INSTITUTE FOR VETERANS AND MILITARY FAMILIES
Syracuse University JPMorgan Chase & Co., Founding Partner

O2O Guide on Adding IVMF to Your LinkedIn Profile

ONWARD TO OPPORTUNITY

In service to those who have served

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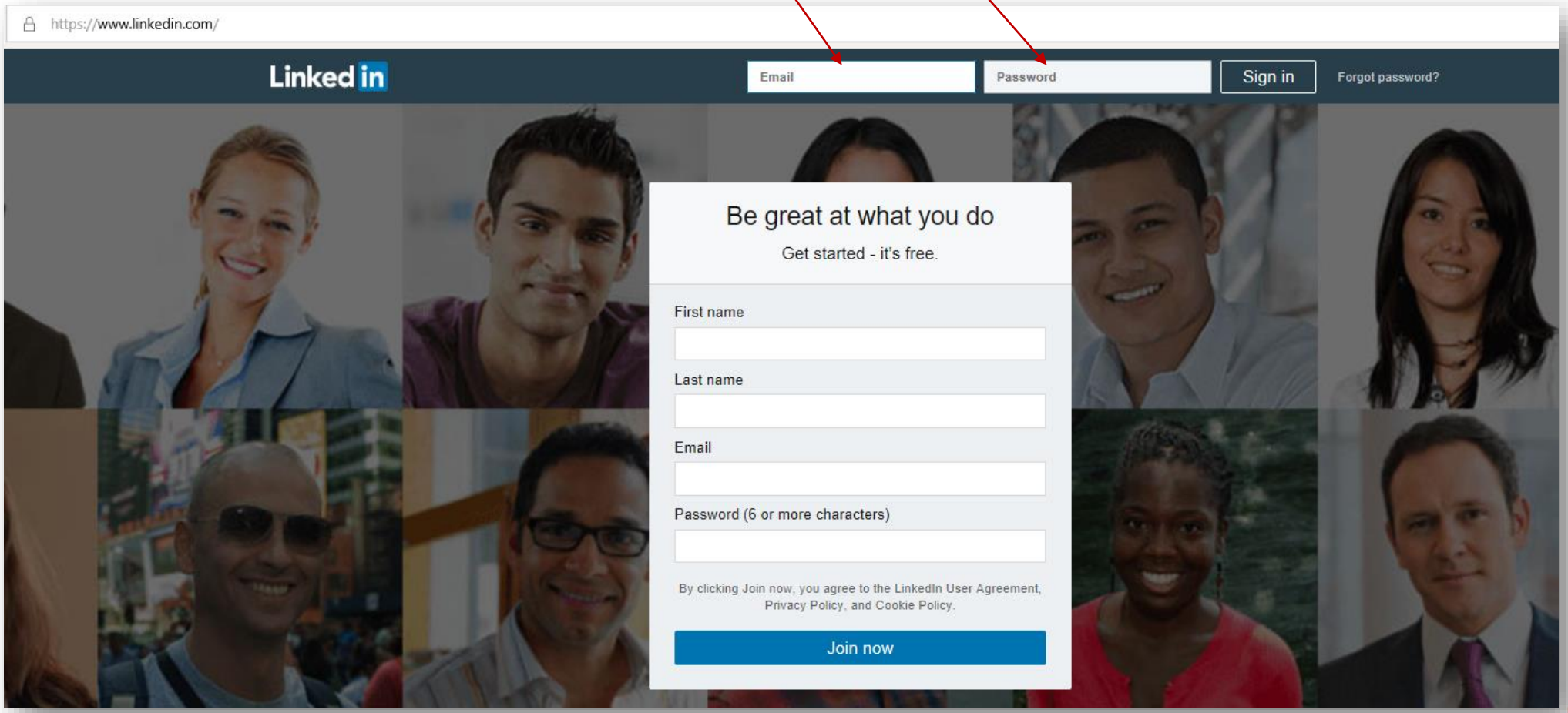
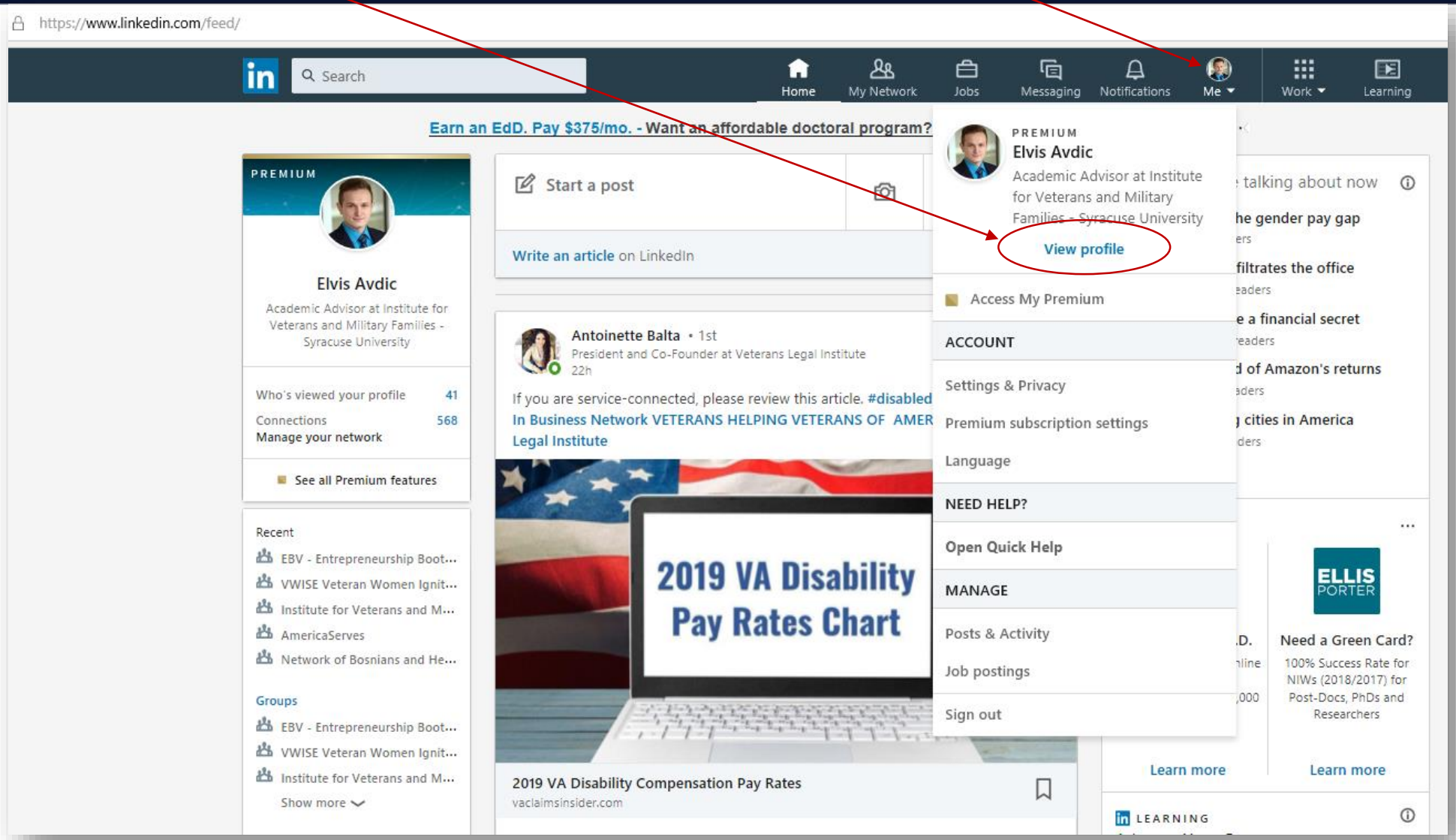
IVMF Syracuse University

