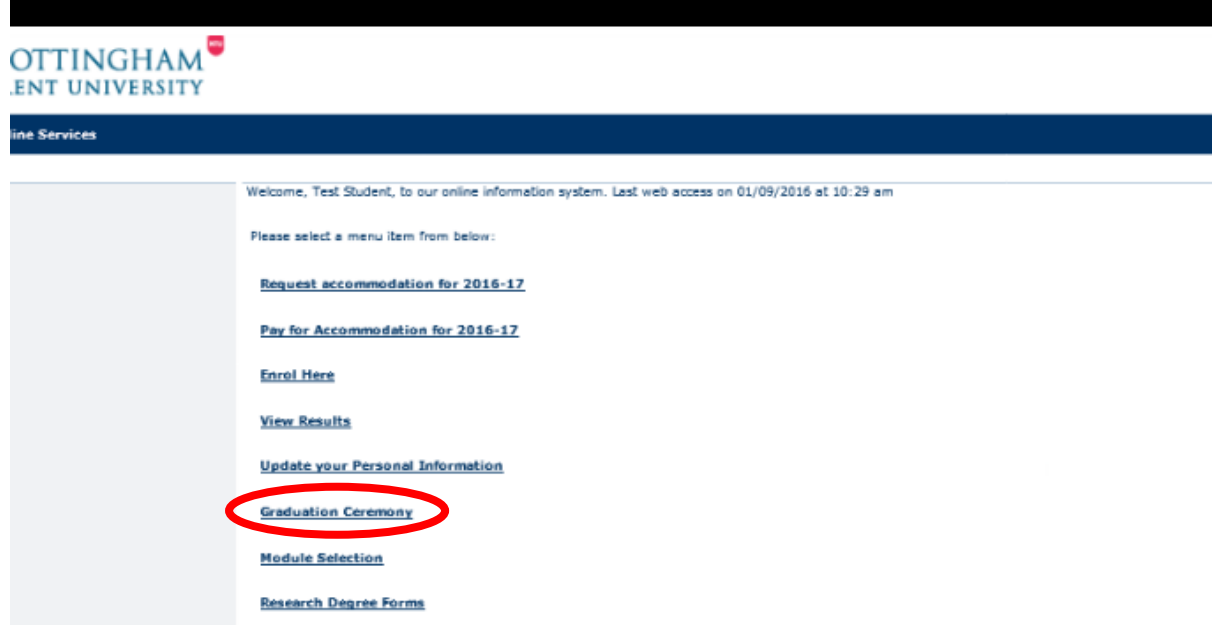


How to use the online registration

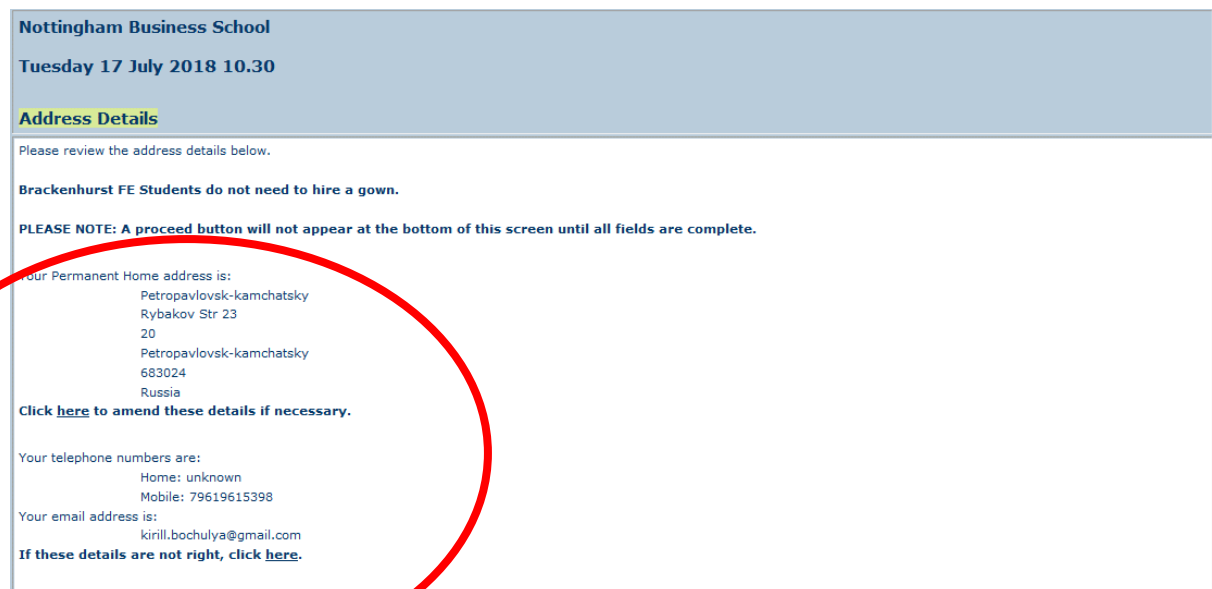
When registering for your graduation it is important you carefully check the items that you are adding to your order.

