

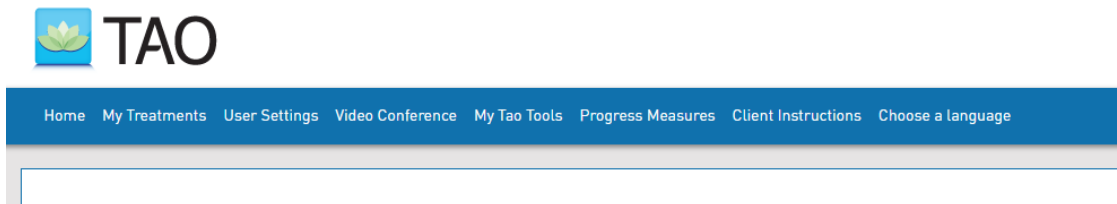


Instructional Guide on how to use the badges feature in TAO

After completing an entire module (all sessions must be completed in the specific module), you will receive badges. It may take up to 1-2 minutes before the badges will be awarded. It does not notify you that you have received a badge and you must check in the following area to see your completed badges.

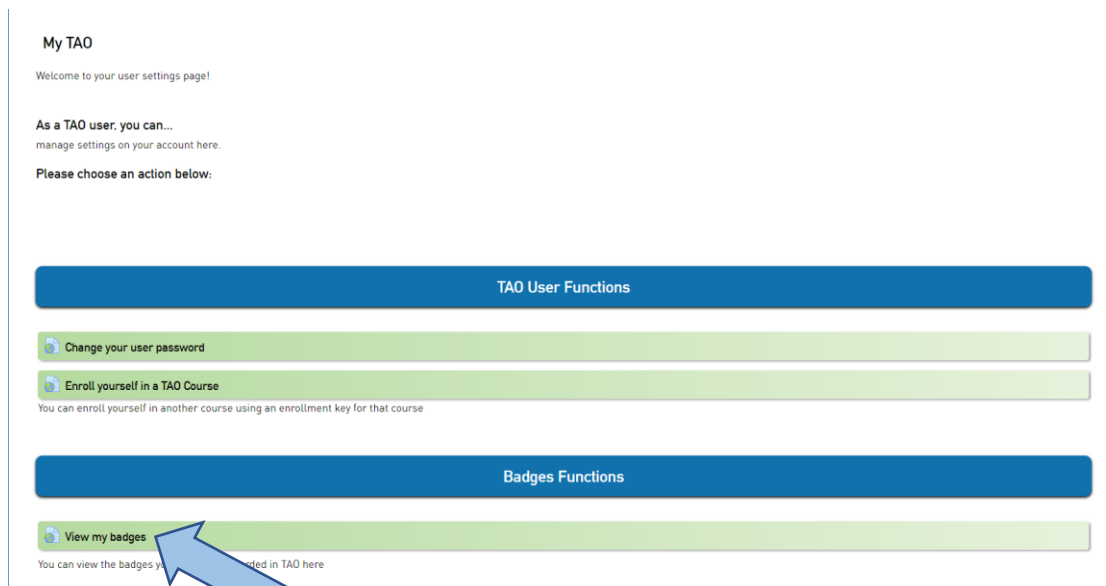
Navigate to the following tab in the client platform:

USER SETTINGS TAB







Scroll down to the Badges function.

BADGES FUNCTIONS



Select the View My Badges.

Here you will see your entire collection of badges. You can also send badges to the appropriate person through two mechanisms: download and email or print and give in person. If printing, there is a print icon in the top right-hand corner as pictured. This prints all the badges awarded to you.

My Badges (All) 					
Badge	Badge ID	Name	Description	Course ^ v	Issue Date ^ v
	6b97796bd51356d7928eb06dda182e127f1db06	Introduction to Acceptance and Commitment Therapy	Awarded for completing Let Go and Be Well (Acceptance and Commitment Therapy) module "Introduction to Acceptance and Commitment Therapy"	Acceptance and Commitment Therapy Treatment	Nov 27th, 2018 15:11
	b918fb3d5770ba1a3284e99b26e9cd5455ec1c1	Fusion and Defusion	Awarded for completing Let Go and Be Well (Acceptance and Commitment Therapy) module "Fusion and Defusion"	Acceptance and Commitment Therapy Treatment	Nov 27th, 2018 15:17
	ad7f12b2b1d24336713c59ba16301e0b9d99f0446	Thinking Mind vs. Observing Mind and Acceptance	Awarded for completing Let Go and Be Well (Acceptance and Commitment Therapy) module "Thinking Mind vs. Observing Mind and Acceptance"	Acceptance and Commitment Therapy Treatment	Nov 27th, 2018 15:24

To print or download individual badges, click the hyperlinked badge ID to open the selected badge.

