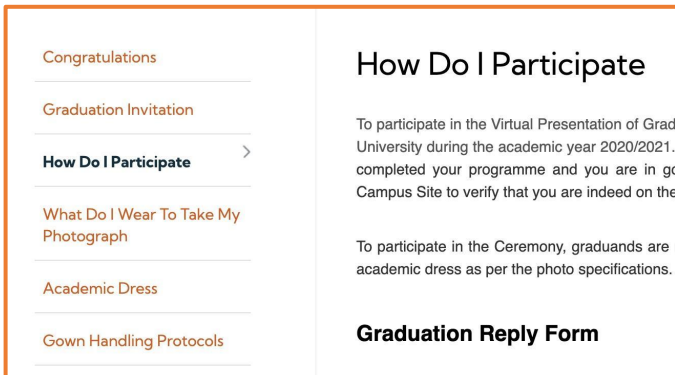


1

Go to the Graduation Website

<https://www.open.uwi.edu/graduation>



If you wish to participate in the Virtual Graduation Ceremony, please complete and submit the online [Graduation Reply Form](#) by clicking on the link on the Graduation Website

2

Log in to the Graduation Reply Form

A screenshot of a login form on a dark orange background. It features two light orange input fields: the top one is labeled 'Username' and the bottom one is labeled 'Password'. Below these fields is a white rounded rectangular button with the text 'Login' in orange.

Log in using your UWI Student ID and password.

If you are having trouble, click on the "Forgot your password?" link below the Login button, follow the instruction to reset your password and then attempt to log in again.

3

Start filling out the reply form

Graduation 2023 Reply Form
Hello, **Jane** Logout

The Virtual Graduation Ceremony of The University of the West Indies, Open Campus will be held on Saturday, November 11, 2023, at 2:00pm BZ / 3:00pm JA / 4:00pm EC time. The Ceremony will be streamed live on UWItv.

Visit the [Website for The Presentation of Graduates 2023](#) for full details.
The online Graduation Reply Form should be completed no later than September 30, 2023.

Jane Doe
Bachelor of Science
Social Sciences

[Fill out reply form...](#)

Click on the "Fill out reply form..." button

4

Accept the Data Privacy Statement

The UWI Global Campus - Gr... X +
portal.open.uwi.edu/graduation/index/reply-form

Graduation 2023 Reply Form
Congratulations **Graduand!** Logout

Data Privacy Statement

Please be aware that by participating in the graduation activities and attending the Graduation Ceremony, whether physically or virtually, you are giving consent to The University of the West Indies (the University) to record and use your personal information such as your name and photograph or any other form of identification. The ceremony will be streamed live by UWItv* and or any other entity authorized by UWItv or the University, using still, video photography and audio. Your personal information may be used for future broadcasting events, publication, publicity and any other non-commercial activities.

The University bears no responsibility for the use of your personal data by any other broadcasting organization or any other person, and you hereby indemnify the University for any use of your personal data by any third party not authorized by the University.

Please also note that this applies to all your invitees to the graduation ceremonies.

*UWItv is a wholly owned subsidiary of The University of the West Indies and is authorized by the University for conducting broadcasting services.

I acknowledge the Data Privacy Statement and wish to participate in the UWI Graduation Ceremony.

I do not wish to participate in the UWI Graduation Ceremony.

[Cancel](#) [Next...](#)

In order to participate in the Graduation Ceremony, you must accept the the Data Privacy Statement

5

Select your Ceremony

The screenshot shows a web browser window with the URL 'portal.open.uwi.edu/graduation/index/reply-form'. The page title is 'Graduation 2023 Reply Form' and 'Congratulations Graduand!'. There is a 'Logout' button in the top right. The main content area is titled 'Graduation Ceremony' and contains the text 'I wish to be presented at the:'. Below this, there are five radio button options, each with a date: 'Global Campus Virtual Ceremony' (November 11, 2023), 'Cave Hill Campus Ceremony' (October 21, 2023), 'Five Islands Campus Ceremony' (October 07, 2023), 'Mona Campus Ceremony' (November 03 and 04, 2023), and 'St. Augustine Campus Ceremony' (October 26, 27 and 28, 2023). The 'Global Campus Virtual Ceremony' option is selected and highlighted in green. At the bottom of the form are three buttons: 'Back', 'Reset', and 'Next...'.

