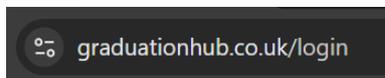## Register your attendance in the ceremony and book your gown

Ede and Ravenscroft has moved from eNet (portal used in the past graduations) to a new portal called the Graduation Hub.

- **Returning users:** If you already have an account with eNet, **please use your eNet login** details on the Graduation Hub.
- **New users:** if you do not already have an eNet or Graduation Hub account, please request that an account be created by emailing staffgraduation@imperial.ac.uk. Users will need to reset their password when logging in for the first time

Please follow the steps below to register and place your gown order:

1. Go to https://graduationhub.co.uk

2. Enter your staff email address and eNet/Graduation Hub password. If you cannot remember your password or you're a new user, please use the "**Forgotten password**" link. Please note there may be a short delay with password resets, so wait up to 10 minutes before logging in with your new credentials.

3. **New users:** Complete all Personal Details sections (including Personal Information, Education and Attire Requirements), select "**Continue to Dashboard**", and accept the Terms and Conditions if prompted.

Attire Requirements

• **I have my own attire** – Please select this option if you will be providing your own academic dress, No hire gown will be provided for you.

• **I would like to buy attire** - Click this link if you wish to purchase academic dress

• **I would like to hire attire** - Tick this box if you require academic dress hire

• **Size Guide** - Click this link for information on measuring for your robe and hat

• **Robe hire required** - Tick this box if you require a robe hire and select your height from the drop down options
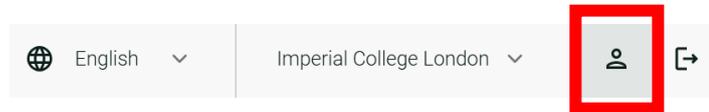
• **Hat hire required** - Tick this box if you require a hat hire and select your head circumference from the drop down options as well as the hat type

• **Hood hire required** - Tick this box if you require hood hire. The hood provided will be that which matches your degree.
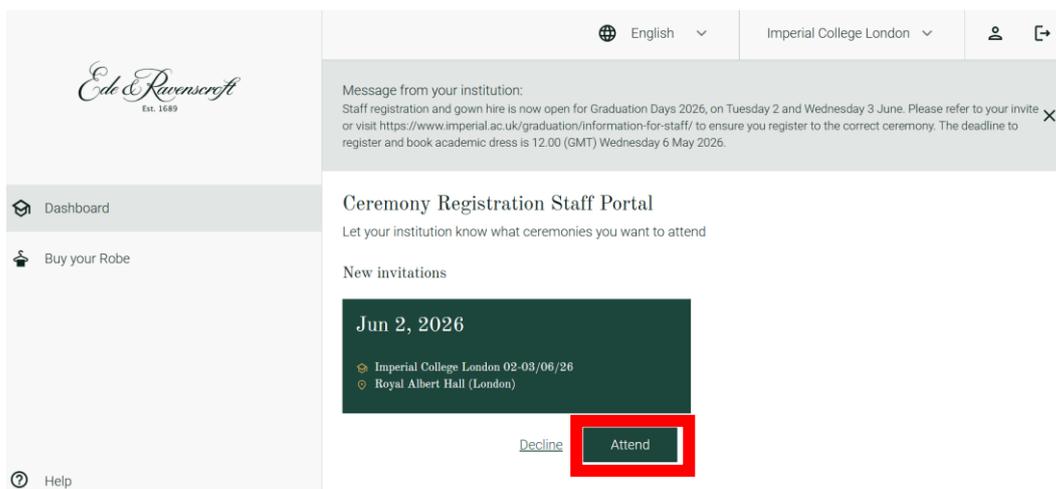
• **Add Special Requirements** - If you have any special requirements for attire please let us know via the text box.

Click the Continue to Dashboard button to proceed.

4. **Returning users:** You will be taken directly to the attendance page. To check or edit your details, click on your profile in the top-right corner.

5. Select the week of your ceremony, then choose the specific ceremony time. **Please refer to your invitation to ensure you select the correct ceremony.**

6. Confirm your **Attendance** or **Non-Attendance**. This will then be shown on your dashboard.

Attending

01
May

Florina Ceremony
Mall Venue   •   01 May 08:30

If you have any further queries, please contact Kevin Cheong (Senior Graduation Events Officer) at staffgraduation@imperial.ac.uk.