

**LEARNING
VAULT**

Digital Credential Welcome Pack

For issuing organisations

www.learningvault.com

LEARNING VAULT

Welcome to our digital credential help guide. This document will support you, as an issuing organisation or recipient, with the onboarding and management of our digital credentialing technology.

To introduce Learning Vault: Through industry-leading digital credentials, education content and talent pool technology, Learning Vault has created a tech-powered skills ecosystem connecting education to employment.

We make knowledge more accessible, portable and applicable through our three key product pillars - Education Vault, **Credential Vault** and Talent Vault. Let's explore Credential Vault!

What are digital credentials?

Learning Vault's digital credentialing architecture, Credential Vault, allows organisations to issue **verifiable, machine-readable, digital assets** validating recipient's educational achievements across their lifelong learning journey.

Digital credentials, for accredited and non-accredited achievements, can be collected, managed, and shared via a personal, digital skills wallet, empowering the recipient in the talent marketplace.

The following document provides an overview of Learning Vault's digital credentialing platform via issuer and recipient guides. If further detail or clarification is required in any area, please contact Learning Vault directly at info@learningvault.com

Now, let's get into the **mechanics**
behind a digital credential!

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Issuing Organisation Onboarding Guide

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Integration via APIs and PATs

Our technology is completely interoperable, meaning it can integrate into any existing system through APIs (Application Programming Interface). APIs act as a 'socket', enabling seamless communication between applications. Our platform's headless architecture allows clients to integrate our entire digital credentialing platform within their desired user interface or existing system.

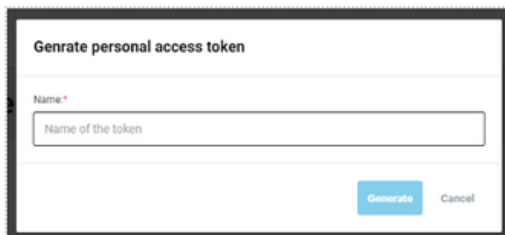
Let's get started

To set up an API integration, you must first generate a Personal Access Token (PAT). A PAT acts as a secure alternative to passwords, a key facilitating seamless integration with various third-party services, providing access to Learning Vault's APIs, data repositories, and additional resources. It is imperative to safeguard your PATs with the utmost discretion!

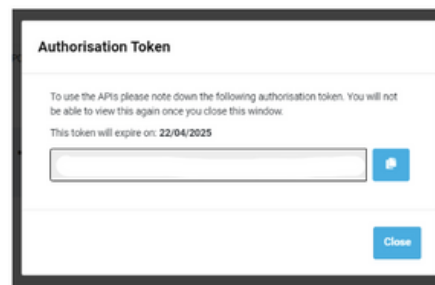
A PAT is connected to the administrator who generates it, so ensure that the individual from your organisation who generates the PAT will have consistent administrative access to the Learning Vault platform. Should your account be deactivated, the token will consequently be invalidated, severing the third-party system's access to Learning Vault.

To generate your PAT:

- You will need **Admin** access to your Learning Vault account
- Log in to learningvault.io
- Access the sidebar menu and expand Issuing Credentials
- Click on API
- Select 'Generate Personal Access Token'
- The below pop-up box will appear and you will be required to name the personal access token before generating it. Ensure you document the token before closing the window.



The screenshot shows a dialog box titled "Genrate personal access token". It contains a text input field labeled "Name*" with the placeholder text "Name of the token". Below the input field are two buttons: "Generate" and "Cancel".



The screenshot shows a dialog box titled "Authorisation Token". It contains a text input field with a copy icon to its right. Below the input field is a "Close" button. The dialog also displays the text: "To use the APIs please note down the following authorisation token. You will not be able to view this again once you close this window." and "This token will expire on: 22/04/2025".

- You will then need to return to the system that you are using and input the API into your system for integration.

View and create users accounts

You have now successfully integrated our technology into your system. It's time to learn what it can do and how to work with it on a day-to-day basis. Let's start by setting up, viewing and managing users for your organisation.

- Log into learningvault.io
- If you initially see the 'Recipient' view of the platform, click on 'Recipient' in the top right-hand corner to switch to the 'Administrator' view.
- The 'Users' tab on the left-hand side of the screen will display names, emails, dates, and roles of individuals with administrative capabilities on the platform for your organisation.
- To create a new user, fill in their email address, first name, and last name. The username will automatically populate with the advisable email address.
- Choose the user's role from the available options
 - Administrator
 - Credential Creator
 - Credential Issuer
 - Credential Drafter
 - Recipient
 - View Only
- Click the 'Create User' button to complete the process.
- The new user will receive an email notification to activate their account and gain access to the platform.

