

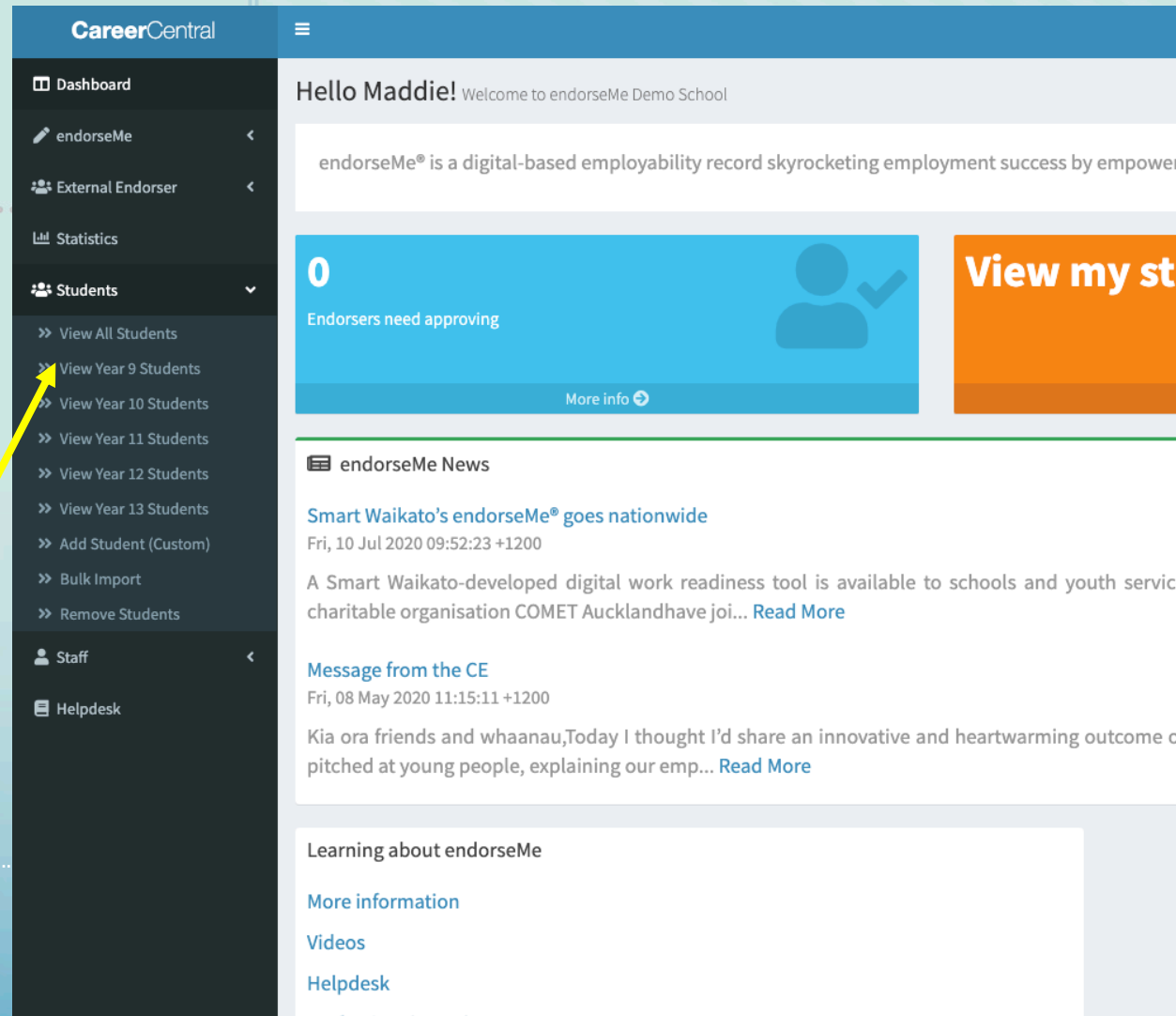
## endorseMe<sup>®</sup> Online Slide Tutorial 4 slides

“How to download an  
endorsee PDF record online”

