



CREST

CREST Online Manual

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1. How to Log in and register your school for CREST

1.1 Steps for new teachers and new schools not registered for CREST

1. Go to the CREST Online website (www.csiro.au/crestonline)

CSIRO

CREST ONLINE

CSIRO Home - CSIRO Education - CREST Home - CREST Online

New user | Log on

Log on
New user
Forgotten password
FAQ
Contact us

LOG ON

To access CREST Online please enter your Username and password

Username*:
Password*:
CAPTCHA*:

This connection is not secure.
Logins entered here could be compromised. [Learn More](#)

Enter the code shown above:

(Note: If you cannot read the numbers in the above image, reload the page to generate a new one)

* Indicates mandatory field

Log On Cancel

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2. Select **New User** from the left hand bar and complete the details requested. (You will then be emailed a password to login to the CREST Online with your username).
3. Check your email for the password and Login to CREST Online with your username and password.
4. Once logged in select the **Change Password** option on the left hand bar and change your password.

CSIRO

CREST ONLINE

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Welcome, lisa.brindley@csiro.au | Log off

WELCOME TO CREST ONLINE

On this site you can:

- register your school to use CREST
- link yourself and other contacts to your school
- enter details for your CREST projects
- make online payments
- download and order CREST stock from us.

If you have queries about how to use CREST Online, please click on the FAQ menu item, which links to answers to some common CREST questions.

Alternatively, please contact us by email using the '[Contact Us](#)' link.

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5. When logged in select **Register School** from the left hand bar. Use the search function to search for your school. Select your school from the list that comes up in the search. (**Note:** If your school doesn't appear it may not be in our database and you should contact the CREST Office using the Contact option on the left hand side bar).

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CREST ONLINE

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REGISTER SCHOOL

Enter the name and state of the school you would like to register for

search school

School Name*:
Suburb/Town:
State*:

* Indicates mandatory field

Search Cancel

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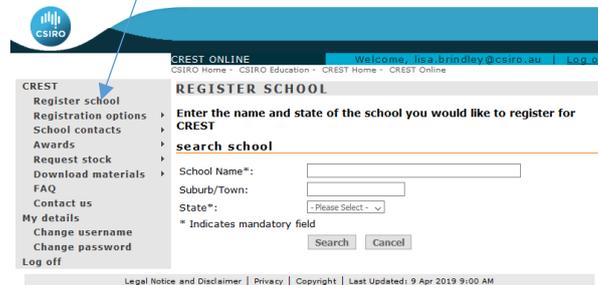
6. Select the registration type that your school requires and payment options appropriate for your school.
 - Credit Card - Enter the credit card details if paying by credit card and submit. A receipt can be printed at time to confirm payment.
 - Invoice - An invoice will be sent to the school for the school to pay if payment requested this way.
7. Visit the **Download Materials** section on the left hand bar to familiarize yourself with the different levels of CREST. You will be able to download the teacher handbook and student resources needed to complete an award.

1.2 Steps for new teachers at schools previously registered for CREST

1. Go to the CREST Online website (www.csiro.au/crestonline)

2. Select **New User** from the left hand bar and complete the details requested. (You will then be emailed a password to login to the CREST Online with your username).
3. Check your email for the password and Login to CREST Online with your username and password.
4. Once logged in select the **Change Password** option on the left hand bar and change your password.

