



Your OSS Digital Credential

Quick Start Guide

A practical guide to opening, understanding, verifying, downloading, sharing, and using your official Order of the Sword & Shield National Honor Society digital credential package.

This guide explains:

- how to access your credential
- what each document in your package means
 - how verification works
- how to use your credential professionally and on LinkedIn

Order of the Sword & Shield National Honor Society
SecurityHonorSociety.org

1. Getting Started

Your OSS digital credential provides ongoing online access to your official membership materials and verification information. Use the link in your credential email to open your personal credential page.

Step 1: Open Select the credential link in your email and open your secure credential page.	Step 2: Review Browse the documents, badge, and supporting materials included in your package.
Step 3: Verify Use the credential link or QR code when a school, employer, or third party requests verification.	Step 4: Download & Save Download any document in PDF format for your personal, academic, or professional records.
Step 5: Share & Use Add your credential to LinkedIn, share your badge, and use your documents where appropriate.	Step 6: Keep Your Link Save your credential email or bookmark your credential page for future access.

Important Note

Your credential page is your primary online source for the most current version of your OSS membership materials. If a document is updated or expanded in the future, your credential page remains the best place to retrieve it.

2. Understanding Your Identifiers

OSS Member ID	Your permanent OSS membership number. This identifies you as a lifetime member of the Society.
Credential ID	The unique identifier for the digital credential record itself. It helps validate the specific digital credential you received.
Verification Link / QR Code	These allow employers, schools, and other authorized parties to confirm the authenticity of your credential online.

3. What Is Included in Your Credential Package?

Your digital credential package may contain several OSS membership documents and recognition materials. The exact package may vary slightly by member type or credential configuration, but the following items represent the standard OSS package.

Membership Certificate	Your formal certificate of membership in the Order of the Sword & Shield National Honor Society. This is the primary ceremonial recognition document.
Digital Membership Badge	A visual digital badge that can be shared online, posted to professional networks, or used in digital portfolios and recognition posts.
Welcome & Recognition Letter	A formal welcome letter acknowledging your membership and recognition by the Society.
Letter of Membership and Good Standing	A formal letter confirming your active membership status. This is especially useful when a school, employer, or other organization asks for written confirmation.
Official Membership Record	A concise official record showing core membership data such as your name, member ID, induction date, chapter or affiliation, and current membership standing.
Member Achievement Transcript	A developing record of your OSS membership-related recognitions, service, or other documented achievements maintained by the Society.
Induction Announcement / Press Release	A formatted announcement recognizing your induction. This may be useful for personal sharing, chapter publicity, or institutional recognition.

Why This Matters

Your digital credential package serves two purposes at once: it recognizes your membership and also provides a practical, verifiable record you can use when documentation is needed.

4. Using Your Credential Professionally

Your OSS credential may be used in academic, professional, and recognition settings. Below are the most common and appropriate uses.

Résumé / CV	List your OSS membership under Honors, Professional Affiliations, Leadership, or Recognitions, depending on the context.
Applications	Use your official documents or verification link when a graduate school, scholarship, employer, or agency requests evidence of honors, membership, or service.
Email Signature / Bio	When appropriate, you may reference your OSS membership in a brief professional bio or electronic signature.
Social Media / Professional Networks	Share your badge, induction announcement, or recognition where a public announcement is appropriate.

5. Adding OSS to LinkedIn

You may add your credential to LinkedIn's **Licenses & Certifications** section. Use the credential title, issuing organization, issue date, credential ID, and credential URL from your digital credential record.

What LinkedIn Typically Displays

LinkedIn usually shows a standard credential entry rather than the full badge artwork. The badge graphic is best shared separately as a LinkedIn post or other visual announcement.

Suggested LinkedIn entry:

Name: Order of the Sword & Shield Membership

Issuing Organization: Order of the Sword & Shield National Honor Society

Expiration: Does not expire

Credential ID: Use the ID shown on your credential record

Credential URL: Use the verification URL from your credential page

6. Final Reminders

Keep Your Credential Accessible

Save your credential email, bookmark your credential page, and retain downloaded PDFs where appropriate. Your credential page remains your best long-term source for retrieving and verifying your OSS membership materials.

Use Documents Appropriately

Use the certificate and recognition materials for display and recognition. Use the Official Membership Record, Letter of Membership and Good Standing, and verification link when formal confirmation is needed.

Need Assistance?

For questions about your membership, digital credential, verification, or document access, please contact:

Order of the Sword & Shield National Honor Society

National Office

Membership@ossnhs.com

SecurityHonorSociety.org

Thank you for your membership in the Order of the Sword & Shield National Honor Society.