

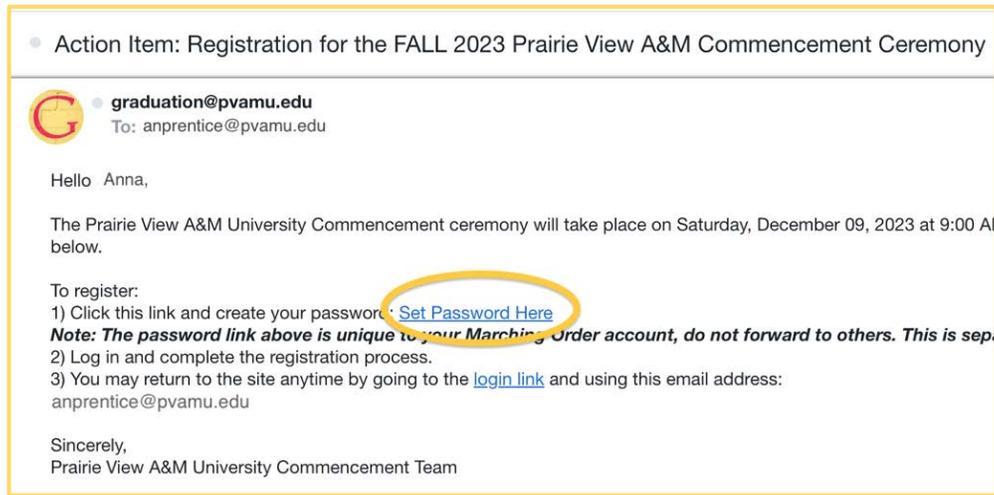


How to Register and Print GradPass for your PVAMU Commencement Ceremony

1. 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.**"



2. To begin ceremony registration, click the "**Set Password Here**" link.

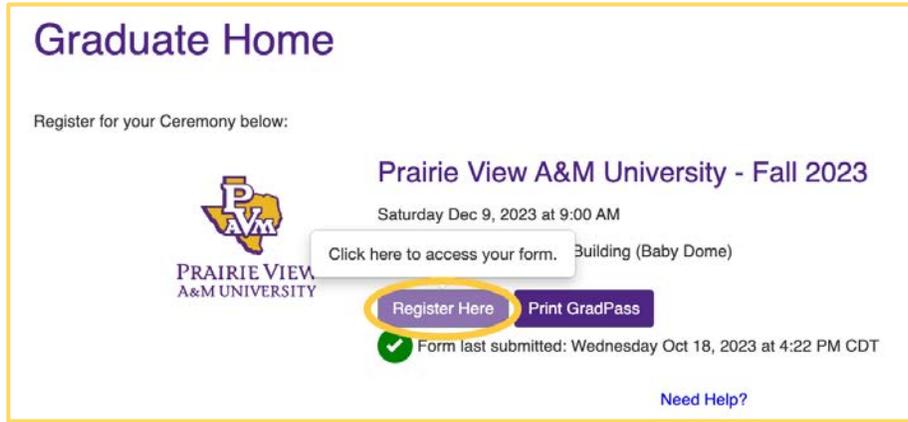


3. Create a password and enter it in both fields. The password will need to include:

- 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.

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



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.

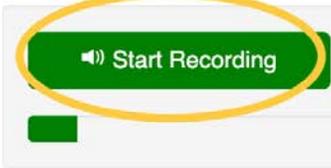


8. Press the "Start Recording" button to begin your recording.

Record now using your microphone

Instructions

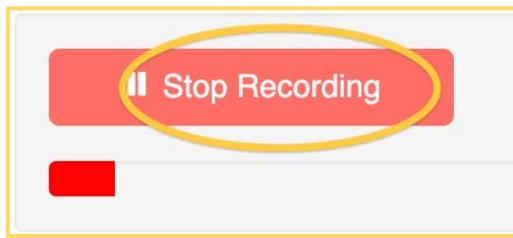
1. Your browser may request access to your microphone. Allow the connection.
2. If you are using an iOS device such as an iPhone, you will need to change a Setting to enable microphone access: Settings->Safari->Camera & Microphone Access->On
3. Press the **Start Recording** button to begin your recording.
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.

Is the recording audible and clear?

▶ 0:00 / 0:15 ————— 🔊 ⋮ [Delete Recording](#)

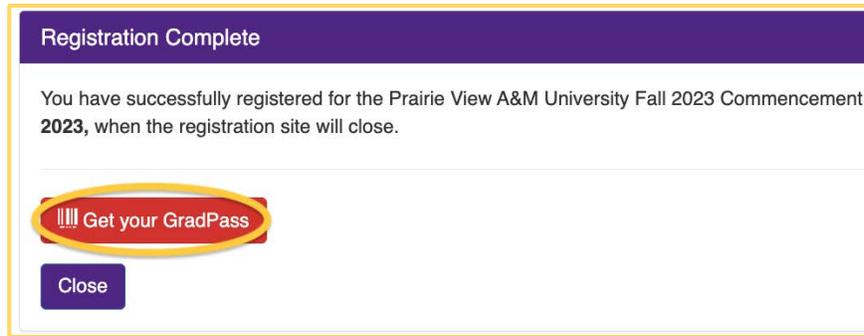
[Submit](#)

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

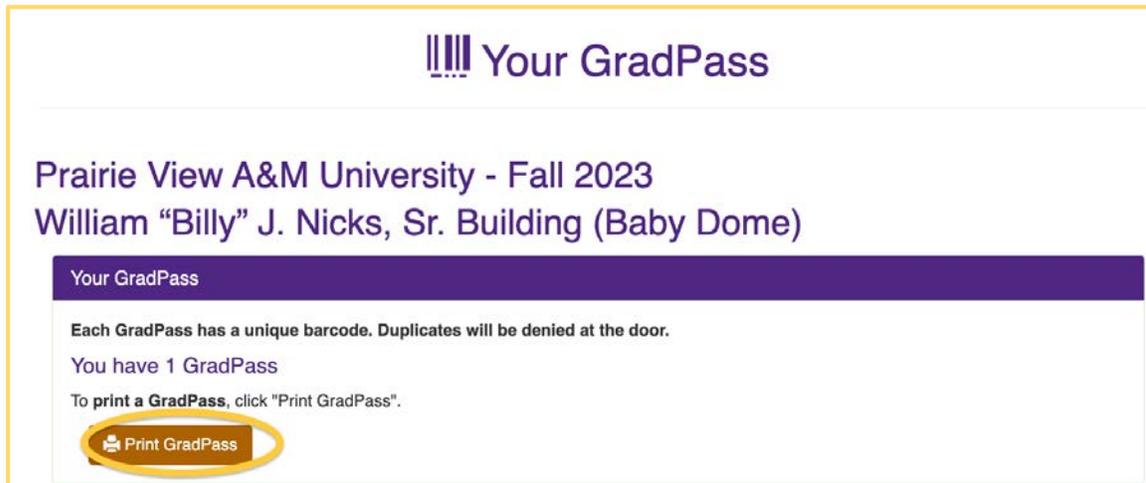
Viewing your GradPass

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.



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

