

# MedailleOne

## Certificate Application Instructions

- Login to **MedailleOne** at <https://one.medaille.edu/cp/home/displaylogin> .
- From the **Welcome** screen click “Students” tab.
- At the bottom of “Students” tab, under “Student Records”, click “More BannerWeb Student Records”.
- At the “Student Records Menu”, click “Apply for Graduation” (2<sup>nd</sup> from the bottom) and proceed as follows:
  1. At “**Curriculum Selection**”, select your certificate. If your certificate appears incorrect, contact your Academic Advisor or Student Services immediately.
  2. At “**Graduation Date Selection**”, select date from the drop-down menu that is **AFTER** all of your requirements will be met.
  3. At “**Diploma/Certificate Name Selection**”, **\*\*PLEASE NOTE\*\*** this is **EXACTLY** what will be printed on your diploma. If your name is not as you prefer, you **MUST** provide a name change request to the Registrar’s Office or Student Services Office along with legal documentation for the revision to be processed.
  4. At “**Diploma/Certificate Mailing Address Selection**”, select option from drop-down menu and verify your mailing information.
  5. At “**Graduation Application Summary**”, review your information before clicking “Submit Request”
- You may either pay your \$50 graduation fee online or have it billed to you at a later date. Contact Student Accounts to pay at a later date (716-880-2309).