RESERVING AND PRINTING YOUR UT DALLAS COMMENCEMENT TICKETS

1. You need to have your phone ready before you start reserving your guest tickets.
3. Login with your UTD Netid and password.
4. If you do not know your login, please contact the UT Dallas Helpdesk.

5. Select your ceremony from the list to claim your tickets.

Visit the http://www.utdallas.edu/student/registrar/graduation/ for additional information.

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6. 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 in the drop down menu.

7. 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.

8. Select Add to Order.

9. You will need to verify that your ceremony and the amount of tickets you selected is accurate. Then select Checkout.

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10. You will be directed to a page with a phone number and a personal pin number. You need to call the number and pronounce your name 3 times, pausing briefly in-between. You will need to complete this step before you will be allowed to continue.

11. When you are done pronouncing your name the system will sense it and give you a link to click to continue your checkout process.

12. On the next page you will have two options:
   a. You can donate any unused tickets to students that need additional guest tickets. Please note, once your tickets are donated, you will be unable to retrieve them.
   b. You can notify the Student AccessAbility Office if you need any assistance during your ceremony. Please select this checkbox and describe the type of assistance you will need.

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

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14. This completes the reservation of your guest tickets. You do not have to print the ticket(s) now, they will be ready for you to print at any time before your ceremony. If you choose to print them now, continue with step 15.

15. You will be directed to a page with the option to print or save all your guest tickets.
   a. **You are not required to print your tickets once you have reserved them.** You can do it at any time before your ceremony.
   b. You will receive a confirmation email in your UT Dallas email account with a link where you can print your tickets and your record locator number.

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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