

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)



- 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: If your school doesn't not 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).

CSIRO		CREST ONLINE Welcome, lisa, brindlay,@csiro.au Log.off				
CREST Register school		REGISTER SCHOOL				
Registration options School contacts) }	Enter the name and state of the school you would like to register for CREST				
Awards	٠	search school				
Request stock	٠					
Download materials	٠	School Name*:				
FAQ		Suburb/Town:				
Contact us		State*: - Please Select - V				
My details	Ay details * Indicates mandatory field					
Change username						
Change password		Search Cancel				
Log off						
Level 1		and Distributes I. Driver, I. Constable I. Lost Heddedd, D. And 2010, Dr.20, MI				

- 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)

Log on New user Forgotten password	LOGON	
New user Forgotten password		
FAQ	To access CREST	Online please enter your Username and password
Contact us	Username*:	
	Password*: CAPTCHA*:	This connection is not secure. Compromised. Learn More 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 mandat	ory 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.
- Once logged in select the *Change Password* option on the left hand bar and change your password.



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: 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.

		CREST ONLINE Welcome, lisa.brindley@csiro.au Log_of CSIRO Home - CSIRO Education - CREST Home - CREST Online
CREST Register school		REGISTER SCHOOL
Registration options School contacts	•	Enter the name and state of the school you would like to register for CREST
Awards	÷	search school
Request stock	Þ	
Download materials	•	School Name**:
FAQ		Suburb/Town:
Contact us		State*: - Please Select - v
My details		* Indicates mandatory field
Change username		Search Cancel
Change password		Search Cancer
Log off		
Legal I	Notic	e and Disclaimer Privacy Copyright Last Updated: 9 Apr 2019 9:00 AM

6. 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

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

	CSIRO Home - CSIRO Education - CREST Home - CREST Online
CREST Register schoo	REGISTRATION OPTIONS
Registration options School contacts	 Thank you for choosing to extend your CREST registration for Brisbane CSIRO Education Regional Centre.
Awards	current registration
Request stock Download materials FAQ Contact us	 There are no active registrations found for Brisbane CSIRO Education Regional Centre.
My details	select program
Change username	
Change password Log off	Please select the program that you wish to register or renew: For 2019, a single registration allows you access to the entire program. We will only charge you for a single registration/renewal. Please only select Introductory or
	Advanced.
	□Introductory CREST (recommended for primary schools) - \$55 incl. GST
	Advanced CREST renewal (recommended for secondary schools) - \$20 incl. GST
	Note: to renew you must have previously registered for this program
	additional information
	Please tell us how you heard about CREST.
	- Please Select - 🗸
	payment
	Please select your payment option. You can either pay now using your credit card or later when you receive our invoice.
	Credit Card Invoice Cancel
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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.**

CREST Registration options > School contacts > Awards > Request stock > Download materials > FAQ Contact us My details Change username Change password	CREST ONLINE Welcome, lisa.brindley@csiro.au Log off CSIRO Home - CSIRO Education - CREST Home - CREST Online 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 questions. If you have queries about how to use CREST questions.
Log off	e and Disclaimer Privacy Copyright Last Updated: 9 Apr 2019 9:00 AM

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 new school. Select your school from the list that comes up in the search.

(Note: If your school doesn't not 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).



- 5. Select the registration type that your school requires and payment options appropriate for your school.
- 6. 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

- 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**.

		CREST ONLINE CSIRO Home - CSIRO Educa	Welcome, lisa.brindley@csiro.au Log off tion - CREST Home - CREST Online
CREST		SCHOOL CONT	ACTS
Register school Registration options	Þ	The following contac	cts are currently linked to this school.
School contacts	ł	school details	
Awards Request stock	*	Name of School:	TEST CSIRO SCHOOL
Download materials	÷	Name of School.	Table Street
FAQ			laryn Street
Contact us		Postal Address:	
My details			
Change username Change password			
Log off		Town/Suburb:	Canberra
		State:	ACT
		Postcode:	2601
		Country:	Australia
		current contacts	
		Below are the current c	ontacts for the school with the key contact identified.
		You may delete the link contact by selecting the	between the school and a contact or change the key e record and clicking on the respective buttons.
		If you wish to delete th to take this role.	e key contact please nominate another person at your school
		You can add a new con	tact by clicking the 'Add Contact' button.
		N r N Yer N r N r N - Teacher N - Teacher	nntact]
		Make Key Contact	Delete Link Add Contact
Legal	Notic	e and Disclaimer Privacy	Copyright Last Updated: 9 Apr 2019 9:00 AM

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.

