Instructions for registering to process

All members of staff need to register to process using the ENET portal. If you have your own academic robes you still need to register for the ceremonies that you wish to attend so that we know to expect you in the staff procession.

Members of staff processing for the first time.

- If you have not used Enet before, you will need to email graduation@reading.ac.uk with the subject 'Staff Robe Hire' so that an account can be created for you. Once this has been done, you will receive an email with instructions to follow. Click on the link to reset your password. Change your password then click log in.

- When you log in for the first time, there are Ede & Ravenscroft terms and conditions that you must Accept in order to proceed.


To log in:

- Please enter your Reading/Henley/UCEM/RUSU email address. The default password when you log on for the first time is “password1”.

- If you have used the Enet system before and previously changed your password, please use that. After 3 failed log-in attempts, your account will be temporarily locked. Please use the "Forgotten your password?” link to reset your password.

- Click on 'My Account'. Please either enter or check your personal details. When entering details ensure to click ‘Update’.

- Click on ‘Gown Details’. Please either enter or check these details. When entering details ensure to click ‘Update’. For staff who have their own gowns please tick ‘I have my own Attire’.

To register to attend:

- Click on ‘My attendance & hire’. Here, your gown hire requirements will be displayed at the top. Below will be the ceremonies that you will be eligible to attend. Please check the Ceremony List (attached) for scheduled ceremonies for specific Schools/programmes. If you wish to attend a ceremony for a School/programme that is not your own please email graduation@reading.ac.uk so that we can arrange this for you.

- Tick the box for the ceremony(ies) you wish to attend. Click ‘Save changes’. This screen also acts as a confirmation page. If you wanted to check or change your registration details, you may do so on this page.

The Graduation Office will email out final instructions to all staff registered to process in the week before the ceremonies take place. Please ensure you look out for such an email as it will contain instructions on where to pick up/return your gown and also tell you where you need to be and at what time in the day.