ONE.UF: STUDENT VIEW OF REGISTRATION PREP

This instruction guide will walk you through the process a student goes through to complete Registration Prep in ONE.UF.

NAVIGATION

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

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

PROCESS

Students will use the following steps to complete Registration Prep:

1. Click Holds.
2. Click **Hold** to view the items.

3. Click the **Complete Acknowledgement** link.
4. Click the **Start Registration Prep** button.

5. Click the **Review Degree Audit** button.

6. Review Degree Audit (it will open in a new window or tab).
7. **Close** the Degree Audit window or tab.
8. Click the **NEXT** button.
9. Read and acknowledge all statements by clicking the checkbox to “check” them.

11. Once all statements have been read and the check boxes have been checked, the SUBMIT button will appear blue.

12. Click the SUBMIT button.
13. At this point, Registration Prep is complete, and the student will see the assigned registration appointment time.

FOR ADDITIONAL 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
registrar.ufl.edu