

CONGRATULATIONS!

This is your guide on how you can broadcast your achievement on any professional profile.

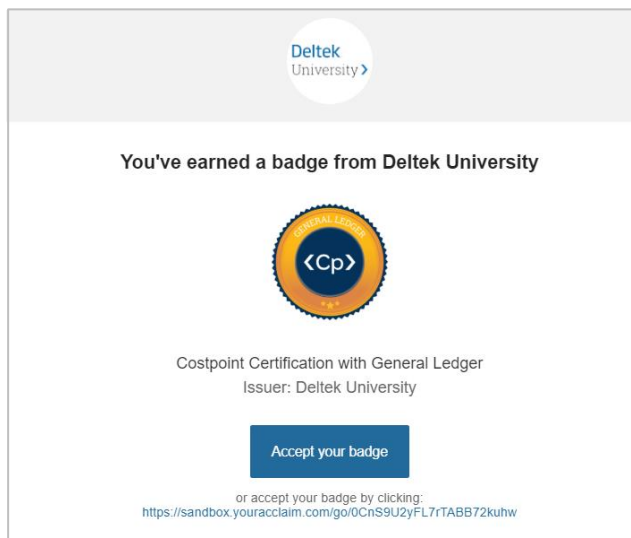
Certificate of Completion

Your Certification of Completion is associated with the Certification Badge you just earned. To access, simply follow the steps for Sharing your Badge, and select Print. The certificate will download as a PDF file.

Certification Badge

Your Acclaim profile

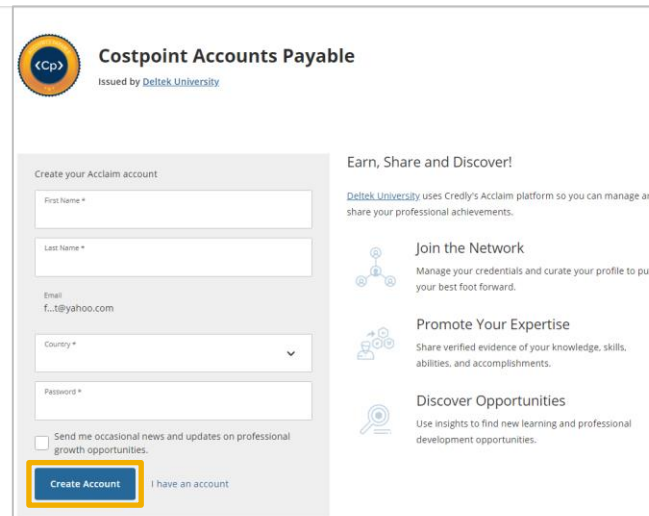
- 1 You will receive an email from **Deltek University via Acclaim** <admin@youracclaim.com> within 1 hour from completing the exam. Please check your SPAM/junk mail folder if you do not receive the email. Please send an email to DeltekUniversity@deltek.com and we'll be happy to re-send the email.



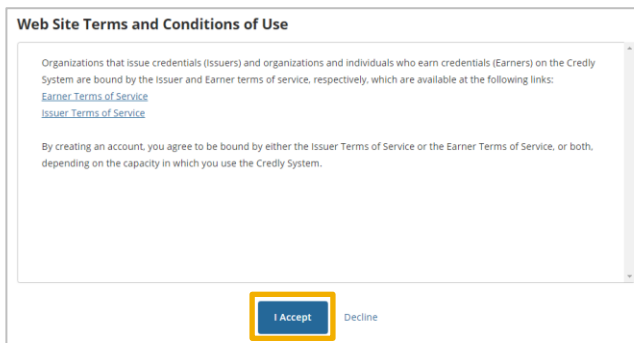
Note: If you have an existing Acclaim profile with another email that is currently logged in, the profiles will be automatically merged upon clicking the **Accept your badge** button.

- 2 Please follow the instructions in the email or simply click on the **Accept your badge** button.

