

My results and graduation:

HOW TO MANAGE YOUR GRADUATION ONLINE

STUDENT HELP GUIDE

Log in to your graduation details

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



• 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.

\frown	Parent Study Package	Parent Study Package Title	Award No	Award Title	Award Level
Modify	A-BIS	Bachelor of Business Information Systems	1424	Bachelor of Business Information Systems	Pass Level

• 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.

ttendance Details			
te type of attendance I will be making at the graduation ceremony is	Mail	•	(2)

- 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.

