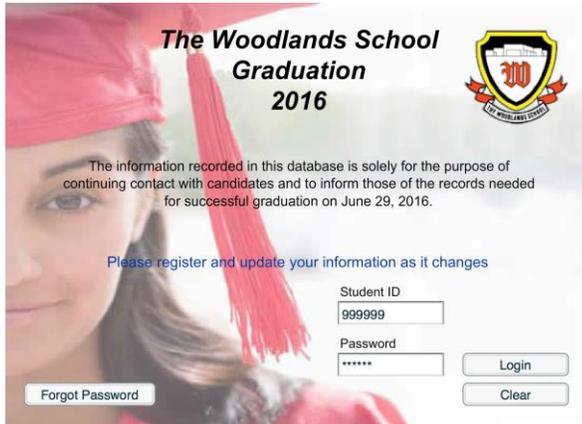# The Woodlands School Graduation 2016
GradU-8 Student Registration Instructions

These instructions will help you to register with GradU-8.com and provide the details necessary to be used in the ceremony. The information collected will only be used to contact you regarding the Graduation Ceremony and will not be kept following the event.
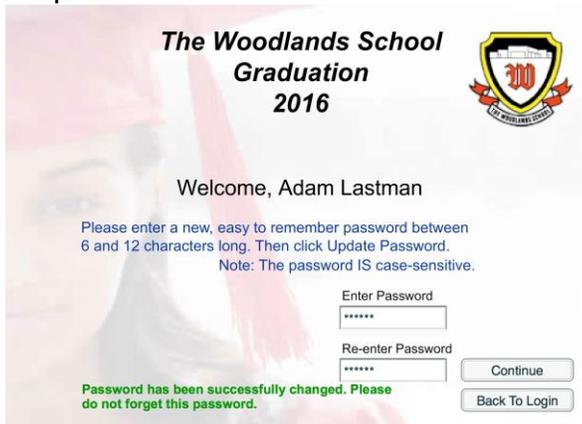
Step 1: Logon

1. Open your browser to **thewoodlands.gradu-8.com**

2. Enter your **Student Number** in the **Student ID** field

3. Enter your **Birth Date (YYMMDD)** in the **Password** field

4. Click on the **Login** Button

Step 2: Create a New Password

5. Enter your **New Password** twice, once in each field provided

6. Click the **Update Password** button. Click the **Continue** button.

Forgot your Password?
If you have entered a valid email (see step 3), simply navigate to the login screen and enter your **Student Number** and click the **Forgot Password** button. If you are sure you would like to reset your password, click the **Confirm** button. An email will be sent to the email address you have provided with a new password.

Step 3: Enter Email Address
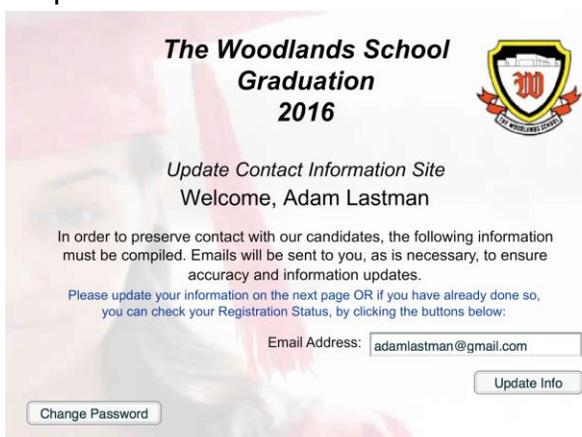
7. Enter your **Email Address** in the **Email Address** field

Important: You must enter a valid email address to register with GradU-8

8. Click on the **Update Info** Button

Step 4: Contact Information & Future Plans

Contact Information

Please register by completing all fields

Information Use:

The policy for this application is that all information provided herein is for internal use to communicate developments for Graduation. Data will be archived for graduation

| Adam | Lastman |
| First Name | Last Name |

| | 123 Any Street |
| Apt. | Street Address |

| Anytown | ON |
| City | Province/State |

| P3B3M7 | Canada |
| Postal/Zip Code | Country |

Please modify any information on this page as soon as you are able.

Name Read During Ceremony: Adam Quincy Lastman

Name Change to: [Cancel] [Change]
Adam Quincy Lastman is Pending Approval.

Institution of Learning/Employer: Ontario University

Programme/Position: Automotive Engineering

Height (ft, in): 5,10   For Academic Gown

[Help] [Clear] [Submit] [Back]

9. Ensure your **Address** is accurate in the appropriate fields provided

10. You may request a change to your **Name Read During Ceremony.** *Note: This change must be approved by the Administrator.*

11. Indicate where your plans are for the **Institution of Learning** or **Employer** and **Programme** or **Position** for **NEXT YEAR**. Modify this if your plans change.

12. Enter your **Height** in the field provided. *Example: If you are 5'10" you would enter 5,10.*

Step 5: Registration Status

Registration Status

Data Entry Complete? ☑

Ceremony Name Change Requested? ☑
Status: Pending Approval

Community Service Complete? ☑
As of February 2016

OSS Literacy Test Complete? ☐
As of February 2016

Commencement Fee Paid? ($25) ☐
As of February 2016

Planning to Attend? Yes, I am planning on attending. ▼ [Request Extra Tickets]

Please select an option.
Yes, I am planning on attending.
No, I am not planning on attending.

Send cheque payable to:
The Woodlands School
Graduation Fees
3225 Erindale Station
Mississauga, Ontario L5C1Y5
ATTN: Jennifer O'Donnell

Contact:
jennifer.odonnell@peelsb.com for any questions regarding this application.

[Submit] [Back]

13. **Review** the status of the various requirements for Graduation / attendance

Note: If you feel that the status of some of the requirements are not up to date, it is possible that the administrator has not entered all the information yet. Please check back later.

14. Indicate if you are **Planning on Attending** by selecting either **Yes** or **No** from the drop down menu

15. Indicate the number of guests you will bring by clicking on the **Request Extra Tickets** button (max 2 guests)

16. Click on the **Submit** button

Step 6: Review Information

Review

Please ensure that all the information presented here is correct.

Name: Adam Lastman
Address: 123 Any Street
Anytown, ON P3B3M7
Canada

Email: adamlastman@gmail.com

Original Ceremony Name: Adam Lastman

Requested Ceremony Name: Adam Quincy Lastman is Pending Approval.

Institution of Learning/Employer: Ontario University

Programme/Position: Automotive Engineering

Height (ft, in): 5,10

Data Entry Complete? ☑
Community Service Complete? ☑
OSS Literacy Test Complete? ☐
Commencement Fee Paid? ☐
Planning to Attend? ☑

An email has been sent to the email address you have provided. Please login to ensure the email is correct. Note: If you do not see the email in your inbox, you may have to navigate to your junk folder and mark it as not junk.

[Finished] [Back]

17. **Review** all of the information for accuracy. If changes are required, click the **Back** button and make any necessary changes.

Important: If this is your first logon, you will see a message indicating that an email message was sent to the address that you provided. Please log into your email address immediately to ensure that you have received the message in your Inbox. If it is not there, please check your "Junk" folder and mark the message as "Not Junk" and add GradU-8.com as a safe sender. This is required since you will be receiving important messages about the event details in the future.

18. Click the **Finished** button when you are done

CONGRATULATIONS!
You are now registered for Graduation 2016!

Please be sure to update any information that changes as soon as you can to ensure the latest information will be read during the ceremony. If you experience any problems, please contact Jennifer O'Donnell, Office Manager, The Woodlands School at jennifer.odonnell@peelsb.com