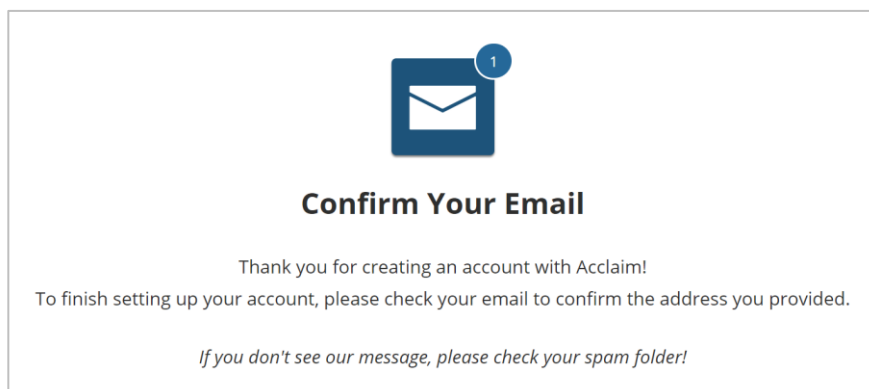
- 3 A webpage, to create an account, will be launched. If you have previously registered for an Acclaim account using the same email address, please click on **I have an account** to log in.



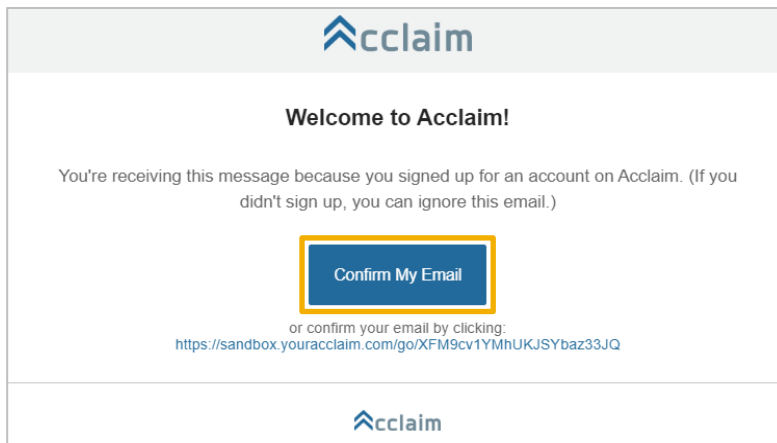
- 4 Please review and accept the Terms and Conditions.



- 5 For your security, you will be asked to confirm your email.



- 6 Once you receive the email, click on the **Confirm My Email** button.

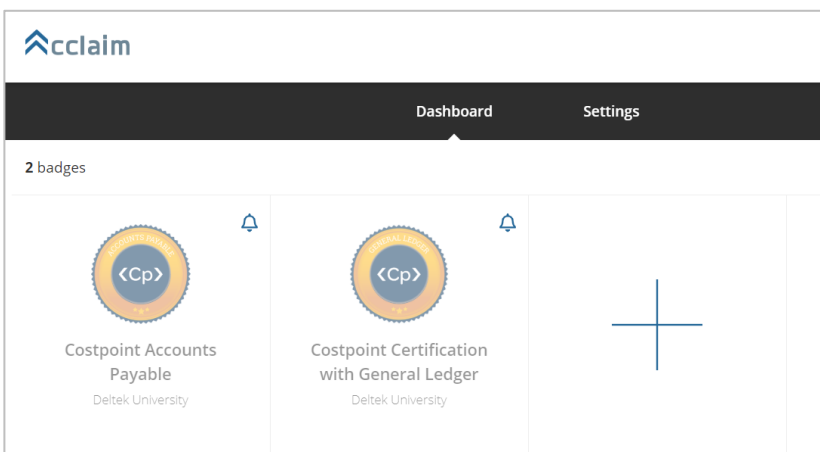


- 7 The sign-in page will be launched. Please login using the email address and password that you just created.

