

 Navigate to your PVAMU email. Locate and open the email from " Graduation@pvamu.edu" with the subject " Action Item: Registration for the SPRING 2024 Prairie View A&M Commencement Ceremony."

	Graduation@pvamu.edu	$\stackrel{\wedge}{\rightarrowtail}$ Action Item: Registration for the FALL 2023 Prairie View A&M Commencement Cerem
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2. To begin ceremony registration, click the "Set Password Here" link.

Action Item: Registration for the FALL 2023 Prairie View A&M Commencement Ceremony
G graduation@pvamu.edu To: anprentice@pvamu.edu
Hello Anna,
The Prairie View A&M University Commencement ceremony will take place on Saturday, December 09, 2023 at 9:00 Al below.
To register: 1) Click this link and create your password. <u>Set Password Here</u> <i>Note: The password link above is unique to your Marching Order account, do not forward to others. This is sep 2) Log in and complete the registration process. 3) You may return to the site anytime by going to the <u>login link</u> and using this email address: anprentice@pvamu.edu</i>
Sincerely, Prairie View A&M University Commencement Team

- 3. Create a password and enter it in both fields. The password will need to include:
  - A minimum of 8 characters
  - At least one capital letter
  - At least one lowercase letter
  - At least one number
  - At least one special character

Once you've created your password, click the "**Set Password**" button.

Inter	password:			
*		-		
Confii	rm Passwor	d:		
Ŧ			3	Set Password

4. Click the "Register Here" button to complete the registration form.

Graduate Home
Register for your Ceremony below:
Prairie View A&M University - Fall 2023 Saturday Dec 9, 2023 at 9:00 AM
Click here to access your form. Building (Baby Dome)
Form last submitted: Wednesday Oct 18, 2023 at 4:22 PM CDT
Need Help?

5. Verify your "**Graduate Information."** Ensure that your name is spelled correctly and that you've included an accurate phonetic spelling of your name.

WHY PHONETIC SPELLING:

To ensure that your name is read properly at the Commencement Ceremony, it is important that we know the correct pronunciation. Although the pronunciation of many names is obvious, some require special attention.

6. Use SayItRight to Record Your Name. This recording provides an accurate pronunciation, ensuring that the reader pronounces your name correctly. Click "Receive an automated call..." or "Record now using your microphone" to begin, following the on-screen prompts.

# SayItRight - Record Using Your Microphone

7. Click the "Record now using your microphone" option to begin.



8. Press the "Start Recording" button to begin your recording.

#### Necord now using your microphone

#### Instructions

- 1. Your browser may request access to your microphone. Allow the connection.
- 2. If you are using an iOS device such as an iPhone, you will need to change a Setting to enable microphone access: Settings->Safari->Camera & Microphone Access->On
- 3. Press the Start Recording button to begin your recording.
- 4. Say your FULL name clearly, at a normal conversation speed
- 5. Then repeat your FULL name slowly, emphasizing any special pronunciations
- 6. Press the Stop Recording button. Recordings automatically stop after 15 seconds

### **RECORDING TIPS:**

- Say your FULL name clearly, at a normal conversation speed.
- Then repeat your FULL name slowly, emphasizing any special pronunciations.
- 9. Click the "**Stop Recording**" button when complete. Recordings automatically stop after 15 seconds.



### **CHECK YOUR RECORDING:**

Playback the recorded audio to ensure it is audible and clear. If not, delete the file and record another.

10. Click the "**Submit**" button.

●	:	Delete Recording
	•	• :

Don't forget to click the "Submit" button. If you do not hit submit, your recording may not be saved.

Start Recording

# Viewing your GradPass

You have now registered for the PVAMU Fall 2023 Commencement Ceremony.

11. Click the "Get your GradPass" button to view your pass.



12. Click the "**Print GradPass**" button to view and print, download, or save the pass. You can return to this site to make updates until website close date.

Vour GradPass
Prairie View A&M University - Fall 2023
William "Billy" J. Nicks, Sr. Building (Baby Dome)
Your GradPass
You have 1 GradPass
To print a GradPass, click "Print GradPass".
Print GradPass

## **ATTENTION GRADUATES**

You **MUST** have your ceremony GradPass (either digital or printed) **IN-HAND** when you arrive to the ceremony.

## **BE PREPARED**

Make sure phones are fully charged. If needed, take a screenshot of your GradPass or add it your Apple Wallet



