

INSTRUCTION SHEET

MYCENTRE

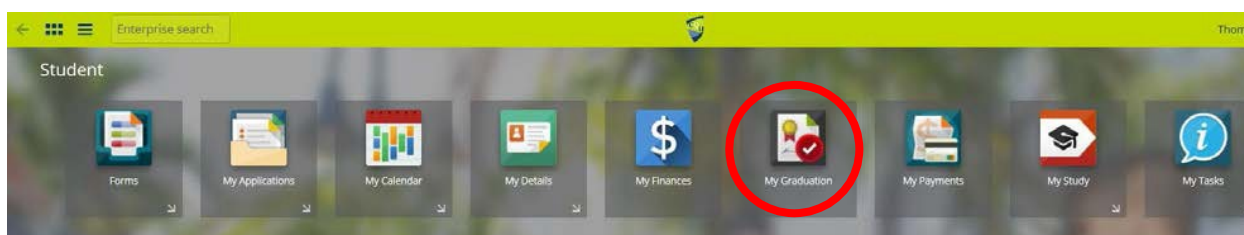


BE WHAT YOU WANT TO BE

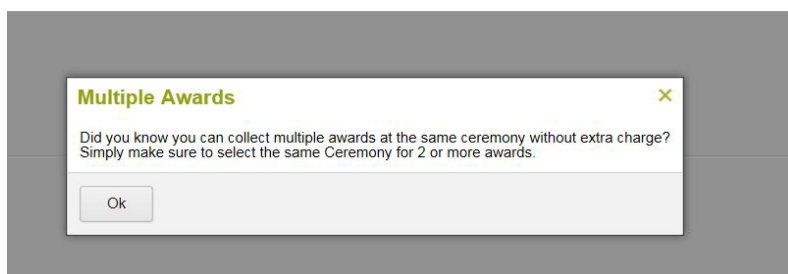
cqu.edu.au

Register for Graduation

To register for graduation, log in to MyCentre by visiting mycentre.cqu.edu.au. Select the 'My Graduation' tile from the home page selection menu.



If you have more than one award the below pop-up will display – click ok to proceed:



Note: If you have multiple awards, you must follow the graduation registration process for each individually. Registering multiple awards for the same ceremony won't be charged twice.

Choose your Study Area

This instruction sheet outlines the process of registering for graduation for both Higher Education (HE) and Vocational Education and Training (VET) graduates. Select the instructions that apply to your chosen area of study:

[Higher Education \(degree-level\)](#)

[Vocational Education and Training\(VET/TAFE\)](#)

Higher Education (degree-level) Students

From the 'Online Graduation Registration' screen, you will see a list of awards in which you are eligible to graduate from.

Conferred Awards

The screenshot displays two award entries in a list. Each entry includes a document icon, the award title, the award number, and the attempt number (1). The conferral date is shown in a pink box. To the right of each entry is a dropdown menu with three options: 'Attend a Ceremony' (highlighted in blue), 'Mail to me', and 'Pickup'. The status 'UN-REGISTERED' and the date 'Updated 14/10/2016' are also visible for each entry.

From the selection menu on the right side of the screen, you can choose how you wish to receive your testamur. Please choose from the links below for instructions.

Note: Although you may register before the Conferral Date, a testamur will not be provided until after this date.

[Option 1 – Attend a Ceremony](#)

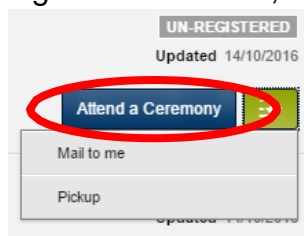
[Option 2 – Mail my Testamur](#)

[Option 3 – Pick-up my Testamur](#) (only available to pick-up from the Rockhampton North Campus)

Note: Please consider your registration carefully. Once a testamur has been posted or collected, a graduate cannot subsequently attend a graduation ceremony. Likewise, if you register to attend a ceremony, you must collect your testamur at the ceremony.

