**RESERVING AND PRINTING YOUR UT DALLAS COMMENCEMENT TICKETS**

1. You need to have your phone ready before you start reserving your guest tickets.
2. Go to [www.UTDGraduationtickets.com](http://www.UTDGraduationtickets.com).
3. 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.

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

5. 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.

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

Last updated: 4/15/2018
6. 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.

7. Select **Add to Order**.
   a. Additional Tickets go live a week after Guest Tickets to allow time for students to donate tickets they do not need.

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

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Last updated: 4/15/2018
9. On the next page you will have two options:
   a. 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.
      i. If you need accommodation requests for guests, please visit the [Commencement Accommodations](#) website. Do not select the box here.
   b. 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.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Option</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of NSMT - Thursday, May 10, 2018</td>
<td>Guest Tickets</td>
<td>1</td>
</tr>
</tbody>
</table>

**Reservation Summary**

Student Information:

Please provide the additional information requested for School of NSMT:

The Office of Student Accessibility is able to provide reasonable accommodations for students with disabilities at Commencement. If you anticipate needing any type of accommodation (i.e. assistance crossing the stage), please describe in the space provided.

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.

Checkout >>

11. On the next page, you will see your completed reservation as well as an option to Print/Save your tickets. A confirmation email will also be sent to your UT Dallas email with a link to your ticket(s).
   a. You can select the ‘Send to Friend’ option on the screen to email your guest ticket(s) to your guests.

<table>
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</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.

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

Last updated: 4/15/2018
12. 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. From there you will be able to Print/Save or Send tickets you guests.

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**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.