# Credential Engine Publisher Guide – Entering Minimum Required Data

The below instructions are for the manual entry for the minimum data required to publish to the registry. We encourage users to add any additional information relevant to their organization and credential(s). We recommend reviewing the credential type definitions to ensure that you've selected the most appropriate credential types. NOTE: The definition of "certification" includes the notions of "revocation" and "renewal", while "certificate" does not.
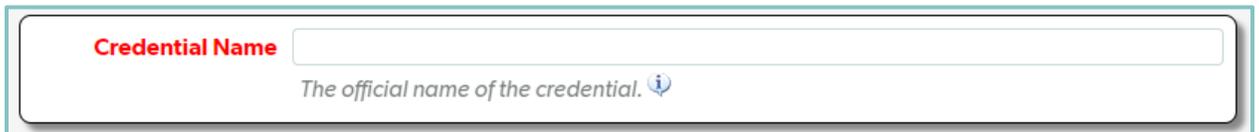
For further instructions or questions, please contact Scarlett Jeckel sjeckel@credentialengine.org.

Entering New Credential Data

1. Once your organization has been approved to begin publishing, you will access the Credential Engine Publisher here: https://credentialengine.org/publisher. You will log in using the same login credentials you created in the Accounts System.
2. Select the 'Add New' dropdown menu at the top right of the page, and then select 'New Credential'.
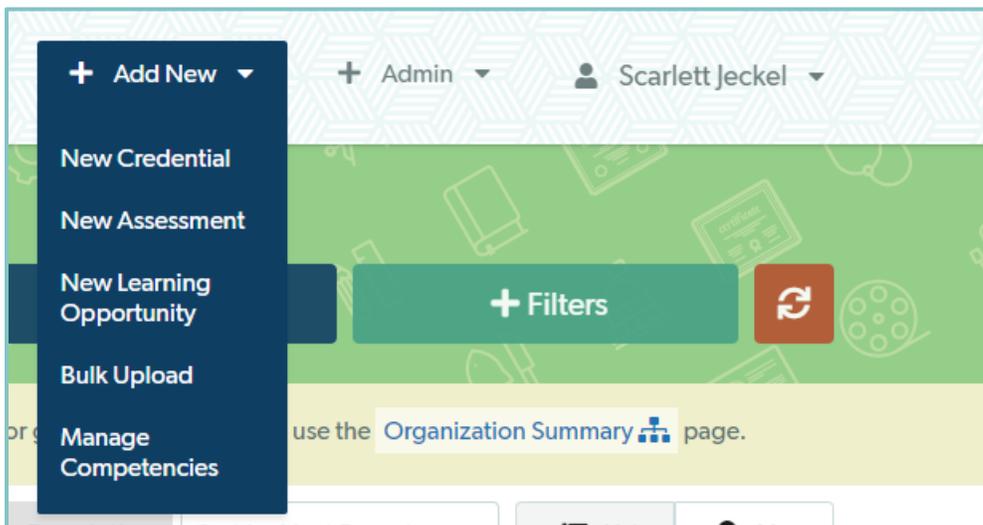
3. You will be directed to a blank credential profile for entry. The Minimum Required Data can be found in Red font in the Publisher. Begin with entering the title of the credential in the field marked 'Credential Name.'

4. Enter a summary of the described credential in the field labeled 'Credential Description.' *Note that this is intended to provide general information about the intended credential and will be visible as the main description on the credential detail page. It is generally found in marketing*

materials or on the credential's webpage.

Credential Description

A summary or description of the credential. ⓘ

5. In the 'Owning Organization' field, use the search bar in the field marked 'Search' to locate the correct owning organization – likely the organization you represent. Then select the 'Save/Add' button to add the organization to the 'Owning Organization' column.

Owning Organization *Select the organization that 'owns' this credential. Use the custom filter of 'My Associated Organizations' to filter to only organizations with which you are associated. ⓘ*

Search

Select an optional Custom Filter ▼

Search…

[Search] [Reset]

Owning Organization ⓘ

No saved items

6. Now select each appropriate role for the chosen owning organization's relationship with the selected credential in the field labeled 'Roles for Owning Organization.' Usually, the owning organization also offers the credential. *As a reminder, each option in this category contains a blue information bubble that may be selected to present defining information for each option. Utilize this resource as necessary to prevent confusion.*

Roles for Owning Organization *Select the type(s) of relationship the owning organization has to this Credential. Check OWNED BY, and all others that apply.*

☑ Owned By ⓘ
☐ Offered By ⓘ
☐ Renewed By ⓘ
☐ Revoked By ⓘ

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7. Select the appropriate credential type from the list labeled 'Credential Type.'

Credential Type *Select the type that best describes the credential.* ⓘ

Badge
- ○ Badge ⓘ
- ○ Digital Badge ⓘ
- ○ Open Badge ⓘ

Certificate
- ○ Certificate ⓘ
- ○ Apprenticeship Certificate ⓘ
- ○ Journeyman Certificate ⓘ
- ○ Master Certificate ⓘ
- ○ Certification ⓘ

Diploma
- ○ Secondary School Diploma ⓘ

- ○ General Education Development (GED) ⓘ

Degree
- ○ Associate's Degree ⓘ
- ○ Bachelor's Degree ⓘ
- ○ Master's Degree ⓘ
- ○ Doctoral Degree ⓘ

Doctorate
- ○ Professional Doctorate Degree ⓘ
- ○ Research Doctorate Degree ⓘ
- ○ License ⓘ
- ○ Micro-Credential ⓘ
- ○ Quality Assurance Credential ⓘ

8. Enter a web address describing or summarizing information about the selected credential in the 'Subject Webpage' field. This is the url where people would go to learn more about the credential, not the organization.

Subject Webpage `http://`

Provide a URL to the web page where the subject of the resource being described is located. The value of subjectWebpage is an authoritative location for information about the subject and should not assumed to be a persistent identifier of the subject. ⓘ

9. Indicate the status of the credential in the field marked 'Credential Status'. If it is currently being offered, it is active.

Credential Status *Select the status for this credential.* ⓘ
- ◉ Active ⓘ
- ○ Deprecated ⓘ
- ○ Probationary ⓘ
- ○ Superseded ⓘ

10. Lastly, you will enter the primary language used in or by the credential being described.

Language *The primary language used in or by the resource being described.* ⓘ

English-en

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