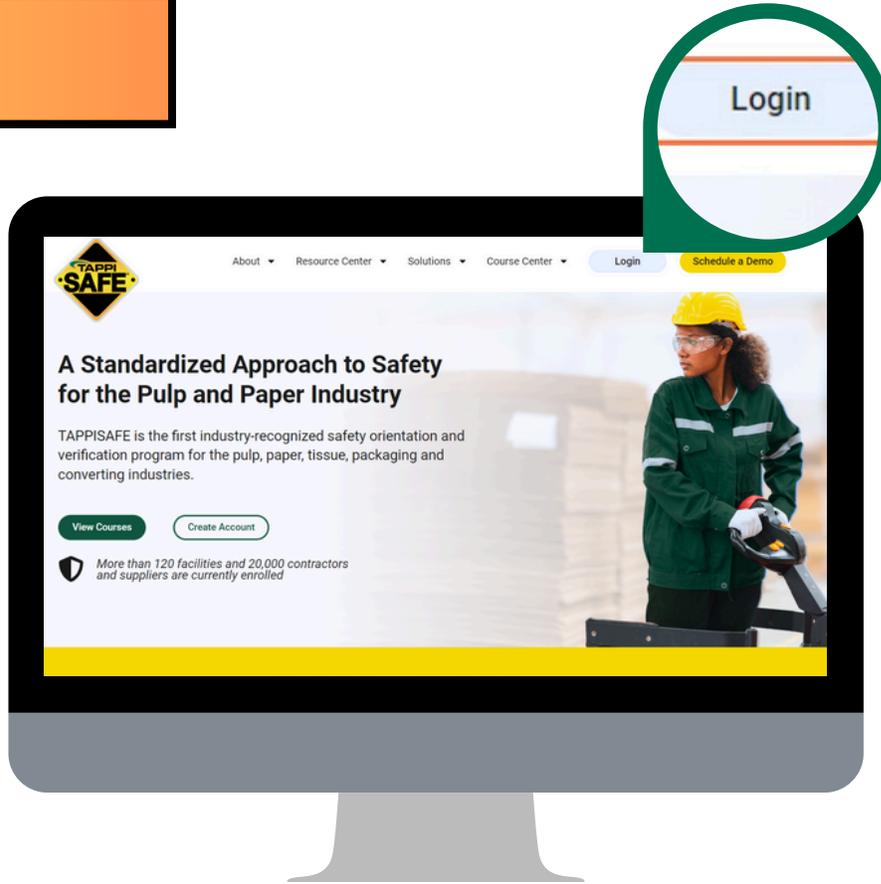


How To: Obtain Digital Badge



Go to the TAPPISAFE website www.tappisafe.org

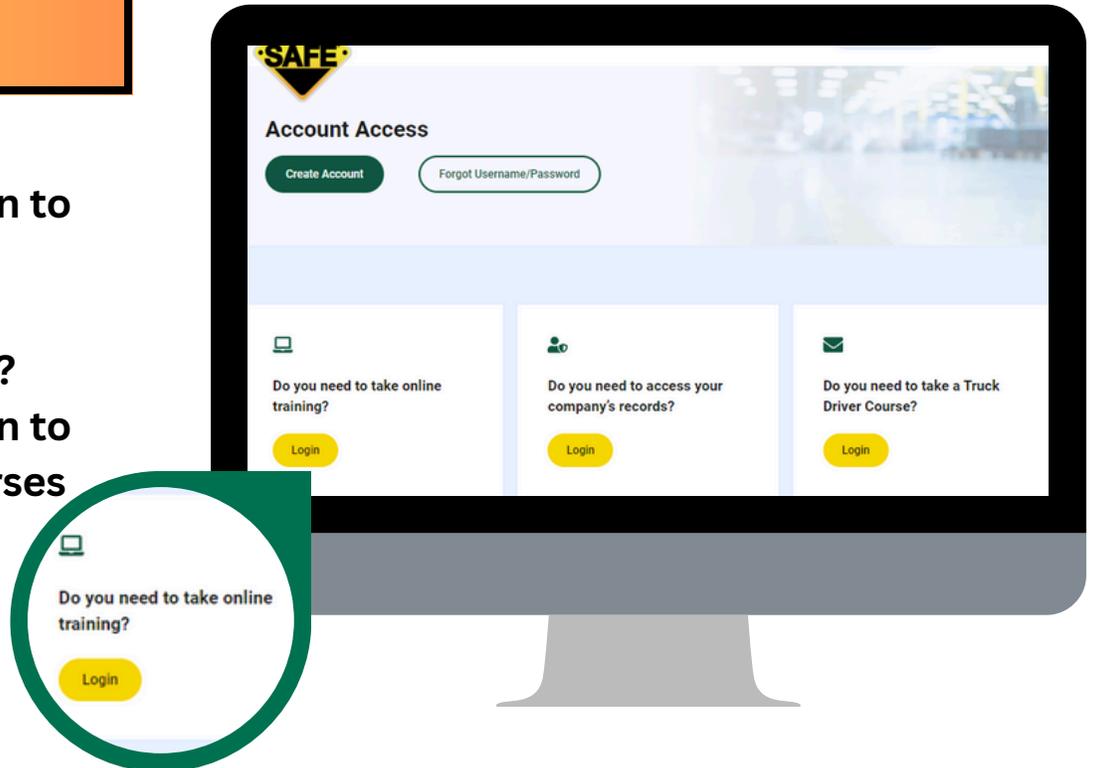
STEP 1 Click on Login



