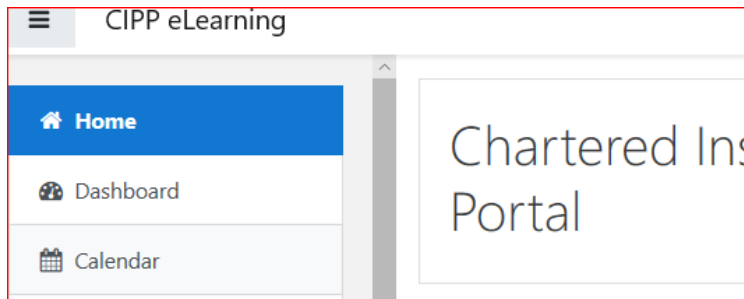
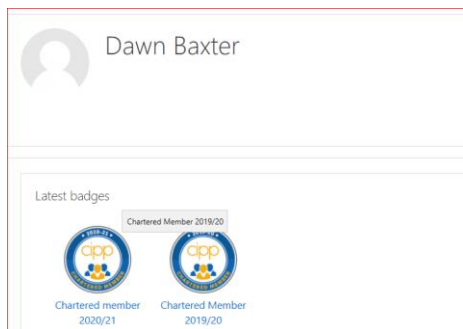


How to update your LinkedIn profile with your Chartered status

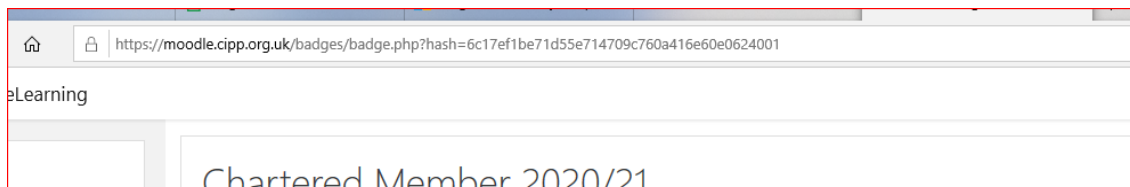
1. Log in to <https://moodle.cipp.org.uk/>.
If you cannot remember your password, scroll down to 'lost password', click and follow instructions given. If you still do not have access contact membership@cipp.org.uk
2. Once you are logged in, select dashboard on the left-hand side, if this is not showing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



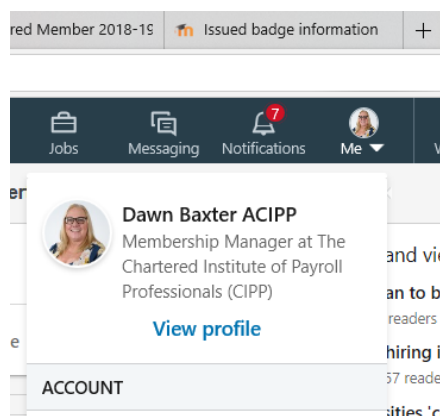
3. You will then see your awarded badges, click on the latest one



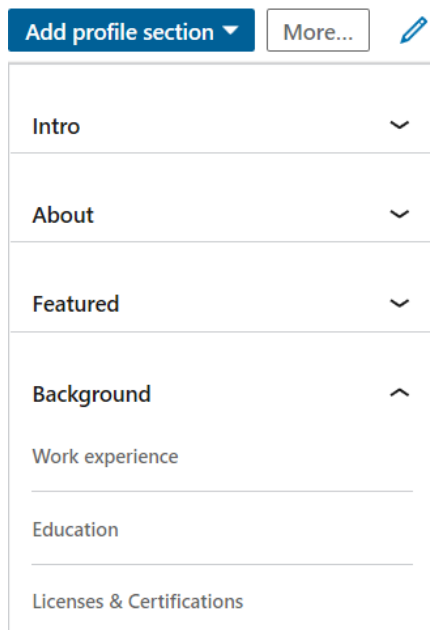
4. Copy and save the full URL at the top of the browser window



