

Commencement Registration

Congratulations!

Please follow the steps included below for completing your Commencement registration. To get started, please visit the link here:

<https://aspen.gradpak.com/categories/graduating>

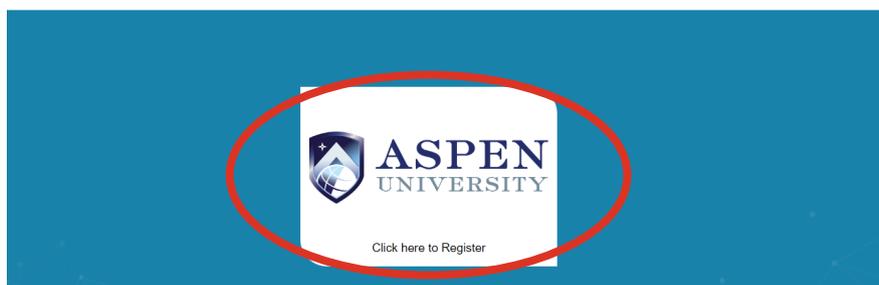
Starting Your Registration

To register, click the white button on the home screen that says, "Click here to register".

Announcement Section

Items needed to register

1. Aspen Learner ID Number
2. Date of Birth
3. You will be required to enter the phonetic spelling of your name and to speak your name.
4. Headshot photo for graduate slide. JPG. Max. 7 MB. Minimum size 499 x 627 px.
5. For Questions or more Commencement information visit the Aspen Commencement Page



Input your Learner's ID and date of birth. Your Learner's ID can be located in your Student Portal, in the top left corner.



REGISTRATION PAGE

FAQ



Register for Commencement

Please enter your Learner ID Number and your date of birth.

<input type="text" value="Student ID"/>	<input type="text" value="Date of birth mm/dd/yyyy"/>	<input type="button" value="Go"/>
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Complete the alumni survey.

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REGISTRATION PAGE FAQ ☆

Welcome to your Alumni Association

Demographic Questions

Learners ID*
AspenTest01

Student First Name*
Manny

Student Last Name*
Test

Degree earned*

ASPEN UNIVERSITY

REGISTRATION PAGE FAQ ☆

Employment Questions

What was your field of study while at Aspen? *

Please Select

By completing the degree, did you achieve the goals you had when you started the program? *

Yes No

Were you satisfied with your studies at Aspen? *

Yes No

Are you currently employed? *

Yes No N/A

Are you currently employed in your field of study? *

Yes No N/A

How do you expect earning this degree to contribute to your employment? *

Please Select

Are you actively seeking employment? *

After completing the questions, you will have four steps to complete for your registration, as seen below:

ASPEN UNIVERSITY

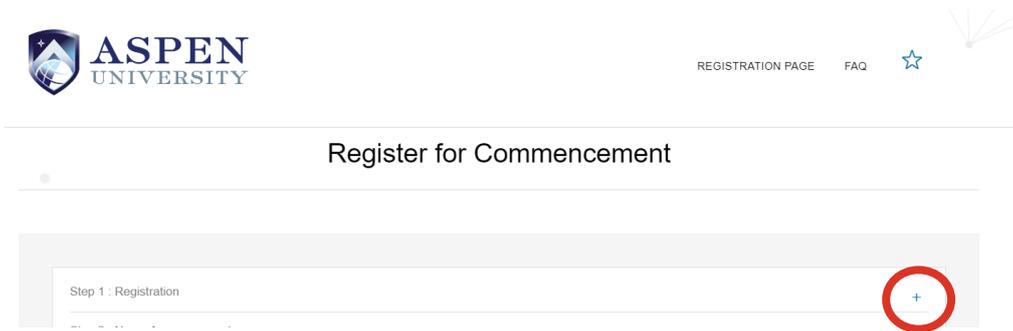
REGISTRATION PAGE FAQ ☆

Register for Commencement

- Step 1 : Registration +
- Step 2 : Name Announcement +
- Step 3 : Create Your Commemorative Slide +
- Step 4 : Photography +

Step One: Registration

To begin, click on the “+” sign at the top right corner of Step 1.