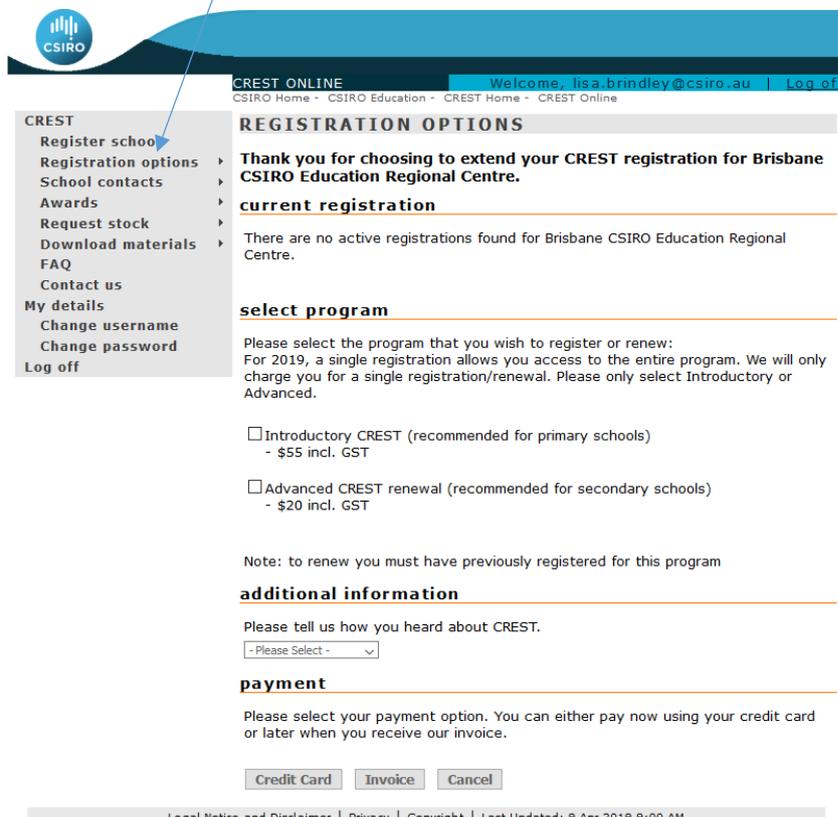
- When logged in select **Register School** from the left hand bar. Use the search function to search for your school. Select your school from the list that comes up in the search. (**Note:** You will need the **Key Contact** person for your school to link your username to the school, the key contact person will be listed once you find your school name if you are unsure who it is). Have the key contact follow section 2 to link you to the school.



- When you have had your username linked to the school. Visit the **Download Materials** section on the left hand bar to familiarize yourself with the different levels of CREST. You will be able to download the teacher handbook and student resources needed to complete an award.

1.3 Steps for teachers renewing the school registration for CREST

- Go to the CREST Online website (www.csiro.au/crestonline)
- When logged in select **Registration Options** from the left hand bar.

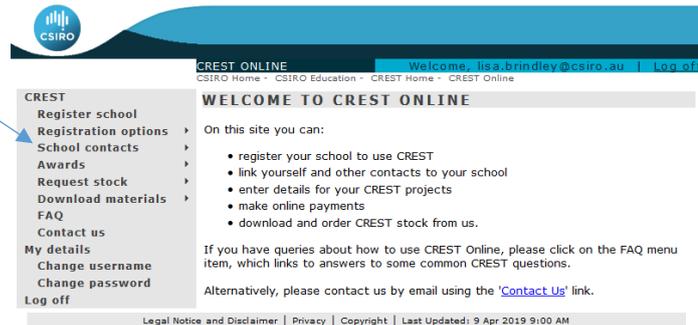


10. Select the registration option that suits the school and select the payment method required. You can pay by credit card online or request an invoice to be sent to you. If paying by credit card, you can print a receipt after payment has processed.