	CREST ONLINE CSIRO Home - CSIRO Education - CREST Home - CREST Online
CREST Register school Registration options School contacts Awards Request stock Download materials FAQ Contact us My details	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*: * Indicates mandatory field Search
Change username Change password Log off Legal N	New Contact Cancel

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

csiro	CREST ONLINE Welcome, lisa.brindley@csiro.au Log.off CSIRO Home - CSIRO Education - CREST Home - 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	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*: * Indicates mandatory fiel New Contact Cancel
	search results

3. How to change Key Contact for CREST

- 1. The current Key Contact person will needs 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.

	CREST ONLINE CSIRO Home - CSIRO Educ	Welcome, lisa.brindley@csiro.au cation - CREST Home - CREST Online	<u>Log</u>
CREST	SCHOOL CONT	TACTS	
Register school Registration options	→ The following conta	acts are currently linked to this school.	
School contacts	school details	-	
Awards	>		
Request stock	Name of School:	TEST CSIRO SCHOOL	
Download materials	F.	Taryn Street	
Contact us	Postal Address:		
My details			
Change username		ii.	
Change password	Town/Suburb:	Canberra	
	State:	ACT	
	Postcode:	2601	
	Country:	Australia	
	current contact	5	
	Below are the current	-	d
	below are the current	contacts for the school with the key contact identifie	.u.
	You may delete the lin contact by selecting t	ik between the school and a contact or change the ke the record and clicking on the respective buttons.	ey
	If you wish to delete t	the key contact please nominate another person at yo	ur scho
	If you wish to delete t to take this role.	the key contact please nominate another person at yo	our scho
	If you wish to delete t to take this role. You can add a new co	the key contact please nominate another person at yo ntact by clicking the 'Add Contact' button.	our scho
	If you wish to delete t to take this role. You can add a new co	the key contact please nominate another person at yo ontact by clicking the 'Add Contact' button.	our scho
	If you wish to delete t to take this role. You can add a new co	the key contact please nominate another person at yountact by clicking the 'Add Contact' button.	ur sch
	If you wish to delete t to take this role. You can add a new co	the key contact please nominate another person at yountact by clicking the 'Add Contact' button.	ur sch

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.

	CREST ONLINE CSIRO Home - CSIRO Edu	Cation - CREST Home - CREST Online						
CREST Register school Registration options	SCHOOL CON	FACTS tacts are currently linked to this school.						
School contacts	school details							
Awards	•							
Request stock	Name of School:	TEST CSIRO SCHOOL						
FAQ	*	Taryn Street						
Contact us My details Change username	Postal Address:	h.						
Change password	Town/Suburb:	Canberra						
Log off	State:	ACT						
	Postcode:	260.1						
	Country:	Australia						
	country.	Ausounu						
	current contact	current contacts						
	Below are the current	contacts for the school with the key contact identified.						
	You may delete the lin contact by selecting	nk between the school and a contact or change the key the record and clicking on the respective buttons.						
	If you wish to delete to take this role.	the key contact please nominate another person at your school						
	You can add a new co	ontact by clicking the 'Add Contact' button.						
	N r N ver N r [Key N r N - Teac N - Teac	r Contact] her						
	Make Key Contact	Delete Link Add Contact						

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.



 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.

