

Academic Procession Registration – how to use the on-line form

1. Enter your staff number in the Log In page and press LOG IN. If you are a new staff member or the system does not accept your staff number, please contact Vicki Wyatt for assistance on 9479 2579.
2. The second screen provides fields for entering your personal data. If we already have records for you, your name, title and organisational unit will appear in the respective fields. These can be edited if necessary. If your details do not appear automatically, please complete these fields. We need to know your position to determine your appropriate placement in the Academic Procession.
3. Enter your email address and business hours telephone number.
4. Indicate whether you have your own academic regalia or whether you would like us to provide it for you.
5. Should you require academic regalia, please complete the fields for highest qualification and height so that we can obtain the right type and size of gown for you.
6. Indicate which ceremonies you would like to participate in by clicking on the box next to the dates listed in the table.
7. If you have a requirement for guest tickets, please provide us with your guest names and an address to which we can send the tickets.
8. If you have any comments about the graduation or our website, please provide them to us in the Comments/Suggestions box.
9. To submit your application, click on the SUBMIT button at the end of the form. **If you do not click on the submit button your details will not be recorded in the database.**
10. An automatic email reply will be sent to you to confirm that your application has been received.