

## HOW TO UPDATE COMMENCEMENT INFORMATION

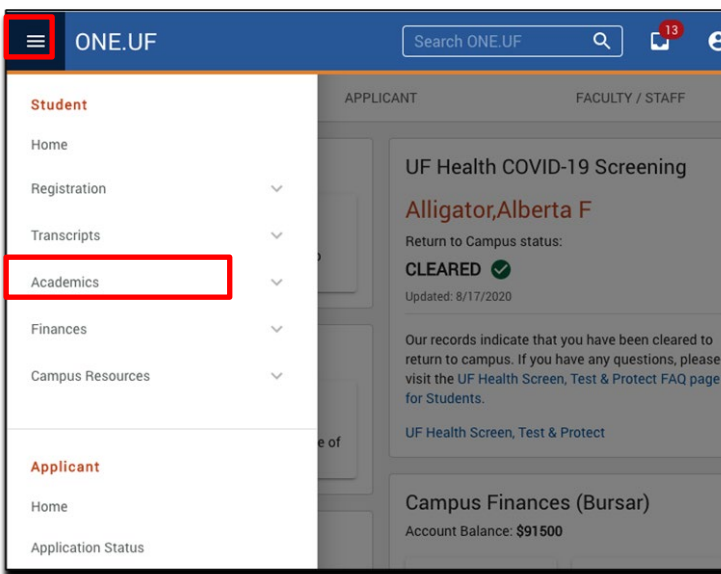
The following instructions demonstrate how a student can update commencement information in ONE.UF.

### NAVIGATION

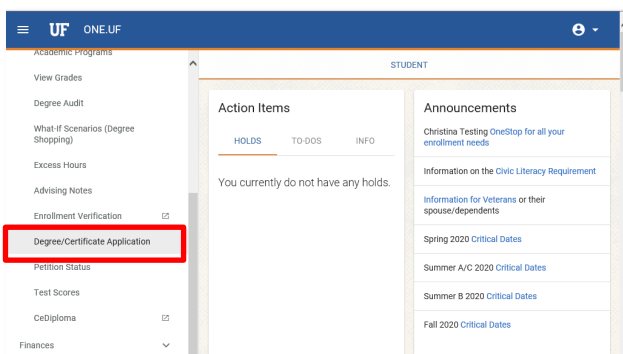
1. Go to the web address [one.uf.edu](https://one.uf.edu)
2. Click **LOG IN**
3. Click **Log in with GatorLink**
4. Enter **GatorLink Username and Password**
5. Click the **LOG IN** button

### UPDATE COMMENCEMENT INFORMATION

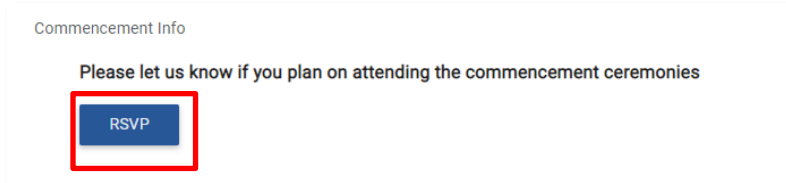
1. From the top left navigation panel, click **Menu Icon**.
2. **Academics** drop-down arrow.



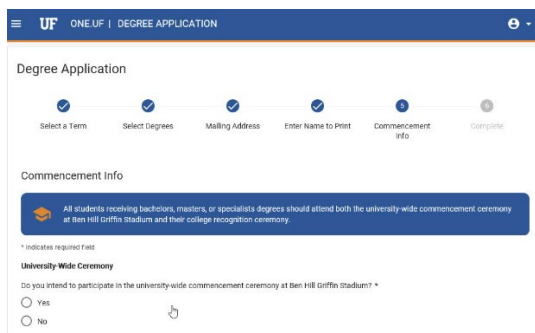
3. Next, click **Degree/Certificate Application**.



