

# MY RESULTS AND GRADUATION: HOW TO MANAGE YOUR GRADUATION ONLINE

## 1 Log in to your graduation details

- a | Log in to **My Graduation** with your Student ID and password.
- b | Click on **Graduation** in the left-hand navigation.

The screenshot shows the Swinburne University of Technology student portal. The top navigation bar includes links for My Details, Applications, Offers, My Enrolment (Study Plan), Exam Timetable, My Financials (Fees), and Results and Graduation. The 'Results and Graduation' link is highlighted. Below the navigation bar, there is a 'Class Timetable' link. On the left-hand navigation, there are two options: 'Result' and 'Graduation', with 'Graduation' highlighted by a red circle. The main content area is titled 'Graduation Details'.

- c | Click **Modify** next to the course that you wish to view and select (or change) how you would like to receive your graduation documents.

*Note: The information box at the top of this screen shows the last date on which you can change your graduation details.*

	Parent Study Package	Parent Study Package Title	Award No	Award Title	Award Level
<b>Modify</b>	BA-BIS	Bachelor of Business Information Systems	1424	Bachelor of Business Information Systems	Pass Level

- d |** Confirm how you would like to receive your graduation documents by selecting one of the drop-down options under **Attendance Details**; then click **Save** to confirm.

Attendance Details

The type of attendance I will be making at the graduation ceremony is

If necessary, you can include details about any special requirements in the **Ceremony Requirements** section (e.g. wheelchair access).

Please note that you cannot change your formal name online. Contact **studentHQ** if you wish to do this.

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