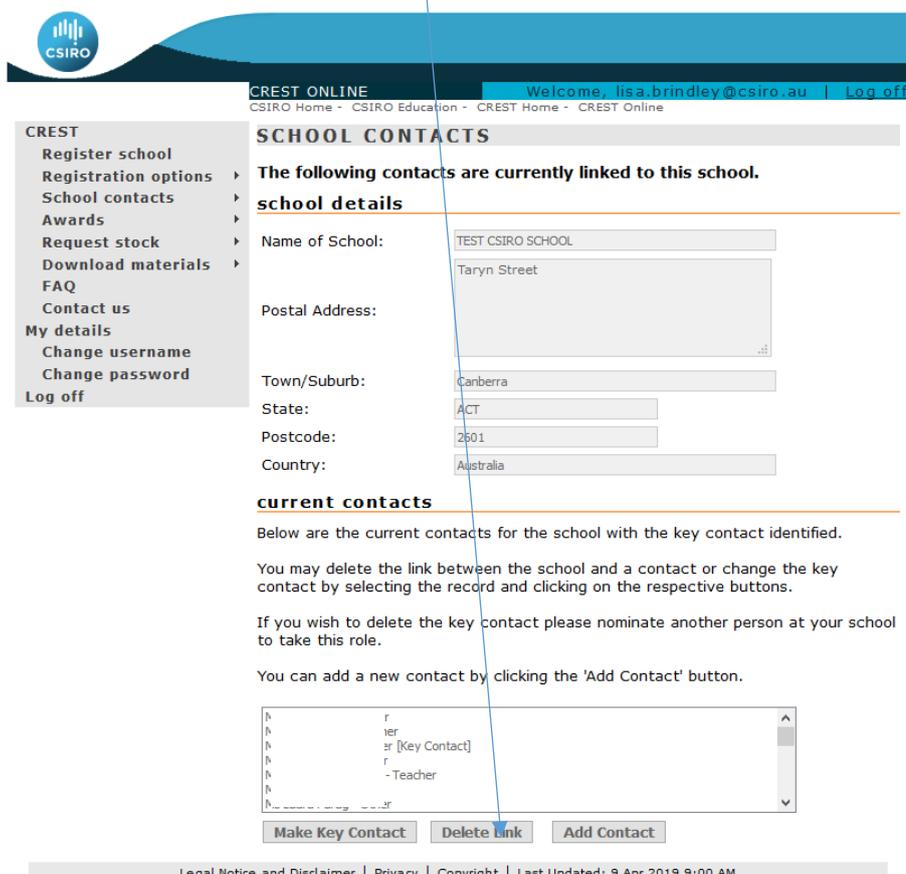
1.4 Steps for teachers who have changed schools for CREST

1.4.1 New school not registered

1. Go to the CREST Online website (www.csiro.au/crestonline)
2. Delete your link to the school you were at by logging into CREST Online, go to **School Contacts**.

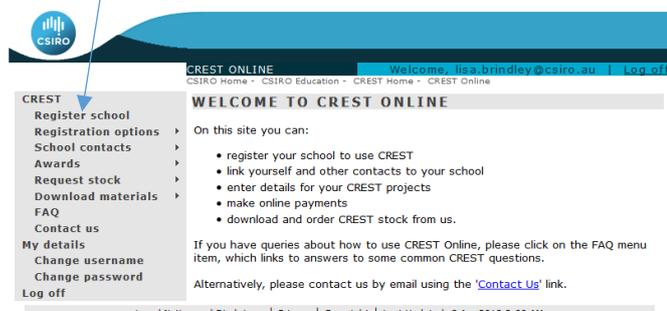


3. Select yourself and click on **delete link**.



- When logged in select **Register School** from the left hand bar. Use the search function to search for your new school. Select your school from the list that comes up in the search.

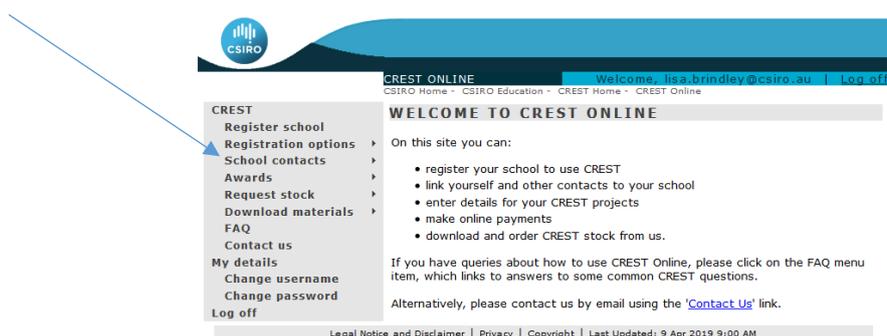
(Note: If your school doesn't appear it may not be in our database and you should contact the CREST Office using the Contact option on the left hand side bar).



