

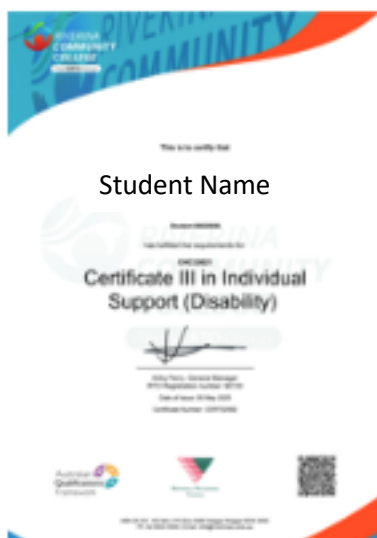
How to access your Digital Credential

Logging In

1. You will receive an email from noreply@learningvault.io with a link to your Digital Credential. Once you receive the email, scroll down and click on the "Access my badge" button. This will take you to the LearningVault.io webpage.
2. Enter your details to sign up for your free personal backpack account. Ensure that you use the same email address that your badge was issued.
3. Read the terms and conditions and privacy policy before proceeding.
4. Once you've confirmed your email address, you'll be taken to the main page of your personal Learning Vault backpack where you can view and interact with your first digital badge.

Viewing, Sharing and Downloading your Credential

1. Log in to your account on <https://www.learningvault.io/#!/signin>
2. View the main page of your personal backpack where you can see all the badges that you have been issued and details about those badges.
3. Use the various personalised options available to view or categorise your badges, including the default graphic view, list view, detailed view, search and sort options, and collections feature.
4. Flip your badge around to add comments, view your badge, download your badge, share your badge, or delete your badge by using the arrow in the corner.



RTO Code: 90133

ABN: 20 201 193 994

5. Press the arrow to share your Credential.

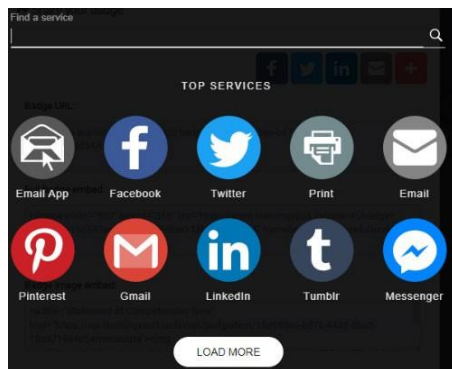


6. You can share your credential on social media platforms or with your employer. To email to your employer, press the plus

➔ Share your badge



7. Select the method for how you would like to share the credential.



8. When the person you share your credential with receives the link via email, they will click on it and then select the heading 'Certificate' to download as a PDF.

Downloading and Printing your Credential

1. Press the download arrow



2. Your credential will download as a PDF and you can then print it.

Handy Tips

- If you accidentally delete your badge, it can be retrieved in the settings section of your backpack.
- Update your password and profile details in the settings section, including adding a profile picture and multiple email addresses to access your personal backpack.

If you have any questions regarding your Digital Credential, please reach out to our team via email on info@riverinacc.edu.au