Instructions for printing 2015 PRC certificates

Following are instructions for printing students' completion certificates. Please follow them carefully to ensure all students are acknowledged for their success in the PRC. Gold and platinum certificates will be posted to your school, with students' names already printed. It is recommended that completion certificates be printed on A4 paper.

1. Log on to the PRC website
2. Go to: Reports > School Reports > Challenge Completion Certificate
3. Select Year '2015'
4. Select 'All Grades' for small cohorts or one grade at a time for large cohorts (you may have to select '2015' each time)
5. Select 'Generate'
6. Select 'Open'
7. Scroll through the PDF file and ensure each student's name is spelt correctly. To correct spelling of student names:
   - Public schools – in the student's ERN record, amend 'Preferred Family Name' and/or 'Preferred Given Name' fields. Allow at least 24 hours for the amendment in ERN to synchronise with the PRC website.
   - Non-government schools – in PRC website, select menu item 'Students', search for student, correct name in Student Details and select 'Update'. The update will occur instantly.
8. Save the PDF file if you would like to return to it or print it later
9. If you are printing onto specific paper, insert the paper into the printer
10. Ensure printer is set to 'print one-sided'
11. Ensure printer is set to 'print colour' if you will be printing the certificates in colour
12. Print the PDF file (you may choose to print the first 3 pages as a test)