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

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**.

![](image)

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

![](image)

**ASSISTANCE**

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

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