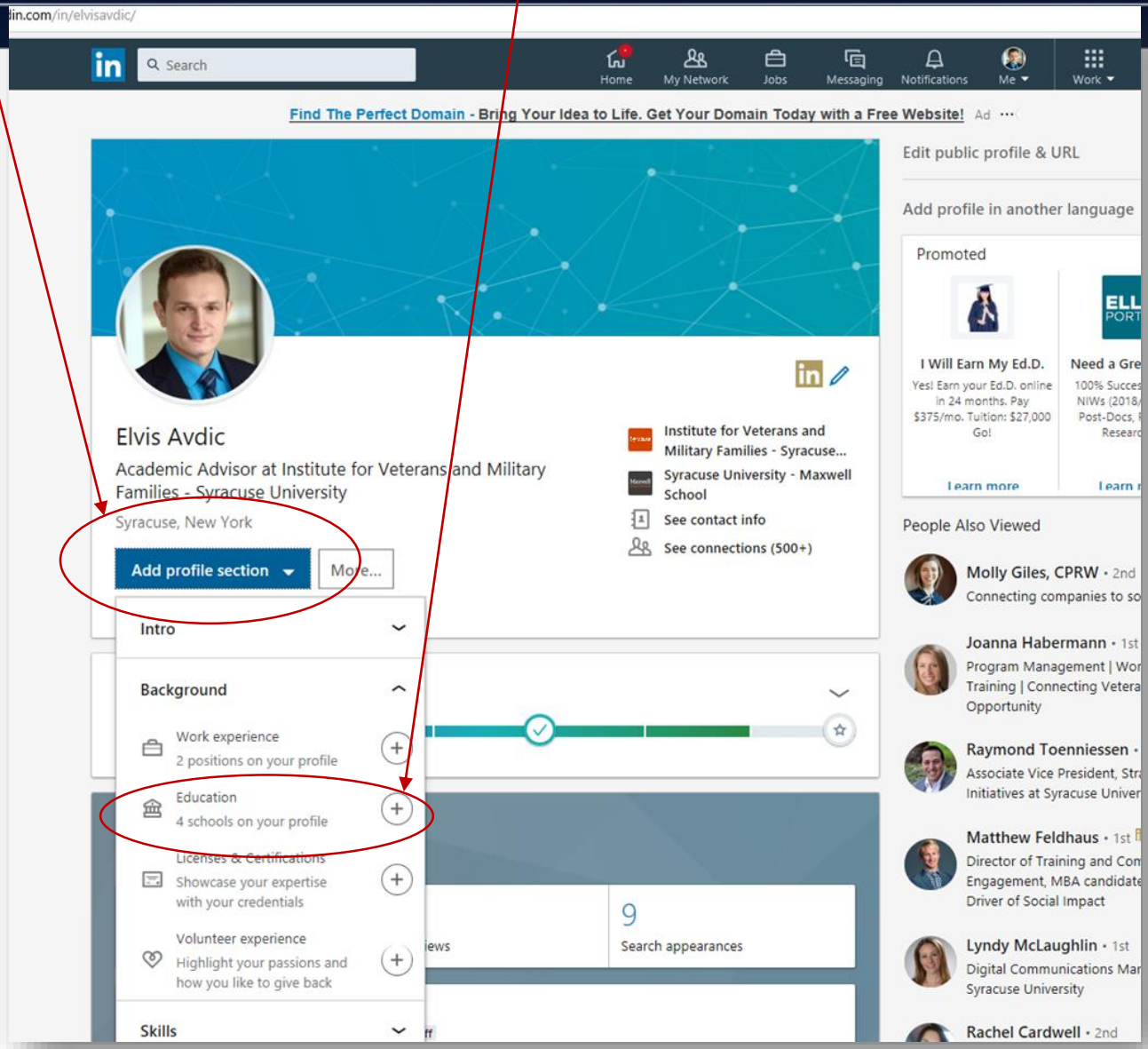
1. Go to www.linkedin.com
2. Login to your **LinkedIn Profile** by typing in your email and password



