Congratulations! You have completed your academic program and are now a USQ graduand.

How to register for Mail my testamur or a graduation ceremony (Primary)

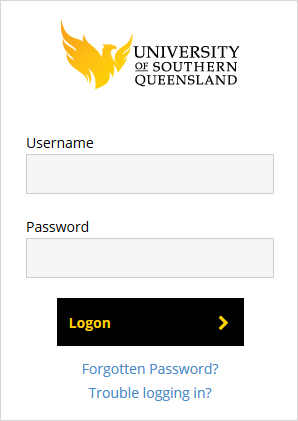
Now it’s time to register for a graduation ceremony, or ‘Mail my testamur’, via the online Graduate Response (Primary Graduation Ceremony).   
  
Regardless of whether you register for a ceremony or ‘Mail my testamur’, your print testamur will be sent directly to you in a COVID Safe manner. If you have studied with a USQ Education Partner, your print testamur will be sent directly to the Partner.

**Log into your Student Centre**1. Open the **USQ homepage** by clicking on: <http://www.usq.edu.au>

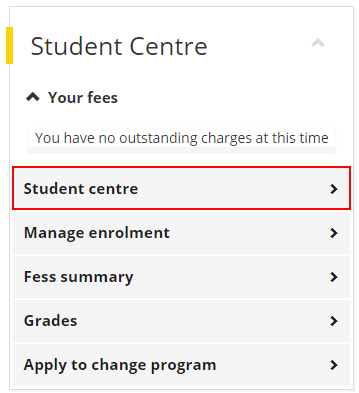
2. Click the **UConnect** button located at the top of the page.

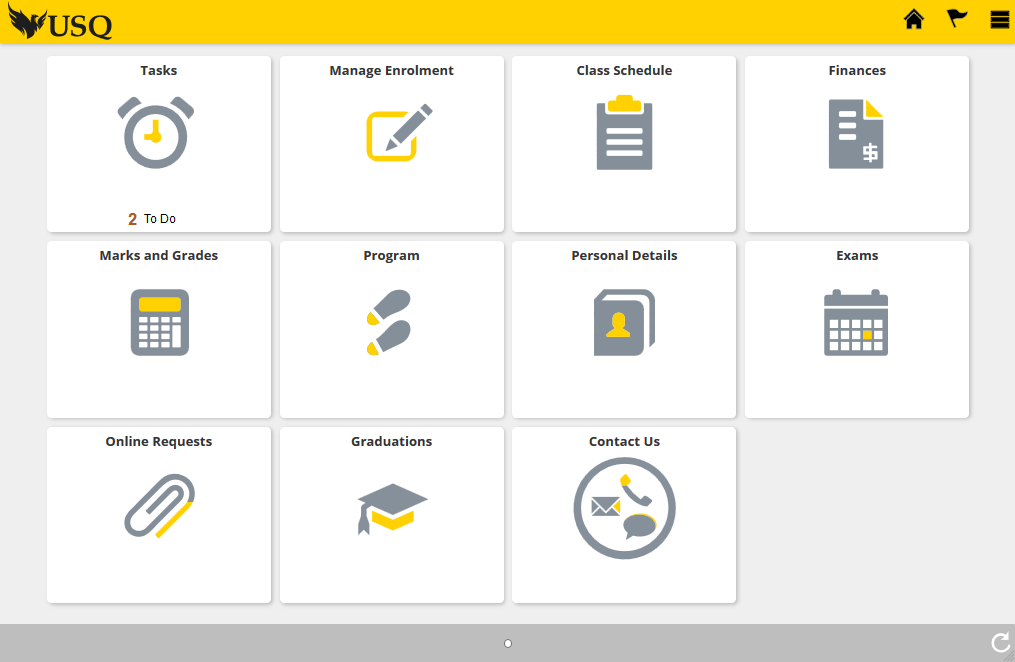


3. Enter your StudentID and Password and click the **Logon** button.



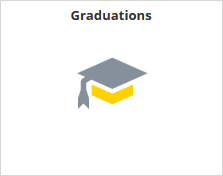
4. Click on the **Student Centre** button.

