

Digital credentials

This customer booking document provides a step by step guide on how your candidate's email addresses are added on Walled Garden upon registration.

A digital credential cannot be issued without a candidate's email address. To input a candidate's email address, please follow these steps.



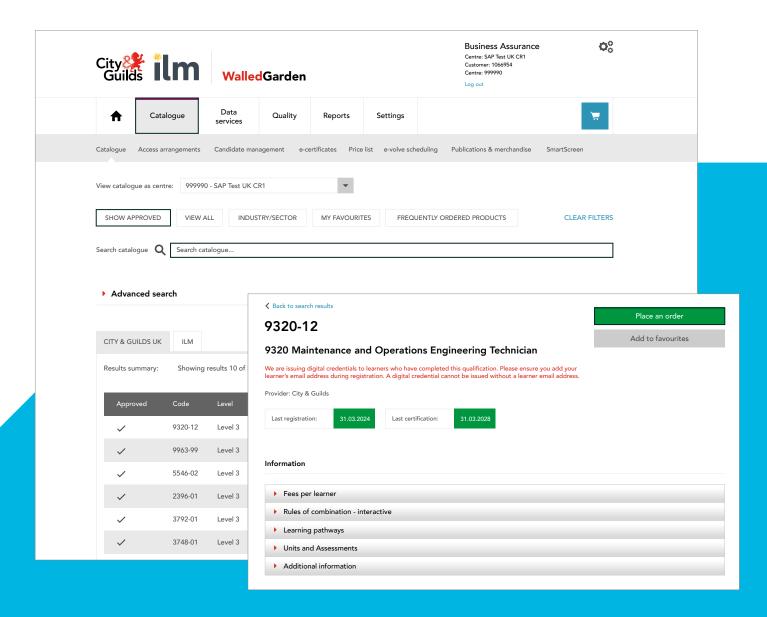
Visit our <u>privacy webpage</u> to learn more about how we handle the personal data we collect.

Step 1

Once you've logged into Walled Garden navigate to the **Place an order** page of the required qualification.

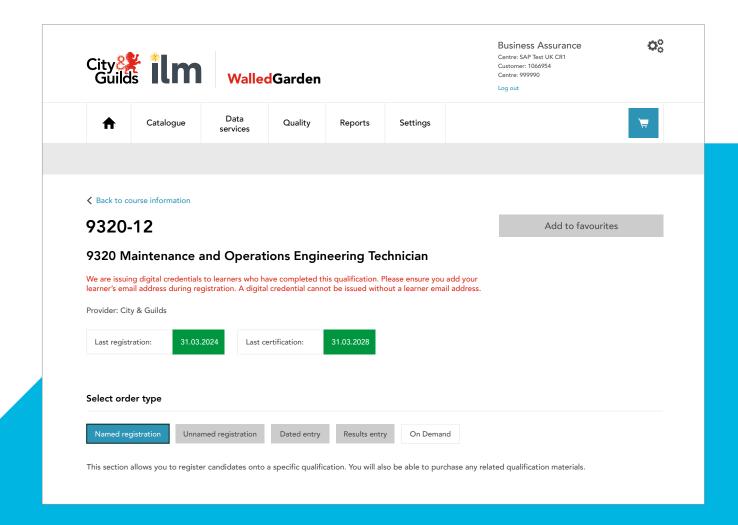
Click the **Catalogue** tab, then **show approved** and enter the qual number or choose from the list.

Click Place an order.



Step 2

Click on **Named** registration tab.



Step 3

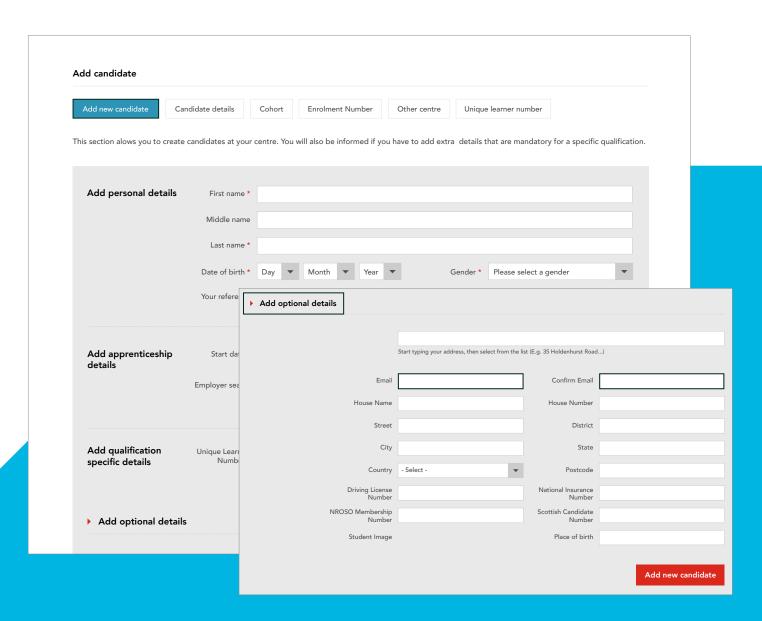
Click on Add new candidate.

Add in the candidate's personal details and expand the **Add optional details** field. Add the candidate's email and confirm the email again.

ILM candidates' email address field is on the same screen as their other personal details.

Tip

Make a note of the details required so you can retrieve these from the candidate beforehand.



What next?

Repeat this process when adding all new candidates to ensure candidates are eligible to receive their digital credential upon completion of their City & Guilds and/or ILM qualifications.

Upon successful completion of their course, candidates will automatically receive an email from City & Guilds/ILM via Acclaim by Credly platform, which will enable them to accept their credential.

There's separate guidance on how to bulk upload learners that are already registered. For more information on this process please email DCServiceTeam@cityandguilds.com.





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End-point assessment: Level 7 Senior Leader Master's Degree (Merit) Issuer: ILM

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or accept your badge by clicking: https://www.youracclaim.com/go/KDhRBbxKlgq1lRM80oWKtg



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Acclaim is a badging platform that works with credible organizations to recognize, manage and share professional achievements. Acclaim is a product of Credly, the world's leading digital credential service provider.

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For more information

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