Higher Education Students – Option 1 Attend a Ceremony

From the selection on the right of the screen, select the 'Attend a Ceremony' button.



You will now be directed to the 'Details' tab where you can select your name and choose a ceremony to attend from the drop-down arrow.

A screenshot of a web form titled 'Ceremony' with a 'Details' tab selected. The form has a 'Next' button in the top right corner. Under 'Award Details', there is a dropdown menu for 'How you wish your name to appear on the Award*'. Below it is a note: 'If your formal name is appearing incorrect, please contact Awards and Results'. Under 'Ceremony', there is a dropdown menu for 'Ceremony*' with the selected option '2017 - Rockhampton Ceremony, August'.

Note: Once you have selected a ceremony, the details for that ceremony will pre-fill automatically.

You now need to scroll down to complete the rest of the form, including number of complimentary guest tickets and regalia sizing. Once you have entered the details, click

Next

Note: You may also elect to have someone else collect your regalia at this stage if you wish.

You will now see a confirmation screen, ensure all details are correct, then read and agree to the Terms & Conditions and select '**Confirm**'.

A screenshot of a confirmation screen. At the top, it says 'Terms and Conditions - By pressing confirm, you give permission for any photographs taken of you at the event to be potentially used for future promotional and marketing activities by the University'. Below this is a checkbox labeled 'I agree to the Terms and Conditions*' which is checked. Under 'Regalia Details', there are two input fields: 'Head Size (cm)' with the value '59cm' and 'Height (cm)' with the value '184 - 187'.

Once you have confirmed you will then need to select '**Pay**' to settle any outstanding charges.

A screenshot of the bottom navigation buttons. There are four buttons: 'Email Confirmation', 'Prev', 'Confirm', and 'Pay'. The 'Pay' button is highlighted in a darker blue color.

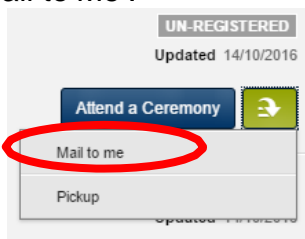
Note: Payment for registration may take up to 15 minutes to update your student account. Payment must be processed in full within 14 days from the date of registration and prior to the graduation ceremony.

Once you have registered and paid the charges the status of your award on the main 'Online Graduation Registration' screen will reflect that you are registered to attend and receive your testamur at a ceremony.

Students registered to attend a graduation ceremony will be contacted by email soon after the registration closure date. This email will contain important information regarding your ceremony, regalia and additional ticket purchases.

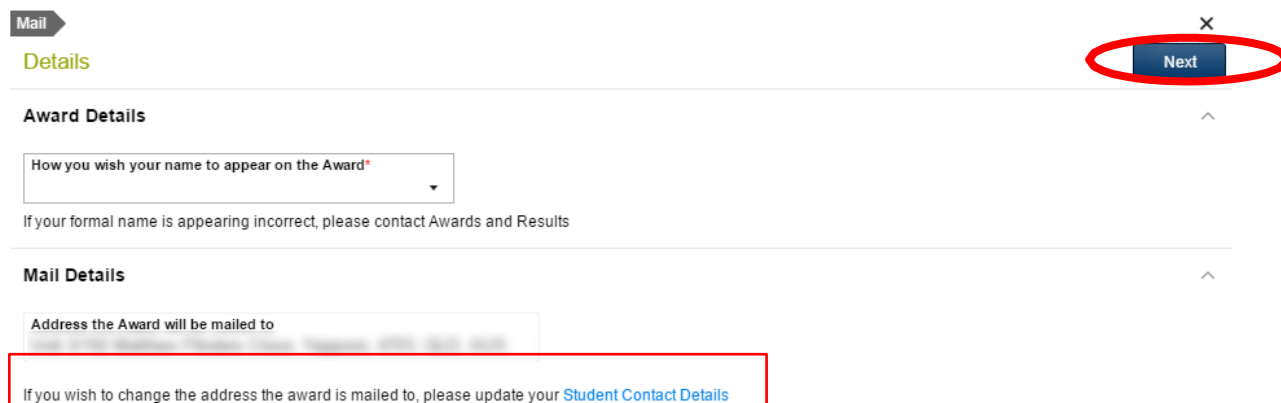
Higher Education Students – Option 2 Mail my Testamur

From the selection on the right of the 'Online Graduation Registration' screen, select the 'more' button and select 'Mail to Me'.



