

COMMENCEMENT

AT CAL STATE SAN MARCOS

YOUR TASSEL GUIDE

This guide will help you navigate Tassel. Tassel is a third-party platform where you can register for commencement, access your digital Stage Pass and manage guest tickets. Please note that you have until Nov. 13 to RSVP for commencement as well as make any changes to your information.

If you're an eligible graduate who applied to graduate by Nov. 1, you should have received your commencement registration email via your @csusm.edu email address. The subject line for this commencement registration was: "Complete Your Commencement Registration (RSVP) by Nov. 13." The email contains a unique commencement registration link that contains your personal information. This unique link should not be shared with others. Applying to graduate does not automatically trigger a commencement registration email.

If you're an eligible graduate who applied to graduate after Nov. 1, you will be added on the Friday after the Commencement Office pulls a new eligibility report.

The deadline to apply to graduate (to receive your diploma) is Nov. 1, and the deadline to register for commencement (to participate in the ceremony) is Nov. 13.

This guide will review the following:

- [Creating a Tassel account \(no registration email\)](#)
- [Commencement registration \(including name recording\)](#)
- [Stage Pass](#)

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I. Create a Tassel Account (No Registration Email)

1. Go to the CSUSM Tassel site.

<https://csusm.tassel.com/login>

2. Click on “Forgot Password.”

Sign In

Enter your details to sign in to your account

3. On the “Recover Password” page, enter your CSUSM email address and click on “Request Password.”

Ed.D. students: Use the preferred email address provided to the Commencement Office by your department staff.

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Recover Password

Enter your email to recover your password

Email address ⓘ

✉ ccougar@csusm.edu

Request Password

Need Help? [Contact Us](#)

4. Check your email.

An email will be sent to your CSUSM account from noreply@tassel.marchingorder.com with the subject line “Tassel Password Request – Commencement Registration (RSVP).”

If you don't see the email, check your spam or junk folder (especially if you use Hotmail, Yahoo or Gmail).

Tassel Password Request - Commencement Registration (RSVP)



noreply@tassel.marchingorder.com
To: me · Tue, Mar 10 at 6:02 PM ▾

Hello

Thank you for requesting a Tassel password. If you did not request a password, please disregard this message.
Your Tassel account allows you to register (RSVP) for your **CSUSM Commencement Ceremony** and access your **StagePass**.

Please visit the following link to create your password and access Tassel:

[Set Password Here](#)

Note: The password link above is unique to your account and contains your personal information. Do not forward this link to others.

Please note that the above link is valid for **one-time use only**. After you set your password, you can access Tassel anytime by logging in at:
<https://csusm.tassel.com>

For more information on how to access your **StagePass (Tassel Account)** and **guest tickets** please visit the [CSUSM Commencement website](#). The deadline to RSVP for Commencement is **April 14th at 11:59 p.m.**

If you have any questions regarding your CSUSM Commencement ceremony, please contact the [CSUSM Commencement Office](#).

Thank you for using Tassel!

Sincerely,
Tassel Team

5. Create a password.

Click the “Set Password Here” link in the email. You will be taken to the “New Password” page. Enter a password with the following criteria:

- minimum of eight characters

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- contains both lowercase and uppercase letters
- at least one number
- At least one special character

Re-enter your password and click “Set Password.”

New Password

Create a secure password to access your account.

Password

Your password must contain:

- ✓ Minimum length of 8 characters
- ✓ Contains both lowercase and uppercase letters
- ✓ At least 1 number
- ✓ At least 1 special character (e.g. @!#\$%)

Confirm Password

Set Password

Need Help? [Contact Us](#)

Your Tassel login credentials are separate from your CSUSM portal accounts.

6. Sign in.

You will be taken back to the Tassel sign-in page.

Enter your CSUSM email address and the password you created, then click “Sign In.”

Sign In

Enter your details to sign in to your account

Email address

Password

[Forgot Password?](#)

Sign In

Don't have an account yet? [Register](#)

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7. Go to the welcome page.

You will be taken to the welcome page of your Tassel account. Your name will be noted at the top and your ceremony information below “Active Ceremonies.”

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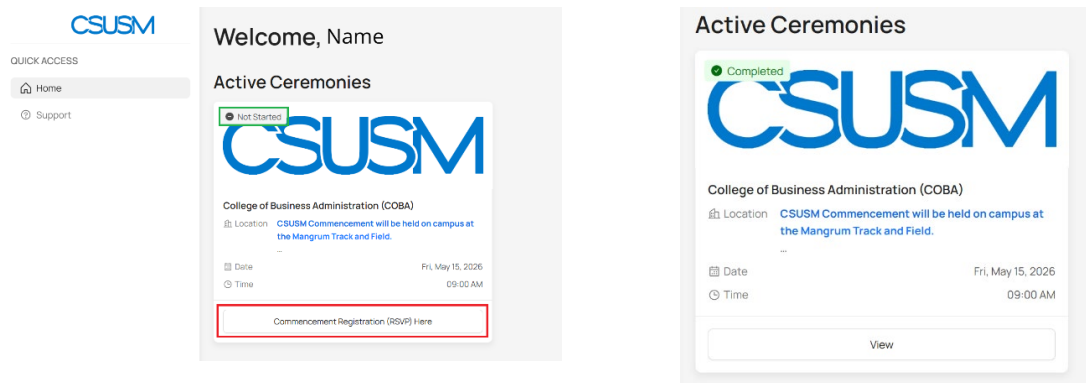
II. Commencement Registration and Name Recording

Click “Commencement Registration (RSVP).”

