

## STEPS FOR OBTAINING A VERIFIED CERTIFICATE



In addition of taking the course for free and increasing your knowledge on different topics related to economic and social development, the edX platform allows you to earn a **Verified Certificate**, if you obtain **a minimum score of 65 out of 100 points** in the course questionnaires, forums, and activities. If you achieve the minimum score required, you can download your approval certificate directly from your edX (dashboard) account. **Remember, certificates will not be mailed to your home address.**

The **Verified Certificate (Certificate of Achievement)** shows that the course has been successfully completed and verifies the student's identity. This allows you to prove to schools and employers that you passed the course, which may be useful to validate academic programs and when applying for a job or promotions. You can print this certificate and/or share it online with schools and employers. **The cost of the certificate is US\$ 25. Please note, the Verified Certificate's payment is managed through edX. For details on the payment methods, please follow the information provided by edX team in the next pages. To that end, the IDB is not responsible for the collection or management of the certificate's payment.**

When you register for a verified certificate you will be asked to submit your photo and a photo of an official ID through the use of a webcam; therefore, in order to obtain the verified certificate you must have:

- 1. A webcam on your computer**
- 2. A Credit/Debit Card or PayPal account**
- 3. An official identification document (ID)**

## Steps for Obtaining a Verified Certificate

Once you have registered to the course, and decided to obtain a verified certificate for US\$ 25, you have until **the week before the course end date** to do so. Once the term of payment of the certificate expires, it is no longer possible to pay/ obtain it in any way in the future. To carry out this process, log in to your edX account and go to “**Courses**”, which is on the left side of the home screen, and follow these steps:

- 1 Click on **Upgrade to Verified (Certificate of Achievement)**, which appears below the course you are registered.



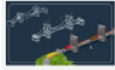
- 2 **Payment Method:** The platform will take you to a screen where you have the option to update your registration. To make the US\$ 25 payment and obtain the verified certificate, you have 2 options: 1) Payment with a credit or debit card or 2) Payment through a PayPal account. To pay with a credit/debit card, choose **Checkout**; if you want to use PayPal, choose **Checkout with PayPal**.

**2.1 Pay with a Credit or Debit Card:** Click on **Checkout**, then enter all of the required information in the corresponding boxes. Make sure the home address you enter into the billing information form is the same you have registered for your bank account. Once you have completed the form, click on “**Pay**”. Remember that edX only accepts payments with the cards shown in the “**Payment Detail**” section.

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Earn a valuable certificate to showcase the skills you learn in



**Project Management Techniques for Development Professionals - IDBx (IDB6.1x)**

\$25.00

Apply a coupon code

Total: \$25.00



### Billing Information

\* Required field

First Name \*

Last Name \*

Address \*

City \*

Country \*

Zip/Postal Code \*

Email \*

### Your Order

Total amount **\$25.00**

### Payment Details

Card Type \*

VISA Visa     MasterCard **→**

Amex     Discover

Card Number \*  **→**

Expiration Date \*   **→**

**→**

Once you submit the payment information, edX will take you to a payment confirmation screen, you should keep the information displayed there for your personal records; then click on **“Verify now”** to continue with the verification process (3<sup>rd</sup> point).

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**2.2 Pay with PayPal:** Click on **Pay with PayPal**. After this step, enter your PayPal account and proceed with the payment.

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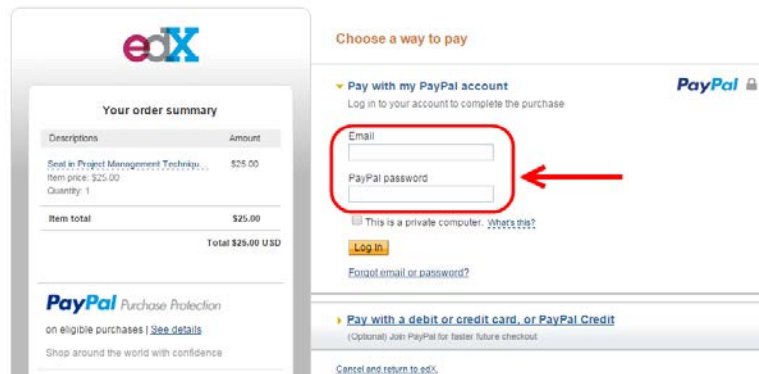
**\$25.00**

[Apply a coupon code](#)

**Total: \$25.00**

Checkout

Checkout with PayPal 




**edX**

**Your order summary**


Descriptions	Amount
Seed in Project Management Techniques...	\$25.00
Item price: \$25.00	
Quantity: 1	
<b>Item total</b>	<b>\$25.00</b>
<b>Total</b>	<b>\$25.00 USD</b>