You will now be directed to the 'Details' tab where you can select your name and address.

If you need to change your details, follow the link on this screen to update your student contact details, otherwise click 'Next'.

A screenshot of a 'Mail' details form. At the top right, a 'Next' button is circled in red. The form has two sections: 'Award Details' with a dropdown menu for 'How you wish your name to appear on the Award*' and a note about formal names; and 'Mail Details' with a text input field for 'Address the Award will be mailed to' and a red-bordered note: 'If you wish to change the address the award is mailed to, please update your [Student Contact Details](#)'.

Ensure your details are correct and select '**Confirm**'. You will now need to select '**Pay**' to finalise any outstanding charges.

Note: Postage costs differ if you elect for the testamur to be mailed within Australia or mailed to an overseas address.

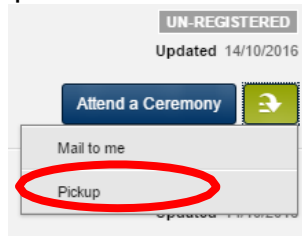
Note: You will not receive your testamur until you have settled any outstanding charges, and the [Conferral Date](#) has passed.

For enquiries relating to the printing or posting of your testamur, please contact the Awards and Results Department at aar@cqu.edu.au.

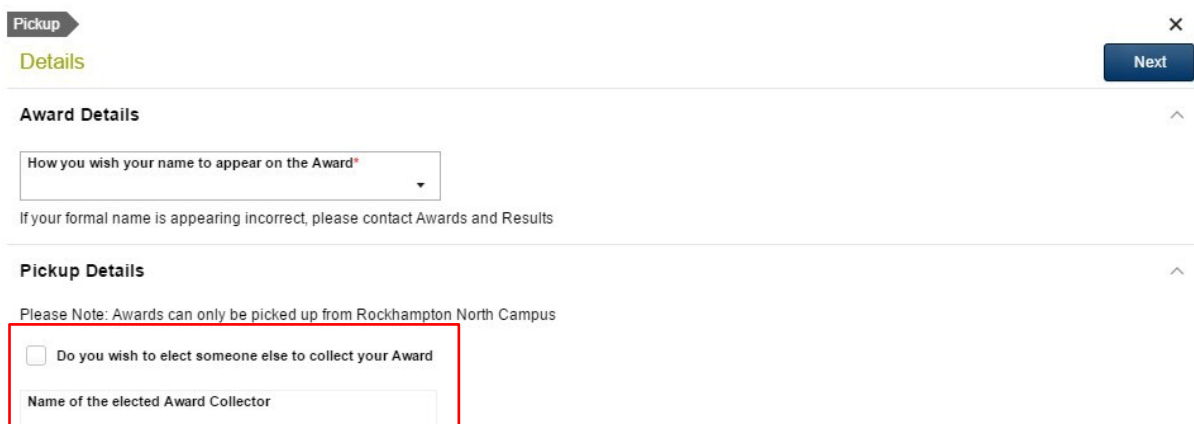
Higher Education Students – Option 3

Pick-up my Testamur

From the selection on the right of the 'Online Graduation Registration' screen, select the 'more' button and select 'Pickup'.



From the 'Details' screen, select your name. You can also elect to have someone else collect your testamur at this stage, if you wish. Once your details have been entered, select 'Next'.

