

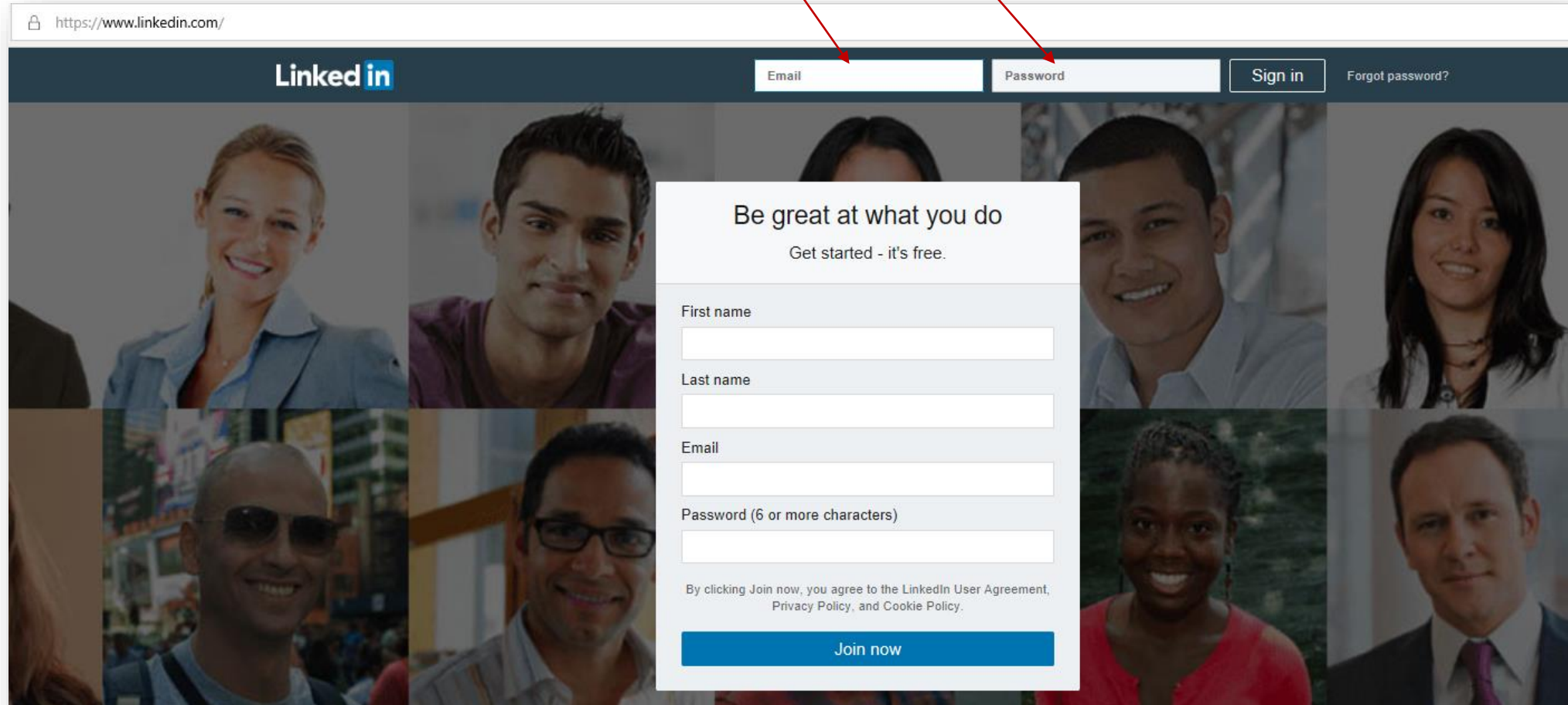
# O2O Guide on Adding IVMF to Your LinkedIn Profile



