NSW Department of Education

How to download a CSV file from ERN

NSW Premier's Sporting Challenge

Updated February 2026



NSW GOVERNMENT

Acknowledgement of Country

We recognise the Ongoing Custodians of the lands and waterways where we work and live. We pay respect to Elders past and present as ongoing teachers of knowledge, songlines and stories. We strive to ensure every Aboriginal and/or Torres Strait Islander learner in NSW achieves their potential through education.

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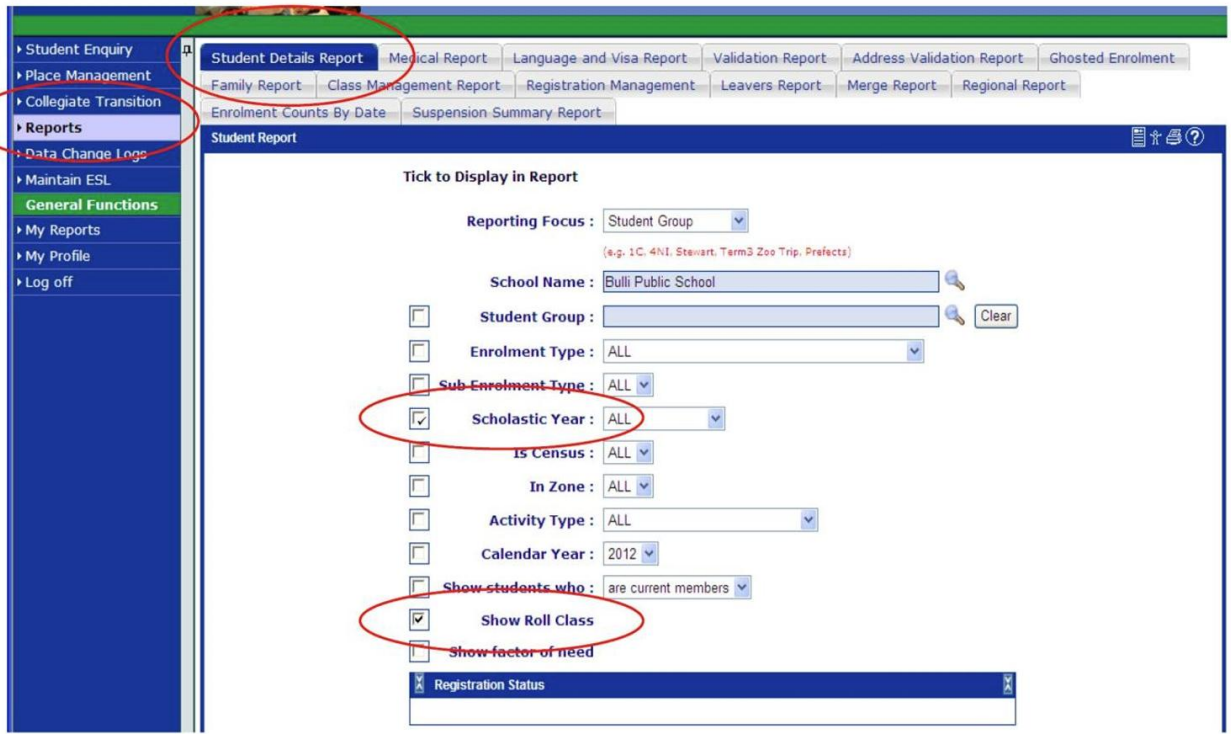
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Downloading a CSV file from ERN

1. Open ERN (Enrolment and Registration Number) database.
2. From the left-hand menu, select **'Reports'**.
3. From the top menu, select **'Student Details Report'**.
4. Tick to display **'Scholastic Year'.**
5. Tick to display **'Roll Class'.**

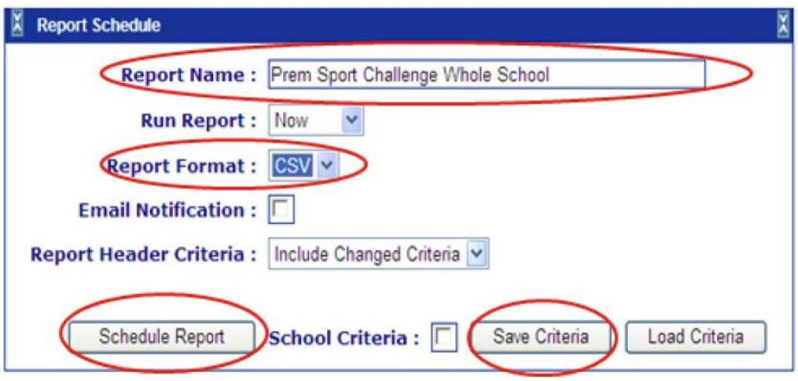
Image 1: Screenshot of ERN software interface showing Student Details Report filters.



