

## My Badges

### My Badges

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# Recipients Guide

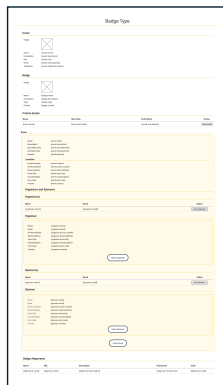
This guide explains the various pages and features that are available to a user that has "Recipient" permissions within the Institute of Coding badging website.


## My Badges



When logging in as a recipient, this is the first screen that will be visible. The user will be able to see a table of all badges that have been issued to them, with the option to download different formats of the badge if it has not been revoked.

## My Badges - View (Badge Type)



Clicking the view button  for a badge will open a new tab with the badge data for that particular badge. They can do this for all badges, even if they have been revoked.

There is also a section at the bottom of the page with the raw JSON data from the badge .png file. The content above is a friendly format of that information, displayed in tables.

## My Badges - Blockchain Verified

Clicking this button will allow the recipient to download the blockchain verified version of the badge.

## My Badges - Traditionally Verified

Clicking this button will allow the recipient to download the traditionally verified version of the badge. This badge version can then be used on external third-party sites that support Open Badges.

## Validate a Badge



Both traditionally and blockchain verified badges can be validated via this page.

Only traditionally verified badges can be validated via third party sites and verification tools.

To validate a badge the user will be required to upload the badge image file, and enter the email address of the recipient of that badge.

## Validate a Badge - Validate

A screenshot of the 'Validate a Badge' form. It features a text input field for an email address, a file upload button with a plus icon, and a 'Validate' button. Below the input fields, there are two status indicators: a red cross in a circle and a green check in a circle.

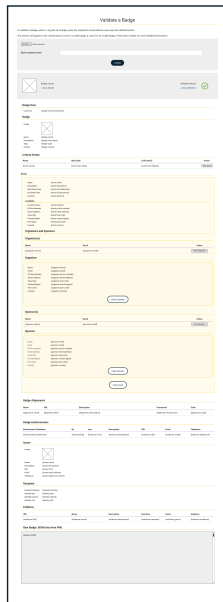
If a badge is validated successfully then the user will be able to look at the details of the badge.

A successfully validated badge will show with a green check in a circle.

An unsuccessful validated badge will show with a red cross in a circle.

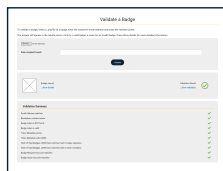
The user can check the [validation](#) information to see what has failed when validating the badge.

## Validate a Badge - Validate - Show Details

A screenshot of the 'Validate a Badge' form showing the 'Show Details' link. The form is divided into several sections: 'Validate a Badge', 'Validation Details', 'Validation History', 'Validation Status', and 'Validation Summary'. The 'Validation Details' section is expanded, showing a list of validation results with columns for 'Status', 'Message', and 'Action'. The 'Show Details' link is visible at the bottom of the 'Validation Details' section.

Clicking the "Show Details" link will be visible when the badge has been successfully validated. Which the user can click to see the information of the badge.

## Validate a Badge - Validate - Show Validation

A screenshot of the 'Validate a Badge' form showing the 'Show Validation' link. The form is divided into several sections: 'Validate a Badge', 'Validation Details', 'Validation History', 'Validation Status', and 'Validation Summary'. The 'Validation Status' section is expanded, showing a list of validation results with columns for 'Status', 'Message', and 'Action'. The 'Show Validation' link is visible at the bottom of the 'Validation Status' section.

Clicking the "Show Validation" link will show the information that has been validated.

They will show with green checks if that item has been successfully validated. If an item has failed validation then it will show with a red cross.

## Claim a Badge

A screenshot of the 'Claim a Badge' form. It features a text input field for an email address, a file upload button with a plus icon, and a 'Check Claimable' button. Below the input fields, there are two status indicators: a red cross in a circle and a green check in a circle.

Some IoC badges can be automatically claimed by people who have received a qualifying externally earned Open Badge. Badge recipients should have been made aware if their external badge has an associated IoC badge to be claimed, by the external badge issuers.

To make a claim for an IoC badge a user will need to upload the Open Badge file for the externally qualifying badge they have been issued. Clicking the "check claimable" button will then check that the external badge uploaded is one that has a an associated claimable IoC badge.

## Claim a Badge - Check Claimable - Success



If the badge uploaded matches an associated badge on the website, then the user will see this message.

The user will be able to see what badge it is they are able to claim.

Clicking "claim" will take the user to the next step where they will need to provide an email address.

## Claim a Badge - Check Claimable - Failed



If the badge uploaded does not match an associated badge on the website, then the user will see this message.

This might be because the associated badge has been disabled, or one does not exist at all.

## Claim a Badge - Validate



The user will be required to enter the email address that the Open Badge was originally issued to.

Clicking "Next" will check to see if the email address entered is the correct one. If not they will be shown an error message.

If it is a valid email address, it will then check to see if the user has an account already or not. If they do they will be asked to log in, if not they will be asked to register.

## Claim a Badge - New Account



If the user does not have an account already, they will be asked to enter their full name.

Clicking "Create Account" will then proceed with creating the account, and the user will be sent an email to the same email address that the badge is valid for.

The user will be required to open the email, as they will need to click the link to activate the account and create a password.

## Claim a Badge - Sign in (New Account)



This is the screen the user will see to login, with instructions still advising them to click the link in the email to activate their account and set their password if they have not already.

Once they have a password, they can then enter it into the field and click "sign in" to progress.

## Claim a Badge - Sign in



If an account already exists for the email address entered, then the user will be presented with this page instead of being requested to enter their full name and to activate their account.

Once they have a password, they can then enter it into the field and click "sign in" to progress.

## Claim a Badge - Claim

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Once logged in, the user will be shown the information of the badge again that they are eligible to claim.

Clicking "claim" will then proceed with claiming the badge, which the user will be able to view on the My Badges page.

## Claim a Badge - Already Claimed

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If the user tries to claim a badge that they have already claimed, they will be presented with this message explaining this.

They will be able to click the link to view their badge portfolio, the My Badges page.