STEP 2 Find Your Portal

Are you a student?
Select the Login button to
take training

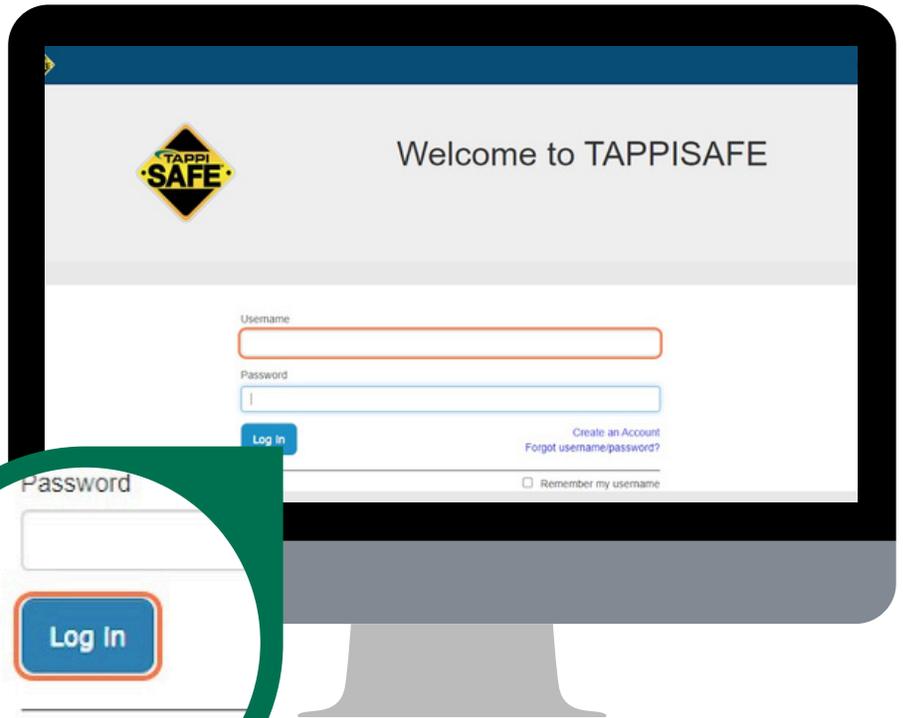
Are you a Truck Driver?
Select the Login button to
take truck driving courses



