HOW TO UPDATE COMMENCEMENT INFORMATION

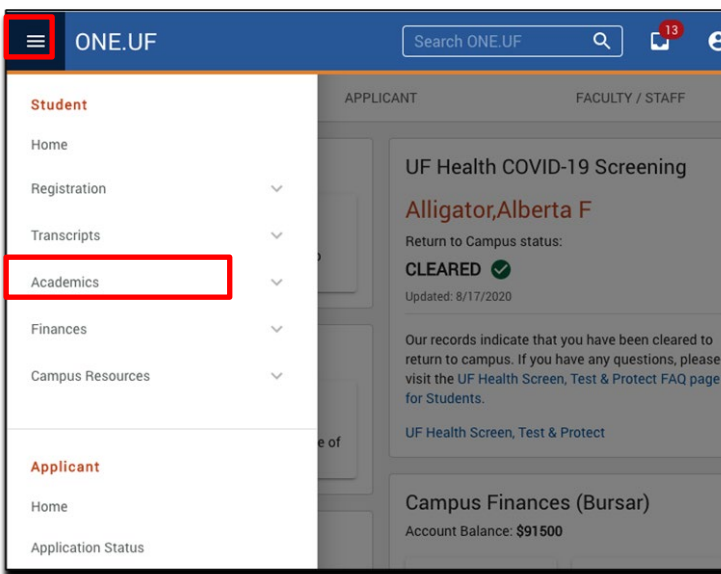The following instructions demonstrate how a student can update commencement information in ONE.UF.

NAVIGATION
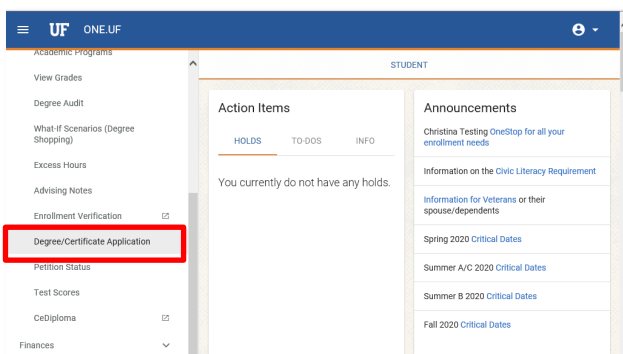
1. Go to the web address **one.uf.edu**
2. Click **LOG IN**
3. Click **Log in with GatorLink**
4. Enter **GatorLink Username and Password**
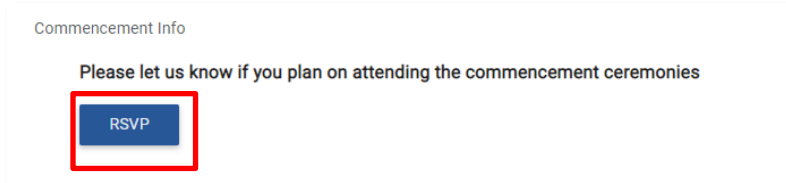5. Click the **LOG IN** button

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

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

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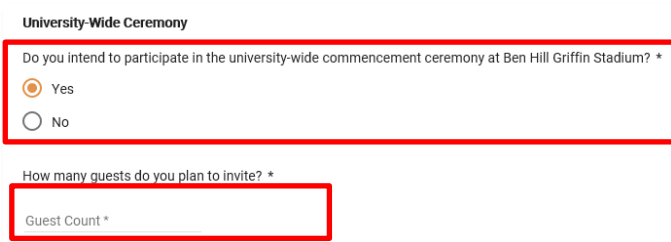University of Florida, Gainesville, FL 32611

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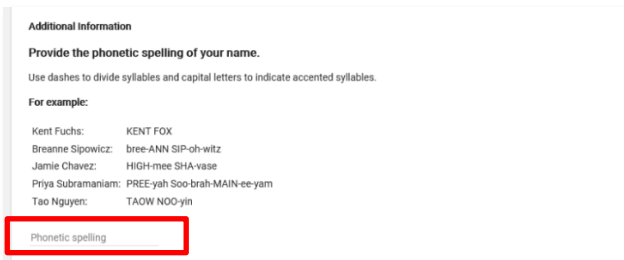

5. Now answer the question(s) about attending the **Commencement and/or Recognition Ceremony(ies)**.
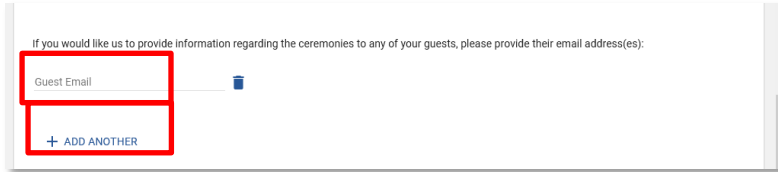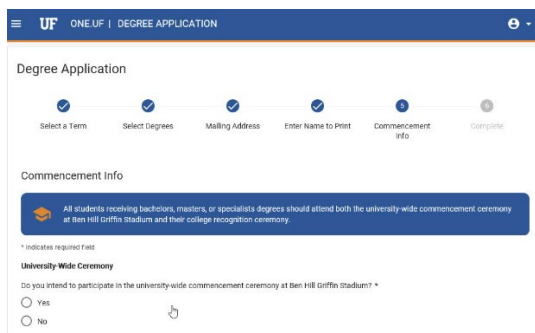

6. If you selected yes, a **guest count** will need to be entered.

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.**
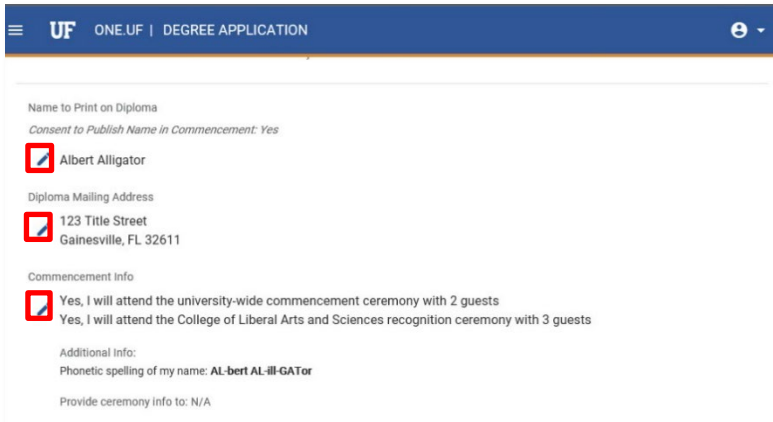

9. Note: If a **pencil icon** is available, you can update the information during the term.

ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
Office of the University Registrar
(352) 392-1374
https://commencement.ufl.edu/