



## Academy of Clinical Research Professionals Adding Your Digital Badge to an E-mail Signature Line

In addition to linking your badge to your social media profiles, you can add it to your e-mail signature so that anyone can click on it and learn more about your credential. Below is an example of how a badge will be viewed. You can add a hyperlink to your badge to connect it to real-time details of your credential:

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Sincerely,

**Sharon Little, MD, CPI**  
Director, Clinical Operations  
Apex CRO  
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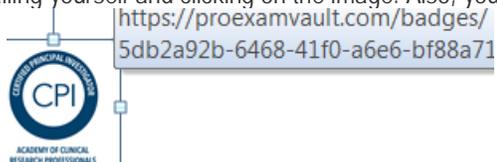
Follow these steps to add your digital badge to your signature line.

1. From the initial ProExam Vault email, click on "Claim Badge". You will be directed to set up a profile in the ProExam Vault.
2. Click **Earned** in the **BADGES** section; Click the actual badge to view details and sharing information. (See image below)



3. Right click and copy the actual badge.
4. Open a word document; paste the image. Drag the corner of the image to resize it as preferred. Note: this step is necessary to control the size of the image.

5. Now, to capture and assign a URL to your image, go back to the badge in ProExam. Copy the URL in the address bar. 
6. In the word document, right click the image, select "hyperlink". Paste the copied URL into the "Address" field; Click OK/Save. Now your badge is linked to the badge information in ProExam Vault.
7. Next, you want to add it to your email signature line. Copy the image. The next steps vary depending on the email account used.
8. Open the customizable signature settings in your email.
9. Right Click and Paste the image under your name (for example) and save your signature.
10. It is easy to test the functionality by emailing yourself and clicking on the image. Also, you should see the URL



display when you hover over the badge:

11. You are ready to share your badge!