  
  
  
5. Welcome to your **Student Centre** home page, and the Graduations tile.

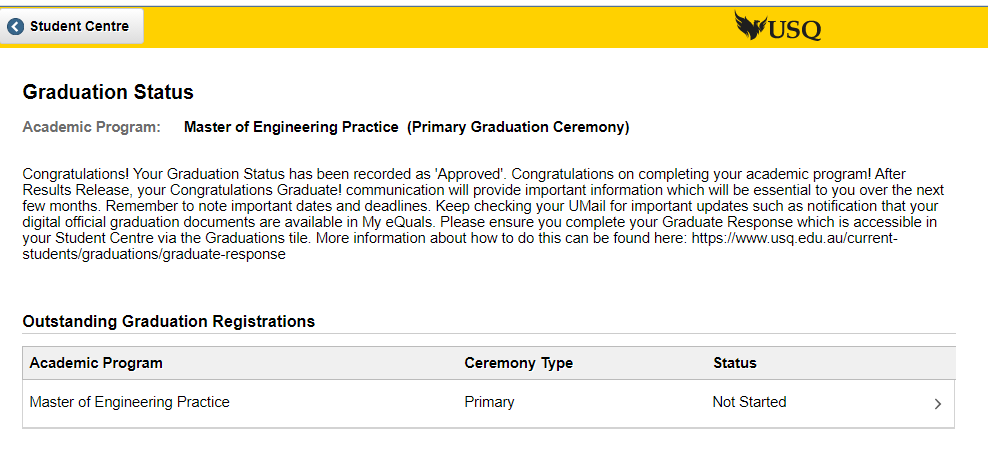


Register for ‘Mail my testamur’ or a graduation ceremony

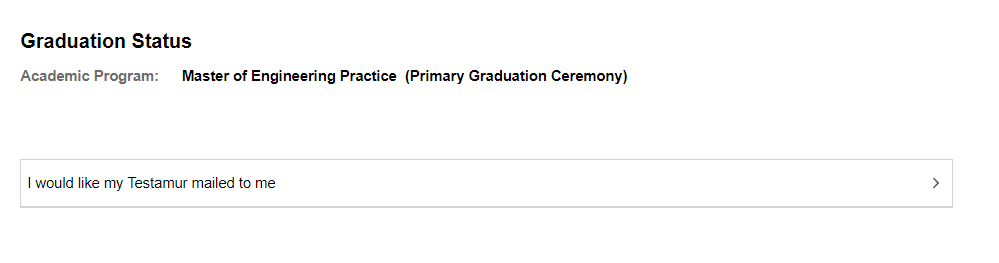
1. Click on the **Graduations** tile.



2. Your **Graduation Status** will show the academic program (award) that you are Approved to graduate from, and an option to select ‘**Primary Ceremony Type’**.   
  
This will be at **‘Not Started’** status.



You are now required to select from either **Mail my testamur** OR a **Graduation Ceremony** and follow the prompts.



## 

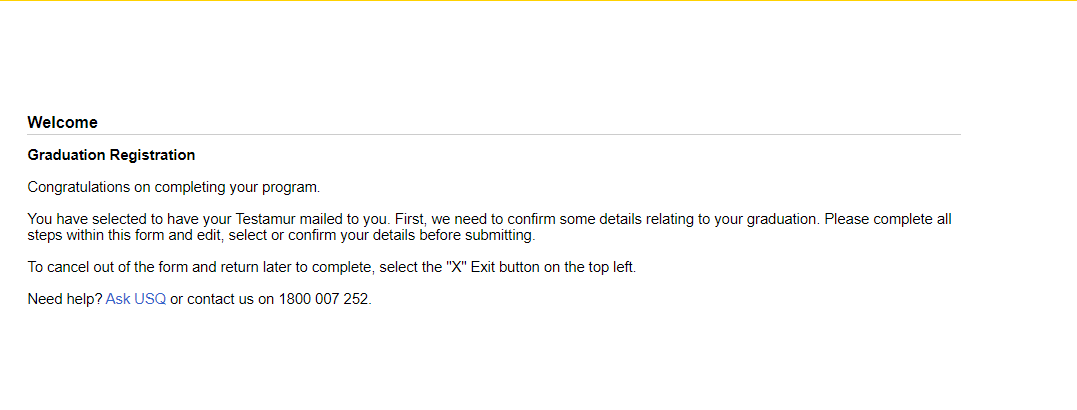
3. If you select **‘I would like my Testamur mailed to me’**, you will see a **Welcome** page outlining how to enter your details. Go to page 5 and continue through the instructions.  
  
Alternately, if you select a **Graduation Ceremony location/date/time** this detail will appear, and you will see a **Welcome** page. Continue through the process until you complete and Submit. Please note the following for the current round of graduation ceremonies:  
  
Step 3, which relates to **Guest Tickets and Academic Dress** sizing is dependent on the ceremony you have selected to attend.

