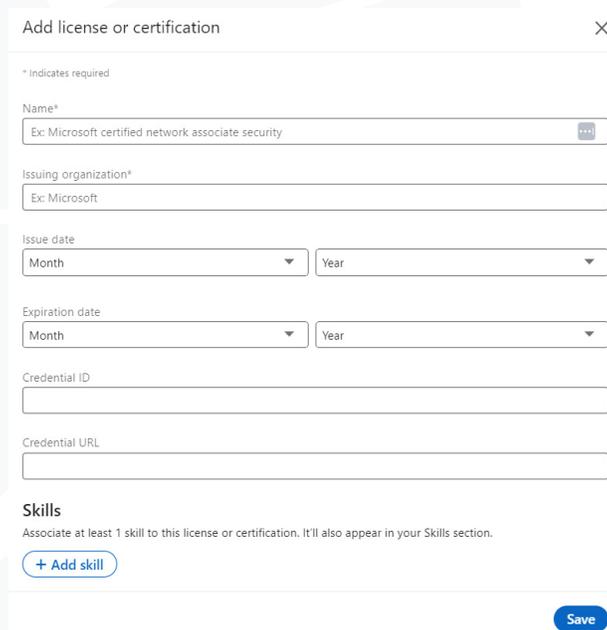


ADDING YOUR LEADERSHIP CIRCLE PROFILE [LCP] CERTIFICATION TO LINKEDIN

1. Login to your LinkedIn account (www.Linkedin.com)
2. Navigate to your profile. Either:
 - a. Click your name or picture —OR—
 - b. From the top navigation bar, click on the “Me” dropdown menu, then click “View Profile”
3. Next, click on the “Add profile section” button (located just under your name):
 - a. A menu will pop up.
 - b. Click on **Recommended**, then **Add licenses & certifications**.
 - c. A menu will appear to add your certification. Complete the following:



The screenshot shows a modal window titled "Add license or certification" with a close button (X) in the top right corner. Below the title, there is a note: "* Indicates required". The form contains several input fields: "Name*" with a placeholder "Ex: Microsoft certified network associate security"; "Issuing organization*" with a placeholder "Ex: Microsoft"; "Issue date" with two dropdown menus for "Month" and "Year"; "Expiration date" with two dropdown menus for "Month" and "Year"; "Credential ID" (empty); and "Credential URL" (empty). Below these fields is a "Skills" section with the text "Associate at least 1 skill to this license or certification. It'll also appear in your Skills section." and a "+ Add skill" button. At the bottom right of the form is a "Save" button.

- i. **Name** of the certification (e.g., Leadership Circle Profile [LCP] Certification)
- ii. **Issuing organization:** type/select **Leadership Circle**
- iii. **Issue date:** enter the date from your certificate
 - ***We recommend leaving the following fields blank:***
 - *Expiration date*
 - *Credential ID*
 - *Credential URL*
 - Leaving this field blank prevents the ‘Show credential’ button from displaying
 - If you prefer to include a link, input the URL for the general LCP Certification overview: <https://leadershipcircle.com/leadership-coach-certifications/leadership-circle-profile/>
 - *Skills*

- d. Click **Save**. Your certification will be displayed in your list of **Licenses & certifications**