

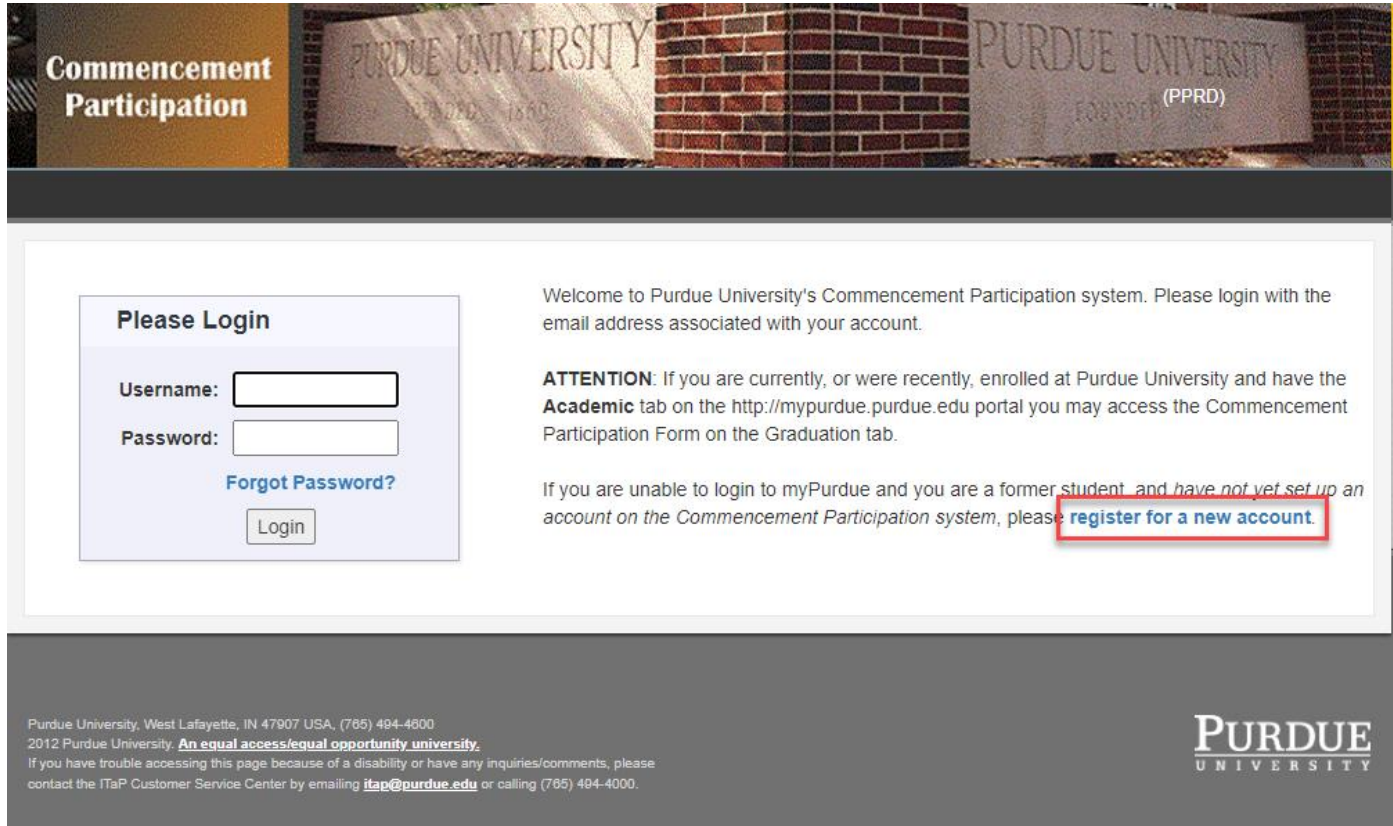
## Prior Graduate Returnee Log In Process

Once a graduate has been approved and assigned to a commencement ceremony, they will be able to create a former student account to log into the commencement tab.

Graduates will click on this link to create their former student account.

<https://sswis.mypurdue.purdue.edu/ReturneeCandidate/login/auth>

Graduates will click on *register for a new account* on the commencement participation page.



**Commencement Participation**

**Please Login**

Username:

Password:

[Forgot Password?](#)

Welcome to Purdue University's Commencement Participation system. Please login with the email address associated with your account.

