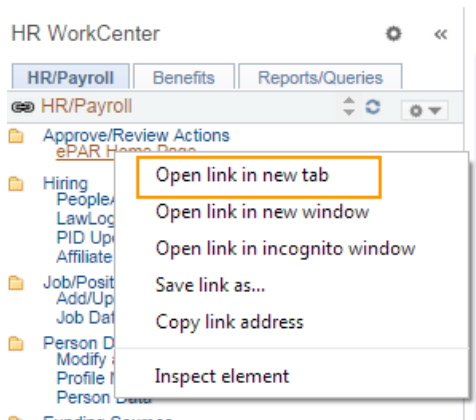


# Printing an ePAR Form

Follow these steps to print an ePAR:

1. Start the Google Chrome or the Mozilla Firefox browser (Internet Explorer doesn't work for these steps).
2. Go to the HR Work Center page.
3. Right click on the ePAR Home Page link on the left and choose **Open link in new tab**:

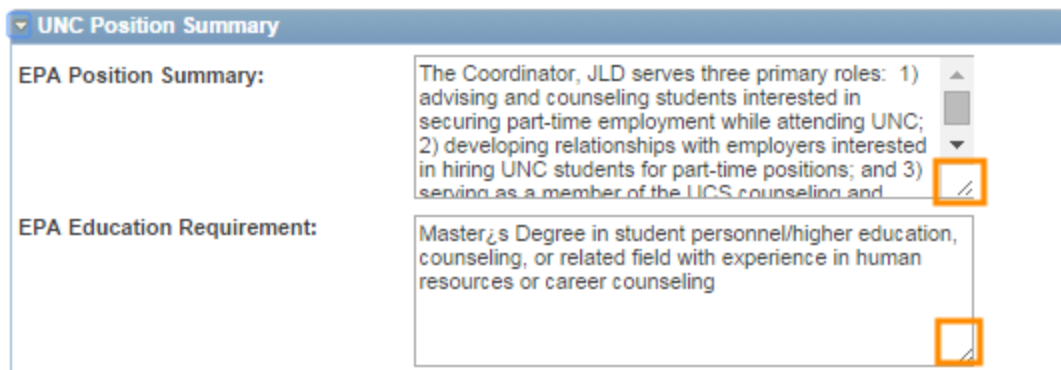


Result: ConnectCarolina opens the ePAR Home Page in its own tab, without the links on the left or the blue ConnectCarolina bar at the top.

4. In the new tab, use the **View an ePAR** link to search for and open the ePAR you need to print.

Result: The ePAR opens with all of the information displayed on one long page.

5. If the ePAR you have selected has text in a scroll box, expand the boxes to show all of the text by clicking the diagonal lines in the bottom, right corner of the scroll box:




Result: The boxes show all of the text:


▼ UNC Position Summary

EPA Position Summary: The Coordinator, JLD serves three primary roles: 1) advising and counseling students interested in securing part-time employment while attending UNC; 2) developing relationships with employers interested in hiring UNC students for part-time positions; and 3) serving as a member of the UCS counseling and programming team. The Coordinator, JLD reports to the Associate Director for External Relations. The position is funded through UNC Federal Work Study budget funds.

EPA Education Requirement: Master's Degree in student personnel/higher education, counseling, or related field with experience in human resources or career counseling

6. If you are printing a Position ePAR form, then you need an extra step to print the Position Principal Functions section. This section does not allow you to expand the boxes large enough to show all the text, so the easiest way to print the text is to export it to Excel. Click the spreadsheet icon in the blue bar:

Position Principal Functions Personalize | Find |  First 1-2 of 2 Last

	Rate Percent	Description		
1	50	Part-Time Employer Development		+ -
2	50	UCS Counseling and Programming Team		+ -

Result: The text opens in Excel.

7. Use your browser's print options to print the ePAR (for example, you can right-click on the page and choose Print from the menu that displays, and then choose the printer and printing options you need).

**Note:** If the ePAR doesn't print correctly, check to make sure that your print settings are set to print actual size (for example, that the Shrink to Fit button isn't checked).

8. If you generated the Principal Functions text, then use Excel's printing options to print the file.