- 8 You can update your profile anytime by going to **Settings** then **Profile**. You also have the option to make your profile Private or Public.

Your Badges

- 1 Once logged in, you will be presented with your badges. A grayed-out badge means that it was just added to your profile, and you need to accept it. You will be presented with the option to **Auto-Accept** moving forward. You can also update this on the Settings under Organizations.



- 2 Click on the badge and then click on the **Accept Badge** button.



This badge was issued to [Ketch Pablo](#) on 22 October 2019.
Accepting a badge adds it to your profile. You can edit your privacy settings after accepting.

Accept Badge

ACCOUNTS PAYABLE
<Cp>

Costpoint Accounts Payable
Issued by [Deltek University](#)

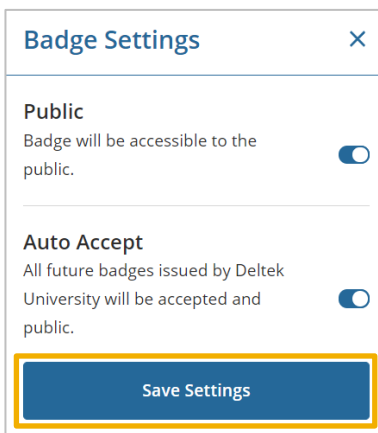
The Costpoint Certification with Accounts Payable Exam Badge is awarded to a candidate who has successfully completed the Costpoint Certification with Accounts Payable Exam Exam.

Demonstrated Skills
Accounts Payable Costpoint

Earning Criteria
 The Deltek Costpoint Certification with Accounts Payable validates skills within Costpoint's core and Accounts Payable areas. Successful completion of the Certification exam is required to receive the Professional Certification. A candidate who passes the Deltek Costpoint Certification with Accounts Payable exam has demonstrated proficiency within these areas of Deltek Costpoint.

Type: Certification
Level: Advanced
[Additional Details](#)

- 3 You will be presented with the options to make the badge Public, which allows other users to see it on your profile, and badges from Deltek University will be auto accepted in the future. Click on **Save Settings**.




Badge Settings X

Public
Badge will be accessible to the public.

Auto Accept
All future badges issued by Deltek University will be accepted and public.

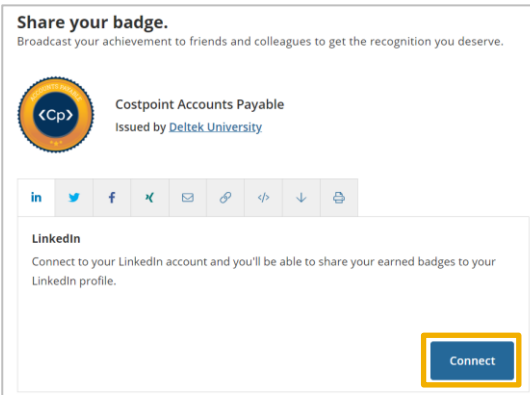
Save Settings

- 4 For your convenience, you can sort your badges by Last Updated, Date Earned, Issuer, or Badge Name, by clicking on the drop-down arrow on the upper right corner of the screen.

 **Note:** For your convenience, please make sure that your profile is set to receive email notifications whenever a badge is issued to you. This can be configured under Settings, and turned on by default.

Sharing Your Badge

- 1 You can connect your Acclaim profile with your profile on LinkedIn, Twitter, Xing, and Facebook. You also have the option to email the badge, add a link to the badge on your Acclaim profile, embed the badge on a website through html, download or print the badge. You have the option to link your profiles while accepting the badge or later by going to Settings, then Applications. Once you click on the **Connect** button, you will be directed to log in to the selected platform.



- 2 You can choose to do this later by simply clicking on the badge from the Dashboard.

Merge Your Acclaim profiles

- 1 If you have another Acclaim profile and you would like to merge it with this profile, you can do so by going to Settings, clicking on Account, and clicking on the **Merge an account** link.