

Updating HR Certifications

1

CREDLY

Login to the Credly website. PERS-3 will only accept the official CREDLY cert, not the badge transcript.

FIND YOUR CERT

Click on your GPHR, SPHR, or PHR badge

2

3

SHARE

Click the "Share" button

PRINT

In the Publish box, click "Download Certificate" with an icon of a printer to the left.

4

5

PDF

Click "Download PDF"

SAVE

Save the PDF to your desktop

6

7

EMAIL

Email the PDF to Ms. Christy Mosby (christy.m.mosby.civ@us.navy.mil) with your detailer cc'd.

The HR Team will coordinate with PERS-3 to update your record.