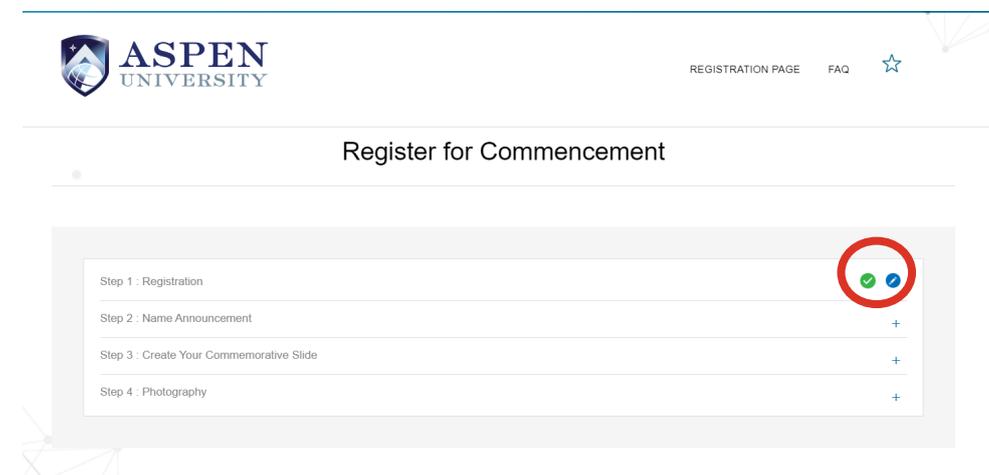
Review your address listed and make any changes needed. **Required materials for commencement will be sent to this address prior to the ceremony.**

The screenshot shows the registration form for Step 1: Registration. It includes the following fields:

- Ceremony Date: 11 Oct 2024
- Ceremony Time: 2:00 PM
- Degree: Bachelor of Science in Nursing
- Official Email Address: AspenTest01@gmail.com
- Mailing Address: Name card will be mailed to the address below. You must bring this card to the ceremony.
- Street Address*: 5205 Auburn Street
- Apt/Floor/Suite: Apartment 925
- City*: Lubbock
- State*: [dropdown menu]

A blue 'Next →' button is visible on the right side of the form.

After verifying your mailing address, click on the blue “Next” button. The screen will refresh and should now have a green checkmark for Step 1.



Step Two: Name Announcement

To begin, click on the “+” sign at the top right corner of Step 2.



REGISTRATION PAGE

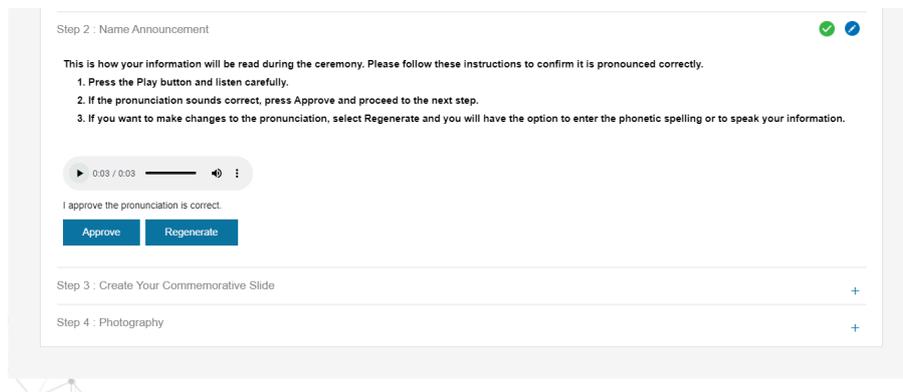
FAQ



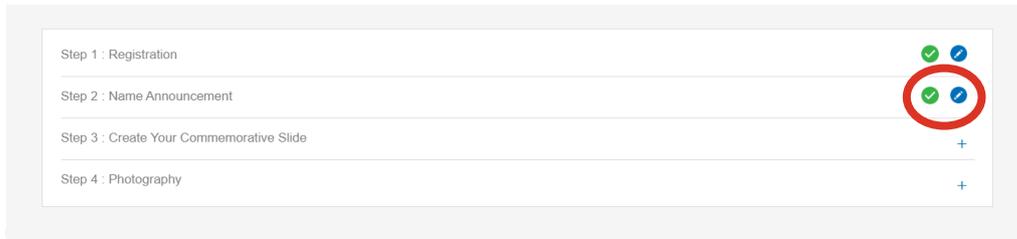
Register for Commencement



Please follow the instructions provided on the site for reviewing your name.