- Select the registration type that your school requires and payment options appropriate for your school.
- Visit the **Download Materials** section on the left hand bar to familiarize yourself with the different levels of CREST. You will be able to download the teacher handbook and student resources needed to complete an award.

1.4.2 New school already registered for CREST

- Go to the CREST Online website (www.csiro.au/crestonline)
- Delete your link to the school you were at by logging into CREST Online, go to **School Contacts**.



3. Select yourself and click on **delete link**.

4. When logged in select **Register School** from the left hand bar. Use the search function to search for your school. Select your school from the list that comes up in the search. **(Note: You will need the *Key Contact* person for your school to link your username to the school, the key contact person will be listed once you find your school name if you are unsure who it is).** Have the key contact follow section 2 to link you to the school.

5. When you have had your username linked to the school. Visit the **Download Materials** section on the left hand bar to familiarize yourself with the different levels of CREST. You will be able to download the teacher handbook and student resources needed to complete an award.

2. How to link new teachers to your school

1. To link a teacher to the school you need to be the Key Contact for the school.. Have the new teacher create a username and login by following section 1.2 above.
2. Click on Add Contact. Type the username of the person to be added and click search, the details will be displayed.

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ADD CONTACT

To find an existing contact record, enter the CREST Online username of the contact you wish to link to the school.

For new contacts, click the New Contact button.

search contact

Username*: Search

* Indicates mandatory field

New Contact Cancel

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3. Select the contact person from the search results and then press link contact to link the contact with your school.

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ADD CONTACT

To find an existing contact record, enter the CREST Online username of the contact you wish to link to the school.

For new contacts, click the New Contact button.

search contact

Username*: Search

* Indicates mandatory field

New Contact Cancel

search results

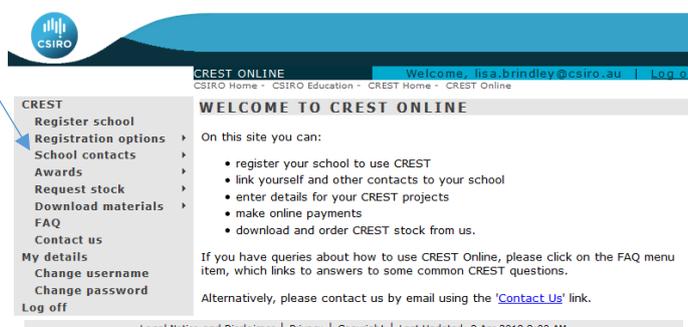
Lisa Brindley (lisa.brindley@csiro.au)