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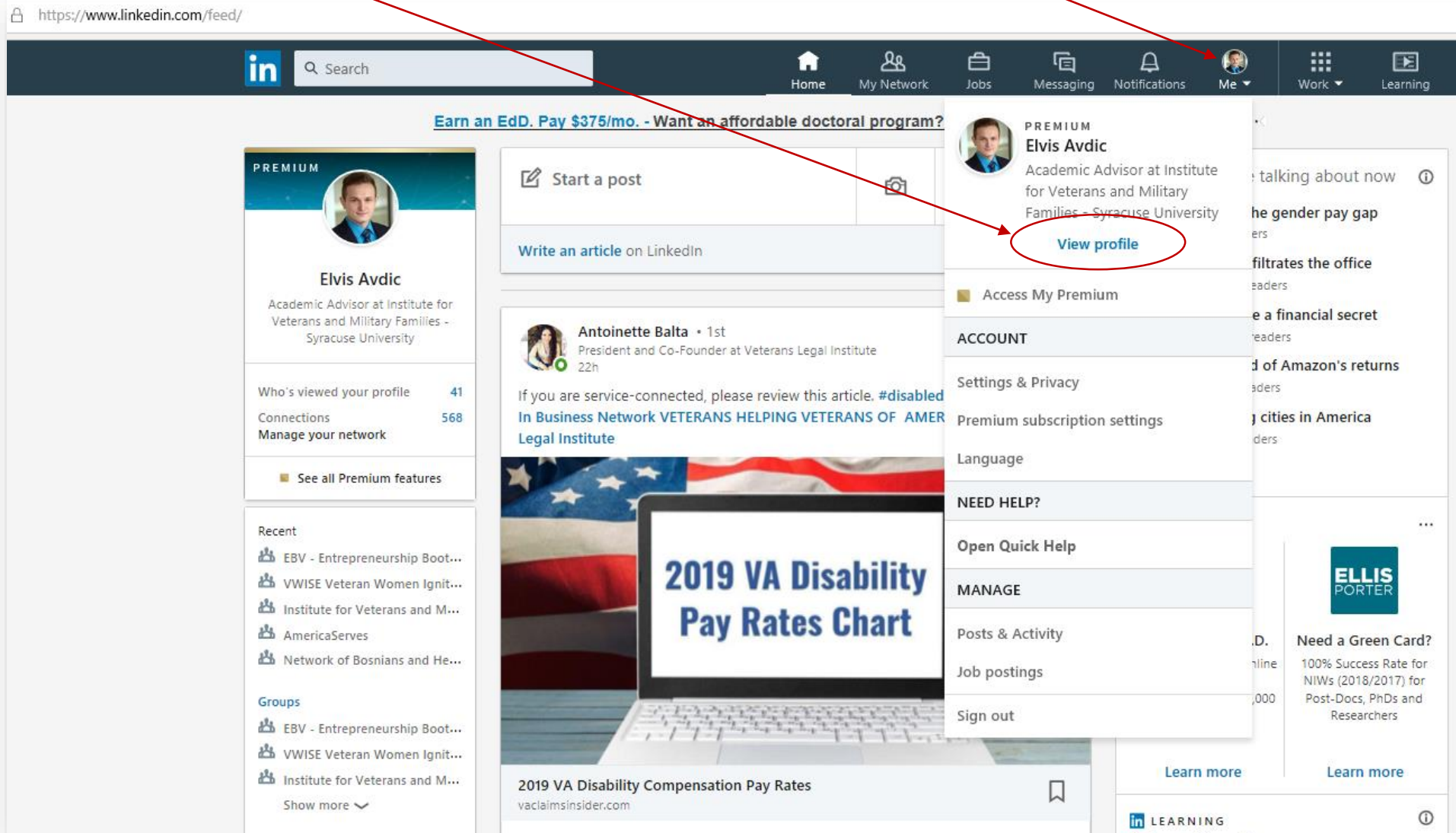
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1. Go to [www.linkedin.com](https://www.linkedin.com/)
2. Login to your **LinkedIn Profile** by typing in your email and password



The screenshot shows the LinkedIn homepage. At the top, the URL is <https://www.linkedin.com/>. The LinkedIn logo is on the left. In the top right, there are input fields for 'Email' and 'Password', a 'Sign in' button, and a 'Forgot password?' link. Two red arrows from the second step of the instructions point to these fields. Below the navigation bar is a grid of diverse professional portraits. A white sign-up modal is centered over the grid. The modal contains the text 'Be great at what you do' and 'Get started - it's free.' Below this are input fields for 'First name', 'Last name', 'Email', and 'Password (6 or more characters)'. At the bottom of the modal is a blue 'Join now' button. A line of small text below the password field reads: 'By clicking Join now, you agree to the LinkedIn User Agreement, Privacy Policy, and Cookie Policy.'