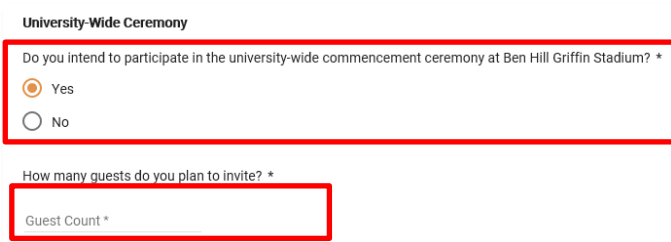
4. Click the **RSVP** button to answer Commencement RSVP questions.



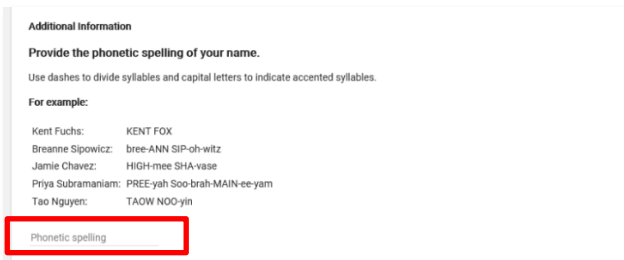
5. Now answer the question(s) about attending the **Commencement and/or Recognition Ceremony(ies)**.



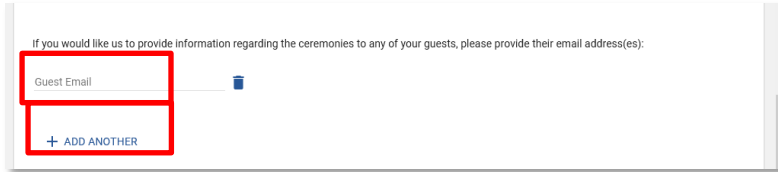
6. If you selected yes, a **guest count** will need to be entered.



7. You now have the option to provide the **phonetic spelling** of your name.



8. Enter **guest email** address if you would like UF to send information regarding the ceremonies. To add more than one, click the **+ Add Another**.

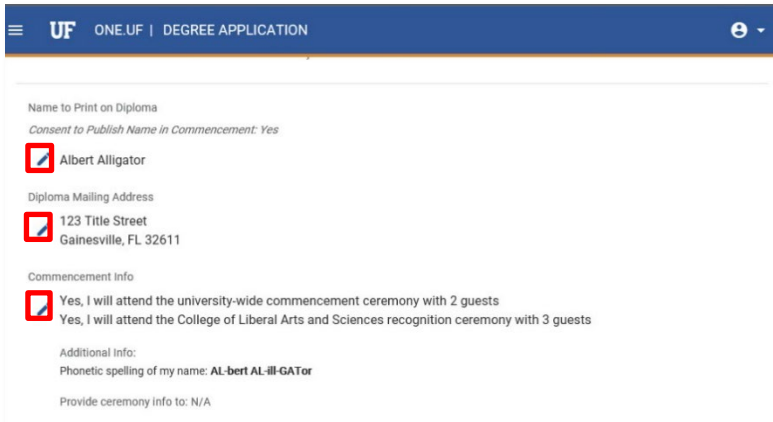


If you would like us to provide information regarding the ceremonies to any of your guests, please provide their email address(es):

Guest Email

**+ ADD ANOTHER**

9. Note: If a **pencil icon** is available, you can update the information during the term.



UF ONE.UF | DEGREE APPLICATION

Name to Print on Diploma  
*Consent to Publish Name in Commencement: Yes*

Albert Alligator

Diploma Mailing Address  
 123 Title Street  
Gainesville, FL 32611

Commencement Info  
 Yes, I will attend the university-wide commencement ceremony with 2 guests  
 Yes, I will attend the College of Liberal Arts and Sciences recognition ceremony with 3 guests

Additional Info:  
Phonetic spelling of my name: **AL-berT AL-III-GATor**

Provide ceremony info to: N/A

## ASSISTANCE

### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### Policies and Directives

Office of the University Registrar  
(352) 392-1374  
<https://commencement.ufl.edu/>