Link Contact

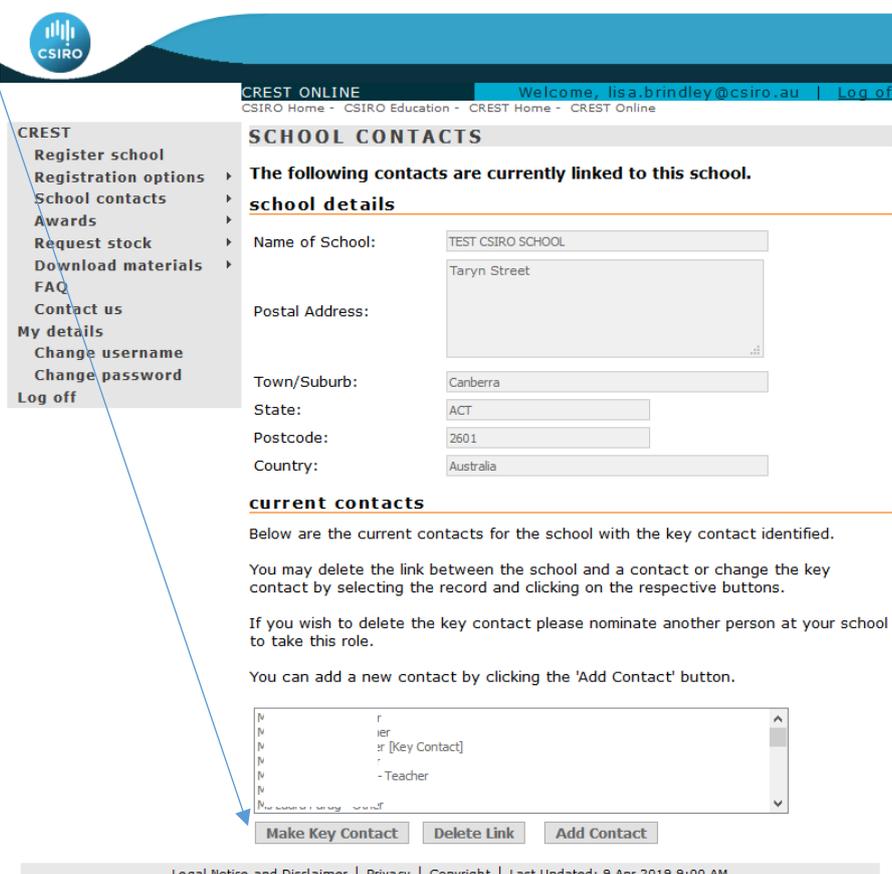
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3. How to change Key Contact for CREST

1. The current Key Contact person will need to log into CREST Online.
2. Click on School contacts. Current contacts for the school will be listed.



3. To change the Key Contact click on the name of the contact and then select Make Key Contact. The selected contact will be listed as the Key Contact.



4. How to remove teachers from your school

1. To remove a contact select the name of the contact, then select Delete Link and the contact will be deleted.

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CREST

- Register school
- Registration options
- School contacts
- Awards
- Request stock
- Download materials
- FAQ
- Contact us

My details

- Change username
- Change password
- Log off

SCHOOL CONTACTS

The following contacts are currently linked to this school.

school details

Name of School: TEST CSIRO SCHOOL

Postal Address: Taryn Street

Town/Suburb: Canberra

State: ACT

Postcode: 2601

Country: Australia

current contacts

Below are the current contacts for the school with the key contact identified.

You may delete the link between the school and a contact or change the key contact by selecting the record and clicking on the respective buttons.

If you wish to delete the key contact please nominate another person at your school to take this role.

You can add a new contact by clicking the 'Add Contact' button.

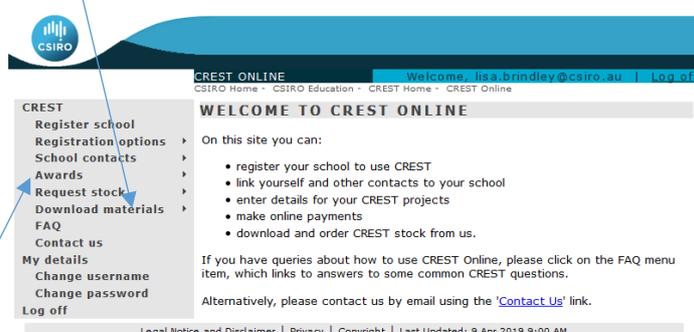
Mr	Mr
Mr	Mr
Mr	Mr [Key Contact]
Mr	Mr
Mr	Mr - Teacher