STEP 3
Click on Username

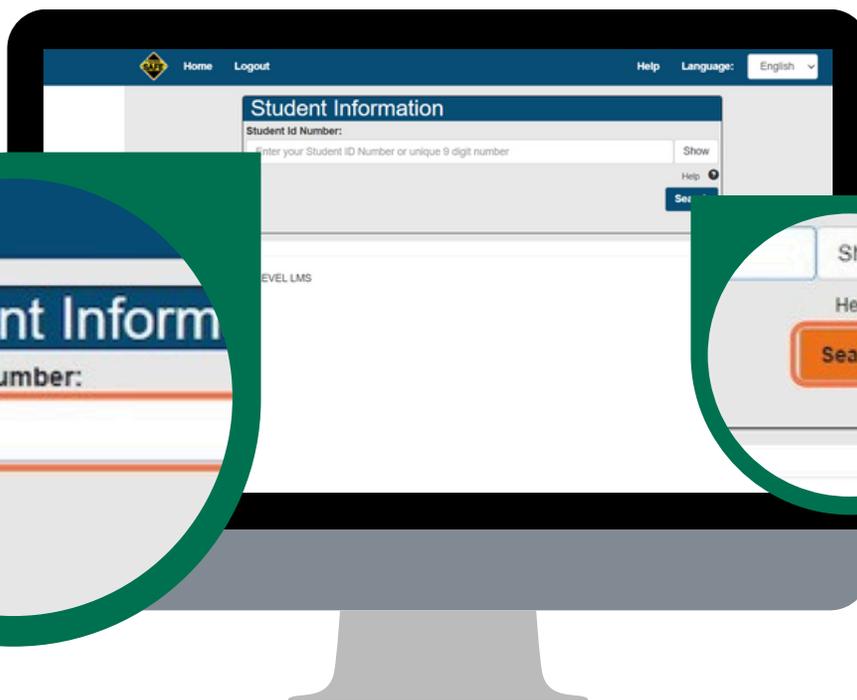
Enter login credentials

You will have received these login credentials by email, or your company provided the training account login credentials to you.



STEP 4
Click on Log in

STEP 5
Enter your unique Student ID Number

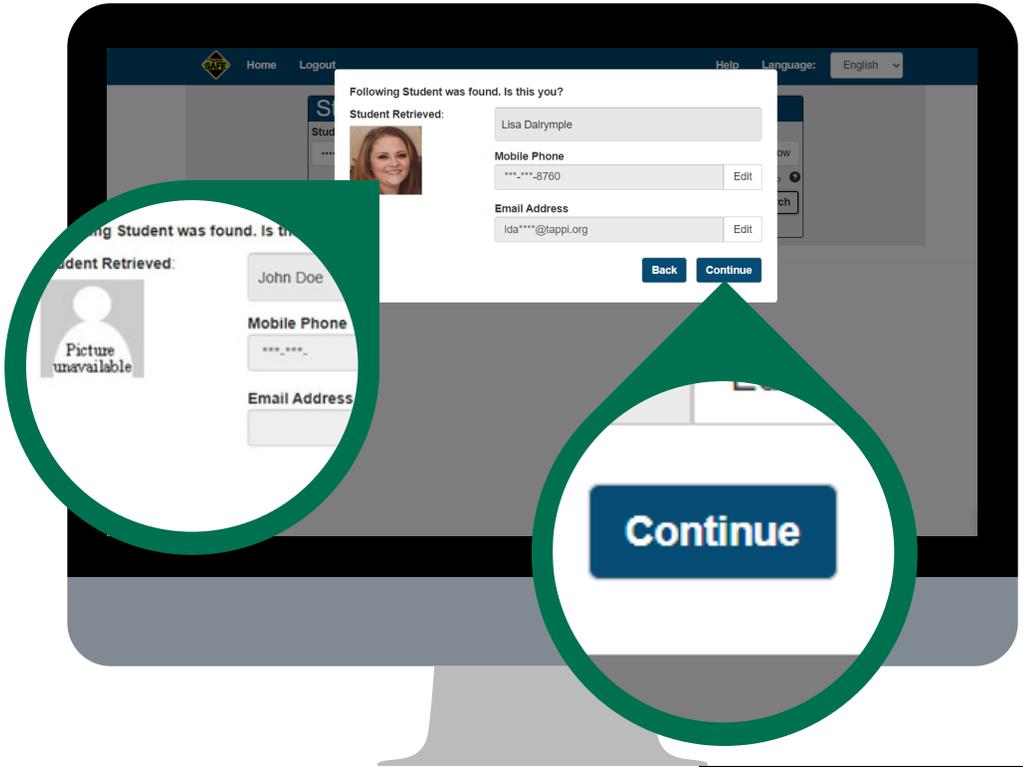


STEP 6
Hit Search

STEP 7
Confirm student record and click Continue

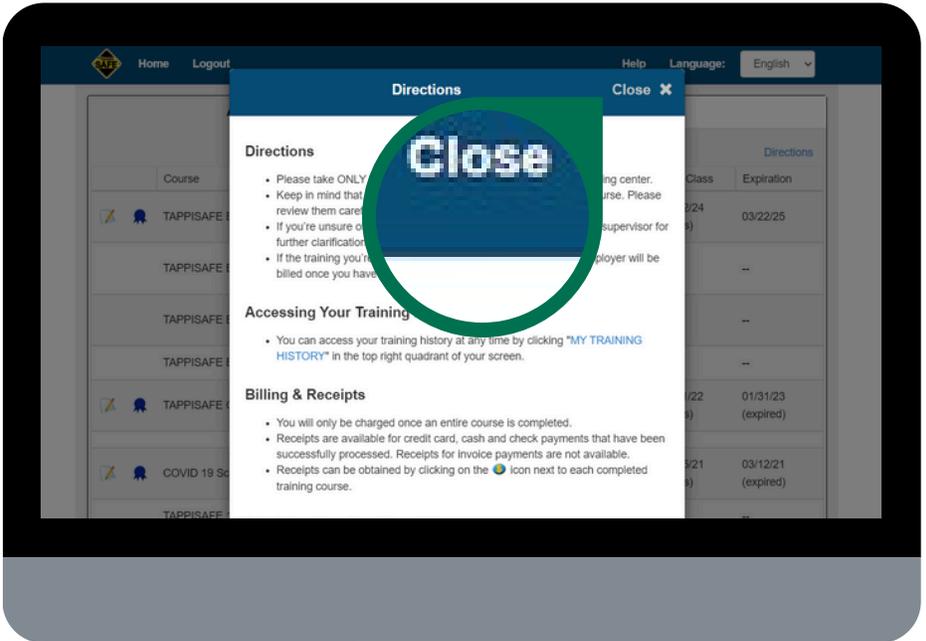
Click Back if this is not your student record and reenter your Student ID, and search again.