* If you are attending a **Sydney ceremony** select the number of guests you will be bringing (AUD30 per guest)**. You MUST complete this section.**
* If you are attending a **Toowoomba or Ipswich ceremony**, you will be allocated the maximum 5 guests automatically. No need to compete this section.
* If you are attending a **Doctoral only ceremony in Toowoomba**, you will be allocated the maximum 10 guests automatically. No need to compete this section.

## It is NOT necessary to provide your academic dress requirements (see below).

## Follow the prompts and be sure to Submit your graduation ceremony registration when complete.

## If you selected Mail my testamur, instead of a ceremony: This message will appear



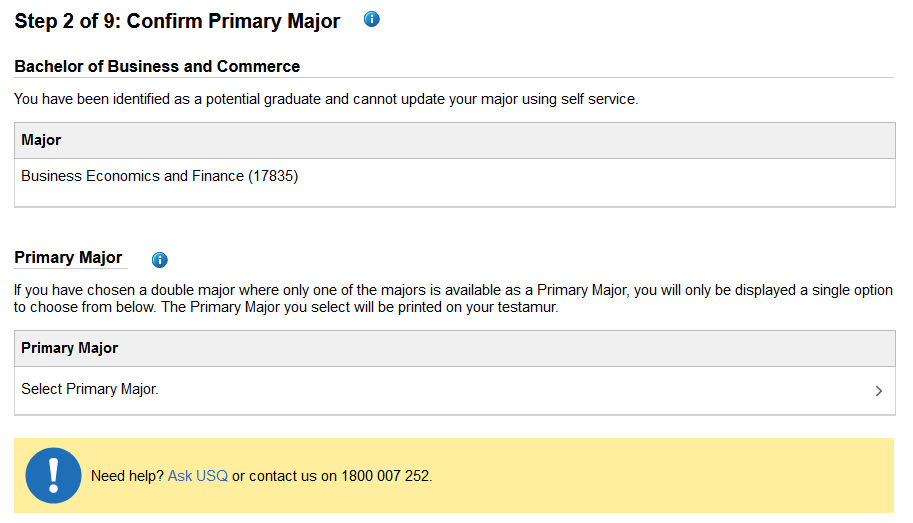
4. Click the **Start** button to begin.



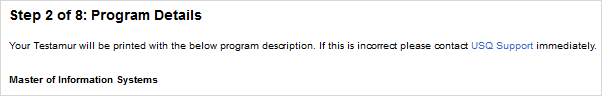
5. If you agree to the terms listed in the Collection Notice, click the **Accept** button.



6. If required, select or confirm your [Primary Major](https://usqstudy.custhelp.com/app/answers/detail/a_id/8383).



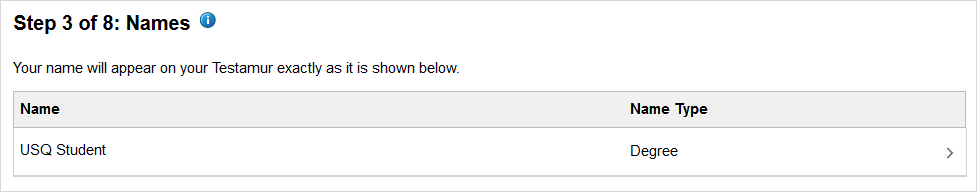
6. Check your **Program** details listed on Step 2 are correct as this will be printed on your Testamur.



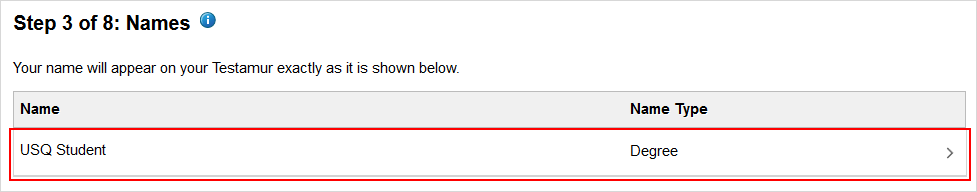
7. Click the **Confirm** button to continue.



8. Check your **Name** is correct as this will be printed on your testamur exactly as it is shown on Step 3.



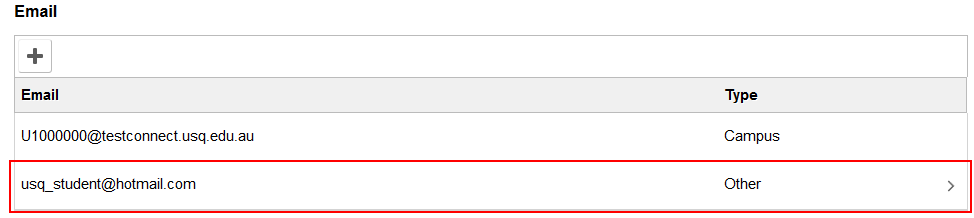
9. If your name is incorrect, click on your name to submit an online **‘Name Change Request’**.