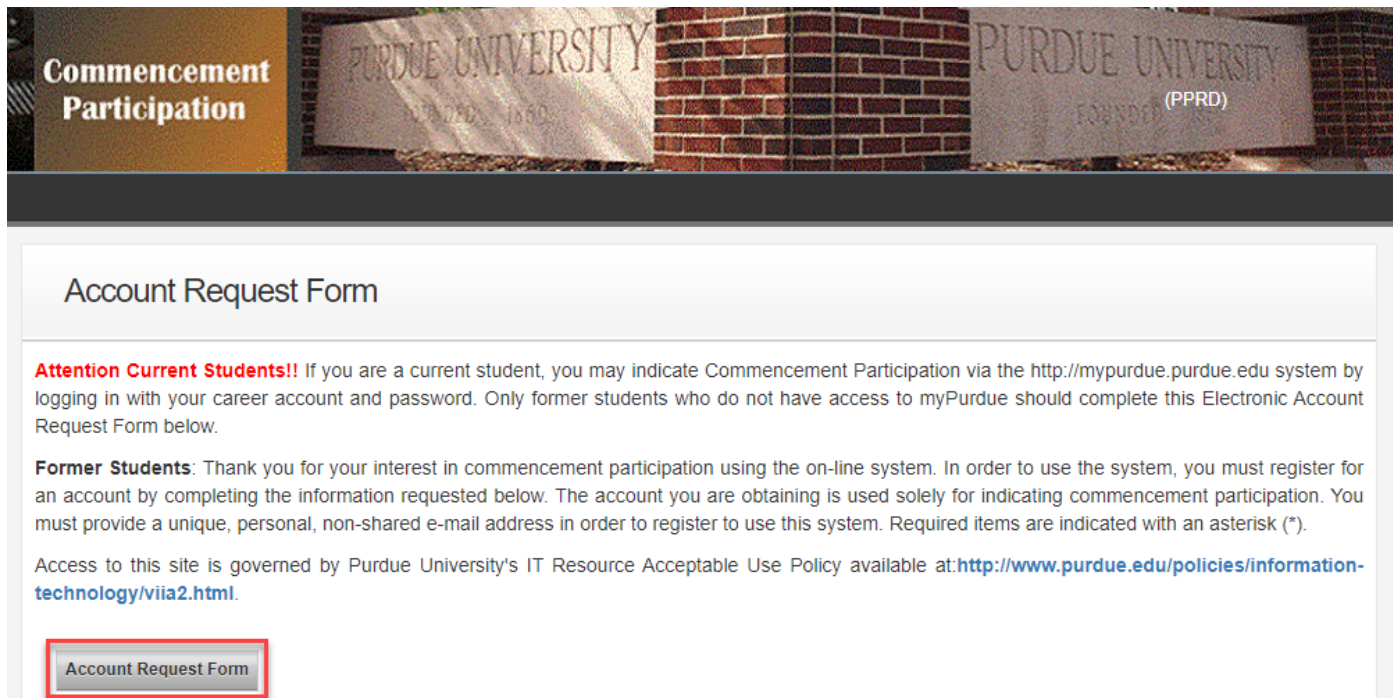
**ATTENTION:** If you are currently, or were recently, enrolled at Purdue University and have the **Academic** tab on the <http://mypurdue.purdue.edu> portal you may access the Commencement Participation Form on the Graduation tab.

If you are unable to login to myPurdue and you are a former student and *have not yet set up an account on the Commencement Participation system*, please [register for a new account](#).

Purdue University, West Lafayette, IN 47907 USA, (765) 494-4600  
2012 Purdue University. **An equal access/equal opportunity university.**  
If you have trouble accessing this page because of a disability or have any inquiries/comments, please contact the ITaP Customer Service Center by emailing [itap@purdue.edu](mailto:itap@purdue.edu) or calling (765) 494-4000.

**PURDUE UNIVERSITY**

This will direct them to the account request form. They click on the *Account Request Form* button to proceed.



