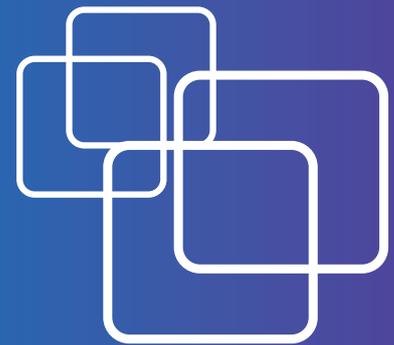




# Highfield Central

# User Guide

## E-CERTIFICATES



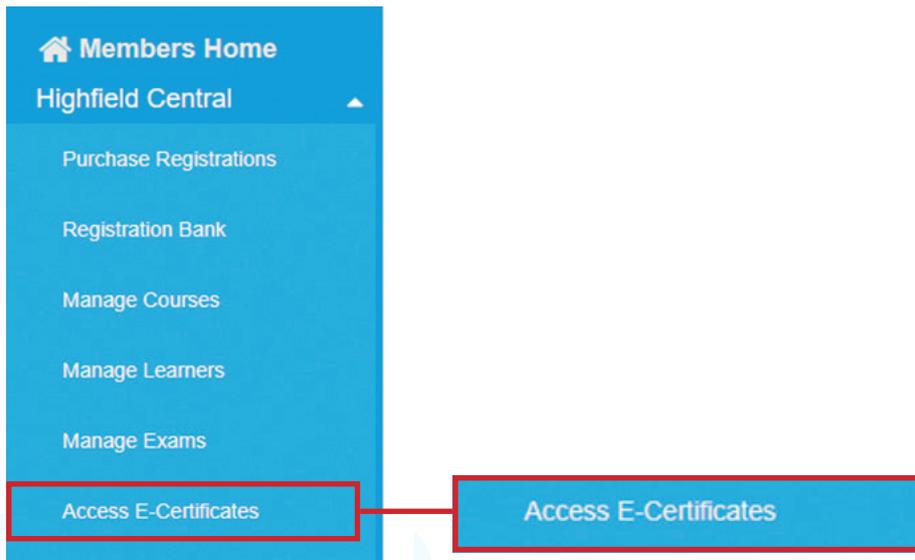
**Highfield**

Qualifications®

# Accessing e-certificates

- 1 From the main page of the members area, select the '**Highfield Central**' option on the left-hand side of the screen:

Once you have done this, select '**Access E-Certificates**' from the list.



- 2 You will be provided with the below screen.

From here you can search by a full cohort using the course ID, or by individual learner using either their learner registration number or candidate details then select '**Search**' from the bottom of the page.

**Please note:** try not to input too much information in this section as it can be confusing when it comes to searching.

## Access e-certificates

Please enter your filter criteria

Learner Reg Number	<input type="text"/>
Course ID	<input type="text"/>
Cohort Tags	<input type="text"/>
Category	All Categories <input type="button" value="v"/>
Qualification	All Qualifications <input type="button" value="v"/>
Course Tutor	All Tutors <input type="button" value="v"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Date Of Birth	<input type="text"/>
Start Date From	<input type="text"/>
To	<input type="text"/>

Press Search Please enter your filter criteria and press the "Search" button in order to load results

This will then bring up a list of learners on that course if being searched for by a cohort or just the single learner dependent on your previous search criteria.

Tick the box (to the left-hand side) of the learner/s you wish to generate certificates for and select the green tab '**Generate E-Certificates**'.

- 3 A pop up screen will appear asking you to select a logo if your centre has one, and a signature, if your centre has one on file. Select '**Generate Certificates**' and at that stage it will then download the e-certificates as PDF's within a ZIP file to your chosen download folder.



You will also be able to generate them directly from the course, once you have received notification via email that your course results are available online, simply log into the members area and view the course as you would normally.

- 4 At the very bottom of the screen under the actions tab you will see a tab headed as '**Generate E-Certificates**'.



