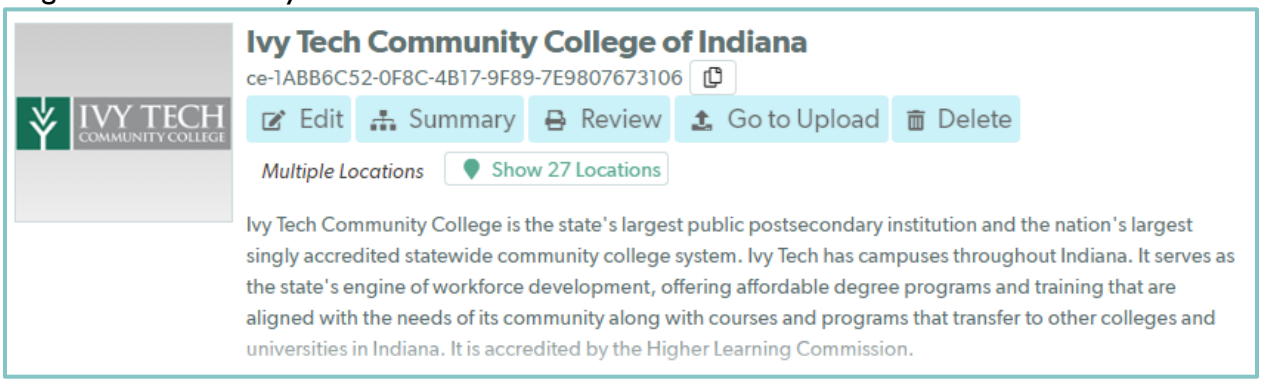
Credential Engine Publisher Guide – Approving Organization and Credential Data

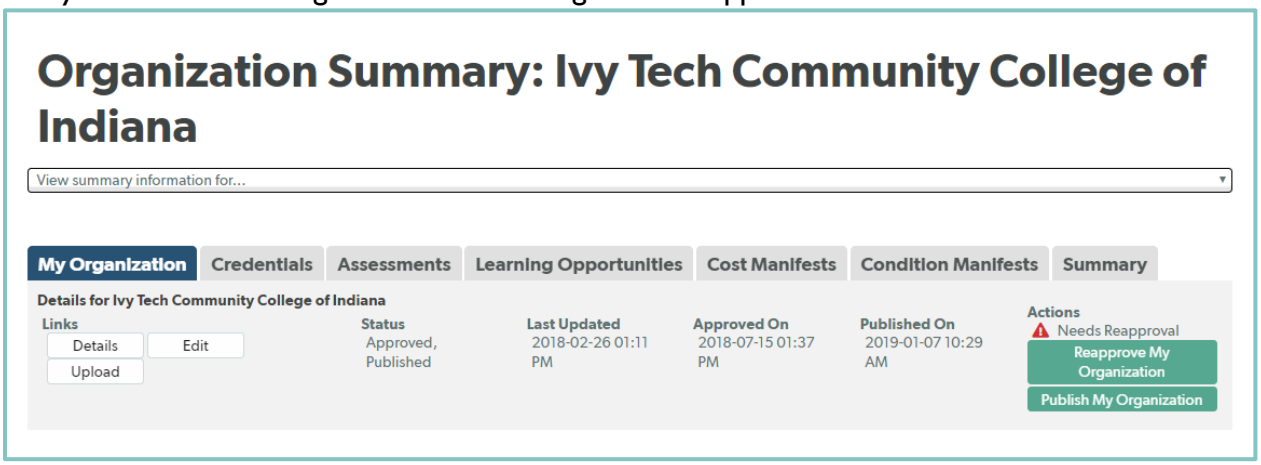
The below instructions are for approving your organization and credential data using the Organization Summary. Organizations will follow these steps once they have completed entering their organization and credential data. For further instructions or questions, please contact Scarlett Jeckel sjeckel@credentialengine.org.

