5. Using the Graduation Database

5.2 Logging in

When access is activated the new user will be given a single use password to login for the first time. The new user will then be prompted to set two new passwords. Logging in to the database always requires one user name and two passwords.

To log in go to www.rmit.edu.au/academic-registrar/graduation (staff website login required) and click on the link to the Graduation Database. Alternatively go directly to https://graddata.rmit.edu.au/index.html Add this link to your favourites.

Note: If you need your password reset, please email graduation@rmit.edu.au. Please include your e-number.
5.3 Viewing applications to graduate

Staff can only view applications to graduate for programs for which the staff member is responsible.

To view a list of the applications:

1. Click on the left side of the screen.

2. Use the drop down list in the **Program Code** box to select a program code.

3. Click on .

4. View list of all the students who have applied to graduate in that program.

Tip: Program administrators can email graduation@rmit.edu.au at any time to request the removal of students from the list if they have discontinued study from the program.
5.4 Viewing a student's graduation record

Staff can view an individual student records on the Graduation Database. This is useful if staff need to verify a student's contact details or to see if a student has been conferred. Staff can also read comments written relating to this particular student’s conferral.

To view a student’s record:

1. Click on [Grad] on the left side of the screen after you have logged into the database.

2. Enter the student ID in the box called ‘Student Number’.

3. Click on [Get Next Screen].

4. View the student’s record. (If no record appears it means the student has not applied to graduate).
This record shows that:

- The student applied to graduate in absentia from program BP200
- The student has applied for a Statement of Academic Completion (SAC)
- School staff (e-number e11111) has entered the award level "pass" for the student
- The testamur number is 1236541
- The student was conferred on 29/03/2010