Guide on Adding IVMF Programs to Your LinkedIn Profile
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1. Go to www.linkedin.com
2. Login to your LinkedIn Profile by typing in your email and password
3. When you Login to your LinkedIn Profile click on the Me icon at top of your LinkedIn homepage.
4. Click View profile.
5. Under **Add profile section** (click it)
6. Click on **Add Education**
1. For IVMF Entrepreneurship Programs under **School**, please type in Institute for Veterans and Military Families - IVMF

2. Under **Degree type** in your program (EBV, EBV-F, EBV-A, V-WISE, or B2B)

3. Under the **Field of study**, please type in Entrepreneurial and Small Business Operations

4. Skip **Start date** and year and just enter **End date and Year (or expected)** when you finished or expect to finish the program

5. Skip **Grade** (leave it blank)

6. Skip Activities and societies (leave it blank)

7. In **Description** put in the: “full name of the program” is a part of IVMF’s ARSENAL of entrepreneurship programs.

8. Click **Save**
1. For IVMF Onward to Opportunity (O2O) Program under **School**, type in Institute for Veterans and Military Families

2. Skip **Degree** (leave it blank)

3. Under the **Field of study**, please type in your area of study that you took through IVMF (example: Project Management, Human Resources, Six Sigma, ...etc.)

4. Skip **Start date** and year and just enter **End date and Year (or expected)** when you finished or expect to finish the program

5. Skip **Grade** (leave it blank)

6. Skip Activities and societies (leave it blank)

7. In **Description** put in Onward to Opportunity (O2O)

8. Click **Save**
If you completed multiple entrepreneurship programs through IVMF or completed multiple courses through O2O program, please add a duplicate education section with the different program name or different field of study for O2O.
IVMF’s ARSENAL Entrepreneurship Programs Full Names

- Entrepreneurship Bootcamp for Veterans (EBV)
- Entrepreneurship Bootcamp for Veterans’ Families (EBV)
- Entrepreneurship Bootcamp for Veterans - Accelerate (EBV-A)
- EBV SPARK
- RISE
- Veteran Women Igniting the Spirit of Entrepreneurship (V-WISE)
- IGNITE
- STRIVE
- Boots to Business (B2B)
- Veteran EDGE
Manually Adding Licenses & Certification to Your LinkedIn Profile

If you complete a course or certification with one of the LinkedIn partners, they’ll send you an email that allows you to automatically add this accomplishment to your profile following these steps:

1. Click the link in the email to start the process. You may be prompted to sign in to LinkedIn.

2. Enter the information as prompted. The certification and degree information will no longer autofill, but you can add the relevant information directly.

3. Click **Save**

Your certification will then appear under the **Certifications** section of your profile. If you have any questions about the certification email, including its content, please reach out to the LinkedIn partner organization.

For Manually Adding Licenses & Certification to Your LinkedIn Profile please follow steps on the next page:
1. When you login to your LinkedIn Profile click on Me icon
2. Click View Profile
3. Under Add profile section (click it)
4. Click on **Recommended** then click on **Licenses & Certifications**
1. Under the **Name**, please type in the name of the license or certification.

2. Under the **Issuing Organization**, please type in the name of the organization that sets standards for the certification of the certificate.

3. Enter in **Issue Date** and **Expiration Date** if applicable. If not, please check box (**This credentials does not expire**).

4. Enter in **Credential ID**.

5. Enter in **Credential URL**.

6. Click **Save**.
Questions: Contact us via IVMFAlumni@syr.edu