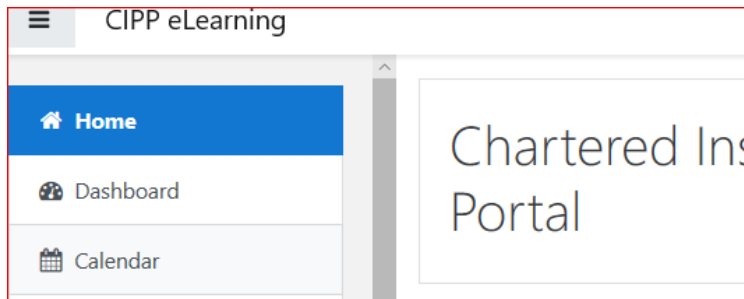
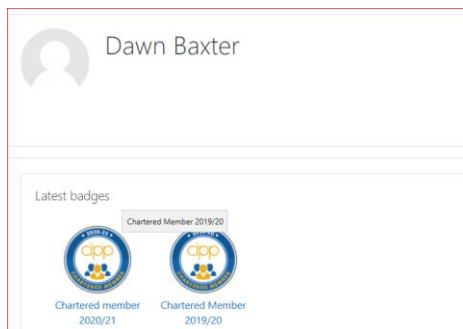


How to use your Chartered badge in your email signature

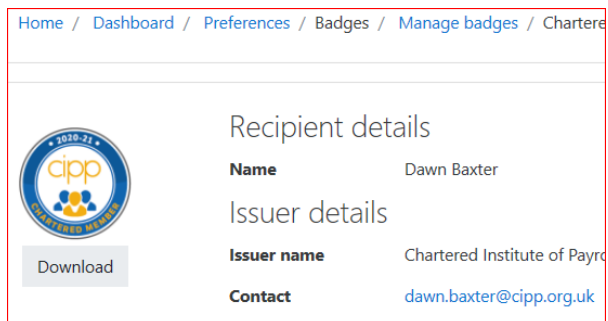
1. Log in to <https://moodle.cipp.org.uk/>.
If you cannot remember your password, scroll down to 'lost password', click and follow instructions given. If you still do not have access contact membership@cipp.org.uk
2. Once you are logged in, select dashboard on the left-hand side, if this is not showing click on the three horizontal lines and it will appear.



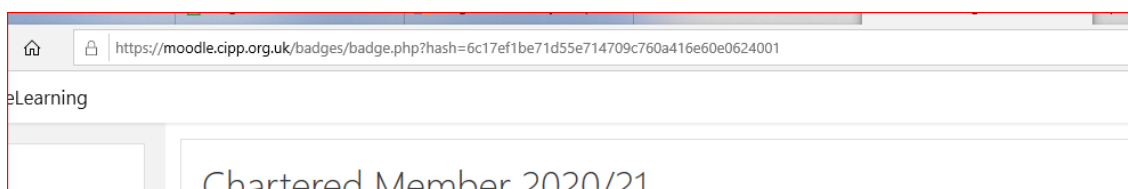
3. You will then see your awarded badges, click on the latest one



4. You need to save the badge as a picture, select 'download' and save to your files



5. Copy and save the full URL at the top of the browser window



6. Open the options in your email
7. Select your signature and edit
8. Copy your badge into your signature
9. Right click and add link, using the URL from Moodle
10. Save