YUFE Open Badge Manual – Badge Recipients

Introduction

You have received a YUFE digital badge — a **verified** recognition of your participation or achievement within the YUFE Alliance.
This manual explains how to receive, accept, and manage your badge.

YUFE uses Open Badge Factory to **issue badges** and Open Badge Passport for **badge storage and sharing** (accessible via web and iOS/Android app).

Video presentation: click here.

1. What Is an Open Badge?

A digital badge is a verifiable record of achievement that includes:

- *The badge name and description*
- *The criteria (why and how it was earned)*
- *The issuer's identity (YUFE or a partner university)*
- *Metadata (issue date, expiration, tags)*

*You can share badges on **LinkedIn,** add them to your **CV,** or embed them in your **email signature** or **website.***

2. Receiving and storing a Badge

You will receive **an email notification from Open Badge Factory**.
It contains the badge title, a short description and **a link to accept your badge**.

a) Create a free account on Open Badge Passport to manage your badge(s).
Sign up by using your personal email address: YUFE badges are issued to personal email addresses, not university or work accounts.

b) After registration, open *Settings ➔ Email addresses* and:
- Add all email addresses you use (personal, institutional, or project).
- Confirm them through the verification email.
Your badges will automatically appear when the email address matches the one used by the issuer.

c) Once your account is set up, **open the email notification from Open Badge Factory** and click the link in the message to view your badge.
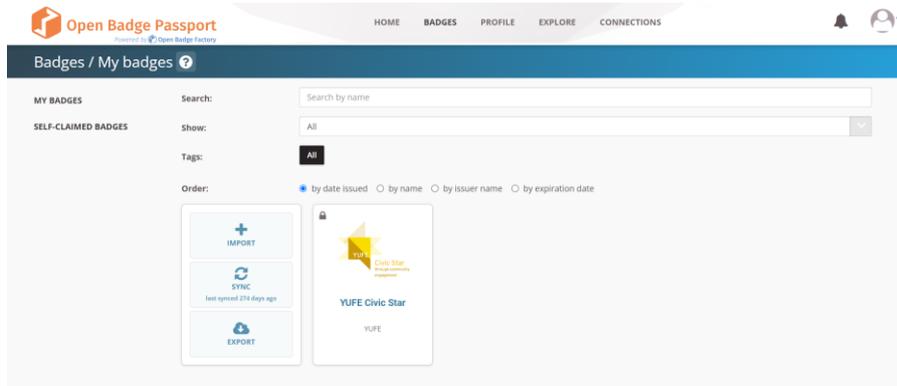Log in to your Open Badge Passport account (if not already) and **click *Accept badge*.**

Your badge will now appear in your Open Badge Passport dashboard.
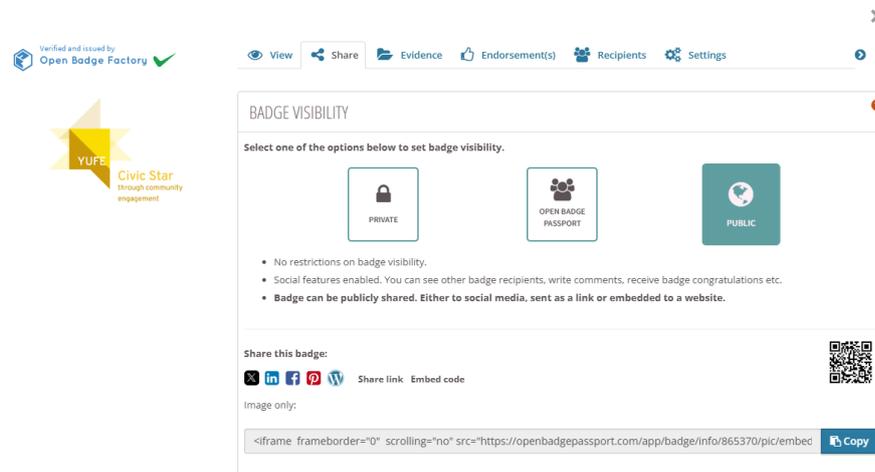
3. Managing and Sharing Your Badges

In Open Badge Passport, you can:

- View all your badges under My badges
- Add descriptions, evidence, or reflections
- Organize badges into collections (e.g., "YUFE Achievements")
- Set badges to Public or Private visibility
- Download badges as images with metadata

Showcase Your Badge on Linkedin

- Open your badge in Open Badge Passport.
- Click *Share → LinkedIn.*
- Choose to **post it to your feed** or **add it under Licenses & Certifications**.

Share Your Badge on Your CV or Websites

- Download your badge image and link it to your verification page.
- Use the badge verification URL provided by Open Badge Passport.

The Young Universities for the Future of Europe (YUFE) is one of the dynamic European University Alliances, selected by the European Commission. YUFE aims to shape a holistic and inclusive future for students and learners, and their society in Europe. The YUFE Alliance strives to be the front-running Alliance of European Higher Education in which students, learners, and staff are co-leaders, co-dreamers, and co-creators. YUFE's mission is to become a successful model of a socially responsible European University.

Add Your Badge to your Email Signature

- Add your badge image or a hyperlink leading to your verification page.

4. Troubleshooting

Issue	Solution
Didn't receive a badge email	Check your spam/junk folder.
Badge not visible in Passport	Make sure the email address used for badge issuance is added and verified in your Passport account.
Email typo during issuance	Contact your local YUFE support: certificates@yufe.eu
Forgot password	Use the *"Forgot password?"* option on the Passport login page.

Why do we use personal emails?

- Institutional accounts may expire when you leave a university or change roles.
- Personal accounts ensure permanent access to your badges.
- Open Badge Passport links badges to your email identity.

✓ Always use your personal email address.
✓ Create and verify your Open Badge Passport account.
✓ Accept your badge: manage and share it under *My badges*.
✓ Share your achievements proudly — they represent your learning journey in the YUFE Alliance.

5. Data Protection and Privacy

- Your personal data is processed only for the purpose of badge issuance and verification.
- Open Badge Factory and Open Badge Passport comply with GDPR.
- YUFE badges contain only information relevant to your achievement — no sensitive personal data.

For questions about privacy or data management, contact: certificates@yufe.eu.