Approving Data to be Published to Credential Registry

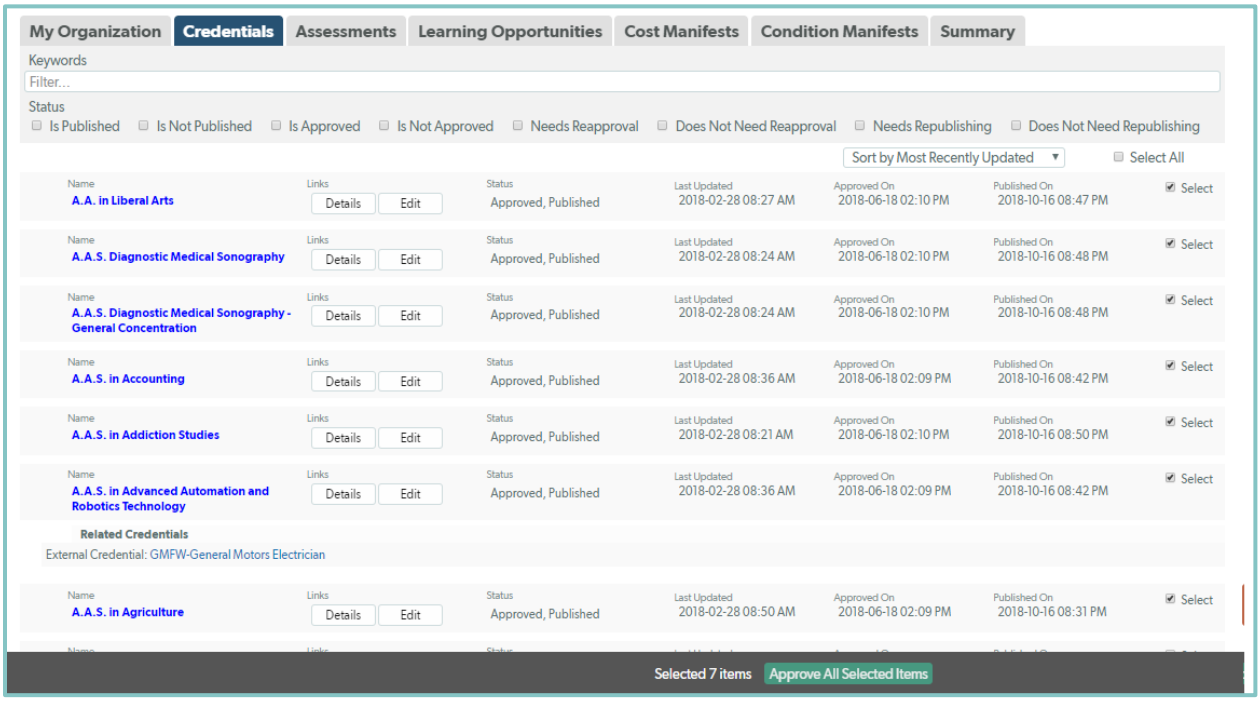
1. After entering your organization and credential data via your preferred publishing method, the next step is to approve your data to be published. To approve your data, you will use your Organization Summary page.
2. From the search in the Credential Publisher, you will find a 'Summary' button located to the right of your organization name. Select the 'Summary' button to be directed to your Organization Summary.



3. Once redirected to your Organization Summary, you will see your organization and credential data listed in tabs across. From the 'My Organization' tab you will select 'Reapprove My Organization' located on the right-hand side. This will automatically notify the Credential Engine team of the Organization approval.



4. After approving your Organization, your next step is to approve your credential data. To do so, you will select the 'Credentials' tab located to the right of the 'My Organization' tab. The 'Credentials' tab will display all of your credentials and connected assessments, learning opportunities, and/or manifests. To easily approve your credential data, select the 'Select All' button located on the right-hand side of the screen. This will select all your credential data to be approved at one time. Once the credentials have been selected, please click the green 'Approve All Selected Items' button located at the bottom of the screen.



5. Upon approval of the credential data, the Credential Engine team will automatically be notified of the approval to be published. Once published to the registry you will receive an email notification of the data being published. Your data will be available on the Credential Finder in about 30 minutes following the publish.

** Please note that any time you make any updates to Organization and/or Credential data you will need to approve the updated data. This will notify the Credential Engine team of the updates and will publish the updated data.

Ready to Get Started?

Joining the Credential Registry is quick and easy:

1. Go to www.credentialengine.org
2. Select "Publish to the Credential Registry"
3. Click "Create an Account" to get set up and verified
4. Choose your preferred method of sharing your data (detailed resources provided)
5. Start publishing!