

How to Add a Certification to Your LinkedIn Profile

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Background

LinkedIn is a professional networking social media site where users can add their work history and skills to network with other professionals. For users who want to use LinkedIn to find a new job, adding certifications can be helpful in validating skills to potential employers and showcase expertise in a field.

Purpose

The purpose of this document is to instruct LinkedIn users on how to add a certification to their LinkedIn profile through the desktop LinkedIn website.

Requirements

- Computer with internet access
- Internet connection
- LinkedIn account (any account type, free or premium, will work)

Step-by-Step Instructions

1. Visit the LinkedIn homepage at: <https://www.linkedin.com>.
2. Log into LinkedIn if not already logged in.
3. Click on “Me” at the top of the page, then click on “View Profile” to open your LinkedIn profile (see figure 1).

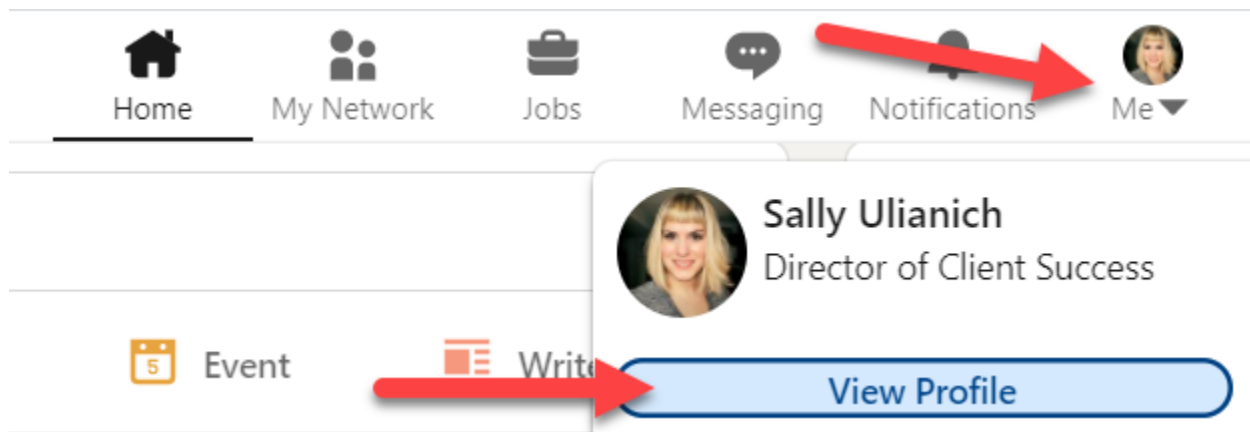


Figure 1 Click on "me" then click on "view profile."

4. Click on the “Add Section” button located at the top portion of your profile under your name.
5. Click on “background” to expand the background section, then click on “licenses & certifications” (see figure 2). This will open the “add license or certification” pop-up window.

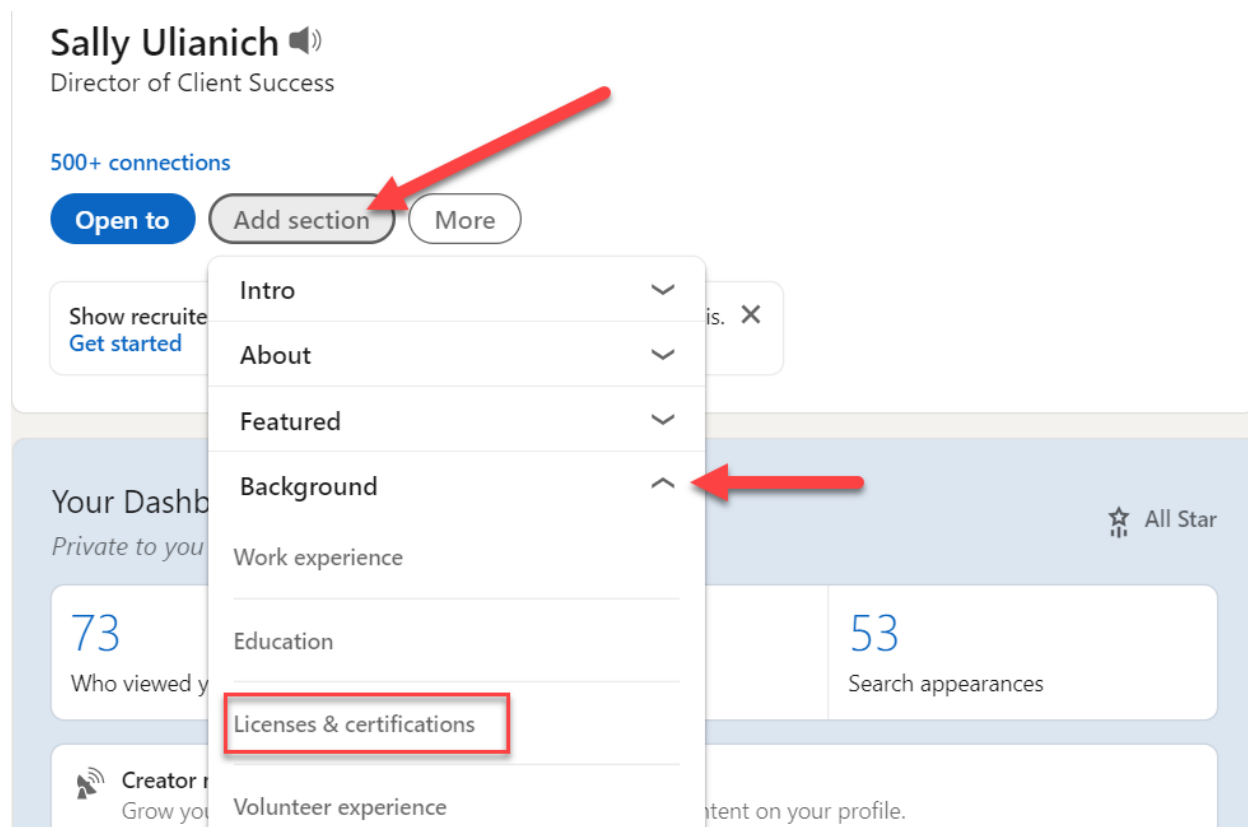


Figure 2 Click on “add section,” click on “background,” then click on “licenses & certifications.”

6. Complete the “add license or certification” form by entering all relevant information into the proper fields (see figure 3):
 - a. Name: enter the name of the certification.
 - b. Issuing organization: enter the organization from which this certification was issued.
 - c. The “this credential does not expire” box is checked by default; uncheck the box if the credential has an expiration date and enter the expiration date.
 - d. Enter the issue date month and year.
 - e. Enter the credential ID, if relevant.
 - f. Enter the credential URL, if relevant.

Figure 3 Complete all relevant fields in the “add license or certification” pop-up/modal

7. Click on the save button after completing the form to save the credential.
8. The newly added credential will now be displayed on the “Licenses & certifications” section of the LinkedIn profile (see figure 4).

Licenses & certifications

+

COVID-19 Contact Tracing

The Johns Hopkins University

Issued Jul 2020 · No Expiration Date

Credential ID W5EGZSMC2WZF

[See credential](#)

✎

Design Thinking: Customer Experience

LinkedIn

Issued Sep 2019 · No Expiration Date

Learning Confluence

LinkedIn

Issued Apr 2019 · No Expiration Date

Figure 4 Certifications will be displayed in the “licenses & certifications” section of your LinkedIn profile.

9. To add another credential, simply repeat from step 4 or click on the plus sign (+) next to “licenses & certifications” to open the “add license or certification” form.