**Email Template:**
Keeping badges after leaving school / college / university

**Recipient:**
Badge earner that is losing access to their school / college / university email address
**How:** Sent by learning provider
**Why:** to help earners keep their digital badges for future use

**How to use this template:**
Text highlighted yellow denotes information you should add in before sending.
Text highlighted red is for your information only and should be removed before sending.

**Subject:** Leavers: Keep Your Digital Badges!
**From:** Learning Provider Email

We are getting in touch as you are soon due to leave [insert school / college / university name] and take the next steps in your journey.

During your time with us you earnt a collection of digital badges to recognise your skills, experience and knowledge, and we want to make sure you keep a record of your hard work.

Your digital badges were issued to your [insert school / college / university name] email address which you will soon lose access to. If you used this email address to create your account on Navigatr– the badge platform where our badges are stored – when this email address is closed you will no longer be able to log into your account to use your badges, change your password, or update your email address.

We want to make sure you keep your badges for future use when writing CVs, cover letters, job applications or further courses. Please see the information below to support you with how to retain access to your Navigatr account and what you can do with your badges while you take the next steps in your journey.

**ESSENTIAL:**
Your earners must complete the below step to retain access to their badges when they leave your organisation. Please do not remove this from your email.

**Add a personal email address to your Navigatr account**
This is an easy way to retain access to your account and badges for future use, and means you can continue adding to your collection should you encounter another organisation that issues badges via Navigatr.

You must do this as soon as possible before your email address is shut down to avoid losing your badges. [Please see this step-by-step guide](https://navigatr.atlassian.net/servicedesk/customer/portal/6/article/343343105?src=-1306602618) for adding a personal email address to your Navigatr account to support you with this.

**OPTIONAL TO INCLUDE:**
The below information may not be relevant to your students, please feel free to remove items that you think will confuse them or not be useful.

**Add badges to your CV**
This is a great way to show potential employers what you’ve been up to above and beyond your course. [Here is a guide](https://navigatr.atlassian.net/servicedesk/customer/portal/6/topic/2f5c89f6-a893-4173-b464-4651b1ddb6c4/article/347471873) for adding badges to your CV.

**Add badges to your LinkedIn profile**
This can increase your profile views and helps to quickly demonstrate your experience outside of study. [Here is some further information](https://navigatr.atlassian.net/servicedesk/customer/portal/6/article/325287937?src=-1952283600) on how to add your badges to LinkedIn.