RESERVING AND PRINTING YOUR UT DALLAS COMMENCEMENT TICKETS

2. Log in with your UTD Netid and password by selecting either the “Graduate Login” or “login” link.
   a. If you do not know your login, please contact the UT Dallas Helpdesk.

3. Once you are logged in, you will only see your ceremony. Click on the name of your ceremony.

4. This will take you to the page that displays your ceremony details. Under Ticketing Information, select the number of tickets you need for your ceremony. The maximum tickets that are available will be displayed above the ticket type.
   a. Please only claim the tickets that you know you are going to use. You can always come back and claim any remaining tickets before your ceremony.
RESERVING AND PRINTING YOUR UT DALLAS COMMENCEMENT TICKETS

5. You will have the option to be added to a waitlist for additional tickets here. Please select the number of additional tickets you would like to request here and we will add you to the waitlist.
   a. Once you are selected from the waitlist you will have 48 hours to claim your additional tickets. Failure to do so will result in the release of those tickets so they may be assigned to another waitlisted student. You will not be able to be added to the waitlist again.

6. Verify your information and select ‘Continue’.

7. On the next screen you will need to verify that your ceremony and the tickets you selected and then hit ‘Checkout’.

Visit the https://www.utdallas.edu/registrar/graduation/commencement/ for additional information.
Last updated: 11/9/2018
RESERVING AND PRINTING YOUR UT DALLAS COMMENCEMENT TICKETS

8. On the reservation summary screen, you will need to select the checkbox to agree to the additional information requested for your ceremony.

9. If you are not going to use all your guest tickets, you will be able to donate any unused tickets here for other graduating students to use.
   a. Please note, once your tickets are donated, you will be unable to retrieve them.

10. Select the checkout option once you are completed with your selection(s).

   Please note: Your order is not yet complete. You must click the Checkout >> button below to complete your reservation.

<table>
<thead>
<tr>
<th>Description</th>
<th>Option</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of MGMT - Ceremony 1 - Tuesday, December 18, 2018</td>
<td>Guest Tickets</td>
<td>1</td>
</tr>
</tbody>
</table>

   Please provide the additional information requested for School of MGMT - Ceremony 1.

   UTD prohibits the direct and indirect sale, purchase or auction of any University Commencement ticket(s) may not be used for advertising, promotion (including contests, giveaways or sweepstakes), or other trade or commercial purposes, without the consent of the University Events Office. Students engaging in such activities, as well as any other activity that disrupts the administration of the ceremony and/or violates any UTD student code of conduct policy, will be subject to disciplinary actions, including without limitation the delayed issuance of a degree or diploma.

   Ticket Instructions:
   Print your tickets out after checkout and bring them to the event. We will also e-mail you a link to print your tickets any time before the event.
   Please check this box if you would like to donate your unused guest tickets to another student. Once donated you will be unable to retrieve these tickets.

   [Checkbox]

   [Checkout >>]

11. You will be able to print or save all your tickets from the next screen. You can also distribute your tickets here to your guests by selecting the ‘Send to Friend’ option.

   UTDGraduationTickets.com - Reservation Complete

   Your reservation is complete and you will receive an e-mail confirmation shortly. The record locator for this transaction is KJUZY.

   Student Information:

<table>
<thead>
<tr>
<th>Description</th>
<th>Option</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of MGMT - Ceremony 1</td>
<td>Guest Tickets</td>
<td>1</td>
</tr>
</tbody>
</table>

   IMPORTANT: You have claimed tickets to an E-Ticket event. Please print/save your tickets now >>

   You may also use ‘Send to Friend’ functionality to electronically distribute your guest tickets.

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Ticket</th>
<th>Send to Friend</th>
<th>Print/Save Ticket</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of MGMT - Ceremony 1</td>
<td>Guest Tickets</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   If you are unable to print tickets now, you can always return to this site and reprint E-Tickets from the My Tickets link in the menu above.

   The unique barcode on each ticket allows only one entry to the event. The first copy of an E-Ticket (if there are multiple copies made) to arrive at the event will gain entry after scanning and validation. Other copies of the ticket will be denied entry.

Visit the [https://www.utdallas.edu/registrar/graduation/commencement/](https://www.utdallas.edu/registrar/graduation/commencement/) for additional information.

Last updated: 11/9/2018
12. This completes your reservation of Commencement Guest tickets.

13. You will receive a confirmation email with a link to your tickets as well. If you requested to be placed on the waitlist you will receive a separate confirmation email for that.

14. This completes the reservation of your guest tickets.
   a. **You do not have to print the ticket(s) now.** Your tickets will be ready for you to print at any time before your ceremony by logging back into utdgraduationtickets.com and selecting the ‘My tickets’ Option at the top of the page. You will also be able to distribute tickets to your guests from here.

   A few reminders about your electronic guest tickets:
   - Each guest will need a **paper ticket** to enter the venue for your ceremony.
   - Your ticket needs to be printed in actual size and only one ticket on an 8.5” x 11” piece of paper.
   - If you try to shrink/enlarge the ticket size the barcode will not scan at the door and it will delay your entry to the venue.

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