

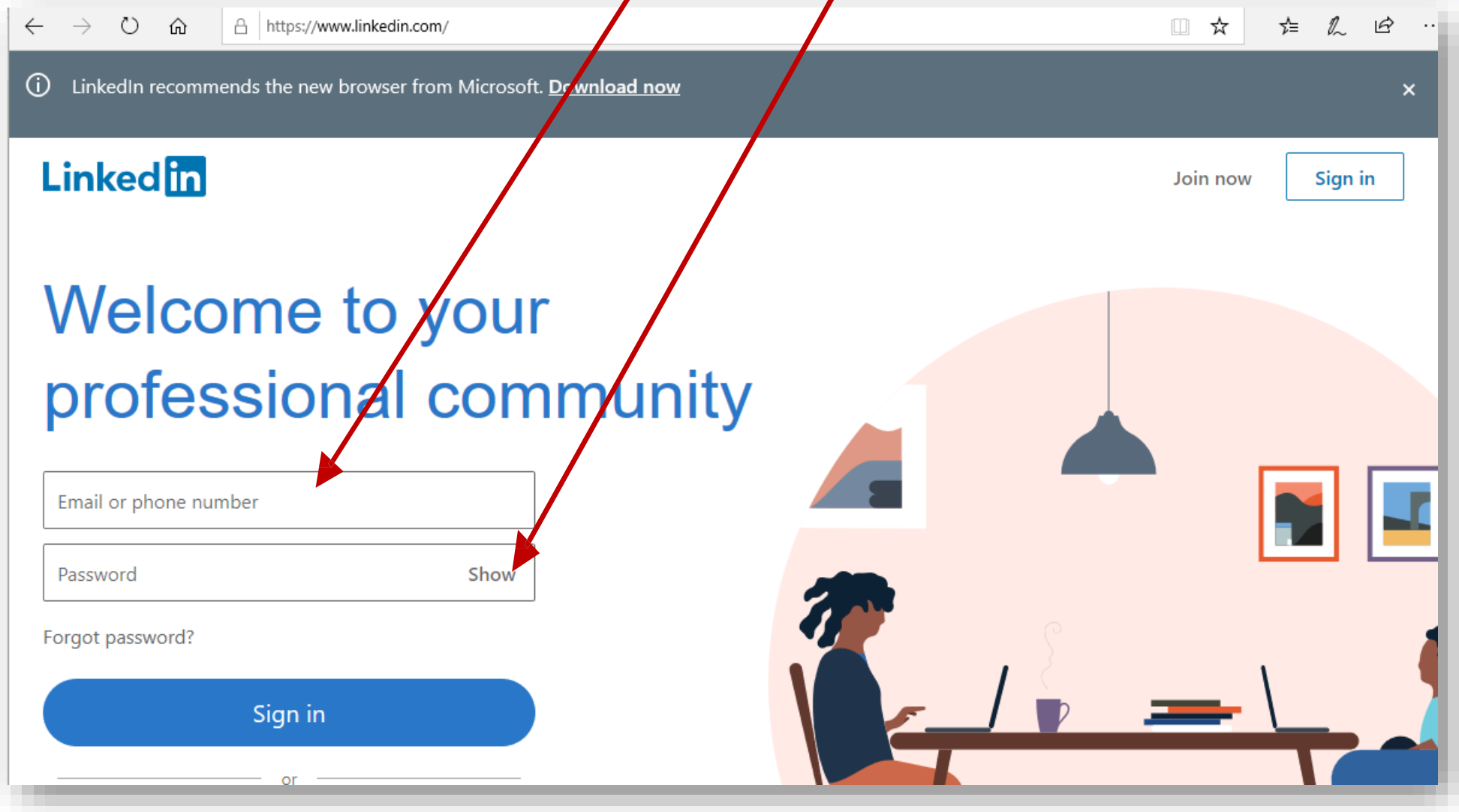
O2O Guide on Adding IVMF to Your LinkedIn Profile