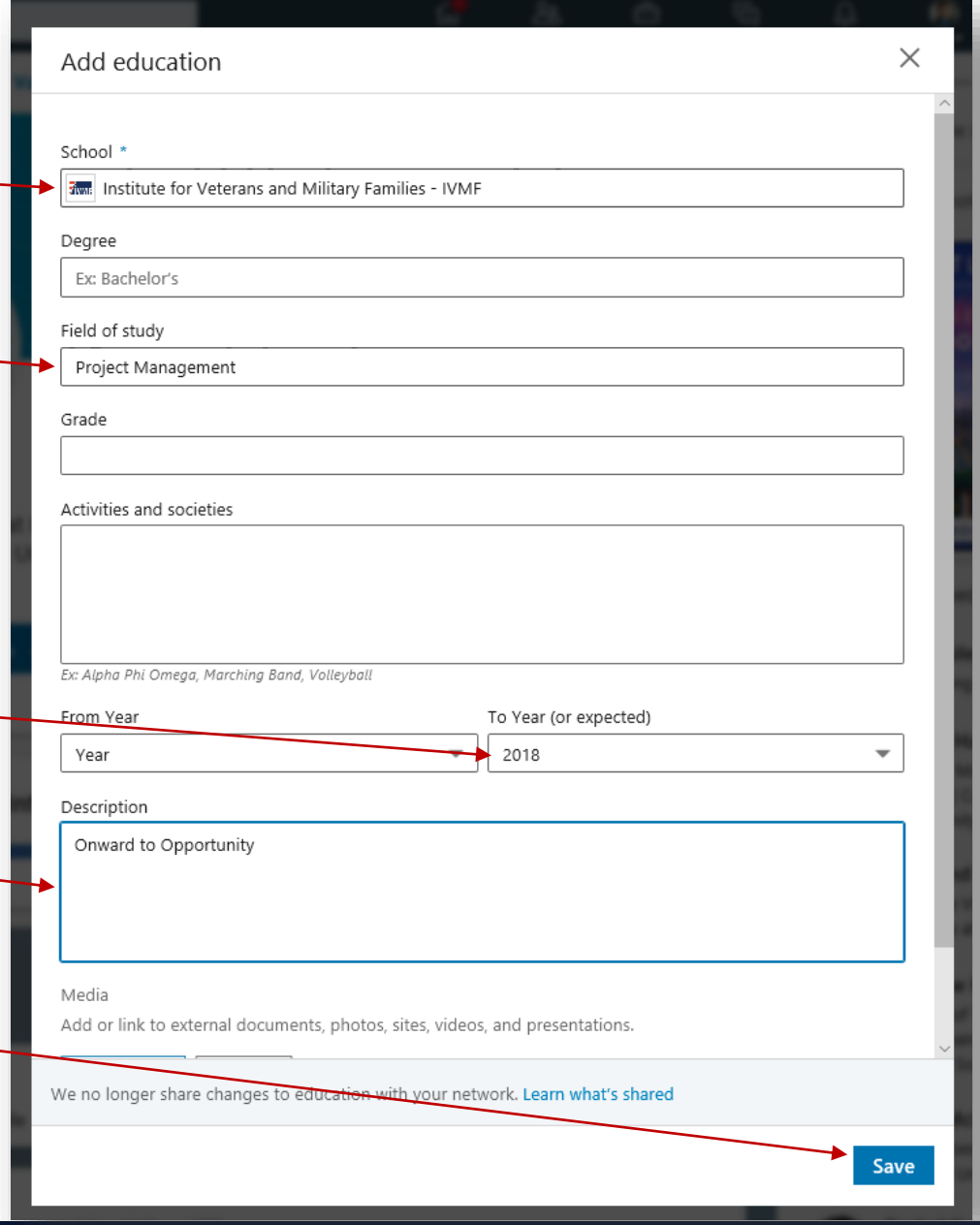
3. When you Login to your LinkedIn Profile click on **Me** icon at top of your LinkedIn homepage.
4. Click **View profile**.