**Commencement Participation**

## Account Request Form

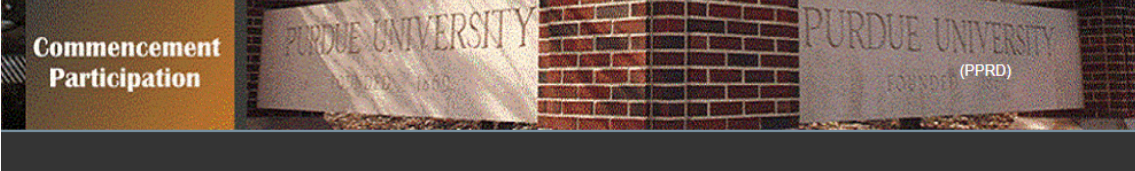
**Attention Current Students!!** If you are a current student, you may indicate Commencement Participation via the <http://mypurdue.purdue.edu> system by logging in with your career account and password. Only former students who do not have access to myPurdue should complete this Electronic Account Request Form below.

**Former Students:** Thank you for your interest in commencement participation using the on-line system. In order to use the system, you must register for an account by completing the information requested below. The account you are obtaining is used solely for indicating commencement participation. You must provide a unique, personal, non-shared e-mail address in order to register to use this system. Required items are indicated with an asterisk (\*).

Access to this site is governed by Purdue University's IT Resource Acceptable Use Policy available at: <http://www.purdue.edu/policies/information-technology/via2.html>.

[Account Request Form](#)

Graduates will enter a valid email address that will be used as their log in moving forward. They must validate that the email address is not already being used in the commencement participation portal.



## Commencement Participation

### Account Request Form

**Attention Current Students!!** If you are a current student, you may indicate Commencement Participation via the <http://mypurdue.purdue.edu> system by logging in with your career account and password. Only former students who do not have access to myPurdue should complete this Electronic Account Request Form below.

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#### Primary E-mail Address

Primary e-mail address\* :

**Please click validate to check if you email is available to use.**

If the email is available to use, the graduate must supply the required information, check that they agree to the University's IT resource policy, check the I'm not a robot box, then click Submit.

# Account Request Form

**Attention Current Students!!** If you are a current student, you may indicate Commencement Participation via the <http://mypurdue.purdue.edu> system by logging in with your career account and password. Only former students who do not have access to myPurdue should complete this Electronic Account Request Form below.

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## Primary E-mail Address

Primary e-mail address\* :

[Return To Login](#)

This email is not in use. This email will be used as your account email

## Current Information

First Name\* :   
Middle Name :   
Last Name\* :   
Date of Birth\* :   
Format: mm/dd/yyyy

## Primary Address

Street Line1\* :   
Street Line2 :   
Street Line3 :   
City\* :   
State Province :    
Postal Code\* :

For US address, postal code is required. For international address, postal code is not required but if available, please provide with postal code.

Nation\* :

## Primary Phone Number

Phone Number\* :

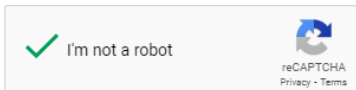
Format: ddd-ddd-dddd or ddd-ddd-dddd ext.ddd

## Attendance Information

Name (If Different From Above)

First Name when attended:   
Middle Name when attended:   
Last name when attended:   
**Enter either your Student ID Number OR your Social Security Number**  
Student ID Number :   
**OR**  
Or Social Security Number :   
Year of Last Date of Attendance\* :   
Format: YYYY  
Last campus attended\* :

\* I have read and agree to the [Purdue University's IT Resource Acceptable Use Policy](#)



[Submit](#)



Notification has been sent successfully to [cmarhein@purdue.edu](mailto:cmarhein@purdue.edu).

## Account Request Confirmation

Thank you for registering for an account to use Purdue University's Commencement Participation System. An e-mail has been sent to the primary e-mail address you provided with instructions for completing with the registration process. **Your account registration will expire in 7 days - check your e-mail now** and follow the instructions regarding next steps for indicating commencement participation.

This will generate an email to the graduate directing them to complete their account log in password. They will click on the link in the email which will direct them to the account activation page.

From: Purdue University Office of the Registrar <[no-reply@purdue.edu](mailto:no-reply@purdue.edu)>  
Sent: Thursday, January 26, 2023 8:36 PM  
To: [cmarhein@purdue.edu](mailto:cmarhein@purdue.edu)  
Subject: Purdue University Commencement Participation Services

Thank you for registering for access to the Purdue University electronic commencement participation system. Before you may proceed, please follow the link below to activate your account.

