

How to Purchase your CM2-C or CM2-P Digital Badge

Congratulations on completing your CM2 certification! Fort Hays State University and the Institute for Process Excellence have partnered to provide you with the opportunity to obtain a digital badge, which can be shared on your professional web profiles, social media, or in your email signature.

To obtain your digital badge, follow the steps below.



[Watch a step-by-step video tutorial of this process!](#)

- 1 Create an account on FHSU's Modern Campus portal at <https://professional.fhsu.edu>.

To create an account, select Login > Learner Login in the upper-right corner of the screen.

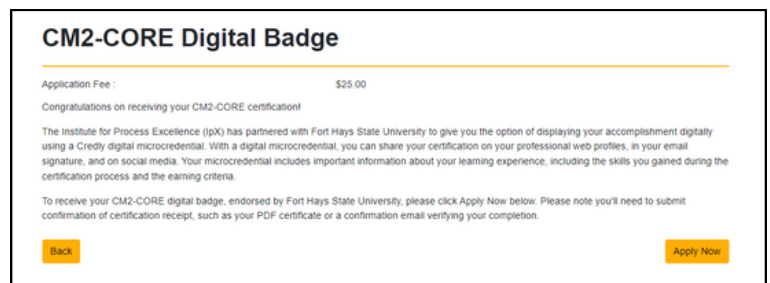
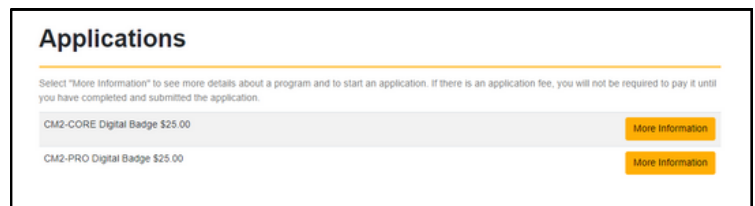
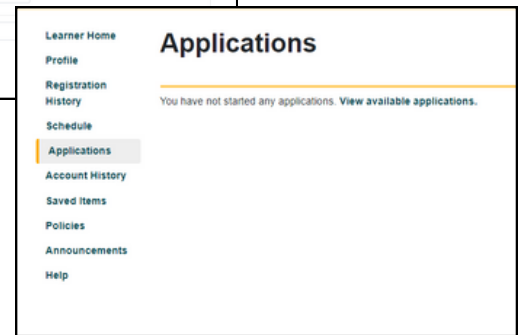
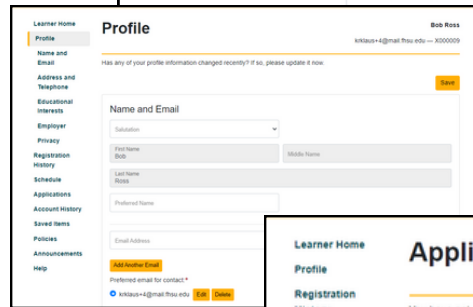
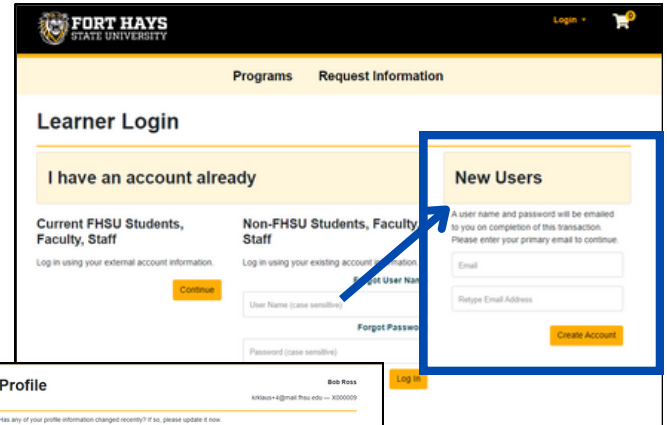
On the Login page, enter your preferred email address in the far-right column, under New Users. Click Create Account.

- 2 You will receive an email from Fort Hays State University (pce@fhsu.edu) to set a password for the account. Follow the prompts, and complete all required information in the Learner Profile.

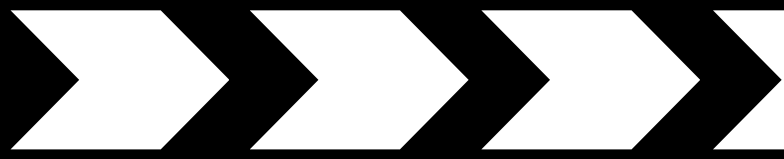
- 3 Once your Learner Profile is complete, select Applications in the left-hand menu of the page, and then select View Available Applications.

- 4 On the Applications page, click More Information next to the digital badge you would like to obtain.

- 5 If you are ready to complete the brief application and pay the associated fee, click Apply Now.



The Application to receive your CM2 digital badge requires you to submit proof of your certification, so have that ready to upload.



- 6 You will be redirected to your profile applications page; click Start to begin the application.
- 7 In the application, indicate the year you earned your certification using the drop-down menu. Upload your proof of certification by clicking Browse and searching your machine for the file. Once you've selected your file, click Upload to attach the file to the application. In the final drop-down menu, indicate whether this is your first digital badge for CM2 or whether you are renewing an expired digital badge.
- 8 When the form is complete, click Submit Application.
- 9 Your application is not officially submitted until you paid the associated fee. When you are redirected to the main application page, you'll see a red notice that will direct you to the checkout page to complete the payment process.
- 10 When in your Cart, follow the prompts to checkout and make payment.

FHSU staff will receive notification of your application submission and verify your certification.

- 11 Your digital badge will be issued via email. The email will come from Fort Hays State University via Credly. You are required to create a Credly account to accept the badge and begin sharing it online.