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



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**



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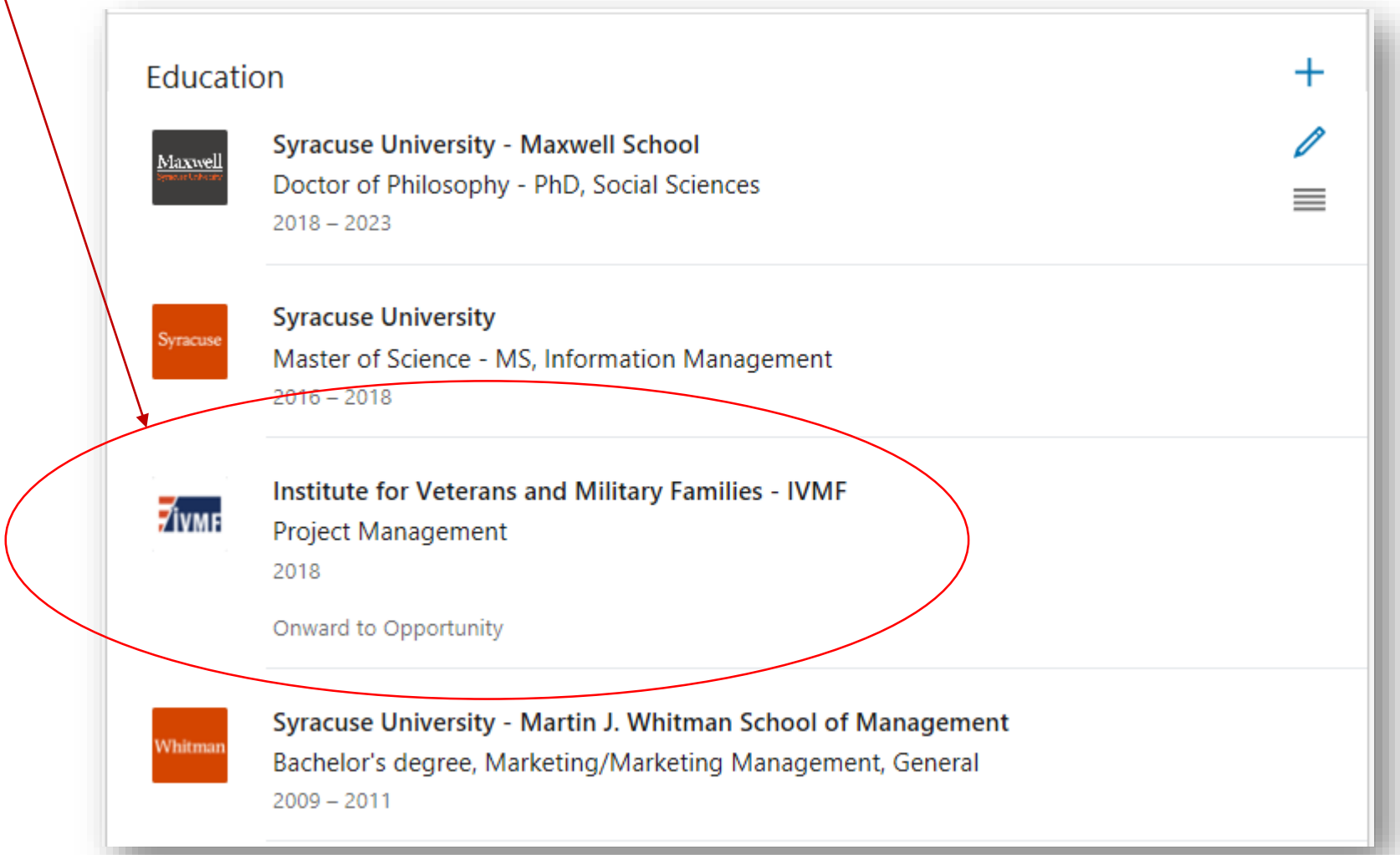
15. Finished Look