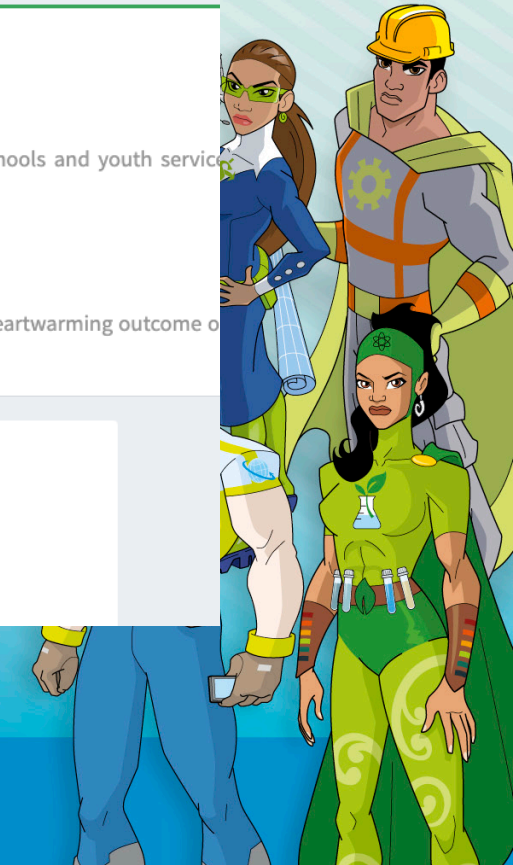


# Smart Waikato

1. Log in to your profile in Career Central (check our tutorial if you need help with this!)
2. Click *View my students* from the dashboard or navigation menu



The screenshot displays the CareerCentral interface. On the left is a dark navigation menu with the following items: Dashboard, endorseMe, External Endorser, Statistics, Students (with a dropdown arrow), Staff, and Helpdesk. The 'Students' dropdown menu is open, showing options: View All Students, View Year 9 Students (highlighted with a yellow arrow), View Year 10 Students, View Year 11 Students, View Year 12 Students, View Year 13 Students, Add Student (Custom), Bulk Import, and Remove Students. The main content area on the right features a header with 'Hello Maddie! Welcome to endorseMe Demo School'. Below this is a blue card with '0 Endorsers need approving' and a 'View my students' button. A news section follows with two articles: 'Smart Waikato's endorseMe® goes nationwide' and 'Message from the CE'. At the bottom, there are links for 'More information', 'Videos', and 'Helpdesk'.



View All Students

Show 10 entries

Search:

User ID	First Name	Last Name	Year	Groupclass	Email	View	Global Code
1	Matt	LuminateOne	9	None	matt@luminate.one	<a href="#">View</a>	219031
19108	Kodie	Upton	13	None	kodie@luminate.one	<a href="#">View</a>	193193
8000	Levinia	Paku	9	None	levinia.paku@gmail.com	<a href="#">View</a>	193152
8000	Linda	Jinda	9	9ffs	linda_nelsoncaie@yahoo.com	<a href="#">View</a>	193154
8001	Student	Allison	9	None	anna.terry@xtra.co.nz	<a href="#">View</a>	193155
8002	Sally	BB	12	12fy1	sallybirch76@gmail.com	<a href="#">View</a>	193156
8005	Student	Boss	9	None	isaac_boss@hotmail.com	<a href="#">View</a>	194123
8010	Daisy	Student	11	11myob	daisymb@gmail.com	<a href="#">View</a>	216158
8500	Maddie	Walker	13	None	mwalker6256@gmail.com	<a href="#">View</a>	217163
penny1234	Penny	Bunting	13	None	penny@smartwaikato.co.nz	<a href="#">View</a>	222887

Showing 1 to 10 of 10 entries

Previous 1 Next

3. Select the student you wish to download the PDF for and click the blue *View* button



4. Click the blue  
*Download full student  
copy* button

4. This will automatically  
download the PDF and save  
it your computer's  
'Downloads' file

The screenshot shows the CareerCentral interface. On the left is a dark sidebar with navigation options: Dashboard, endorseMe, External Endorser, Statistics, Students, Staff, and Helpdesk. The main content area displays the 'Maddie Walker Student Profile'. Under the 'About Maddie' section, there is a placeholder for a profile picture and text stating: 'Maddie is a Year 13. Their ID is 8500. Their groupclass is NONE. Their email is mwalker6256@gmail.com. Drivers Licence Status: Not specified'. Below this is the 'Maddie's Endorsements' section, which contains two buttons: 'Download Student Copy' and 'Download Full Student Copy'. A yellow arrow points from the text 'Click the blue Download full student copy button' to the 'Download Full Student Copy' button. Another yellow arrow points from the text 'This will automatically download the PDF and save it your computer's Downloads file' to a file download notification at the bottom of the browser window that reads 'Maddie\_Walker\_2....pdf'. A blue question mark icon is visible in the bottom left corner of the CareerCentral interface.

