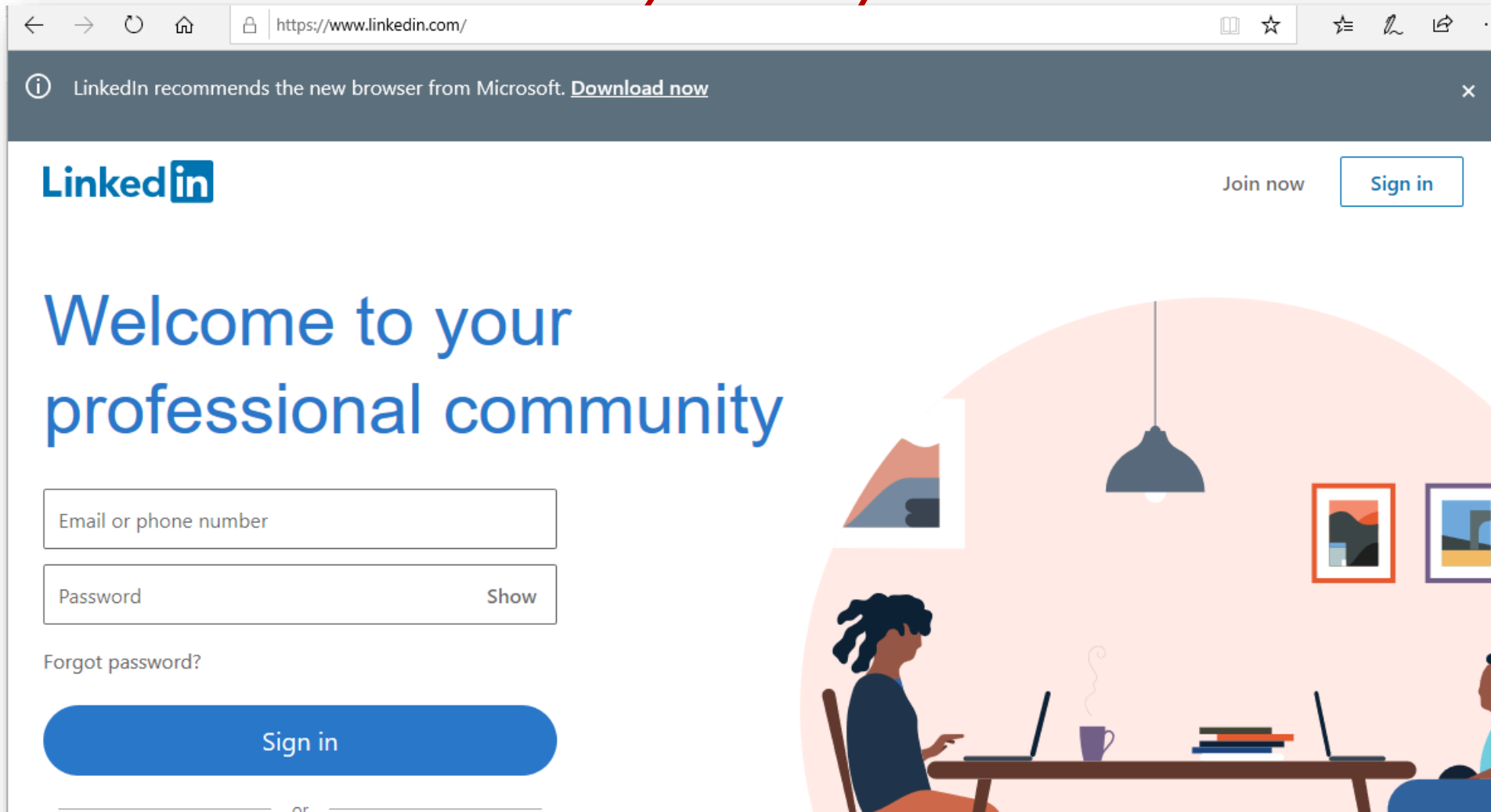


# Guide on Adding IVMF Programs to Your LinkedIn Profile

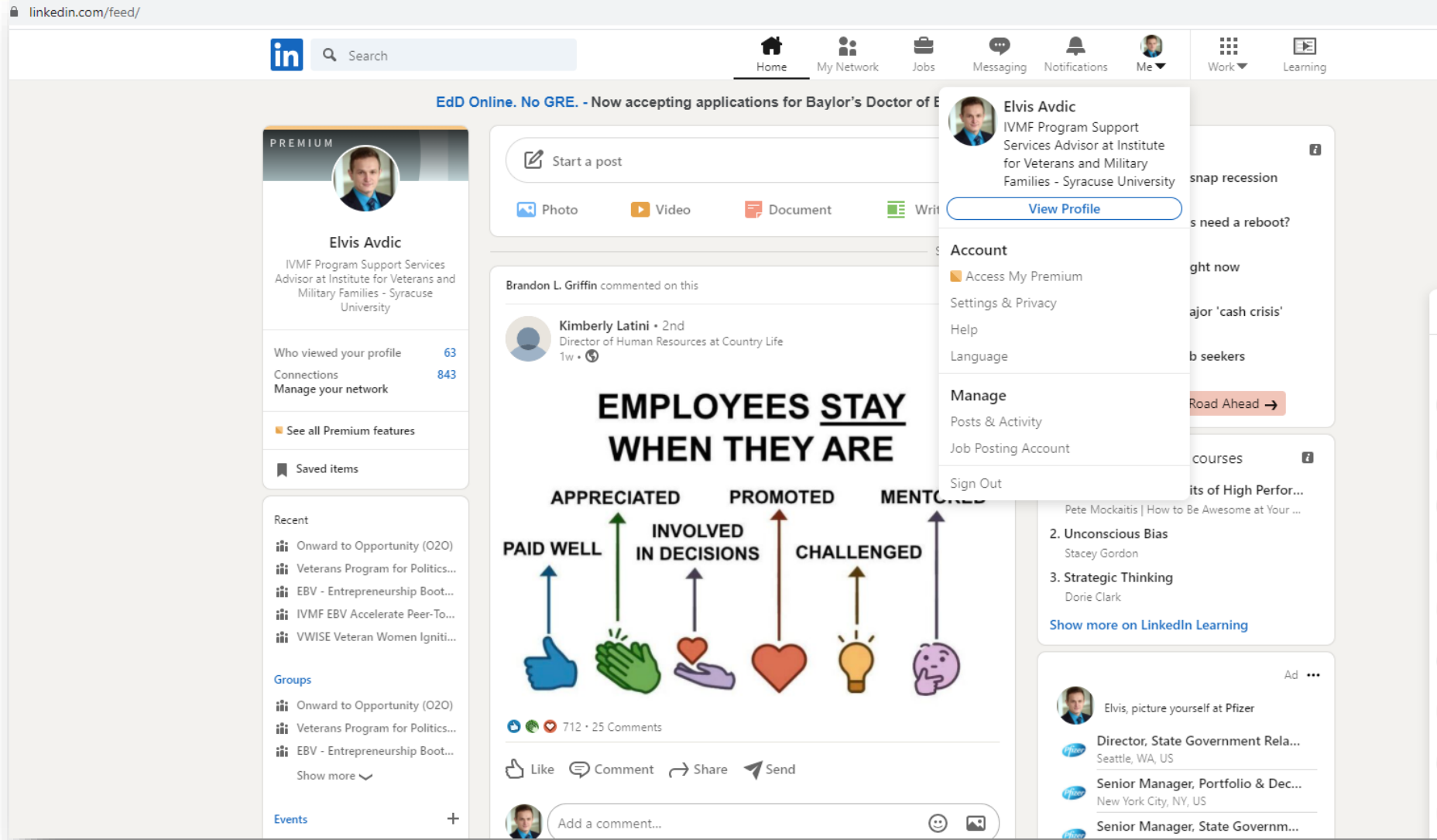
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- **Section II - page 9 - 11**
  - ❑ Manually Adding Licenses & Certification to Your LinkedIn Profile