1. Read through the instructions, check the name that is noted on your form and answer all the questions.
2. The name pronunciation preview is AI-generated and will not be the recording played when you cross the stage. This recording will help guide the voice artist on how to say your name properly.
 - You will be given three chances to have your name recording generated by AI. After three attempts, you will have the option to record your name yourself.
 - Tips for recording your name:
 - Make sure you are in a quiet room without background noise.
 - Pronounce your name clearly and slowly.
 - When you click on “Record,” pause to give time for the software to record. Once you say your name, pause again so that your name won’t be cut off.
 - After submitting the form, you cannot return to re-record your name. Please make sure you are happy with how you recorded your name before submitting your form.
3. Once you have successfully submitted your commencement registration, you will be taken to a page that congratulates you with a confetti graphic.
4. Click on “View Event” to be taken back to the welcome page of your Tassel account.
5. On the welcome page of your Tassel account, you will see a green box with a checkmark and “Completed” in the upper-left corner of the CSUSM logo.

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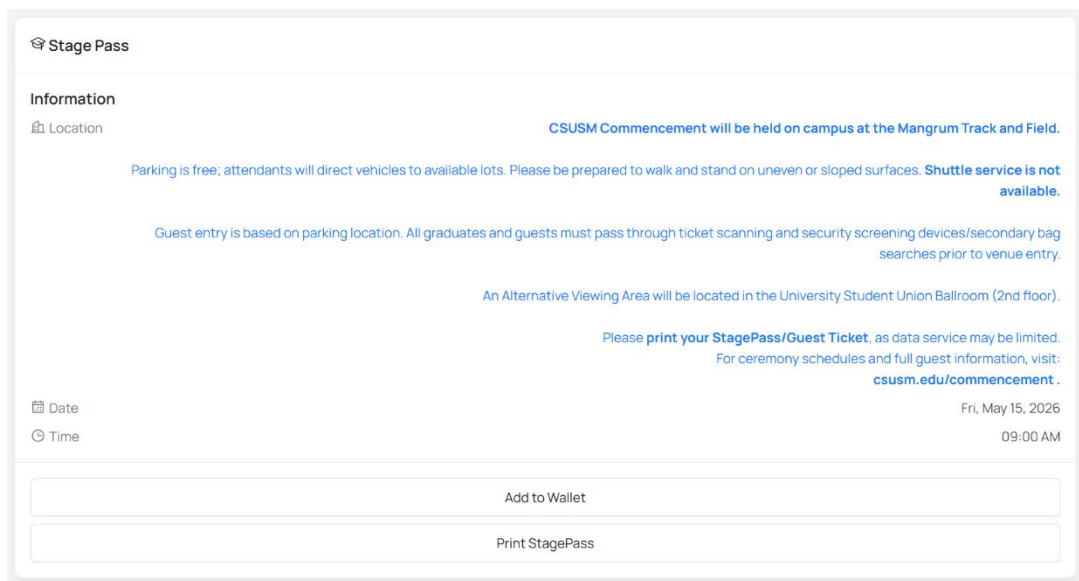
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III. Stage Pass

- Your Stage Pass serves as your digital ticket. You will show it at ticket scanning when entering Mangrum Track & Field. After your Stage Pass is scanned, proceed through security screening. After entering the facility, follow the signs to the baseball field for graduate check-in and lineup.
 - From the welcome page of your Tassel account, click on “View” under “Active Ceremonies.”
 - Scroll to the section marked “Stage Pass.” You can add your Stage Pass to a digital wallet, print it or save a screenshot to your photo album.
1. Digital wallet: Click “Add to Wallet”

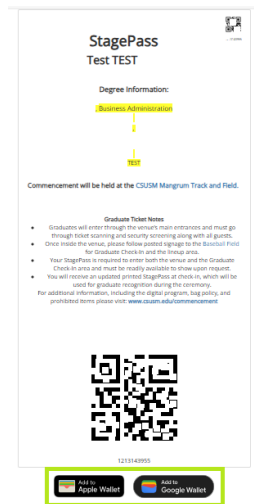


- If you're on your phone, you need to allow for pop-ups in your browser, which can be adjusted in your phone settings.

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- You can add to your Apple Wallet or Google Wallet.
2. Print hard copy: Click “Print Stage Pass”
 - Press Ctrl-P (Windows) or Command-P (Mac) to save as a PDF or print from your printer.
 - On your phone, you’ll need to click on the download icon (arrow pointing down) and “Save to Album.”
3. Screenshot: Take a screenshot of your Stage Pass to save as a favorite in your photo album for easy access.



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