<https://pprdswws.itap.purdue.edu/ReturneeCandidate/activate?key=Zk8Ap4O5x9906fQ1>

**CONFIDENTIALITY NOTICE:** This email message and any accompanying data or files is confidential and may contain privileged information intended only for the named recipient(s). If you are not the intended recipient(s), you are hereby notified that the dissemination, distribution, and/or copying of this message is strictly prohibited. If you receive this message in error, or are not the named recipient(s), please notify the sender at the email address above, delete this email from your computer, and destroy any copies in any form immediately. Receipt by anyone other than the named recipient(s) is not a waiver of any attorney-client, work product, or other applicable privilege.

The graduate creates a password and challenge questions on the Account Activation page as shown below. Once they click submit this will create their former student account.



## Account Activation

Please enter your desired password below. Then, in case you should forget your password in the future, please select security questions and enter your answers.

New password:	<input type="password" value="*****"/>
Re Enter Password:	<input type="password" value="*****"/>
Question 1:	What is the name of your favorite childhood friend? <input type="text"/>
Answer 1:	<input type="text" value="aaaaaa"/>
Question 2:	What is the middle name of your oldest child? <input type="text"/>
Answer 2:	<input type="text" value="bbbbbb"/>
Question 3:	In what city does your nearest sibling live? <input type="text"/>
Answer 3:	<input type="text" value="cccccc"/>

I'm not a robot



Activate

If the graduate tries to create another account the system will alert them if it finds an account that matches the student information provided. It will surface the message below asking them to reset their password.





## Commencement Participation

### Account Found

We have found an account. Looks like you have already created account with this system. If you want to reset the password, please click reset password button below. We will send you an email to the email address you have used to create your account in the past and follow the instruction as provided. If you believe you have not created the account, please contact registrar.

[Reset Password](#)

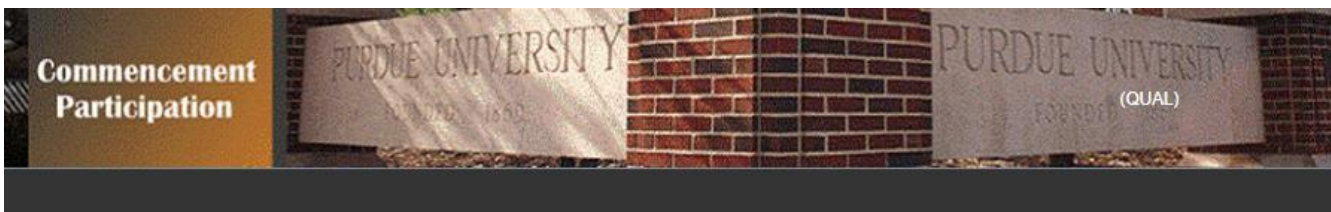
After they click on Reset Password an email will generate to them allowing them to reset their password and subsequently log in to the portal.



## Commencement Participation

An e-mail has been sent to the address you provided. **Your password reset request will expire in 7 days - check your e-mail now** and follow the instructions for resetting your password.

Once the graduate has created their account they can go back to the original log in page and enter their credentials, which is their email and password that they created.



## Commencement Participation

### Please Login

Username:

Password:

[Forgot Password?](#)

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This will take the Graduate returnee to the commencement tab so they can take the appropriate actions to finalize their commencement activities. The activities on the returnee commencement tab are the same as those for a current candidate.

## Commencement Task List

**Congratulations! You are currently on the candidate list to earn a degree this term. Please use the links below to prepare for your upcoming graduation.**

Your email address is Purdue's official means of communication with you. Be sure to check it often, as important information pertaining to commencement will be sent to you at that address.

**Be sure to refresh this page to show updated checkmarks and information.**

**Commencement Participation**

Indicate your participation in the upcoming commencement ceremony and request guest tickets. Each candidate is guaranteed the allotted guest tickets at no cost. Indicating commencement participation is required by **Friday, November 4, 2022**. Students who miss the deadline may contact the Office of the Registrar for information regarding participation in a future ceremony.

**View Your Holds**

Your diploma cannot be released to you if your record has a hold for unpaid financial responsibilities, including Exit Interview obligations to the University.

**Purdue Alumni Association**

Your Purdue Alumni Association is the gateway for loyal alumni and friends of the University to stay connected to Purdue.

**Commencement Website**

The Registrar website is another source of information concerning the upcoming commencement ceremonies. In addition to deadline dates it contains the commencement schedule.