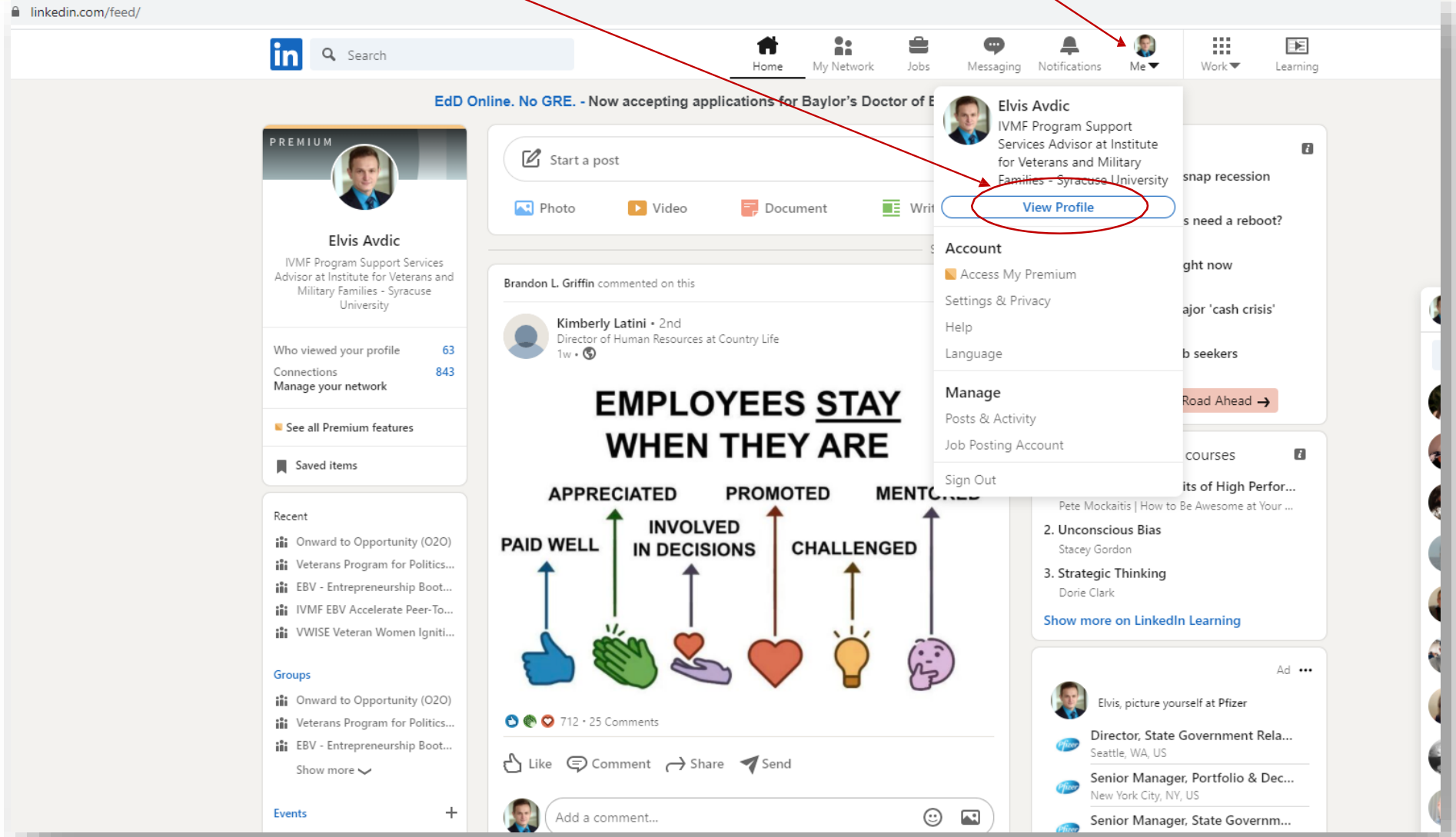
Table of Content

- **Section I – page 3 - 7**
 - ❑ Adding IVMF to Your LinkedIn Profile (Education Section)
- **Section II – page 8 - 11**
 - ❑ Manually Adding Licenses & Certification to Your LinkedIn Profile

