

HOW TO LOGIN TO eVISION TO INDICATE YOUR WILLINGNESS TO PROCESS AND/OR ORDER REGALIA/REQUEST A STAFF TICKET

Go to the University main webpage, select the tab called “**For Otago staff**” from the left hand side, then select “**eVision**” or use the link www.otago.ac.nz/evision

1. Log-in using your University Staff username and associated password
2. Click on the “**Graduation**” link, which is located in the blue ribbon on the left hand side
3. Click on “**Attend graduation ceremony**”
4. Click on the ceremony that you wish to attend, you will then automatically be redirected to another page to confirm your attendance
5. Select “**I will take part in the procession and be seated on the stage**”, (if you are processing you do not require a ticket)
6. If you would like to request a ticket for a guest to attend in the main body of the Town Hall select “**I would like to request a guest ticket**”
7. Once you have made your selection click on “**Update**”

You will be returned to the page to select another ceremony. Repeat the above steps 3 through to 6 for each ceremony until you have selected all the ceremonies you wish to attend.

When you have finished selecting ceremonies you must click “Continue” to order regalia.

- Select “**Yes**” if you wish to hire regalia from the drop box
- Specify your degree and the name of the institution where it was obtained. Select “**Continue**” when you have completed filling in the above information and then “**Exit**”

(If you do not need to hire regalia, then leave “**No**” in the dropdown. Select “**Continue**” Select “**Exit**”)

Withdrawing

If your circumstances change and you wish to withdraw from processing, access your eVision portal click the relevant ceremony you want to withdraw from and you will automatically be taken to the attendance page.

Remove the relevant tick/s.

Click on “**Update**”

The system will take you back to select another ceremony

Click “**Finish**” once you have finished removing yourself from the ceremonies

Click “**Exit**”

Access to eVision

If you do not have eVision access or have signed in and cannot see the Graduation tab on the left hand side, please email evision@otago.ac.nz with the subject line: “Graduation staff access”. In the body of the email please include the following information:

- Your full name
- Title i.e Mr/Miss/Mrs/Ms/Dr/Assoc. Prof/Prof. etc
- Position i.e “Associate Professor”
- School, Faculty and Department
- University username
- Contact telephone number

You will be notified via email once your access has been set up.

If you have any queries regarding these instructions, please contact the Graduation Office via email graduation@otago.ac.nz, or telephone 03 479 8077.