Make Key Contact Delete Link Add Contact

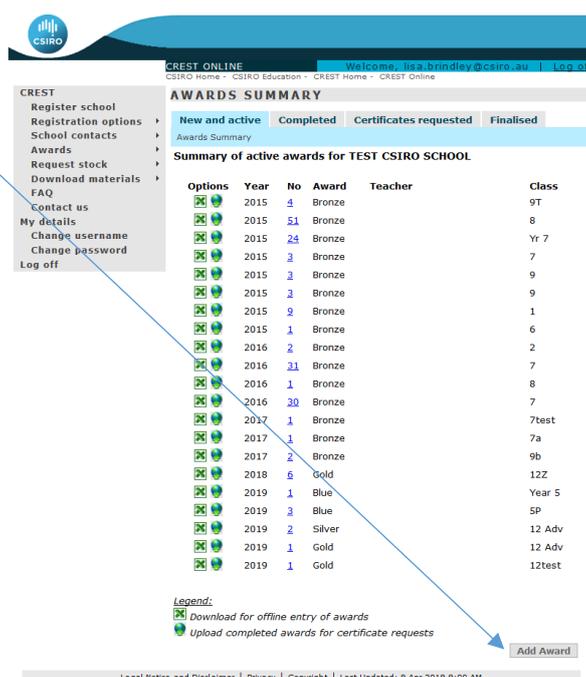
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5. How to register a project for CREST

1. Visit the **Download Materials** section on the left hand bar to familiarize yourself with the different levels of CREST. You will be able to download the teacher handbook and student resources needed to complete an award.



2. Once you have decided the appropriate level, you need to register your students in the **Awards Section** on the left hand side bar on CREST Online. Do this by selecting the **Add Award** button located on the right hand side of the awards summary page.

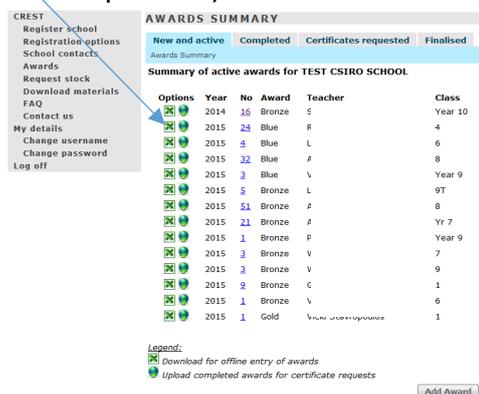


Complete the details requested. If your students are completing *Orange and Green awards* you enter the number of students who will be completing the inquiries, no further details are required, you will be sent stickers to authenticate the certificates that you can print from the download materials section.

3. **Note:** For students completing *Silver and Gold awards* please ensure they have had the project proposal approved by the teacher before commencing the project and reviewed by the CREST Team.
4. Follow the guidelines for completing the level project you(r)/student(s) have chosen.

6. How to submit the project details for CREST

1. For Blue, Bronze, Silver and Gold awards you will need to complete the project details information for each student. You can do this either online or by downloading the Excel spreadsheet to add the project information and then uploading this file back onto the site once completed. **Please Note:** Character limits apply for the following sections of the project details – title (65 character limit including spaces), project description (500 character limit including spaces) and project conclusion (500 character limit including spaces).
2. To download the Excel spreadsheet, go back into the Awards section where you added the awards here you will see the new and active awards you have added. Click on the green  icon to download the Excel spreadsheet for the projects you wish to finalise. (**Note:** make sure you keep the file name the same and **do not change** any of the award id information already supplied in the Excel spreadsheet if changes are made the file will not be able to be uploaded).



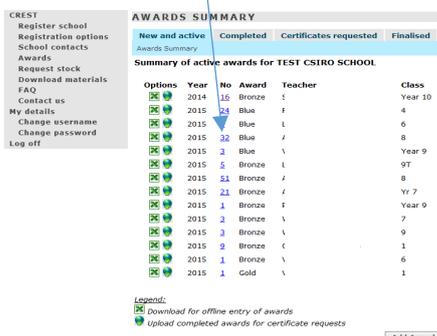
AWARDS SUMMARY						
New and active						
Awards Summary						
Summary of active awards for TEST CSIRO SCHOOL						
Options	Year	No	Award	Teacher	Class	
	2014	16	Bronze	S	Year 10	
	2015	24	Blue	R	4	
	2015	4	Blue	L	6	
	2015	32	Blue	A	8	
	2015	3	Blue	V	Year 9	
	2015	5	Bronze	L	9T	
	2015	51	Bronze	A	8	
	2015	21	Bronze	A	Yr 7	
	2015	1	Bronze	P	Year 9	
	2015	3	Bronze	V	7	
	2015	3	Bronze	V	9	
	2015	9	Bronze	C	1	
	2015	1	Bronze	V	6	
	2015	1	Gold	V	1	