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**Choose a way to pay**

**Pay with my PayPal account**   
Log in to your account to complete the purchase

Email

PayPal password  

! This is a private computer. [What's this?](#)

[Log in](#)


[Forgot email or password?](#)

**Pay with a debit or credit card, or PayPal Credit**  
(Optional) Join PayPal for faster future checkout

[Cancel and return to edX](#)

**3**

**3. Verify your Identity:** Once your payment has been processed, edX will ask you to confirm your identity in the system. In order to verify your identity the platform requires your photo and your official personal photo ID. To ensure you are the person carrying out the activities and obtaining the minimum score, your identity would be verified throughout the course. To complete this process, follow these steps:

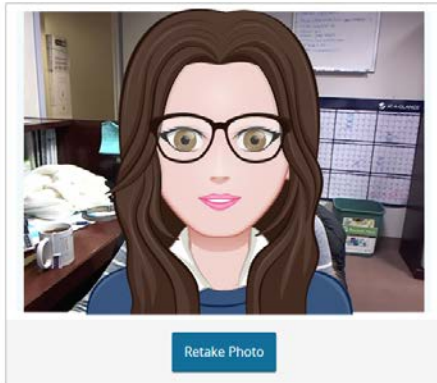
**3.1 Personal Photo ID:** Click on **Next: Take photo**. Using your webcam and following the "tips to take a successful photo" on the right side of the screen, take a photo by clicking on . Once your photo is ready, click on **Next: Take a photo of your ID**.

# STEPS FOR OBTAINING A VERIFIED CERTIFICATE



## Take Your Photo

When your face is in position, use the camera button (📷) below to take your photo.



### To take a successful photo, make sure that:

- Your face is well-lit.
- Your entire face fits inside the frame.
- The photo of your face matches the photo on your ID.

To use the current photo, select the camera button (📷). To take another photo, select the retake button (🔄).

### Why does edX need my photo?

As part of the verification process, you take a photo of both your face and a government-issued photo ID. Our authorization service confirms your identity by comparing the photo you take with the photo on your ID.

### What does edX do with this photo?

We use the highest levels of security available to encrypt your photo and send it to our authorization service for review. Your photo and information are not saved or visible anywhere on edX after the verification process is complete.

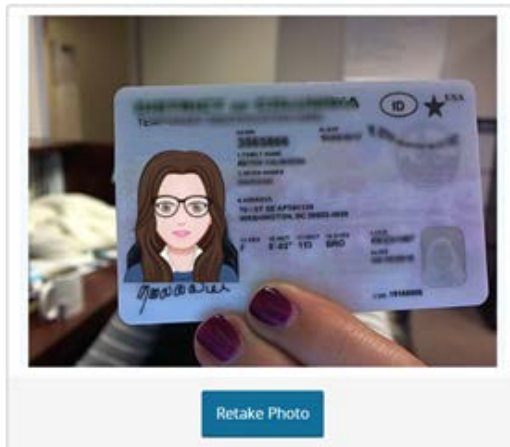


Next: Take a photo of your ID

**3.2 Official Photo ID:** Following the same steps to take your photo, take a photo of your personal ID. Make sure your photo and full name are clearly visible. Click on **Next: Review your information.**

## Take a Photo of Your ID

Use your webcam to take a photo of your ID. We will match this photo with the photo of your face and the name on your account.



You need an ID with your name and photo. A driver's license, passport, or other government-issued IDs are all acceptable.

### Tips on taking a successful photo

- Ensure that you can see your photo and read your name
- Make sure your ID is well-lit
- Once in position, use the camera button (📷) to capture your ID
- Use the retake photo button if you are not pleased with your photo

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Next: Review your info



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**3.3 Reviewing your information:** Before completing the process, review your information one more time. If you need to change any of the photos, click on **Take your photos again**.

Review Your Photos

Make sure we can verify your identity with the photos and information you have provided.



**Photo requirements:**

- Does the photo of you show your whole face?
- Does the photo of you match your ID photo?
- Is your name on your ID readable?
- Does the name on your ID match your account name:

[Edit Your Name](#) ←

Make sure that the name that appears in the "Photo Requirements" section is the same as the one that appears on your personal photo ID. If you need to make a change, click on **Edit your Name**.

**Photo requirements:**

- Does the photo of you show your whole face?
- Does the photo of you match your ID photo?
- Is your name on your ID readable?
- Does the name on your ID match your account name: Mariana Reyes Valbuena?

[Edit Your Name](#) ←

Photos don't meet the requirements? [Retake Your Photos](#)

Once you have verified your photos and personal information, click on **Confirm** to be registered as a verified student in the course.

Congratulations! You are now verified on edX!

You are now enrolled as a verified student for:

Course	Status
Project Management Techniques for Development Professionals	Starts: Apr 26, 2016

[Go to your Dashboard](#)