3. When you Login to your LinkedIn Profile click on  Me icon at top of your LinkedIn homepage.
4. Click **View profile**.



The screenshot shows the LinkedIn homepage with the 'Me' dropdown menu open. The 'View profile' option is circled in red. The user's profile card on the left shows 'Elvis Avdic' with 41 views and 568 connections. The main feed shows a post by Antoinette Balta and a featured article titled '2019 VA Disability Pay Rates Chart'. The right sidebar includes a section for 'Need a Green Card?' and a 'Learn more' link.

https://www.linkedin.com/feed/

in Search

Home My Network Jobs Messaging Notifications Me Work Learning

Earn an EdD. Pay \$375/mo. - Want an affordable doctoral program?

**PREMIUM**

**Elvis Avdic**  
Academic Advisor at Institute for Veterans and Military Families - Syracuse University

Who's viewed your profile 41  
Connections 568  
Manage your network

See all Premium features

Recent

- EBV - Entrepreneurship Boot...
- VWISE Veteran Women Ignit...
- Institute for Veterans and M...
- AmericaServes
- Network of Bosnians and He...

Groups

- EBV - Entrepreneurship Boot...
- VWISE Veteran Women Ignit...
- Institute for Veterans and M...

Show more

Start a post

Write an article on LinkedIn

**Antoinette Balta** • 1st  
President and Co-Founder at Veterans Legal Institute  
22h

If you are service-connected, please review this article. [#disabled](#)  
[In Business Network VETERANS HELPING VETERANS OF AMER](#)  
[Legal Institute](#)

**2019 VA Disability Pay Rates Chart**

2019 VA Disability Compensation Pay Rates  
vacclaimsinsider.com

**PREMIUM**  
**Elvis Avdic**  
Academic Advisor at Institute for Veterans and Military Families - Syracuse University

[View profile](#)

Access My Premium

**ACCOUNT**

- Settings & Privacy
- Premium subscription settings
- Language

**NEED HELP?**

- Open Quick Help

**MANAGE**

- Posts & Activity
- Job postings
- Sign out

**ELLIS PORTER**

**Need a Green Card?**  
100% Success Rate for NIWs (2018/2017) for Post-Docs, PhDs and Researchers

[Learn more](#)

[Learn more](#)

**IVME**

5. Under Add profile section (click it)
6. Under Background click on plus sign next to Education

LinkedIn.com/in/elvisavdic/

Find The Perfect Domain - Bring Your Idea to Life. Get Your Domain Today with a Free Website!

Edit public profile & URL

Add profile in another language

Promoted

I Will Earn My Ed.D. Yes! Earn your Ed.D. online in 24 months. Pay \$375/mo. Tuition: \$27,000 Go!

Need a Gre 100% Success NIWs (2018, Post-Docs, Research

Learn more

Learn more

People Also Viewed

Molly Giles, CPRW • 2nd Connecting companies to so

Joanna Habermann • 1st Program Management | Wor Training | Connecting Vetera Opportunity

Raymond Toennissen • Associate Vice President, Str Initiatives at Syracuse Univer

Matthew Feldhaus • 1st Director of Training and Con Engagement, MBA candidate Driver of Social Impact

Lyndy McLaughlin • 1st Digital Communications Mar Syracuse University

Rachel Cardwell • 2nd

Elvis Avdic

Academic Advisor at Institute for Veterans and Military Families - Syracuse University

Syracuse, New York

Add profile section

More...

Intro

Background

Work experience 2 positions on your profile

Education 4 schools on your profile

Licenses & Certifications

Showcase your expertise with your credentials

Volunteer experience Highlight your passions and how you like to give back

Skills

Institute for Veterans and Military Families - Syracuse University

Syracuse University - Maxwell School

See contact info

See connections (500+)

9 Search appearances

7. Under the **School**, please type in Institute for Veterans and Military Families - IVMF

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

9. 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.)