Legend:
 Download for offline entry of awards
 Upload completed awards for certificate requests

Add Award

3. Complete the project details in the spreadsheet and save make sure you keep the file name the same and **do not change** any of the award id information already supplied in the Excel spreadsheet. Once completed upload the information back onto CREST Online by clicking on the green arrow  and then selecting the spreadsheet.
4. To enter each project individually online go back into the Awards section where you added the awards click on the **blue number** of projects entered and this will bring up the information you need to enter.

Note: For students completing *Silver and Gold awards* please ensure they have had the project proposal approved by the teacher and sent for review by the CREST Team before commencing the project. **Please Note:** Character limits apply for the following sections of the project details – title (65 character limit including spaces), project description (500 character limit including spaces) and project conclusion (500 character limit including spaces).



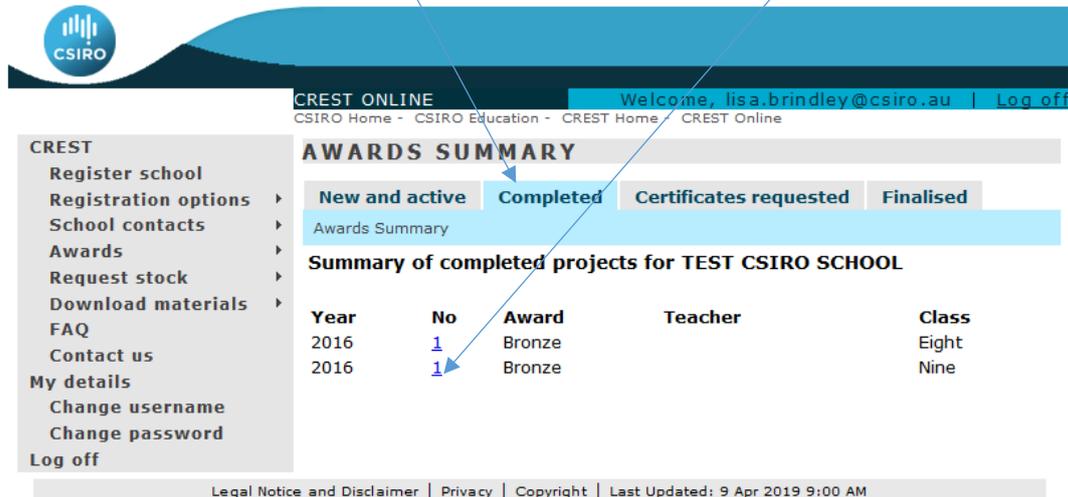
AWARDS SUMMARY						
New and active						
Awards Summary						
Summary of active awards for TEST CSIRO SCHOOL						
Options	Year	No	Award	Teacher	Class	
	2014	16	Bronze	S	Year 10	
	2015	24	Blue	F	4	
	2015	4	Blue	L	6	
	2015	32	Blue	A	8	
	2015	3	Blue	V	Year 9	
	2015	5	Bronze	L	9T	
	2015	51	Bronze	A	8	
	2015	21	Bronze	F	Yr 7	
	2015	1	Bronze	F	Year 9	
	2015	3	Bronze	V	7	
	2015	3	Bronze	V	9	
	2015	9	Bronze	C	1	
	2015	1	Bronze	V	6	
	2015	1	Gold	V	1	

Legend:
 Download for offline entry of awards
 Upload completed awards for certificate requests

Add Award

7. How to request certificates for your students

1. For Blue, Bronze, Silver and Gold awards you will need to request the certificate once you have entered the project details.
2. To request the certificate go back into the Awards section where you added the awards click on the completed tab and then click on the blue number for the awards you want to request certificates for.



