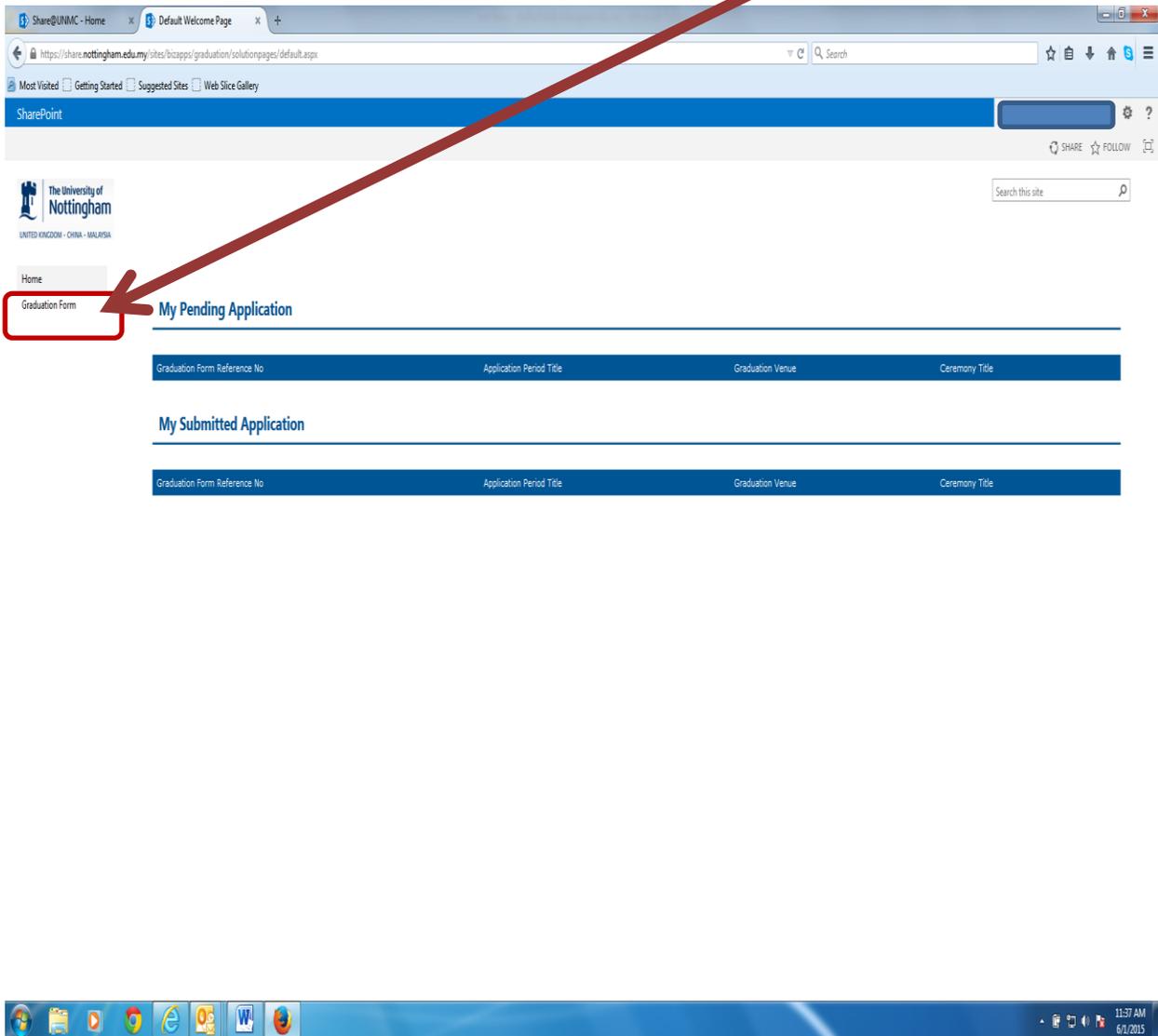# Manual – Online Graduation Form.

1) **Click the below link to access to the Online Graduation Form**:
   **https://share.nottingham.edu.my/sites/bizapps/graduation/solutionpages/default.aspx**

2) You need to log-in using your university username and password. If you have any issue with your log-in, you can refer to
   **ITServiceDesk@nottingham.edu.my.**

3) You will be directed to the "**Home**" screen. Please click on the **Graduation Form** to continue the process.

4) You will be able to view your online graduation form and please update and complete the form accordingly. Please remember to click "**Save & Continue**" for **every page** that you have done.

    a) Please choose the correct graduation ceremony.



5) Please ensure you have <u>completed the **compulsory Tracer Study** survey and attach the complete sheet</u> at the end of the online form. The survey is found at this link: **http://graduan.moe.gov.my/SKPG15/Default.aspx**

6) Once you have updated all information, you may <span style="color:orange">**attach**</span> **the payment slip for guest tickets (if any) and the tracer completion slip** at the end of the online form.

7) Click "**submit**" to submit your form and you will receive an reply e-mail from Graduation Office. You will be able to print a copy of your form after you have submitted the form.



8) Once you have submitted the form, you will be able to view all the information you provided or updated. You will also be able to **print** the form (if needed) and the **print button** can be found at the top of the form.

9) You are unable to make any changes after you have submitted the form. Should you need to make any changes after you have submitted the online form, you will need to e-mail to graduation@nottingham.edu.my.

10) **If you didn't submit the form at the same time you update the info and you wish to submit later, you need to go to "Home" screen , click on your "Pending Application" and continue from there.**