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

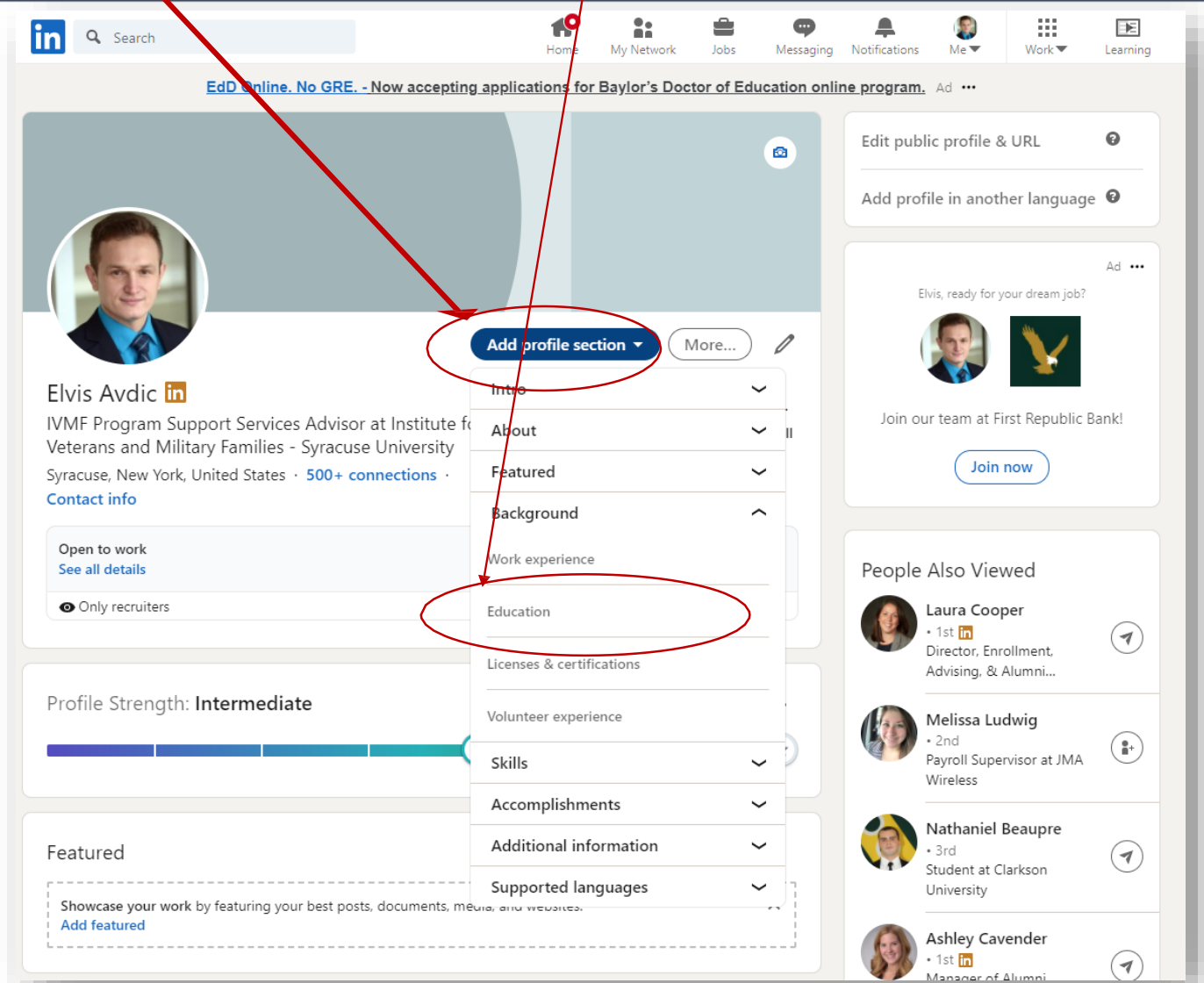


3. When you Login to your LinkedIn Profile click on  Me icon at top of your LinkedIn homepage.
4. Click View profile.



The screenshot shows the LinkedIn homepage with the 'Me' icon in the top navigation bar. A dropdown menu is open, showing the user's profile picture and name, 'Elvis Avdic', followed by their title, 'IVMF Program Support Services Advisor at Institute for Veterans and Military Families - Syracuse University'. The 'View Profile' button is highlighted with a red circle. Other options in the menu include 'Account', 'Access My Premium', 'Settings & Privacy', 'Help', 'Language', 'Manage', 'Posts & Activity', 'Job Posting Account', and 'Sign Out'. The main feed area shows a post by Brandon L. Griffin with the text 'EMPLOYEES STAY WHEN THEY ARE' and a diagram illustrating factors for employee retention: PAID WELL, INVOLVED IN DECISIONS, CHALLENGED, and MENTORED. The diagram uses icons of a thumbs up, hands, a heart, and a lightbulb to represent these factors. The left sidebar shows the user's profile card with their name, title, and statistics (63 views, 843 connections). The right sidebar shows a list of recommended courses and a section for 'Elvis, picture yourself at Pfizer' with job recommendations.

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**

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

- School ***: A text input field containing "Institute for Veterans and Military Families - IVMF".
- Degree**: A text input field with placeholder text "Ex: Bachelor's".
- Field of study**: A text input field containing "Project Management".
- Start Year**: A dropdown menu with "Year" selected.
- End Year (or expected)**: A dropdown menu with "2020" selected.
- Grade**: A text input field.
- Activities and societies**: A large text area with placeholder text "Ex: Alpha Phi Omega, Marching Band, Volleyball".
- Description**: A text area containing "Onward to Opportunity".
- Share with network**: A toggle switch labeled "On" which is currently turned on. Below it is a link: "If enabled, your network may be informed of job changes, education changes, and work anniversaries. [Learn how these are shared and when](#)".
- Save**: A blue button at the bottom right of the form.


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


- Arrow 7 points to the **School** field.
- Arrow 9 points to the **Field of study** field.
- Arrow 12 points to the **End Year (or expected)** dropdown.
- Arrow 13 points to the **Description** field.
- Arrow 14 points to the **Save** 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

 **Institute for Veterans and Military Families - IVMF**
Project Management
2020
Onward to Opportunity

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

[Show 2 more education](#) ▾

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 IVMF Program Support Services Advisor at the Institute for Veterans and Military Families - Syracuse University. The profile is set to "Open to work" and is visible to "Only recruiters". The profile strength is "Intermediate".

Red arrows and circles highlight the steps to add a license or certification:

- A red arrow points from the "Me" icon in the top navigation bar to the profile picture.
- A red arrow points from the "Add profile section" button to the "Licenses & certifications" option in the dropdown menu.
- A red circle highlights the "Licenses & certifications" option in the dropdown menu.

The dropdown menu includes the following options:

- Intro
- About
- Featured
- Background
- Work experience
- Education
- Licenses & certifications
- Volunteer experience
- Skills
- Accomplishments
- Additional information
- Supported languages

The right sidebar shows promoted content and a list of people also viewed, including Laura Cooper, Melissa Ludwig, Nathaniel Beaupre, and Ashley Cavender.

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