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



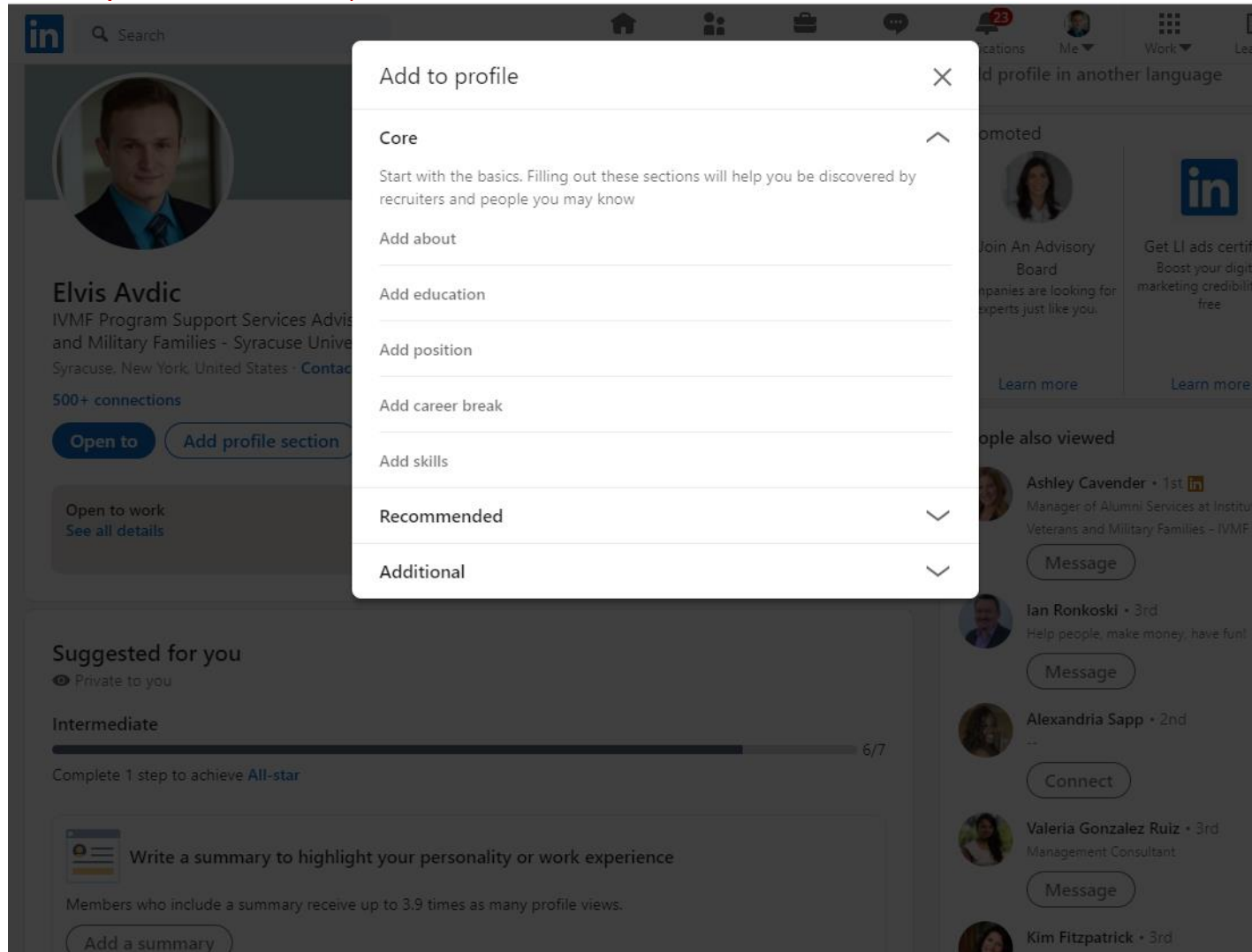
3. When you Login to your LinkedIn Profile click on  Me icon at top of your LinkedIn homepage.
4. Click View profile.



The screenshot shows the LinkedIn homepage for a user named Elvis Avdic. The user's profile is visible on the left, including their name, title (IVMF Program Support Services Advisor at Institute for Veterans and Military Families - Syracuse University), and connection statistics (63 who viewed their profile, 843 connections). A dropdown menu is open from the 'Me' icon in the top navigation bar, showing options like 'View Profile', 'Account', 'Manage', and 'Sign Out'. The main content area features 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, a lightbulb, and a thinking person, with arrows pointing upwards from each icon to the corresponding factor. The post has 712 likes and 25 comments. On the right side, there are recommendations for articles and other profiles.



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**

Add education ✕

School\*

Degree

Field of study

Start date  
Month  Year

End date (or expected)  
May  2022

Grade

Activities and societies  
 0/500

Description

[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**

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

- School\***: Institute for Veterans and Military Families - IVMF
- Degree**: Ex: Bachelor's
- Field of study**: Project Management
- Start date**: Month (dropdown), Year (dropdown)
- End date (or expected)**: May (dropdown), 2022 (dropdown)
- Grade**: (empty)
- Activities and societies**: Ex: Alpha Phi Omega, Marching Band, Volleyball (with a 0/500 character count)
- Description**: Onward to Opportunity

A blue "Save" button is located at the bottom right of the form. Red lines connect the numbered instructions on the left to the corresponding fields in the form.

## 7. Finished Look

*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.*

The image displays two side-by-side screenshots of an 'Education' section in a profile, illustrating how to handle multiple entrepreneurship programs through IVMF or O2O courses.