10. If your name is correct, click the **Confirm** button to continue.

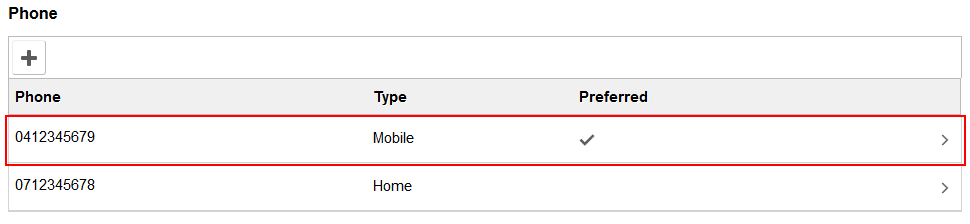


11. Check your **Email addresses** are correct. Click on an existing email address to edit the information.

  
  
  
12. Click the **Add** button to record a new email address.



13. Check your **Phone** information is correct. Click on an existing Phone number to edit the information.

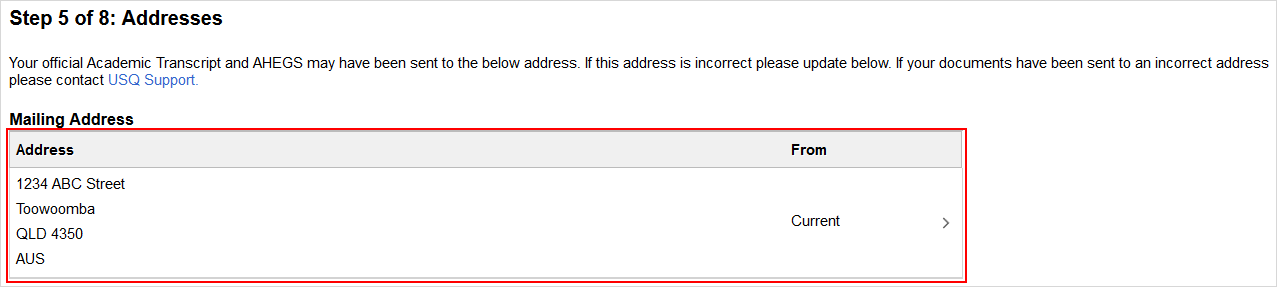
  
  
14. Click the **Add** button to record a new phone number.



15. Once you have updated your information on Step 4, click the **Confirm** button to continue.



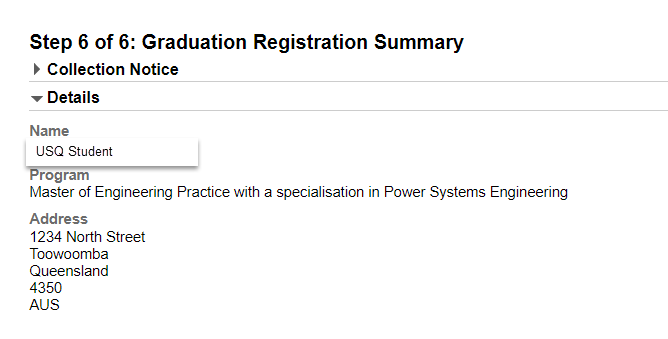
16. Check your **Mailing Address** is correct. Click on your existing mailing address to edit the information.



17. Once you have updated your information on Step 5, click the **Confirm** button to continue.



18. Check the **Graduation Registration Summary** has recorded your correct information.



19. When you are ready to finalise your graduation registration, click the **Submit** button.

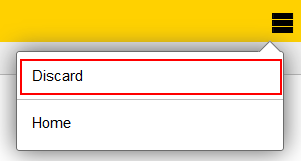


**Change Pending (incomplete) Registration**

If you have **started** the Online Graduate Response and would like to make changes, you have the ability to discard your registration while it is at **‘Pending’** status.

If you would like to change your registration, click the **Actions List** icon at the top of your page and select the **Discard** option. The Discard option will only become available after the first three steps of the Online Graduate Response have been completed.

Note: The Online Graduate Response is considered ‘Pending’ up until the Submit button is clicked on the final step of registration.



**Change Submitted Registration**  
If you have submitted the Online Graduate Response and need to make change, you must contact the Graduations Office to do so.

If you require support, please contact [**graduations@usq.edu.au**](mailto:graduations@usq.edu.au) or **Freecall 1800 007 252** and ask to be forwarded to the Graduations Office.