A screenshot of a web form titled 'Pickup Details'. At the top left is a 'Pickup' button and a 'Details' link. At the top right is a 'Next' button. The form has two sections: 'Award Details' and 'Pickup Details'. The 'Award Details' section has a dropdown menu for 'How you wish your name to appear on the Award*' and a note: 'If your formal name is appearing incorrect, please contact Awards and Results'. The 'Pickup Details' section has a note: 'Please Note: Awards can only be picked up from Rockhampton North Campus'. Below the note is a checkbox labeled 'Do you wish to elect someone else to collect your Award' and a text input field labeled 'Name of the elected Award Collector'. The checkbox and input field are highlighted with a red box.

Note: Testamurs can only be picked up from CQUniversity Rockhampton North campus. Photo ID must be provided.

You will now need to ensure your details are correct and select '**Confirm**'. You can then select '**Pay**' to settle any outstanding charges.

Note: You will not receive your award until you have fully paid your outstanding charges, and the [Conferral Date](#) has passed.

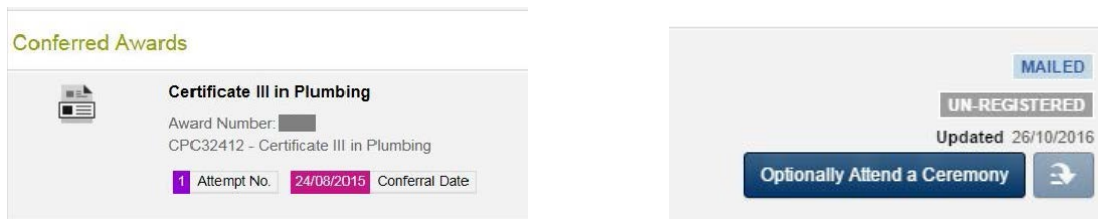
For enquiries relating to the printing or posting of your testamur, please contact the Awards and Results Department at aar@cqu.edu.au.

Vocational Education & Training (VET) Students

If you have successfully completed a VET course, your award will automatically be mailed to you. You also have the option to attend a graduation ceremony, where a certificate of congratulations will be issued.

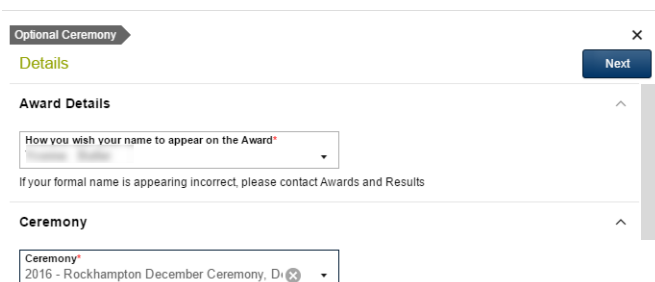
Note: This option is not available for short course awards.

From the 'My Graduation' tile you will see a list of awards. Select the 'Optionally Attend a Ceremony' button to register.



Note: VET awards cannot be mailed or picked up through the graduation registration process in MyCentre, as these are automatically issued to your mailing address. If you would like to attend a graduation ceremony, use MyCentre to register.

In the 'Details' screen, select your name, and choose a ceremony from the drop-down arrow. When you select a ceremony the details for that ceremony will pre-fill automatically. Select '**Next**', to proceed.

The image shows a screenshot of a web form titled 'Optional Ceremony'. It has a close button (X) in the top right. The form is divided into sections: 'Award Details' and 'Ceremony'. Under 'Award Details', there is a dropdown menu for 'How you wish your name to appear on the Award*' and a note: 'If your formal name is appearing incorrect, please contact Awards and Results'. Under 'Ceremony', there is a dropdown menu with the selected option '2016 - Rockhampton December Ceremony, D...'. A blue 'Next' button is located at the top right of the form.

On the confirmation screen, ensure all details are correct, read and agree to the Terms and Conditions and select '**Confirm**'. You will then need to select '**Pay**' to settle any outstanding charges.

Note: Payment for registration may take up to 15 minutes to update your student account. Payment must be processed in full within 14 days from the date of registration and prior to the graduation ceremony.

For enquiries relating to the printing or posting of your award, please contact the Awards and Results Office at aar@cqu.edu.au.