Guide to Ordering Commencement Tickets

Step 1 – Click on the link that matches the ceremony you are attending. If you do not know which ceremony you are in, you can check it out here: https://www.uml.edu/Commencement/Graduates/ceremonies.aspx

It will bring you to the page below
Step 2 – Enter your student ID number, and click “Go”

Step 3 – Click “Find Tickets”
Step 4 – Enter the number of tickets you would like to order (up to 6) in the quantity box, then click “Add to Cart”
You should get this message.

"Please wait while we reserve the best possible seats for you.

This process may take up to 3 minutes. Please do not use the back or refresh buttons."
Step 5 – Select the delivery method for your tickets. This will be print at home.
You will get this notice about the Print-at-Home option. Please read carefully.

By choosing Print-at-Home you will be responsible for printing your tickets prior to the performance; these tickets will not be available for pick up at the box office. You will receive a confirmation email shortly as well as a second email containing your printable tickets. Please make sure to check your SPAM or BULK email box for your Print-at-Home tickets if they are not in your primary folder. Allow 12 hours for email delivery. If you still have not received your Print-at-Home tickets, please log back into your account and select Re-Issue Your Print-at-Home Tickets. Please contact customer service at 1-800-722-8790 if you do not receive your Initial Print-at-Home Tickets email or your Re-Issue attempt.
Step 6 – Click “Checkout”
Step 7 – You will need to create an account with the Tsongas Center to access your tickets. If you have previously set up an account for ordering tickets from the Tsongas Center, you can login. If not, Click “Register Now”.

![Sign In page of Tsongas Center website](image-url)
Step 8 – Fill in your personal information and click “Save”.

- Individual Customer
- Organization

- First Name
- Last Name
- Email
- Confirm Email
- Password
- Confirm Password

Note: Your email address will also be your user name to sign in.

- Country: United States
- Address 1: Street Address, P.O. Box
- Address 2: Apartment, Suite, etc.
- Zip: XXXXXX or XXXXXXXX
- City:
- State: Select

- Business: XXXXXX-XXXXX
- Home: XXXXXX-XXXXX
- Fax: XXXXXX-XXXXX

- Email Preferences

I would like to receive communications from the Tsongas Center
Select the items that you would like to receive via email.

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Cancel

Next
Step 9 – If the information on the next page is accurate, click “Place Your Order”.

Step 10 – You should get a confirmation of your order with general information and your order information. The tickets will be emailed to you at the email address you used to set up your account.