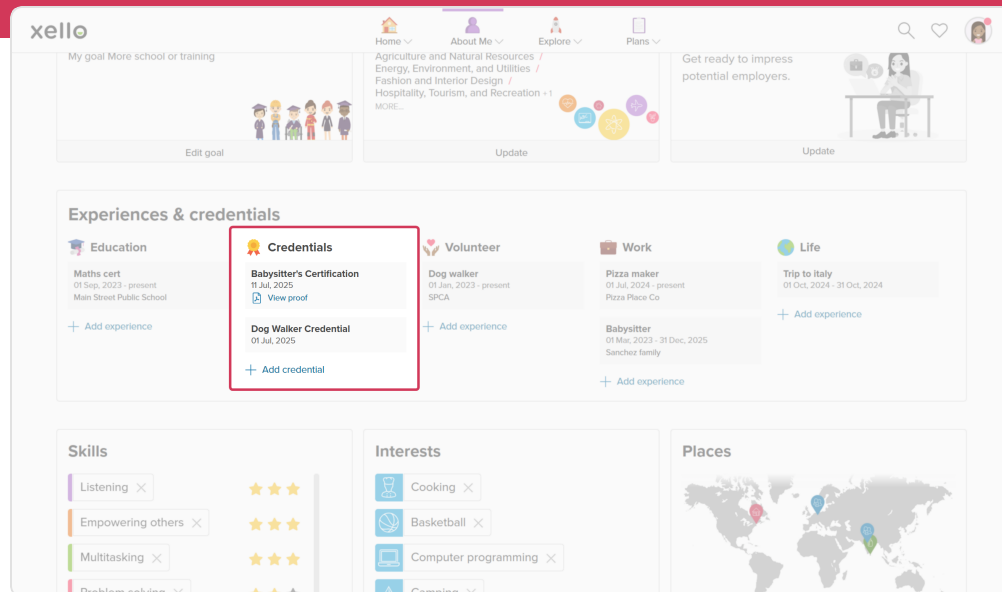


Add your credentials to Xello

Every certificate and skill you earn is a step toward your goals. Add them to Xello so you can track and use them when building your CV or applying to university.



In Xello, **Credentials** are proof of your achievements outside of regular class. They can be special awards, certificates, or skills you've earned (e.g., a course, certification, or project). Adding these is important because it builds a complete record of your success. Plus, your credentials are instantly available for your Xello **CV Builder** and **Portfolio**, helping you stand out to universities and employers.

Here's how to add a credential in Xello:

- 1 From the top of any page in Xello, click **About Me**.
- 2 Scroll down to **Experiences & credentials** and click **Add credential**.
- 3 Enter the credential name and choose a status (**In progress** or **Completed**).
 - If you choose **Completed**, you'll need to add the date and proof (like a photo of the certificate or a PDF).
- 4 Click **Save**. Your new credential will now appear on your timeline!



FYI: An educator will review and approve your submission to make sure everything is correct and verified.