**Left Screenshot:**

- Syracuse University - Maxwell School**  
Doctor of Philosophy - PhD, Social Sciences  
2018 - 2023
- Institute for Veterans and Military Families - IVMF**  
EBV, Entrepreneurial and Small Business Operations  
May 2022  
Entrepreneurship Bootcamp for Veterans (EBV) is part of IVMF's ARSENAL of entrepreneurship programs
- Syracuse University School of Information Studies**  
Master of Science - MS, Information Management  
2016 - 2018

[Show all 5 education →](#)

**Right Screenshot:**

- Syracuse University - Maxwell School**  
Doctor of Philosophy - PhD, Social Sciences  
2018 - 2023
- Institute for Veterans and Military Families - IVMF**  
Project Management  
May 2022  
Onward to Opportunity
- Syracuse University School of Information Studies**  
Master of Science - MS, Information Management  
2016 - 2018

[Show all 5 education →](#)



# IVMF's ARSENAL Entrepreneurship Programs Full Names

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- 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

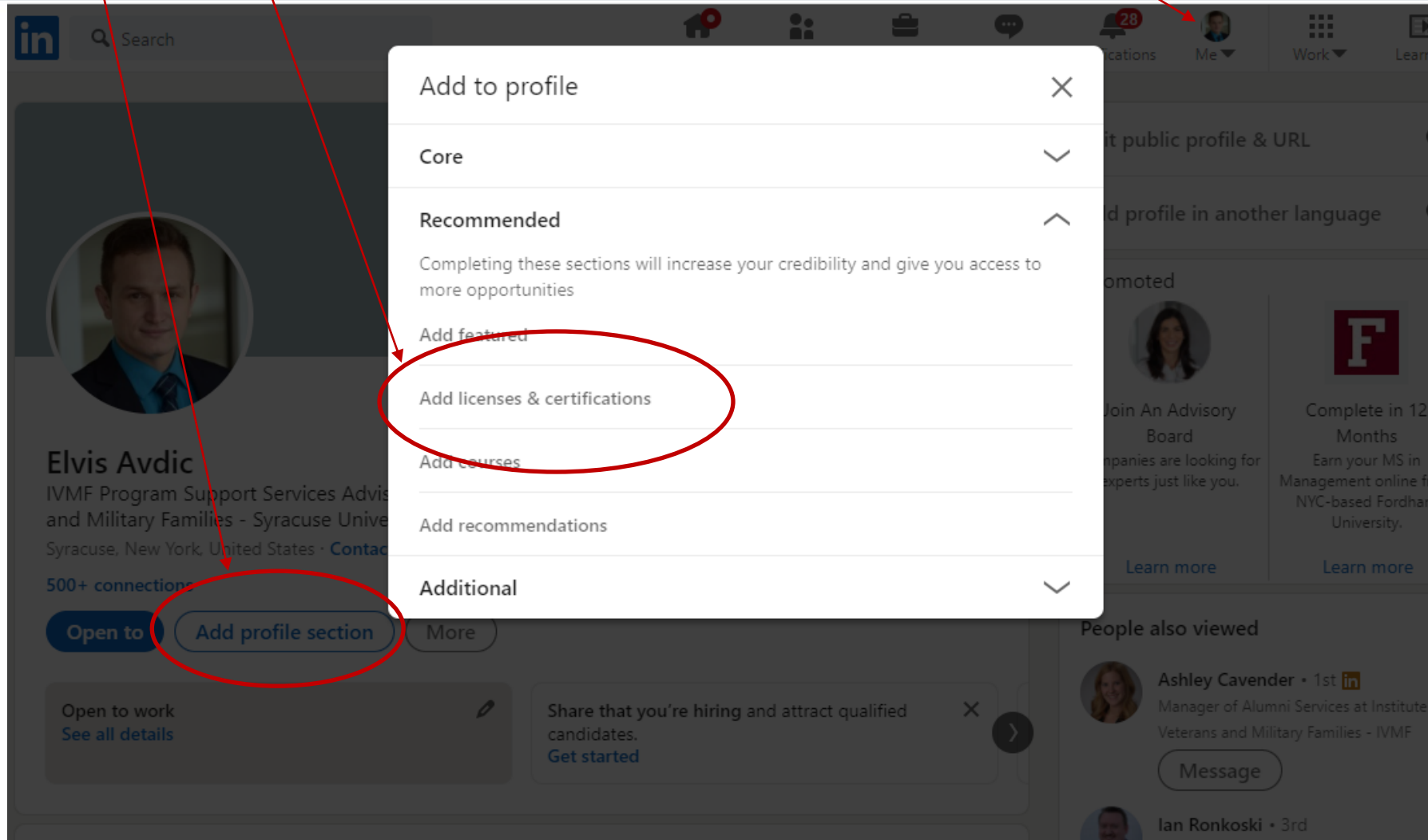
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If you complete a course or certification with one of the LinkedIn partners, they'll send you an email that allows you to automatically add this accomplishment to your profile following these steps:

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.

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

### Add license or certification ✕

\* Indicates required

Name\*

Issuing organization\*

This credential does not expire

Issue date

Expiration date

Credential ID

Credential URL

[Save](#)

Questions: Contact us via [IVMFAlumni@syr.edu](mailto:IVMFAlumni@syr.edu)