



GRADUATION CEREMONY TICKETS

Claiming your Tickets

1. Access myLEO from the University's homepage: www.tamuc.edu

a. Click current students

b. Click myLEO



2. Click on Graduation ceremony tickets from the Apps on myLEO (will be at the bottom of the list)



Welcome Marlena Cameron



Graduate School 4:00pm
Fri 12/18/2015 4:00 PM CT
University Field House

Education & Human Services 2:00 Graduation
Sat 12/19/2015 2:00 PM CT
University Field House



GRADUATION CEREMONY TICKETS

4. Click on the Guest Ticket drop down to select the amount you wish to use.
(There will be a max amount)

Ticketing Information	
You have been allocated up to 5 guest tickets. You have 5 remaining. Please select from the option(s) below:	
Guest Tickets	0 <input type="button" value="v"/> ticket(s)
You are eligible for up to 2 additional tickets. You have 2 remaining. Please select from the option(s) below:	
Additional Tickets	No tickets available. Please check back later.
These are special issue ticket options. Please select from the option(s) below:	
** Waitlist - Waitlist Request	0 <input type="button" value="v"/> ticket(s)
<input type="button" value="Continue"/>	

Your tickets will be reserved for 10 minutes.

Please note: Your order is not yet complete. You must click Checkout >> to continue the reservation process.

Description	Option	Quantity	Item Total
Graduate School 4:00pm	Guest Tickets	5 Remove	\$0.00
Graduate School 4:00pm	Additional Tickets	2 Remove	\$0.00
Subtotal:			\$0.00
Convenience Fee:			\$0.00
Order Total:			\$0.00

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

Order Summary:

Description	Option	Quantity	Item Total
Graduate School 4:00pm	Guest Tickets	5	\$0.00
Graduate School 4:00pm	Additional Tickets	2	\$0.00
Sub Total:			\$0.00
Convenience Fee:			\$0.00
Delivery Options:			E-Ticket (No Charge)
Order Total:			\$0.00

DONATING UNUSED TICKETS:

Please check this box if you would like to donate your unused guest tickets to another student.

PLEASE NOTE: Once tickets are donated, you will **NOT** be able to retrieve these tickets.

Delivery/Pickup Options:

E-Ticket

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. Tickets can only be used one time, so printing multiple times will not allow additional entrances.





GRADUATION CEREMONY TICKETS

7. You will be given your transaction number.
You can now print your PDF tickets

Texas A&M University-Commerce Graduation Tickets Order Complete

Your order is complete. You will receive an e-mail confirmation shortly.

The record locator for this transaction is **WOKYGG**.

Note: You can check on the status of your order(s) at any time by clicking on the "My Account" link.

Customer Information:

Transaction Date: 11/8/2013 10:10:07 AM CT

Description	Option	Quantity	Item Total
Graduate School 4:00pm	Guest Tickets	5	\$0.00
Graduate School 4:00pm	Additional Tickets	2	\$0.00
Subtotal:			\$0.00
Convenience Fee:			\$0.00
Delivery Charge:			\$0.00
Order Total:			\$0.00

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

Event Name	Ticket Option	Ticket Number	Print/Save Ticket
Graduate School 4:00pm	Guest Tickets	1	
Graduate School 4:00pm	Guest Tickets	2	
Graduate School 4:00pm	Guest Tickets	3	
Graduate School 4:00pm	Guest Tickets	4	
Graduate School 4:00pm	Guest Tickets	5	



GRADUATION CEREMONY TICKETS

REPRINTING of Tickets

****If you are unable to print at the time of claiming the tickets you may print them at any time.**

Just log into your myLeo account and click graduation tickets again. Then click on My Account at the top of the page.

[Texas A&M University-Commerce Graduation Home](#)

[Ticketing Home](#)

[My Account](#)

[Logout](#)

Print E-Tickets

[Home](#) > [My Account](#) > Print E-Tickets

Click on the PDF icon next to the item you want to print your tickets or click the save/print all (link at the far right).



GRADUATION CEREMONY TICKETS

EXTRA or ADDITIONAL Tickets

If you are wanting additional tickets or extra tickets please check back periodically. If any extra tickets are available you will have the drop down option like the guest tickets.

Ticketing Information	
You have been allocated up to 5 guest tickets. You have 5 remaining. Please select from the option(s) below:	
Guest Tickets	<input type="text" value="0"/> ticket(s)
You are eligible for up to 2 additional tickets. You have 2 remaining. Please select from the option(s) below:	
Additional Tickets	No tickets available. Please check back later.
These are special issue ticket options. Please select from the option(s) below:	
** Waitlist - Waitlist Request	<input type="text" value="0"/> ticket(s)
<input type="button" value="Continue"/>	





GRADUATION CEREMONY TICKETS

Waitlist Request

You may request to add your name to our ticket waitlist. Each student can request to be waitlisted for up to **2** additional tickets. You will receive an email notification letting you know that you have been added to the ticket waitlist with further instructions on claiming your tickets if they become available to you.

Ticketing Information	
You have been allocated up to 5 guest tickets. You have 5 remaining. Please select from the option(s) below:	
Guest Tickets	<input type="text" value="0"/> ticket(s)
You are eligible for up to 2 additional tickets. You have 2 remaining. Please select from the option(s) below:	
Additional Tickets	No tickets available. Please check back later.
These are special issue ticket options. Please select from the option(s) below:	
** Waitlist - Waitlist Request	<input type="text" value="0"/> ticket(s)
<input type="button" value="Continue"/>	