Scheduling a report:

5. Give the report a name
6. Select the format as **'CSV'**
7. Click **'Save Criteria'**, then
8. Select **'Schedule Report'**

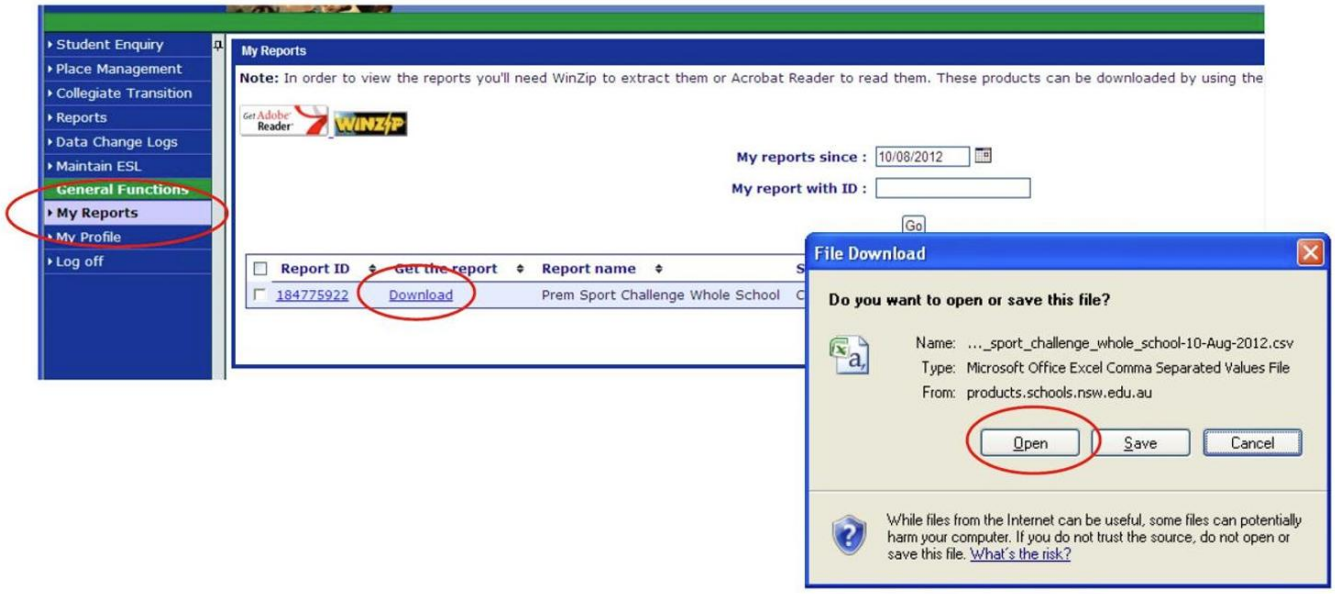
Image 2: Screenshot of report scheduling in ERN.



Accessing your report:

1. Select **'My Reports'** from the left-hand menu
2. Select **'Download'**
3. Open the report and then save to your desktop for easy access

Image 3: Screenshot of the report download process in ERN.



Final preparations for uploading to the PSC Tracker

The spreadsheet will most likely have extra rows of information above and beside the table of data required. This may include student SRN numbers, school details, enrolment status and so on.

Then **only** four columns needed are those shown below:

First name	Last name	Scholastic year	Roll class

Important: ANY variations or additional characters will cause the file to be rejected. For example, the data may include commas, spaces, missing data, or typos in the column headings. Please carefully review your CSV file before attempting to upload.

You may refer to the 'How to upload a CSV file to the PSC Tracker' guide or check out our NSW Premier's Sporting Challenge FAQ page to get your file upload ready.

If you believe these instructions need amending, please email psc@det.nsw.edu.au.

NSW Department of Education

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