Once you have logged in at the link below, you will need to select the 'Graduation Ceremony' option from the list:



The screenshot shows the Nottingham Trent University online services portal. The header includes the university logo and the text "Online Services". A navigation menu lists several options: "Request accommodation for 2016-17", "Pay for Accommodation for 2016-17", "Enrol Here", "View Results", "Update your Personal Information", "Graduation Ceremony" (circled in red), "Module Selection", and "Research Degree Forms". A welcome message at the top reads: "Welcome, Test Student, to our online information system. Last web access on 01/09/2016 at 10:29 am".

You must ensure that all the details for your address are correct and that your full legal name will appear on your certificate. If you need to make any changes, follow the instructions on the page:



The screenshot shows the Nottingham Business School address details page. The header includes the school name and the date "Tuesday 17 July 2018 10.30". The section is titled "Address Details" and contains the following information: "Please review the address details below.", "Brackenhurst FE Students do not need to hire a gown.", "PLEASE NOTE: A proceed button will not appear at the bottom of this screen until all fields are complete.", "Your Permanent Home address is: Petropavlovsk-kamchatsky, Rybakov Str 23, 20, Petropavlovsk-kamchatsky, 683024, Russia. Click here to amend these details if necessary.", "Your telephone numbers are: Home: unknown, Mobile: 79619615398.", "Your email address is: kirill.bochulya@gmail.com. If these details are not right, click here." The address details section is circled in red.

Name and Course

Your certificate will be produced with your name in the format below. This should be your full legal name.

Name as shown on your certificate:
 I confirm this is my full legal name as I wish it to appear on my certificate :

Your certificate will show the course title below.
 Course Title:
 I confirm the course details shown are correct:

I believe the above course details are incorrect: (Click [here](#) to send an email advising what you believe your course title should be.)

Test Student

BSc (H) Biochemistry

After you have confirmed all the details above you need to select whether you are attending the ceremony or not.

PLEASE NOTE: Even if you select to attend the ceremony this does not automatically add any guest tickets to your order.

School of Science & Technology
 Monday 18 July 2016 10:45

Ceremony Attendance

If I qualify in time for an award:

I wish to attend the graduation ceremony.
 I am unable/do not wish to attend the graduation ceremony.

Proceed

Once you have proceeded to the next page you will need to add the items to your graduation order. Tick the box which states your agreement to the eligibility criteria for graduation.

Ordering Your Free Guest Tickets

From the drop down menu select the 'Free Guest Ticket' option.

School of Science & Technology
 Monday 18 July 2016 10:45

Guest tickets

Please order your guest tickets.
 Please click the Save details button after each selection.

You have previously indicated your intention to attend the Awards Ceremony.

All ticket requests are subject to the attendance and eligibility criteria. Click [here](#) to review the criteria and tick the box to confirm your agreement.

I would like to order:

[Select an item]

Nottingham Business School

Tuesday 17 July 2018 10.30

Guest tickets

Please order your guest tickets.

Please click the Save details button after each selection.

You have previously indicated your intention to attend the Awards Ceremony.

All ticket requests are subject to the attendance and eligibility criteria. Click [here](#) to review the criteria and tick the box to confirm your agreement.

1 Student Ticket. Total £ 0.00

I would like to order:

[Select an item]
[Select an item]
Free Guest Ticket (£0.00)
Certificate Tube (£5.00)

Once you have done that you will need to click the 'Save Details' button. This will add **ONE Free Guest Ticket** to your order.

School of Science & Technology

Monday 18 July 2016 10.45

Guest tickets

Please order your guest tickets.

Please click the Save details button after each selection.

All ticket requests are subject to the attendance and eligibility criteria. Clic

I would like to order:

1 Free Guest Ticket

If you would like a second Free Guest Ticket you will need to select Free Guest Ticket from the drop down again and click 'Save Details'.

Once you have added the items you would like please click continue.

You will then be asked for any special requirements you or your guests may have. Please make sure that you fill this section out with as much detail as possible so that we can ensure we can accommodate any disabled access requests.

School of Science & Technology

Monday 18 July 2016 10.45

Special Arrangements

If you have a disability or would like us to accommodate any special arrangements on the day, please indicate below so that we can make the appropriate adjustments for you.

PLEASE NOTE: The stage where students are presented is accessed by a number of steps.

Additional arrangement:

None

Once you have completed this section you will be shown a summary of your Graduation order. Please read this summary carefully to ensure you have all the items you would like. If the summary does not look right or you have any questions please contact us immediately so we can assist. Once you get to this booking summary below your order will confirmed within our system. If you have items that are chargeable you will need to click the 'Pay Now' button at the bottom of the screen to ensure the paid items are added to you order.

School of Science & Technology
Monday 18 July 2016 10.45

Your booking summary

Student ID:
Name:
Course:
Address to send information:

Telephone:
Email address:

Guest tickets ordered are shown below:
On 01 September 2016 at 10:32

- 1 Free Guest Ticket (Total £0.00) NO CHARGE
- 1 Free Guest Ticket (Total £0.00) NO CHARGE

If you wish to amend your order, click [here](#).

Special arrangements:
None

Gown Order

Please use the [Gown Hire](#) link to order your gown and hood for the ceremony.

Graduation Photography

Please use the [Success Photography](#) link to pre-book your graduation photographs.

T0000001
Test Student
BSc (H) Biochemistry
5
Five
NG1 4BU
Monaco
Home: 5.
Mobile: 011584882280.
me3@ntu.ac.uk

To guarantee items, you must pay at the time of booking. After the deadline, any unpaid items will be removed from your account.