

USP - University Skills Passport

Badge Set Up Process

Instructions:

- 1** Complete an activity set up form which can be found on www.universityofgalway.ie\usp. Completed forms to be returned to USP@universityofgalway.ie
- 2** Review and sign off the sample badge certificate output generated by the USP Administrator.
- 3** Once agreed the USP Admin will complete the system set up of your badge.
- 4** Contact USP@universityofgalway.ie once the activity is completed to receive instructions on how to upload the student data.
- 5** Once the data is uploaded, the USP Admin will issue the badge to the student. The student will receive a link to their badge and certificate to their University of Galway email. The achievement will also be visible on their USP-University Skills Passport.