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



Manually Adding Licenses & Certification to Your LinkedIn Profile

Licenses & Certifications

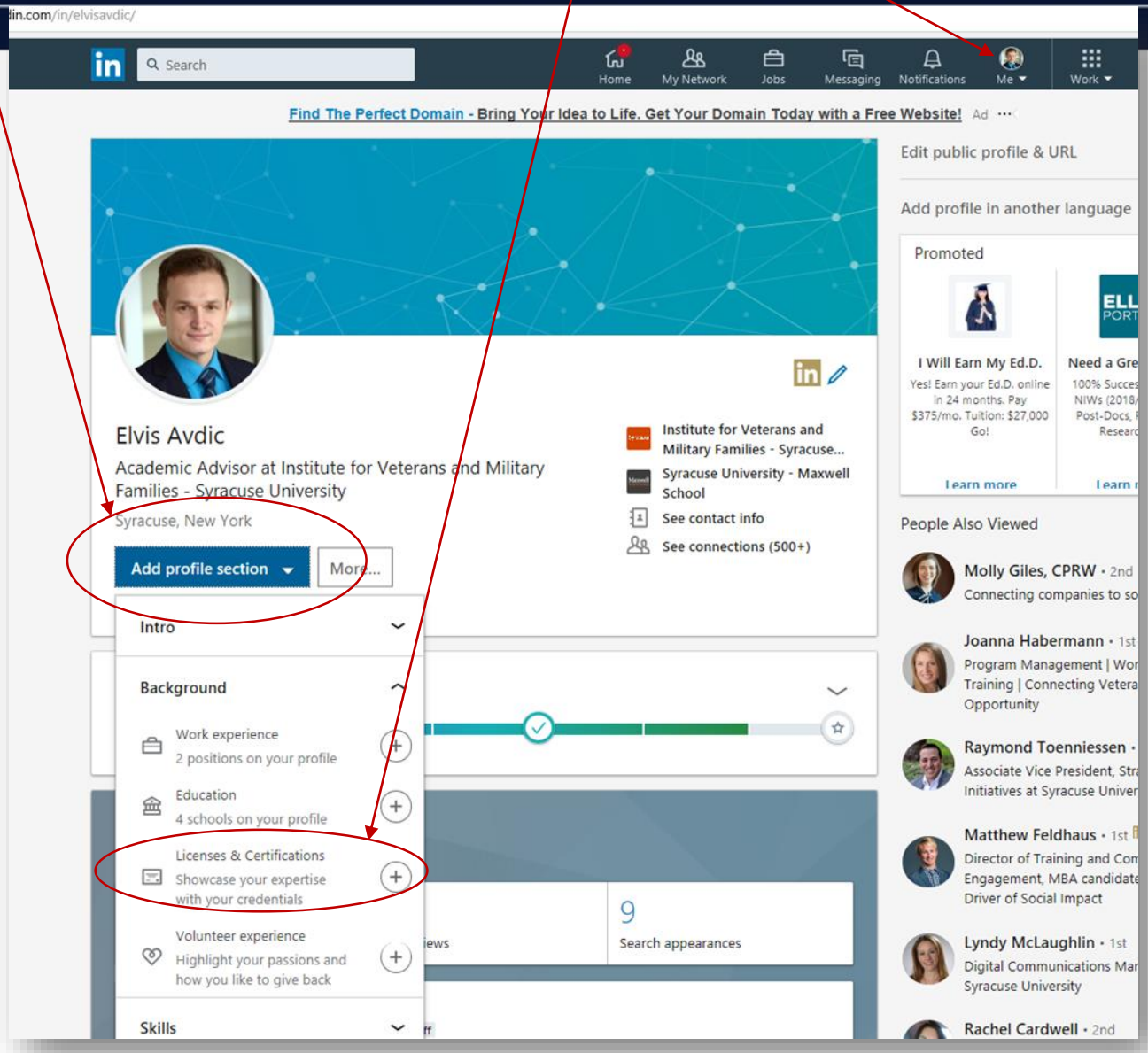
If you complete a course or certification with one of the LinkedIn partners, they'll send you an email that allows you to automatically add this accomplishment to your profile following these steps:

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**.

