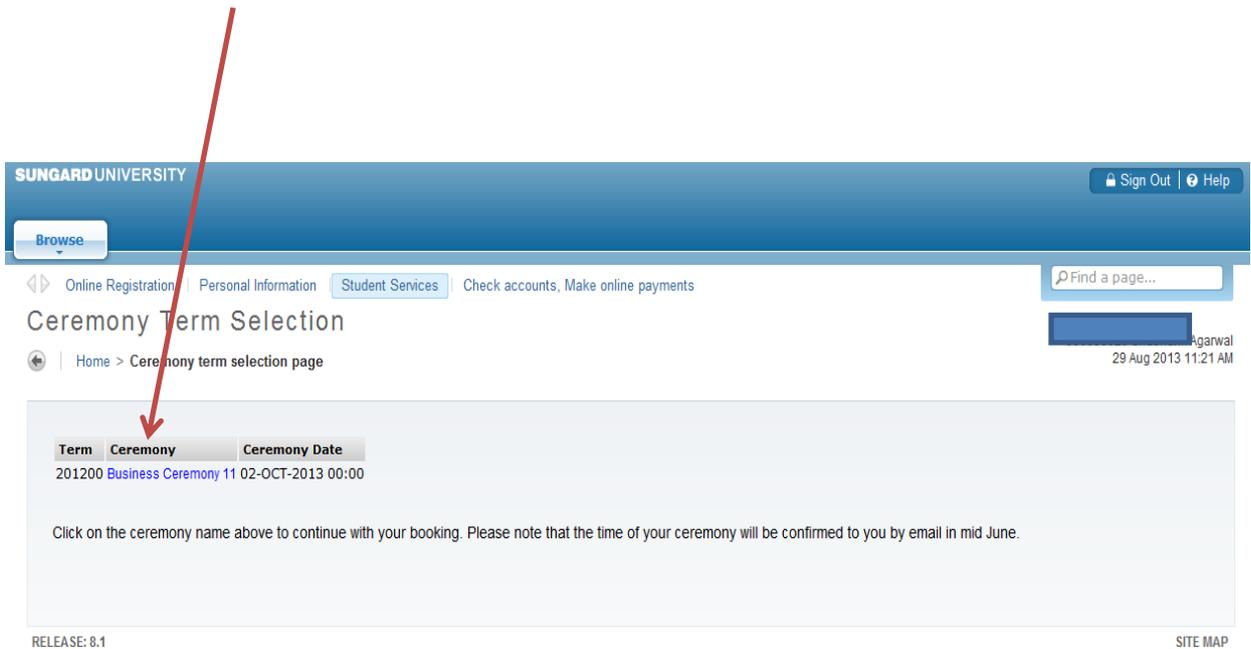


Graduation Ticket Ordering

Please User Internet Explorer 9 or earlier versions – some buttons/ tabs may not work with other browsers such as Internet Explorer 10 or Firefox

If you are eligible for Graduation your ceremony will be displayed below

Click on the Ceremony name link to proceed



The screenshot shows the Sungard University website interface. At the top, there is a blue header with the text "SUNGARD UNIVERSITY" on the left and "Sign Out | Help" on the right. Below the header is a navigation bar with a "Browse" button and several menu items: "Online Registration", "Personal Information", "Student Services", and "Check accounts, Make online payments". A search box labeled "Find a page..." is also present. The main content area is titled "Ceremony Term Selection" and includes a breadcrumb trail: "Home > Ceremony term selection page". On the right side of the main content area, there is a user profile box showing a name ending in "Agarwal" and the date "29 Aug 2013 11:21 AM". Below the title, there is a table with three columns: "Term", "Ceremony", and "Ceremony Date". The table contains one row: "201200 Business Ceremonies 11 02-OCT-2013 00:00". A red arrow points from the text above to the "Business Ceremonies 11" link in the table. Below the table, there is a text instruction: "Click on the ceremony name above to continue with your booking. Please note that the time of your ceremony will be confirmed to you by email in mid June." At the bottom left of the page, it says "RELEASE: 8.1", and at the bottom right, it says "SITE MAP".

Term	Ceremony	Ceremony Date
201200	Business Ceremonies 11	02-OCT-2013 00:00

Click on the ceremony name above to continue with your booking. Please note that the time of your ceremony will be confirmed to you by email in mid June.

Information regarding your ceremony will be displayed. Click **Continue** to proceed

Graduation Ceremony Welcome

Home > Online Graduation welcome page

Wednesday 2 October 2013 0.00

We believe you are eligible to graduate this year so we need you to let us know if you will be attending the Graduation Ceremony.

If you are attending, you will be able to reserve your place and book guest tickets. Please visit our [website](#) where you will find essential information about the ceremony and hiring your academic dress..

If you are not attending, your certificate will be sent to you following the ceremonies..

In order to accommodate you and your guests you need to register your attendance by **27 September 2013**.

You will need to pay for your tickets by **27 September 2013**.

[Continue](#)

RELEASE: 8.1

[SITE MAP](#)

Click **Continue** to confirm your personal details. You may amend your telephone number and personal email address here. If you're Permanent Address is missing or incorrect please update through the Personal Information pages before returning to the Graduation pages.

Browse

Online Registration | Personal Information | **Student Services** | Check accounts, Make online payments

Find a page...