View and create sub-organisations

- Log into learningvault.io
- If you initially see the 'Recipient' view of the platform, click on 'Recipient' in the top right-hand corner to switch to the 'Administrator' view.
- Click on the 'Organisations' tab.
- Review the hierarchy of your organisation, including any sub-organisations that already exist.
- To add a new sub-organisation, click the 'Add Organisation' button by hovering on the relevant parent organisation.
- Type in the name and a description of the new sub-organisation.
- Select 'Save' to create the new sub-organisation.

Create a digital credential with endorsements

- Log into learningvault.io
- If you initially see the 'Recipient' view of the platform, click on 'Recipient' in the top right-hand corner to switch to the 'Administrator' view.
- Click on the 'Preparing Credentials' dropdown select the 'Credential Issuers' tab, and click the 'Create Issuer' button in the top right corner.
- Type in the name of the issuer, select the organisation it should be associated with, type in the issuer's website, write a description, and upload a logo.
- To create an endorser, navigate to the 'Credential Endorsers' tab and follow the same steps as creating an issuer.
- After these details have been completed, go to the 'Graphics Library' tab on the left to see all of the credential graphics that already exist for your organisation. To upload a new graphic, select the 'Add Graphic' button in the top right-hand corner and upload your graphic.
- Use the credential creation template Word document (as provided during the onboarding process) to fill out all the details, get management approval, or make any changes before putting the details into the platform.
- Once your template is ready, navigate to 'Managing Credentials' and select the 'Create Credential' button in the top right-hand corner.
- Fill out the name, description, expiry, language, issuer, tags, and graphic fields. Select the criteria tab above and fill this out per your template.
- Move onto the 'Attributes' tab and add as many attributes as you like.
- Move onto the 'About' tab and write who has issued and endorsed this particular credential.
- Once all the sections are complete and you're happy with them, select 'Save Draft' to make changes later, or publish it as an immutable, verifiable credential.

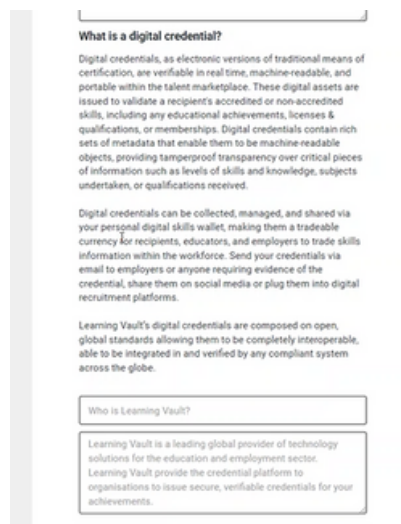
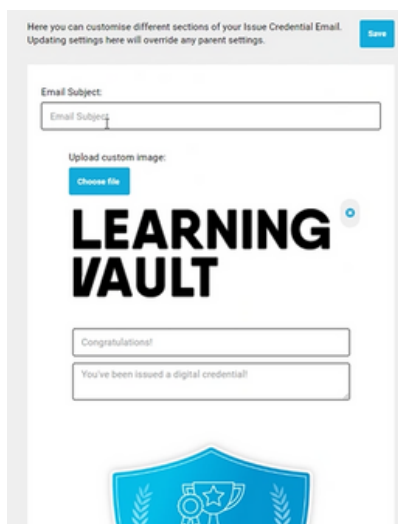
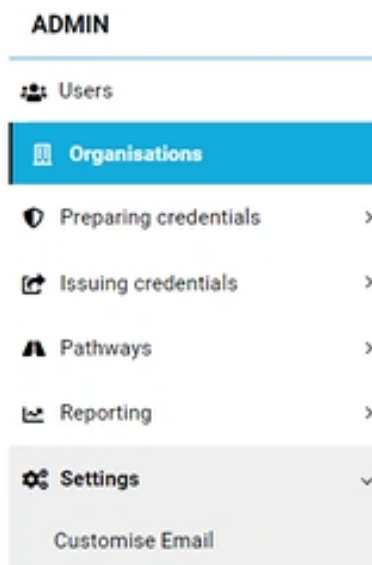
Issue a digital credential

