**ONE.UF: STUDENT VIEW OF GRADUATION CHECKLIST**

This instruction guide will walk you through the process a student goes through to access the graduation checklist in ONE.UF.

**NAVIGATION**

Students will use the following navigation to log into ONE.UF:

1. Go to 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

**PROCESS**

Students will use the following steps to complete the checklist.

1. From the Menu Icon, click the Academic drop-down arrow.
2. Click Graduation Checklist.

NOTE: If you have not completed a degree application, you must do so now.

NEW APPLICATION

1. Click Start Application button.

For detail information, click the Apply for a Degree instructional guide.
2. Once the application is submitted, a status of Application Received date is viewable. From there, go back to checklist by clicking **View Graduation Checklist.** ** Status must be received before the checklist will display the information. **

3. The checklist displays the application for current term.

4. Click **down arrow** to view the full summary of the application for the term.
5. To edit your name, click the **Edit** button.

**ITEMS TO MONITOR**

1. Click the **down arrow** next to each section to review outstanding items.

2. If you need help with any outstanding items, click on the **View List** button.
3. Notice the Red! on Satisfy Financial Obligations. Click the arrow to view.

### ADDITIONAL HELP

**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  
registrar.ufl.edu