencil.

You can change the text to say 'Certificate of Completion' or anything else you want. Click outside the text block when you're satisfied with your text changes.
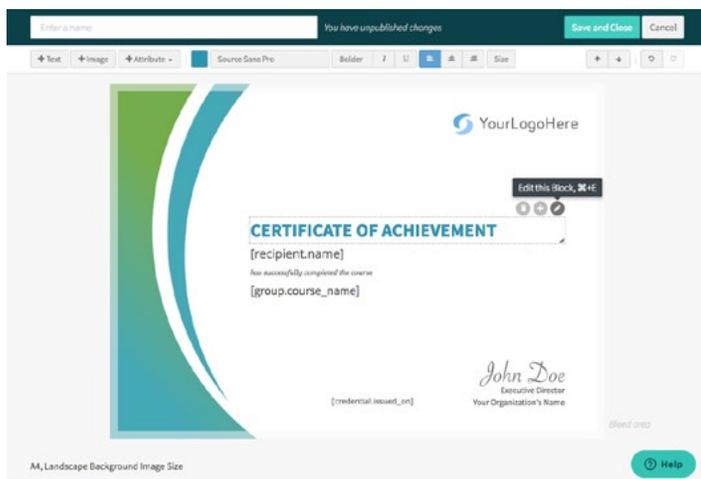
TIP: You can also double click a text block to edit it.

TIP: Where several items overlap, use the "Arrange forward/Arrange backward" arrows to help you select the item you want. Move items you don't want backward, then you should be able to click on the item you want to change.
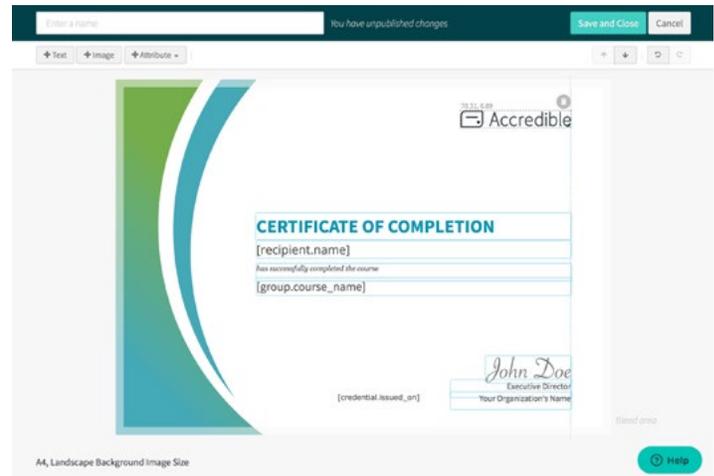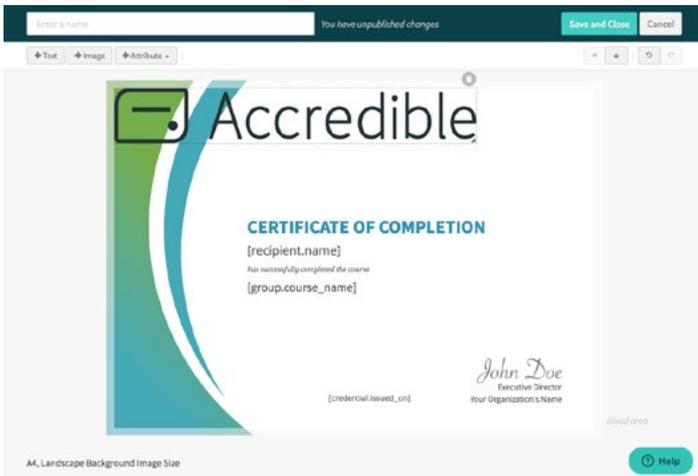
Optional - Add your logo.

You can skip this step and go right to step 5 if you don't have a logo available, but your certificates won't look as good.

3. Delete the 'Your Logo Here' item.

First click on it, then click the trash can (delete button).

4. Click on '+Image' in the action bar.

Find and upload your logo image, then resize and position it to replace our placeholder logo image.

5. Take a look at the '+Attribute' button.

Attributes are placeholders that get given their value when a certificate is generated – similar to fields in a mail merge. You will see the default attributes (like issue date, expiry date, course name) but it is easy to add your own to meet your requirements.
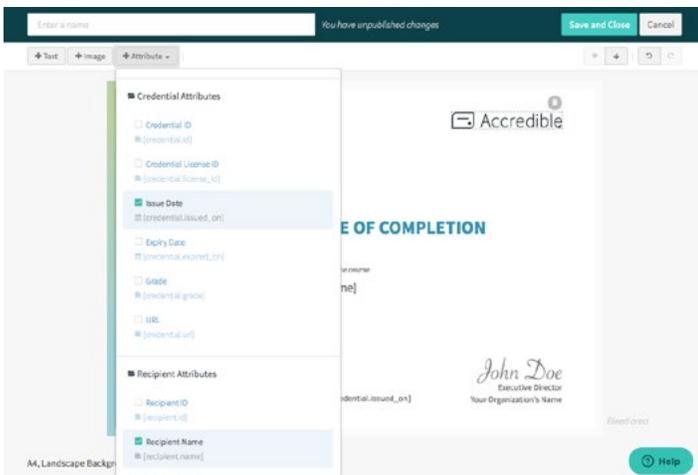
6. Name your design (top left) to find it later, 'Save and Close'.

7. Back on the 'Create Group' screen, hit the 'Save' button at the bottom of the page to finish creating your group.

TIP: Now that your group has a certificate design, you are able to save it. All groups need to have a certificate or badge design to be saved.

Issuing Your First Certificates

Now it's time to issue some certificates!

1. Click 'Credentials' in the Navbar (at the top of the screen), then click the green button 'Create Credentials'

2. Select the group we created earlier.

3. Click 'Create Credentials via Form' (top right of screen).
You can also create credentials via spreadsheet - this will allow you to create 100s or 1000s of credentials at a time. To learn how to do this, read our help article on uploading a spreadsheet. For now, creating a credential by form is faster.

4. Enter your name and email address to become the first credential recipient. Then, hit 'Create Credentials'.
This is the required information for a credential. You can also add an issue date or other supplementary information, or add more than one recipient at a time - try creating a

credential for a colleague.

5. Review your unpublished credentials and then publish them manually.

Accredible lets you make sure your information is correct before you actually publish and email the certificates or badges to your recipients. Select the credential recipients you want and then hit 'Publish'.

You're all done!

TIP: Your recipient will receive their certificate by email. If you click the ID number of the credential, you can view the certificate and all of its information on your dashboard.

Next Steps

Congratulations, you've just issued your first set of credentials using Accredible!

- To find out more check out our comprehensive help guide
- If you need some extra help or have a question, drop us an email at support@accredible.com
- To issue to more than 20 recipients a year, sign up to a paid plan