Once your name is correct, click on the “Approve” button on the left. This will submit your name. You should now see a green check mark for Step 2.



Step Three: Create Your Commemorative Slide

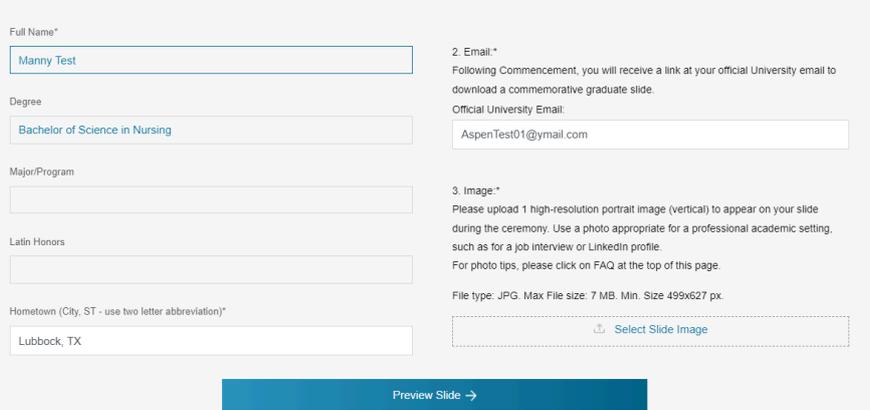
To begin, click on the “+” sign at the top right corner of Step 3.

Register for Commencement



A progress bar showing four steps: Step 1: Registration, Step 2: Name Announcement, Step 3: Create Your Commemorative Slide, and Step 4: Photography. Step 1 and Step 2 have green checkmarks and blue arrows. Step 3 has a red circle around a plus sign. Step 4 has a plus sign.

Next, add your hometown, email address, and headshot for your commemorative slide. Your picture should be an appropriate picture. If you do not want to add a picture, there is an option to use a generic, pre-selected image.



Step 3: Create Your Commemorative Slide

Full Name*
Manny Test

Degree
Bachelor of Science in Nursing

Major/Program
[Empty field]

Latin Honors
[Empty field]

Hometown (City, ST - use two letter abbreviation)*
Lubbock, TX

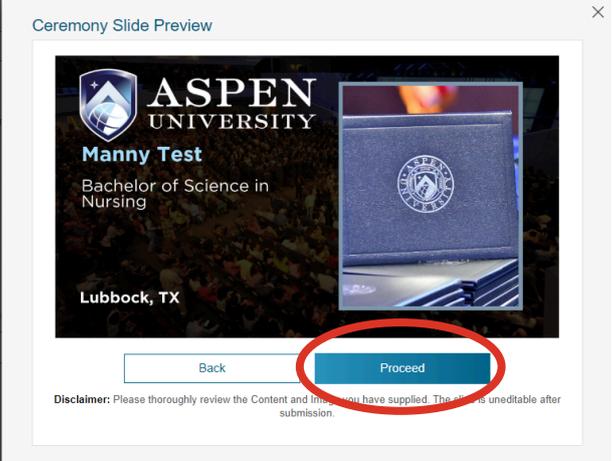
2. Email*
Following Commencement, you will receive a link at your official University email to download a commemorative graduate slide.
Official University Email:
AspenTest01@ymail.com

3. Image*
Please upload 1 high-resolution portrait image (vertical) to appear on your slide during the ceremony. Use a photo appropriate for a professional academic setting, such as for a job interview or LinkedIn profile.
For photo tips, please click on FAQ at the top of this page.
File type: JPG. Max File size: 7 MB. Min. Size 499x627 px.

Select Slide Image

Preview Slide →

You can preview your slide, by clicking the blue “Preview Slide” button. After previewing your slide, you will click the blue “Proceed” button to save your slide.