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

11. Skip **Activities and societies** (leave it blank)

12. Skip **From Year** and just enter **To Year (or expected)** when you finished or expect to finish the program

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

14. Click **Save**

The screenshot shows a web form titled "Add education" with a close button (X) in the top right corner. The form contains the following sections and fields:


- School \***: A text input field containing "Institute for Veterans and Military Families - IVMF". A red arrow points from instruction 7 to this field.
- Degree**: A text input field with the placeholder "Ex: Bachelor's". A red arrow points from instruction 8 to this field.
- Field of study**: A text input field containing "Project Management". A red arrow points from instruction 9 to this field.
- Grade**: An empty text input field. A red arrow points from instruction 10 to this field.
- Activities and societies**: A large empty text area. A red arrow points from instruction 11 to this field.
- Ex: Alpha Phi Omega, Marching Band, Volleyball
- From Year**: A dropdown menu showing "Year". A red arrow points from instruction 12 to this field.
- To Year (or expected)**: A dropdown menu showing "2018". A red arrow points from instruction 12 to this field.
- Description**: A large text area containing "Onward to Opportunity". A red arrow points from instruction 13 to this field.
- Media**: A section with the text "Add or link to external documents, photos, sites, videos, and presentations." and a file upload icon.
- At the bottom, a light blue banner states: "We no longer share changes to education with your network. [Learn what's shared](#)".
- A blue **Save** button is located at the bottom right. A red arrow points from instruction 14 to this button.




## 15. Finished Look

*“If you completed multiple courses through O2O (ex: PMP & SSGB), please add a duplicate education section with the different field of study noted.”*


### Education




**Syracuse University - Maxwell School**  
Doctor of Philosophy - PhD, Social Sciences  
2018 – 2023



**Syracuse University**  
Master of Science - MS, Information Management  
2016 – 2018



**Institute for Veterans and Military Families - IVMF**  
Project Management  
2018  
Onward to Opportunity



**Syracuse University - Martin J. Whitman School of Management**  
Bachelor's degree, Marketing/Marketing Management, General  
2009 – 2011

# Manually Adding Licenses & Certification to Your LinkedIn Profile





## Licenses & Certifications

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. Under Background click on plus sign next to **Licenses & Certifications**

The screenshot shows the LinkedIn profile of Elvis Avdic, an Academic Advisor at the Institute for Veterans and Military Families - Syracuse University. The profile is located at <https://www.linkedin.com/in/elvisavdic/>. The navigation bar at the top includes links for Home, My Network, Jobs, Messaging, Notifications, Me, and Work. The 'Me' icon is highlighted with a red arrow. Below the profile picture, the 'Add profile section' button is circled in red. In the 'Background' section, the 'Licenses & Certifications' option with a plus sign is also circled in red. The right sidebar shows promoted content and a list of people also viewed.

5. Under the **Name**, please type in the name of license or certification
6. Under the **Issuing Organization**, please type in the name of organization Institute that sets standards for the accreditation of certificate
7. Enter in Issue Date and Expiration Date if applicable. If not, please check box (This certification does not expire)
8. Enter in Credential ID
9. Enter in Credential URL
10. Click **Save**

The screenshot shows a web form titled "Add licenses & certifications" with a close button (X) in the top right corner. The form contains the following fields and options:

- Name \***: A text input field containing "Project Management Professional (PMP)".
- Issuing Organization \***: A text input field containing "Project Management Institute" with a small P.M.I. logo on the left.
- Issue Date**: Two dropdown menus, one for "Month" and one for "Year".
- Expiration Date**: Two dropdown menus, one for "Month" and one for "Year".
- ☐ **This certification does not expire**: An unchecked checkbox.
- Credential ID**: A text input field.
- Credential URL**: A text input field.
- Save**: A blue button at the bottom right.

Below the input fields, there is a light blue banner with the text: "We no longer share changes to certifications with your network. [Learn what's shared](#)".

Red arrows from the numbered list on the left point to the following elements in the form:

- Arrow 5 points to the "Name" field.
- Arrow 6 points to the "Issuing Organization" field.
- Arrow 7 points to the "This certification does not expire" checkbox.
- Arrow 8 points to the "Credential ID" field.
- Arrow 9 points to the "Credential URL" field.
- Arrow 10 points to the "Save" button.



Thank You