

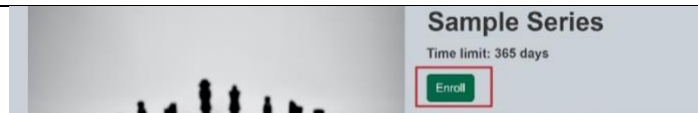
CERTIFICATE AND BADGE PROGRAMS

🖥️ Instructions for Fully Online Programs

1. Access each program through **USF Employee Learning** in one of two ways:
 - a) Via direct link to program
 - b) Search by topic or category in USF Employee Learning



2. Enroll in the program.



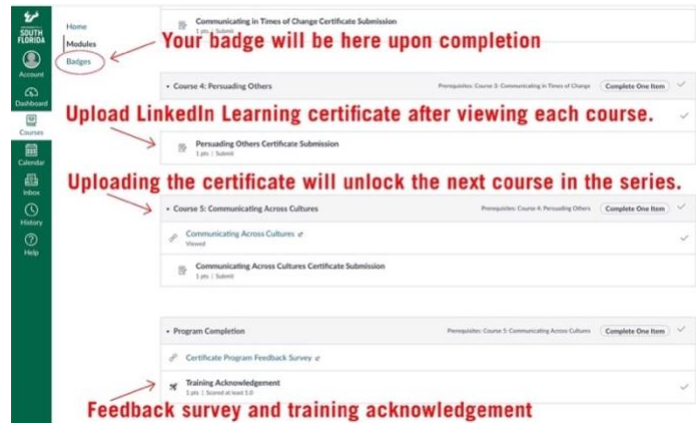
3. Proceed to your dashboard and click to begin the series.

Congratulations! You have successfully enrolled.

[Go to your Dashboard](#) [Return to Catalog](#)



4. Each series consists of several modules. Each module contains a full course to view via LinkedIn Learning. After viewing the course, upload the LinkedIn Learning completion certificate.
5. After completing each module/course by uploading the certificate, the following module will unlock. Continue until all modules are complete.
6. In the final module, complete the feedback survey and training acknowledgement.
7. Congratulations! Once complete, you can view your badge in the upper left "badge" menu.



8. You'll receive an email with your certificate shortly after completion. Allow one full business day for your official GEMS employment record to be updated with your achievement!