Ceremony Slide Preview

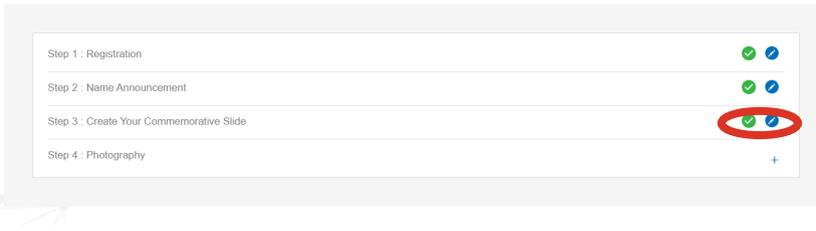
ASPEN UNIVERSITY
Manny Test
Bachelor of Science in Nursing
Lubbock, TX

Back Proceed

Disclaimer: Please thoroughly review the Content and Images you have supplied. The slide is uneditable after submission.

You should now see a green check mark for Step 3.

Register for Commencement

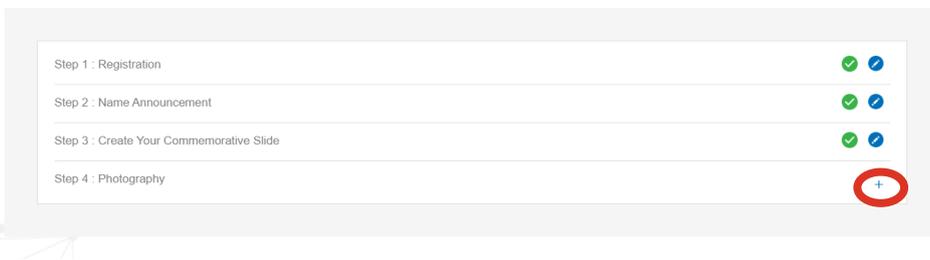


A progress bar showing four steps: Step 1: Registration, Step 2: Name Announcement, Step 3: Create Your Commemorative Slide, and Step 4: Photography. Each step has a green checkmark and a blue checkmark. A red circle highlights the blue checkmark for Step 3. A plus sign is visible at the bottom right of the bar.

Step 4: Photography

To begin, click on the “+” sign at the top right corner of Step 4.

Register for Commencement



A progress bar showing four steps: Step 1: Registration, Step 2: Name Announcement, Step 3: Create Your Commemorative Slide, and Step 4: Photography. Each step has a green checkmark and a blue checkmark. A red circle highlights the plus sign at the bottom right of the bar.

Fill in the required contact information on the site.

Step 4 : Photography

Our photography partner, The Grad Team (www.thegradteam.com), will be onsite to capture memories of your special day. Following the event, you will receive an email and/or text with information on how to order your commemorative keepsake photos, using the contact information you provide below. You may opt out of receiving emails/texts at any time. Also, at the event, there will be a QR code registration for photo proofs; please also complete that action to aid in identifying your images from the ceremony. The information you provide is for university authorized use and photo marketing only, and will not be sold or shared for other purposes. Congratulations on this achievement!

Student Details

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Student Email 1 - official institution provided	Student Email 2 - preferred email
<input type="text"/>	<input type="text"/>
Student Cell Phone	
<input type="text"/>	

Permanent Mailing Address

Permanent Mailing Address	Address Line 2/Box No
<input type="text"/>	<input type="text"/>
Country	State
<input type="text"/>	<input type="text"/>
City	ZIP Code
<input type="text"/>	<input type="text"/>

Click on the blue “Next” button to continue.

Additional Contact Details

Additional Contact 1 Email Additional Contact 1 Email	Additional Contact 1 Cell Phone Additional Contact 1 Cell Phone
Additional Contact 2/Other Email Additional Contact 2/Other Email	Additional Contact 2/Other Cell Phone Additional Contact 2/Other Cell Phone

Next →

You should now see a green check mark for Step 4.

Register for Commencement

Step 1 : Registration	✓	✓
Step 2 : Name Announcement	✓	✓
Step 3 : Create Your Commemorative Slide	✓	✓
Step 4 : Photography	✓	✓

Submit Registration

Step 5: Submitting Your Registration

Click on the blue “Submit Registration” to finish! You will see a screen confirming your registration.

You have successfully registered for commencement.

You will receive a confirmation to your email on file with Aspen that will include a copy of your registration. If you have not received the email at AspenTest01@gmail.com within 2 hours, please check your spam/junk folder.

If you have further questions, please visit the Aspen commencement webpage: <http://aspen.edu/graduation>