5. Log in to your LinkedIn profile
6. Select 'Me' in the toolbar, then view profile

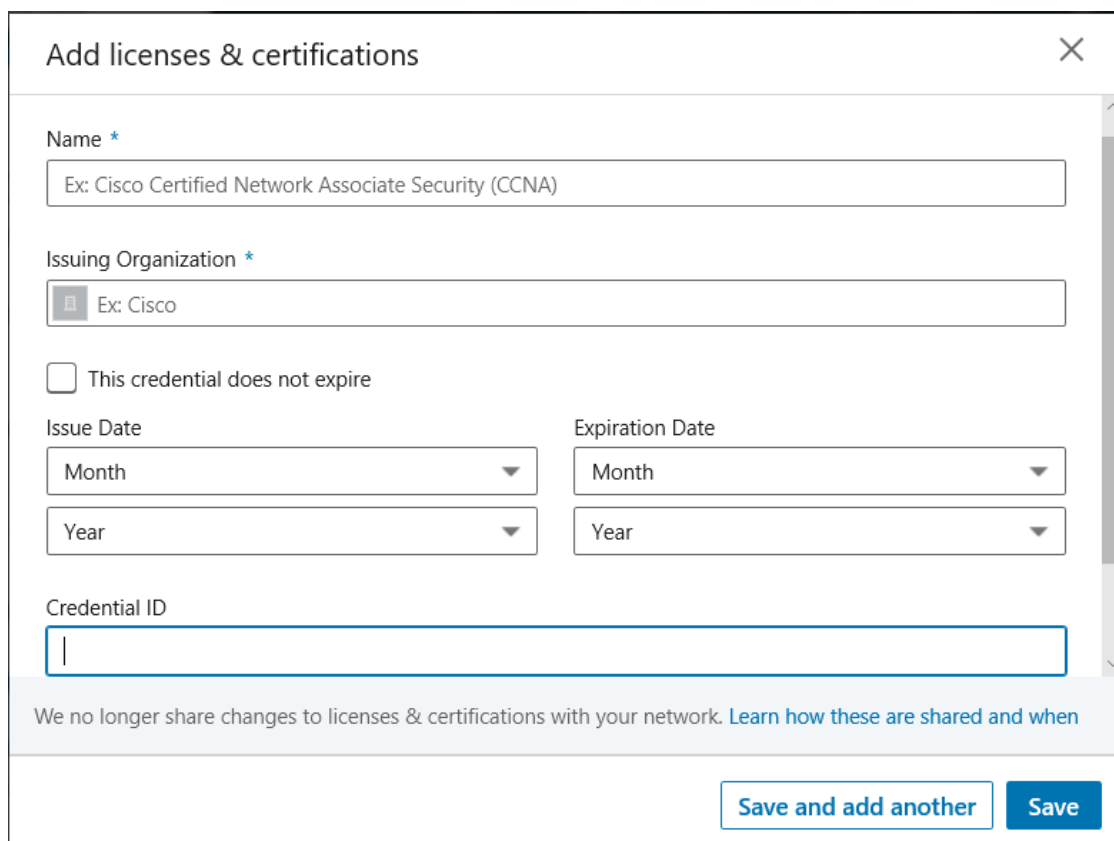


7. Select 'Add profile section' then 'Licenses & Certifications'



The screenshot shows the 'Add profile section' dropdown menu. The menu items are: Intro, About, Featured, Background, Work experience, Education, and Licenses & Certifications. The 'Licenses & Certifications' option is highlighted at the bottom of the list.

8. You will see the form below



The screenshot shows the 'Add licenses & certifications' form. The form fields are: Name (with an example: Cisco Certified Network Associate Security (CCNA)), Issuing Organization (with an example: Cisco), a checkbox for 'This credential does not expire', Issue Date (Month and Year dropdowns), Expiration Date (Month and Year dropdowns), and Credential ID. At the bottom, there are two buttons: 'Save and add another' and 'Save'. A footer note states: 'We no longer share changes to licenses & certifications with your network. [Learn how these are shared and when](#)'.

9. In each of the boxes enter the following:

- Certification name: Chartered Member
- Certification authority: The Chartered Institute of Payroll Professionals (CIPP) (click on the name when it appears in the box)
- From: the month and year as indicated on the badge details page
- To: the month and year as indicated on the badge details page
- Certification URL, paste the URL you copied earlier.
- Now press the 'Save' button to add the information to your LinkedIn profile.