**Please note:** not all of the below options may be viewable on your course, depending on which course it is.

Please ensure you select the box/s at the side of the learners you wish to access e-certificates for and select the '**Generate E-Certificates**' option.

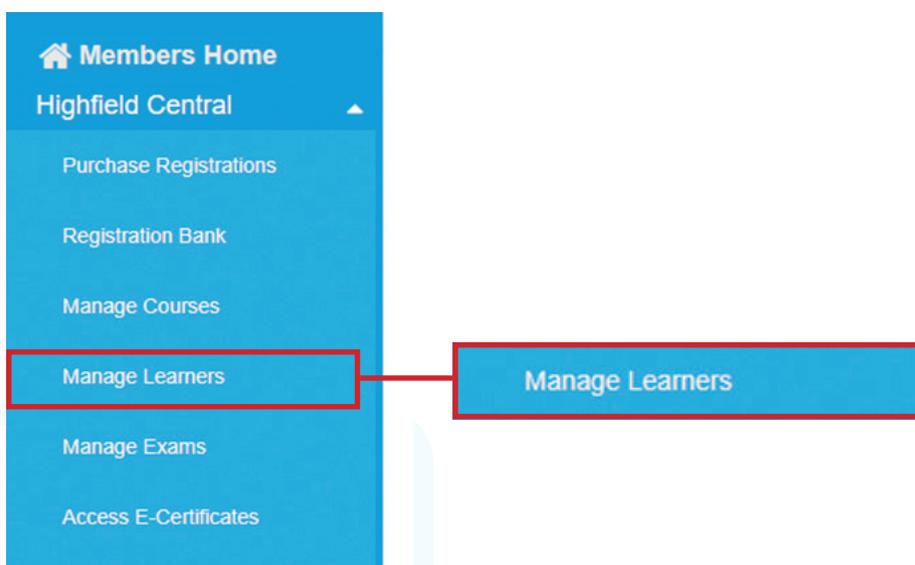
Selecting this will then take you back to the previously listed screen (*displayed in point 3*).

# Accessing e-certificates - on programme

- 1 Learners registered on programmes that don't have a course attachment can be accessed in a very similar way, through the **'Manage Learners'** page.

From the main page of the members area, select the **'Highfield Central'** option on the left-hand side of the screen:

Once you have done this, select **'Manage Learners'** from the list.



- 2 Search for the learner using the below search criteria boxes.

## Manage Learners

Please enter your filter criteria

Learner Reg Number	<input type="text"/>
Course ID	<input type="text"/>
Cohort Tags	<input type="text"/>
Category	All Categories ▾
Qualification	All Qualifications ▾
Course Tutor	All Tutors ▾
Last Name	<input type="text"/>
First Name	<input type="text"/>
Date Of Birth	<input type="text"/>
Start Date From	<input type="text"/>
To	<input type="text"/>

Press Search Please enter your filter criteria and press the "Search" button in order to load results

Search

And select **'Search'** at the bottom.

- 3 Click the **plus** (to the left-hand side) next to the learner's name which will expand down to the award that the learner is registered against. Select the **2nd head and shoulders icon** at the side of the award name which will then take you into the learner's award page.

Learner Reg Number	Last Name	First Name	Middle Name	D.O.B	Gender	Centre Name	Centre Num
HABC1688910	Bob	Bob		01/01/1980	Not-specified	HABC test centre chris austin	96

Award ID	Course UID	Qualification Name	Registration Date	Result	Award Date	Option Papers Requested
PSD2273438		Highfield Level 1 Award in Personal Development for Employability (RQF)	24/01/2019			

- 4 Under the **'Actions'** section, once the learner's award and notification has been released there will be an **'Access E-Certificates'** option which will take you to this screen.

### Generate e-certificates



Logo:

Signature:

Include Unit Certificates:

Highfield House  
Heaven's Walk  
Lakeside  
Doncaster  
DN4 5HZ

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**Web:** [www.highfieldqualifications.com](http://www.highfieldqualifications.com)



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