

Instructions for printing 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.

1. Logon to the PRC website
2. Go to: Reports > School Reports > Challenge Completion Certificate
3. Select Year '2014'
4. Select 'All Grades' for small cohorts or one grade at a time for large cohorts (you may have to select '2014' 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:
 - DEC schools – in the student's ERN record, amend 'Preferred Family Name' and/or 'Preferred Given Name'. Allow at least 24 hours for the amendment to synchronise with the PRC website.
 - Non-DEC schools – go to the link Students, search for student, correct name in Student Details and select Update. The change will update instantly.
8. Save the PDF file if you would like to return to it or print it later
9. Ensure no one else will print to the printer whilst you are printing certificates
10. If you are printing onto specific paper, insert the paper into the printer
11. Ensure printer is set to 'print one-sided'
12. Ensure printer is set to 'print colour' if you will be printing the certificates in colour
13. Print the PDF file (you may choose to print the first 3 pages as a test)

THE ARTS UNIT

Cnr The Boulevard & Toothill Street, Lewisham NSW 2049

Locked Bag 3003 Summer Hill NSW 2130

E prc@det.nsw.edu.au