This document will guide you through the process for:
- Accepting digital badges issued by San Diego Unified
- Setting up your digital badge account (backpack)
- Sharing your digital badges on social media

When you log in to Google apps for Education or into any Chromebook click on the apps button accessible from any Google site.

You will now see that the Gmail app is available:

**Note:** The Gmail app is only active to notify you of any badges that you have received from San Diego Unified School District. All other incoming emails are blocked and you cannot send email with this account.
If you have received a digital badge from San Diego Unified School District, the notification will show up in your inbox. The emails will be sent from the “University of California on behalf of the district. Open the message.

Within the email click “Claim your Badge.”
You will be taken to a page that looks like this:

Fill in your first and last name.

For this section we suggest you use your district Gmail address: studentID@stu.sandi.net.

The password you use is up to you.

All future badges will be issued to your studentID@stu.sandi.net and you will be notified via District Gmail.
Now that you have created an account you can instantly add your badge to LinkedIn.

Or continue to your badge. There are other options for sharing your badge via social media from your account / digital badge backpack that you will see later.

After clicking “or continue to your badge” you should see a notification to confirm your email from Basno, our digital badge provider.
Go back to your District Gmail account.

Click

Then click

Your account is now active and ready for you to use.
Back in the badge view window you have additional options.

You can comment about your experience / journey that led to this badge.

Or Download if you want to save the badge image.

When you click Share you have additional options.

Share via social media.

Link to your badge via hyperlink.

Or embed this badge on your webpage or other platform.
You can access your badges at any time by signing in to basno.com

Empower your <people> to stand out

Identify and certify the skills, accomplishments and qualities that are relevant today and in the future

A new tool for traditional issuers
Universities, certification agencies, test administrators and more issue credentials on basno. See some here.

Build your brand and credibility
You – as an individual or organization – can use your brand to certify the knowledge and skills of others. Doing so will enhance your credibility.

Get started issuing digital credentials now
Start issuing in a matter of minutes. Before you know it, people will be claiming and applying for your credentials.

Welcome to digital badging. There is much more to come, stay tuned.