Confirm that the information is correct and that this is your student record. Once you click continue, the course listing page will appear for you to select and complete courses

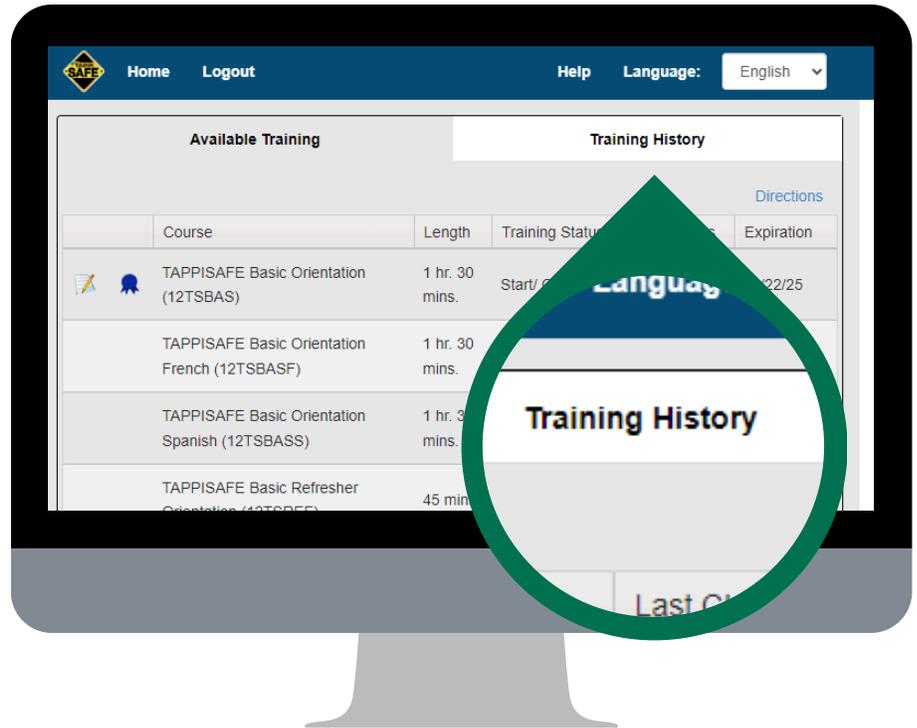


STEP 8
Click Continue

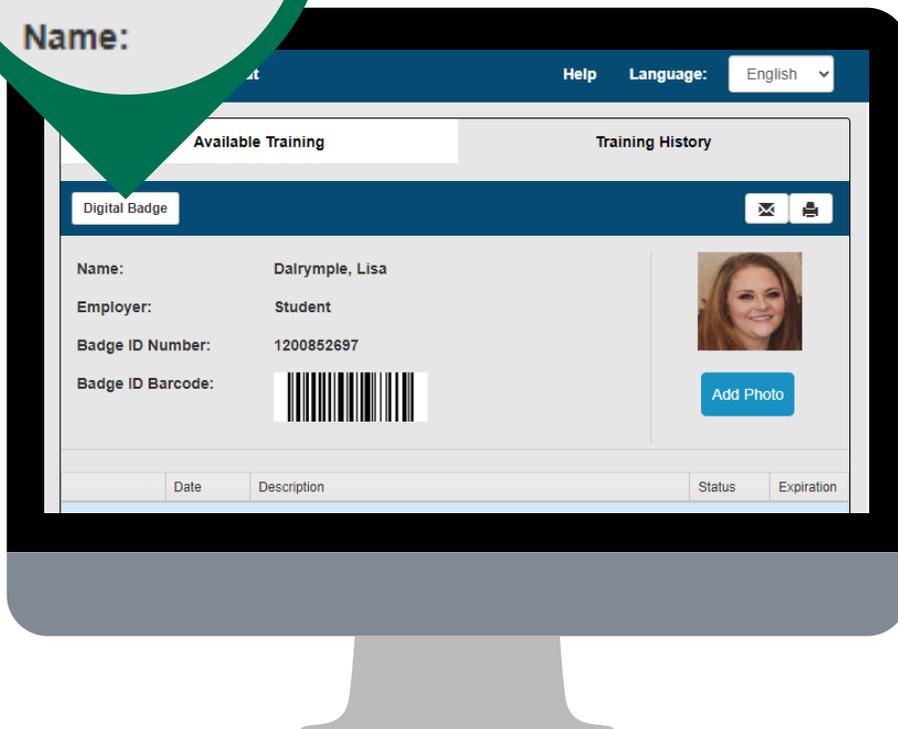
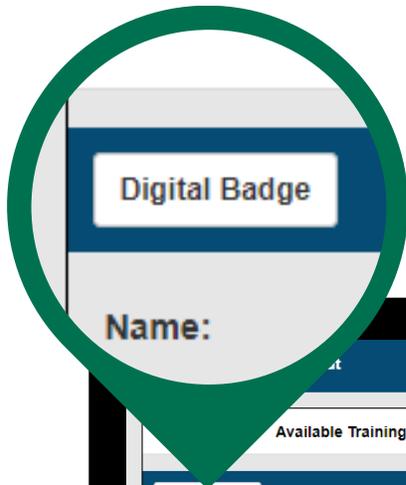
STEP 9
Click Close X



STEP 10 Click Training History Tab



STEP 11 Click Digital Badge Button

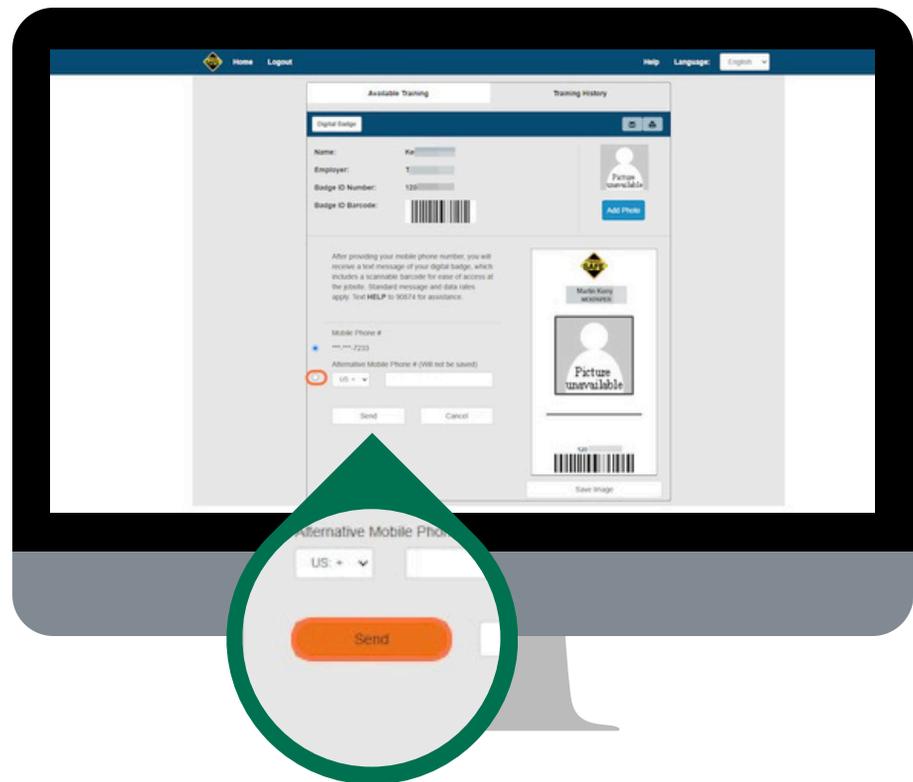


This is a digital version of your badge has the following features:

- Real time updates to include current training
- Front of the badge includes: Photo, Name, Employer, Badge ID Number, and a Scannable
- Back of the badge includes: List of current training

STEP 12 Send Digital Badge

You can send your digital badge to any mobile phone number by selecting the phone number on file or entering a different one, which won't be saved.



STEP 13 Click Send

A green box will pop up once the text message has been sent successfully *It is recommended that you take a screenshot of both the front and back of the badge*