Select the Graduation Ceremony in which you would like to be presented

6

Graduand Photograph Submission

The screenshot shows the same web browser window as the previous one, but the form is now titled 'Contact Information'. It contains the text 'Please provide updated personal email and phone number.' Below this, there are two input fields: 'Personal Email' with the value 'test@email.com' and 'Phone' with the value '246-543-6789'. At the bottom of the form are three buttons: 'Back', 'Reset', and 'Next...'.

Please provide a personal email address and phone number

7

Provide the pronunciation of your name

Please provide the pronunciation of your name. Either use the record button or select an audio file and upload.

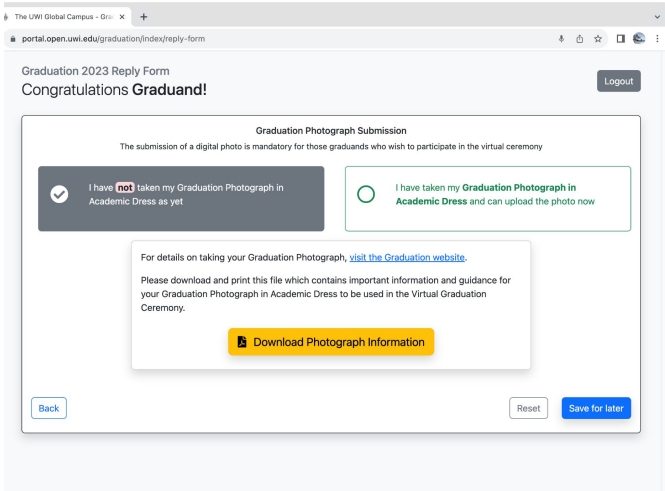
The screenshot shows a web browser window with the URL `portal.open.uwi.edu/graduation/index/reply-form`. The page title is "Graduation 2023 Reply Form" and it says "Congratulations **Graduand!**". There is a "Logout" button in the top right. The main content area is titled "Pronunciation" and contains two options: a green microphone icon labeled "Studenter Test" with the instruction "Please click the green button to record the pronunciation of your name..." and a file upload button labeled "... or upload an audio file of the pronunciation of your name" with a "Choose File" button and "No file chosen" text. At the bottom, there are "Back", "Reset", and a yellow error message button that says "I cannot record or upload an audio file".

The screenshot shows the same "Pronunciation" step. The page title is "Graduation 2023 Reply Form" and it says "Hello, **Jane**". There is a "Logout" button in the top right. The main content area is titled "Pronunciation" and contains a yellow banner with the instruction "Please indicate the phonetic spelling of your name using the [Phonetic Spelling Instructions](#)." Below this is a blue button labeled "Jay-en-DOB" with the text "This is a computer generated guess of the phonetic spelling of your name to help get you started." There is a "Click to insert this phonetic spelling" tooltip over the button. Below that is a text input field labeled "Phonetic Spelling or name UOE" with the value "Jay-en-DOB". At the bottom, there are "Back", "Reset", and "Next..." buttons.

If you do not have a device that can record or upload audio, please click on the "I cannot record or upload an audio file" button, to provide the phonetic spelling of your name

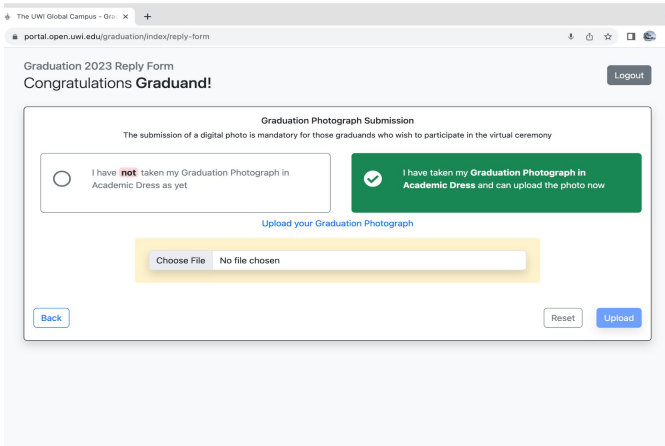
9

Graduand Photograph Submission (continued)



If you have **not** yet taken your Graduation Photograph in Academic Dress, [visit the Graduation website](#) For details on taking your Graduation Photograph

When you have your photograph, return to the Graduation Reply Form to update your answer and upload the photo



If you **have** your Graduation Photograph in Academic Dress, then click "Choose file" to select the photo file.

Finally, click the "Upload" button.

That's it, you are done and ready for the Virtual Graduation Ceremony. Congratulations!