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CREST

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- Awards
- Request stock
- Download materials
- FAQ
- Contact us
- My details
 - Change username
 - Change password
- Log off

AWARDS SUMMARY

New and active **Completed** Certificates requested Finalised

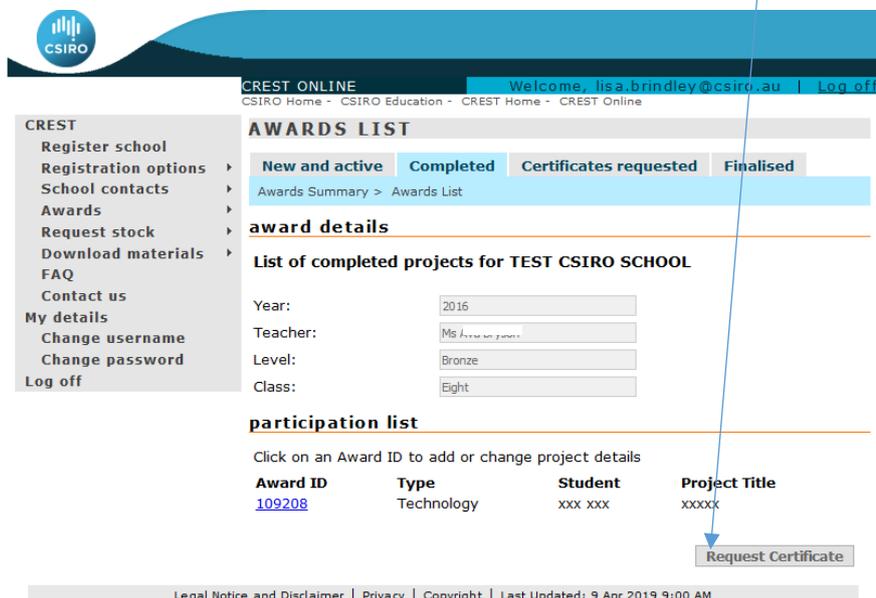
Awards Summary

Summary of completed projects for TEST CSIRO SCHOOL

Year	No	Award	Teacher	Class
2016	1	Bronze		Eight
2016	1	Bronze		Nine

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3. Go to the bottom of the page and click on the request certificate button



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AWARDS LIST

New and active **Completed** Certificates requested Finalised

Awards Summary > Awards List

award details

List of completed projects for TEST CSIRO SCHOOL

Year:

Teacher:

Level:

Class:

participation list

Click on an Award ID to add or change project details

Award ID	Type	Student	Project Title
109208	Technology	xxx xxx	xxxxx

[Request Certificate](#)

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8. Ordering optional medallions for your school

1. Once you have registered your students to participate in the CREST Awards, make sure you download the materials from the download materials sections.
2. If you have students that have participated in the Blue or Bronze level of the CREST Awards they have the option of receiving a Blue or Bronze CREST medallion, at an additional cost on the completion of their project.
3. You will need to order the medallions should you have students that have requested them. You can do this by selecting the Request stock section and complete the items required.

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WELCOME TO CREST ONLINE

CREST

- Register school
- Registration options ▶
- School contacts ▶
- Awards ▶
- Request stock** ▶
- Download materials ▶
- FAQ
- Contact us

My details

- Change username
- Change password
- Log off

On this site you can:

- register your school to use CREST
- link yourself and other contacts to your school
- enter details for your CREST projects
- make online payments
- download and order CREST stock from us.

If you have queries about how to use CREST Online, please click on the FAQ menu item, which links to answers to some common CREST questions.

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