		CRES CSIRO	T ONLIN Home - C	E SIRO Edi	ucation -	- CREST H	Welcome, lisa.brindley@ ome - CREST Online	icsiro.au <u>l</u>
<	CREST	AW	ARDS	SUM	MAR	RY		
\mathbf{i}	Register school	No	w and a	stivo	Com	alatad	Contificator requested	Finalicod
	School contacts	Awa	rde Summ	any	Com	neteu	Certificates requested	Finaliseu
	Awards	- Cur		f activ		rdc for		
	Request stock	Jun	initiary o	acav	c awa	103 101	TEST CSING SCHOOL	
	Download materials	' o	ptions	Year	No	Award	Teacher	Class
	Contact us		× 🥹	2015	4	Bronze		9Т
	My details		22 🤤	2015	<u>51</u>	Bronze		8
	Change username		× 🥹	2015	<u>24</u>	Bronze		Yr 7
	Change password		× 🥹	2015	<u>3</u>	Bronze		7
	Log on		× 🥹	2015	<u>3</u>	Bronze		9
			× 🥹	2015	3	Bronze		9
			22 🥎	2015	2	Bronze		1
			22 😔	2015	1	Bronze		6
			🗙 🥹	2016	<u>2</u>	Bronze		2
			20	2016	<u>31</u>	Bronze		7
			🔀 🤶 🛛	2016	1	Bronze		8
			🔀 🤮 🔪	2016	30	Bronze		7
			🗙 🤤	2017	1	Bronze		7test
			20 🤫	2017	1	Bronze		7a
			🔀 🤤	2017	2	Bronze		9b
			🗙 🤤	2018	<u>6</u>	Gold		12Z
			🗙 🤤	2019	1	Blue		Year
			🗙 🤤	2019	3	Blue		5P
			× 🥹	2019	2	Silver	\mathbf{i}	12 Ad
			× 🥹	2019	1	Gold		12 Ac
			× 🥹	2019	1	Gold		12tes
		Lege X L	<u>end:</u>)ownload Ipload co	for off	ine ent 1 awar	ry of aw. ds for ce	ards rtificate requests	

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 sicon 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).

REST	AWARD	S SUI	M M /	ARY		
Register school	_					
Registration options	New and active		Completed		Certificates requested	Finalised
School contacts	Awards Sumi					
Awards	Summary	TEST CSIRO SCHOOL				
Request stock						
EAO	Options	Year	No	Award	Teacher	Class
Contact us	💊 🗷 🔮	2014	16	Bronze	5	Year 10
y details	24 😔	2015	24	Blue	R	4
Change username	X 😔	2015	4	Blue	L	6
Change password	X 😫	2015	32	Blue	A	8
og off	× 😣	2015	3	Blue	N N	Year 9
	X 😣	2015	ŝ	Bronze	L	9T
	× 😣	2015	51	Bronze	Δ	8
	X 😌	2015	21	Bronze	Α	Yr 7
	🔀 🥹	2015	1	Bronze	p	Year 9
	💌 🥹	2015	3	Bronze	v	7
	🔀 🤤	2015	3	Bronze	v	9
	🔀 🤤	2015	2	Bronze	G	1
	🔀 🤤	2015	1	Bronze	N .	6
	🔀 🤤	2015	1	Gold	VICKI SCONTOPOULOS	1
	<u>Legend:</u> Downloa Upload c	d for off omplete	Tine e Id aw	ntry of av ards for c	vards ertificate 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 share 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).



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.

		CREST ONLIN CSIRO Home - (IE CSIRO Ed	ucation - CREST	Welcome, lisa.brindley@ Home CREST Online	ĝcsiro.au ∣	Log off				
CREST Register school		AWARDS SUMMARY									
Registration options	►	New and a	ctive	Completed	Certificates requested	Finalised					
School contacts		Awards Summary									
Request stock	*	Summary of completed projects for TEST CSIRO SCHOOL									
Download materials FAQ Contact us My details Change username Change password	•	Year 2016 2016	No 1 1	Award Bronze Bronze	Teacher	Class Eight Nine					
Log off											
Legal N	otic	e and Disclaimer	Priva c	y Copyright I	Last Updated: 9 Apr 2019 9:00 Al	м					

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

	CSIRO	_							
			CREST ONLINE		Welcome, lisa.brin	dley@cs	iro.au	Log of	
			CSIRO Home - CSIRO E	ducation - CREST I	Home - CREST Online				
	CREST		AWARDS LIS	Т					
	Register school Registration options		New and active	Completed	Certificates reque	sted F	inalised		
	School contacts	۲	Awards Summary > Awards List						
Awards Request stock Download materials FAQ	*	award details							
	*	List of completed projects for TEST CSIRO SCHOOL							
	Contact us		Year:	2016					
	Change username		Teacher:	Ms how or yo	UTT				
	Change password		Level:	Bronze					
	Log off		Class:	Eight					
			participation li	ist					
			Click on an Award I	D to add or cha	nge project details				
			Award ID	Туре	Student	Project	t Title		
			<u>109208</u>	Technology	XXX XXX	xxxxx			
						4			
						Req	uest Certif	icate	

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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.