Personal Details

Home > Graduation Personal Details

Wednesday 2 October 2013 0.00

If a telephone number or email address is not shown here, you must enter one in order to continue to the next page. Both items must be present for you to continue.

If your address is blank please enter your permanent address through the Personal Information link above

Your address is:

Permanent Address:

Your telephone number(s) are:

Mobile Telephone:

[Amend Phone](#)

Your Email address is:

Personal Email Address:

[Amend Email](#)

[Continue](#)

Select your attendance status from the drop down and click continue. You will only be able to attend graduation and purchase guest tickets if you select **Yes-will Attend**.

Browse

Online Registration | Personal Information | Student Services | Check accounts, Make online payments

Find a page...

Graduation Ceremony Attendance

Home > Graduation Ceremony Attendance

Wednesday 2 October 2013 0.00

Please indicate whether you wish to attend the Graduation Ceremony, by selecting from the following list:

Attendance Status

Yes - will attend

Continue

RELEASE: 8.2

SITE MAP

If guest tickets are required select Guest Tickets from the drop down menu and enter quantity required, then press **Save Your Order and Proceed**.

If no guest tickets are required confirm by clicking **I Confirm No Guest Tickets are Required**

Orders

Home > Ticket request page

Wednesday 2 October 2013 0.00

On this screen you will be able to order tickets for your guests, a maximum of guests 2 per student

Please select the items you wish to order from the drop-down list below.

Item	Price	Quantity Required (Max. 2)
Guest Ticket	£ 20.00	1

Save Your Order and Proceed

I Confirm No Guest Tickets are Required

Please refer to our [website](#) for information on overseas guests and visa's. Please note, children under five years old are not able to attend the ceremony.

RELEASE: 8.2

SITE MAP

Enter any Special Requirements, relating to disability access for yourself or your guests. Please leave blank of there are no Special Requirements. General enquires should be sent to aceremonies@greenwich.ac.uk

Click **Continue** to proceed with your order

Your Guest tickets will be displayed on the Order Confirmation page.

If your order is correct Click '**Confirm and Proceed**'. Upon confirming your order you will no longer be able to amend your tickets. You must confirm your order even if you do not wish to have guest tickets, in order to confirm your attendance.– Continue to Page 5. 'Graduation Ceremony Transactions'

Item	Price	Quantity	Total	Payment Indicator	Remove / Reduce Guest Tickets
Guest Ticket	£ 20.00	1	£ 20.00	Payable	Remove / Reduce Guest Tickets
Amount Payable to University			£ 20.00		
Total Amount Payable			£ 20.00		

To Add further Guest tickets (You will only be able to order a total of 2) click **Add Guest Tickets (Max. 2)** – this will return the ‘Orders’ page (Page 3.) where you may increase the number of guest tickets to a maximum of two.

To reduce or remove guest tickets select the **Remove / Reduce Guest Tickets** link to return the ‘Delete Order Item’ page (below).

Press delete to remove all guest tickets and return to the ‘Orders’ page (Page 3.) where you may re-enter the number of guest tickets to a maximum of two

Online Registration | Personal Information | **Student Services** | Check accounts, Make online payments

Find a page...

Delete Order Item

Home > GRDS ticket orders deletion page

Business Ceremony 11
Wednesday 2 October 2013 0.00

To amend the number of guest tickets required please press delete, you will be able to add 1 or 2 guest tickets to your basket in the next page.

Item	Total	Quantity
Guest Ticket £40		2

Delete Cancel

RELEASE: 8.1 SITE MAP

Continued from Page. 3. Click on the **Add** button to proceed

Browse

Find a page...

Graduation Ceremony Transactions

Home > Account Transactions

Account Balance: £ 104.00
Due Today: £ 104.00

Description £	Charges £	Payments £	Balance Outstanding £	Due Today £	Click to add to basket
Graduate Ceremony Outstanding Balance	20.00	0.00	20.00	20.00	Add

RELEASE: 8.1 SITE MAP

Click on **Show Basket and Make Payment**

Graduation Ceremony Transactions

Home > Account Transactions

Account Balance: £ 104.00

Due Today: £ 104.00

Description £	Charges £	Payments £	Balance Outstanding £	Due Today £	Click to add to basket
Graduate Ceremony Outstanding Balance	20.00	0.00	20.00	20.00	Add

Your Basket

Account Type	Term Code/ Invoice No	Payment
Misc Card Payment Graduation 201200		£ 20.00

Show Basket and Make Payment

Enter your email address and click **Continue**

Your Status and Account Balance

Home > Final confirmation of payments

Payment details and confirmation. If the amount is correct enter your email address (where the receipt will be sent) then press Continue.

Account Balance: £ 104.00

Due Today: £ 104.00

Account Type	Term Code/ Invoice No	Payment
Misc Card Payment Graduation 201200		£ 20.00
Total		£ 20.00

Please enter your email address

Continue

Click **Continue** to access Barclays Payment Pages and make payment

Make Payment

[Home](#) > [Check Out](#)

Press the continue button if you are happy to proceed with your payment.



Account Balance: £ 104.00

12/2013

Due Today: £ 104.00

Your Basket

Account Type	Term Code/ Invoice No	Payment
Misc Card Payment	Graduation 201200	£ 20.00

Email Address



[Continue](#)