

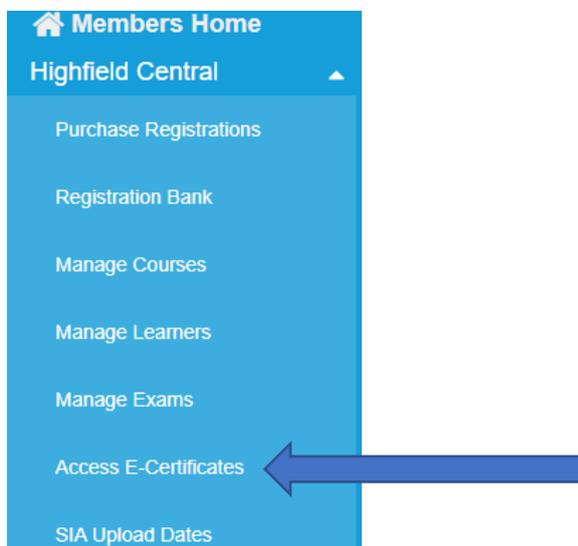


## Highfield Qualifications – Guide to e-certification

You can access e-certificates via the below routes.

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.



At this stage you will see the below screen:

### 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	<input type="text" value="All Categories"/>
Qualification	<input type="text" value="All Qualifications"/>
Course Tutor	<input type="text" value="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"/>

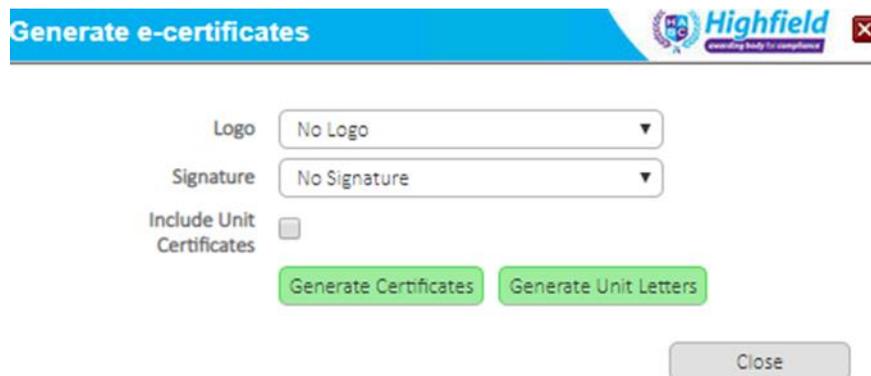
**Press Search** Please enter your filter criteria and press the "Search" button in order to load results

From here you can either search by a full cohort using the course ID or individual learner (using either their learner registration number or candidate details). Please try not to input too much information on this section as it can be confusing when it comes to searching. Once done, select search from the bottom of the page.

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 Certificates.

It will then produce a pop-up screen asking you to select a logo (should your centre have one) and signature (again, if you have one on file). Then select Generate. It will then download the e-certificates as PDFs within a ZIP file to your chosen download folder.



You will also be able to generate certificates direct 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.

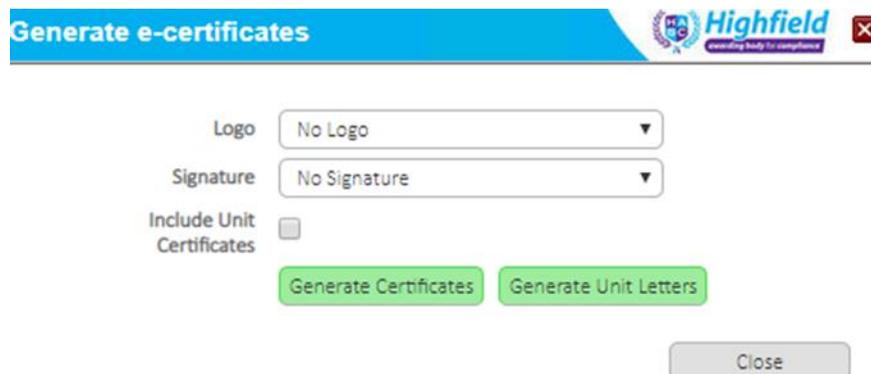
At the very bottom of the screen under the Actions tab you will see a tab headed as Generate e-certificates.



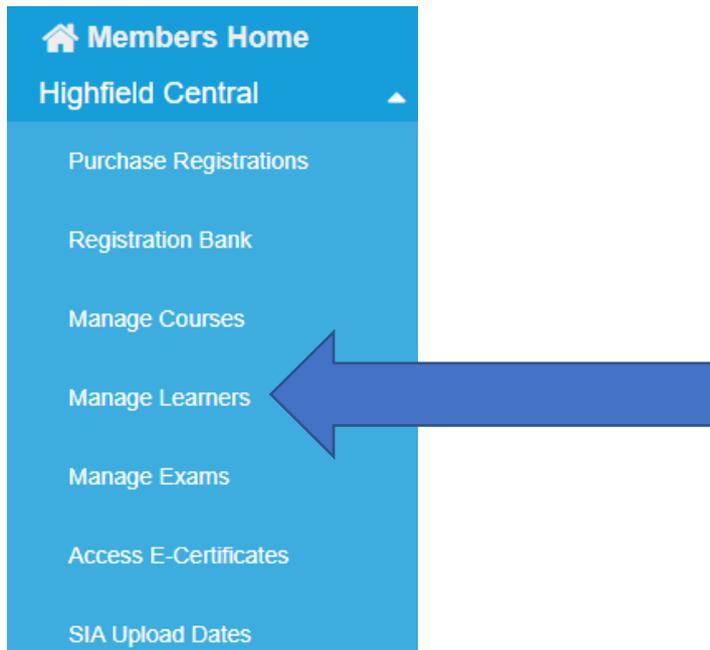
Please note not all of the below options may be viewable on your course, depending on which course it is.

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:



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



Search for the learner by using the search criteria boxes below.

## Manage Learners

**Please enter your filter criteria**

Learner Reg Number

Cohort Tags

Category

Qualification

Last Name

First Name

Date Of Birth

Start Date From

To

Order By

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

And select Search at the bottom:

	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
	<b>Award ID</b>	<b>Course UID</b>	<b>Qualification Name</b>		<b>Registration Date</b>	<b>Result</b>	<b>Award Date</b>	<b>Option Papers Requested</b>
<input type="checkbox"/>	PSD2273438		Highfield Level 1 Award in Personal Development for Employability (RQF)		24/01/2019			

Click the plus icon to the left-hand side of the learner name, which will then expand down to the award that learner is registered against. Then select the second head and shoulders icon at the side of the award name, which will then take you into the learners' award page.

Again, once the learners award has been released and notification released, there will again be an Access E-Certificates option under the Actions section, which will again take you to this screen:

## Generate e-certificates



Logo

Signature

Include Unit Certificates

With that, the process is complete. However, should you have any problems, please don't hesitate to get in touch with us.