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](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 4) in the quantity box, then click “Add to Cart”

<table>
<thead>
<tr>
<th>Price Level</th>
<th>Type of Ticket</th>
<th>Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL1</td>
<td>Admit One</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>
You should get this message.
The pop up box below will appear asking if you would like to add waitlist (additional) tickets to your order. Please note – this will add you to the waitlist for additional tickets should they become available, these tickets are not guaranteed. You will be notified the week of May 1st if waitlist tickets are available.
Step 5 – Add the number of additional tickets you would like to receive (up to two). Click “Submit”. Entering a request here doesn’t guarantee you will receive additional tickets.
Step 6 – Select the delivery method for your tickets. This will be print at home for regular tickets and Additional Tickets for wait list tickets.
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 1-866-722-8780 if you do not receive your initial Print-at-Home Tickets email or your Re-Issue attempt.
Step 7 – Click “Checkout”
Step 8 – 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”.

Returning Online Customer

Already a customer? Enter your login information below.

E-mail or Account #: [Input Field]

Password: [Input Field]

Forgot Password?

Sign In

Please note that e-mail and password are case sensitive.

New Online Customer

Sign up for an online account for quick and easy online shopping. Your account lets you easily manage your tickets, renew your subscription series tickets and update your personal information.

Register Now

Existing Box Office Customer

Link your existing box office account to your online account. This will enable you to manage online, those tickets originally purchased at the box office. You only need to link your account once.

Link Your Account
**Step 9** – Fill in your personal information and click “Save”.

![New Account form](image)
Step 10 – If the information on the next page is accurate, click “Place Your Order”.

Step 11 – 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.