- Log into learningvault.io
- If you initially see the 'Recipient' view of the platform, click on 'Recipient' in the top right-hand corner to switch to the 'Administrator' view.
- Click on the 'Issuing Credentials' dropdown.
- Select the 'Add Individual Recipients' tab to manually issue credentials that you have previously created.
- Choose the credential you want to issue, and click 'Issue Credential'. Confirm the attributes and add the recipient's name and email address. Add any extra details like a testimonial or evidence (image, video, URL or PDF). Make sure to select "Save Recipient" before issuing the credential.
- Alternatively, use the 'Add Multiple Recipients' tab to upload multiple recipients using a CSV file. Choose the credential you want to issue, download the template and fill it out with the correct formatting (Column A should include 'First Name' and 'Last Name', Column B should include 'Email').
- Confirm the attributes, and upload the populated CSV file. Add any extra details like a testimonial or evidence before issuing the credential.
- For advanced recipients, use the 'API' tab to generate your own personal API key and integrate it with your system. Only the administrator should do this.

With these steps completed, you're now ready to issue digital credentials for your organisation.

Customise the issuance email

- Log into learningvault.io
- If you initially see the 'Recipient' view of the platform, click on 'Recipient' in the top right-hand corner to switch to the 'Administrator' view. You need to be logged in as an 'Administrator' to access this feature!
- On your lefthand side click on the 'Settings' dropdown and then 'Customise Email'.
- Follow the prompts:
 - You can customise the subject
 - Upload a custom image
 - Customise text
 - Customise the description of your organisation as the issuing authority.

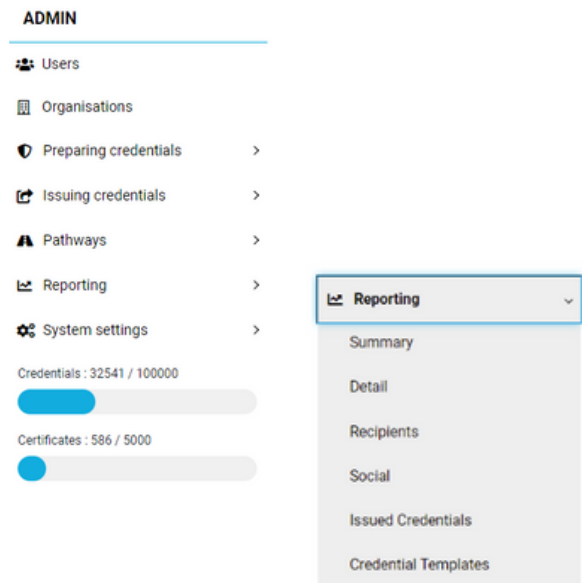


- Click 'Save'

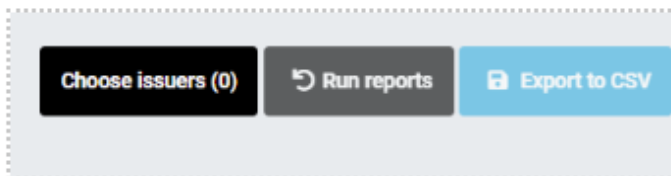
Note! This customisation applies to your issuing organisation and all sub-organisations!

How to access data on credentials issued to date

- Log into learningvault.io
- If you initially see the 'Recipient' view of the platform, click on 'Recipient' in the top right-hand corner to switch to the 'Administrator' view.
- Refer to the sidebar of options and select the 'Reporting' dropdown.



- Select 'Issued Credentials'.
- You will have the option to select the organisation or issuers which you wish to pull data for.
- After selecting the relevant issuers, click on 'Run Reports'.



- Following this, a report will be generated that will provide you with a breakdown of all credentials issued to date.
- Please note that there will be an option to click 'Export to CSV.' By selecting this option you will have access to a format which allows you to edit, filter and share data.

How to access social media reports

Recipients can share their digital credentials across social media platforms, via URL with employers, recruiters and other persons, or integrate with their personal Apple and Google wallets. Each share acts as a brand awareness tool for the issuing organisation.

The following report will give insights into credential issuance data, shares, and more.

- Log into learningvault.io
- If you initially see the 'Recipient' view of the platform, click on 'Recipient' in the top right-hand corner to switch to the 'Administrator' view.
- Refer to the sidebar of options and select the 'Reporting' dropdown.
- Select 'Social'
- You will have the option to select the organisation or issuers which you wish to pull data for.
- After selecting the relevant filters such as date range, sorting category, e.g. 'clicks', etc. you will receive a full report on data around your recipient's engagement with their credentials.

These reports can help you communicate your ROI based on brand awareness through shares.