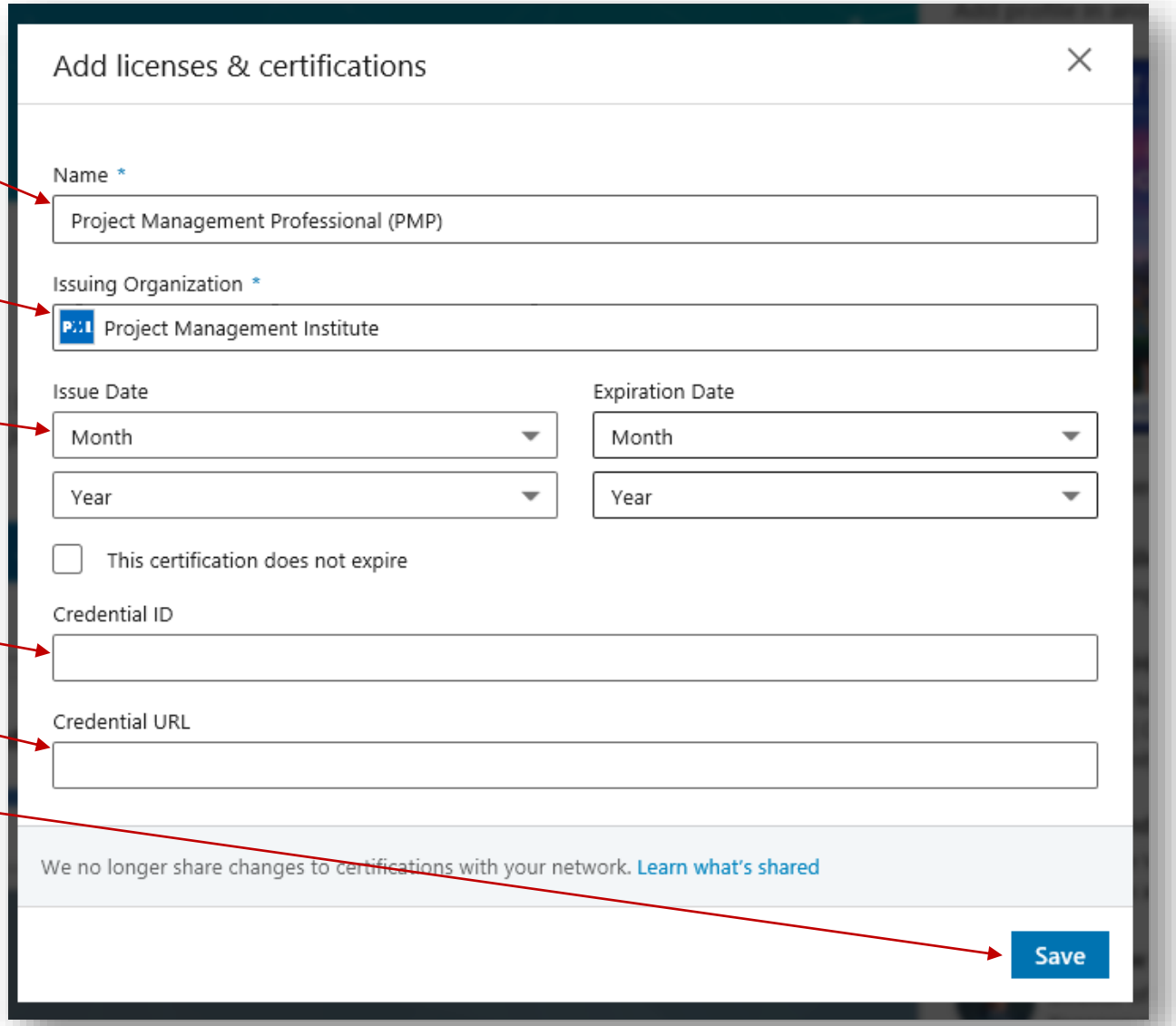
Your certification will then appear under the **Certifications** section of your profile. If you have any questions about the certification email, including its content, please reach out to the LinkedIn partner organization.

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**



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**



Thank You