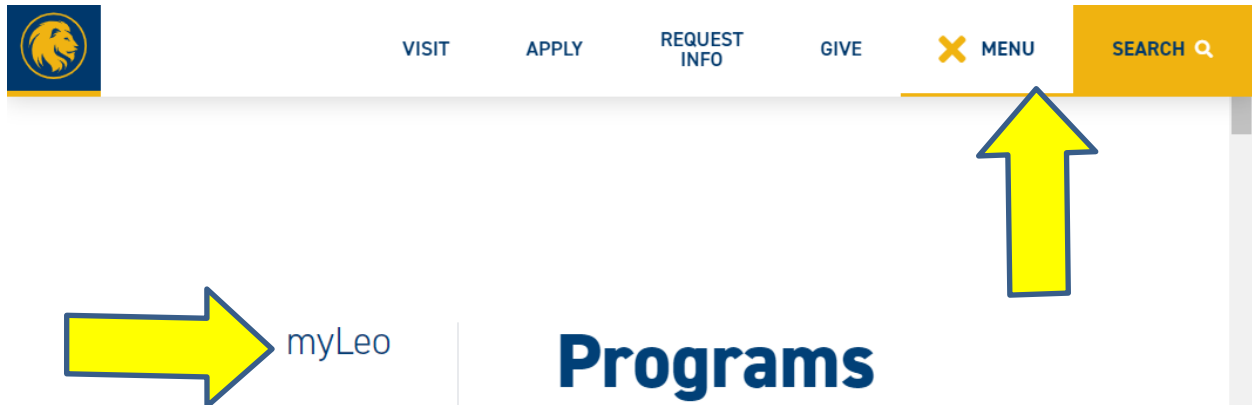


Claiming your Tickets

The ticket site is currently experiencing weak connection with the login portal. You will need to click the login button multiple times to get into the ticket site. Please keep trying to login until you are able to get into the ticket app.

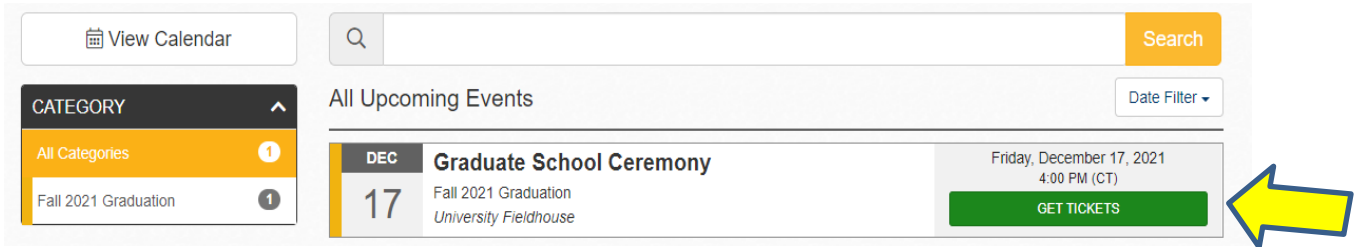
1. Access myLEO on the University homepage
 - a. Click Menu
 - b. Click myLEO



2. Click on *Graduation Ceremony Tickets* located under the APPS tab in myLEO



3. Select *Get Tickets* for your ceremony.



View Calendar

Search

CATEGORY

All Categories 1

Fall 2021 Graduation 1

All Upcoming Events

Date Filter

DEC 17

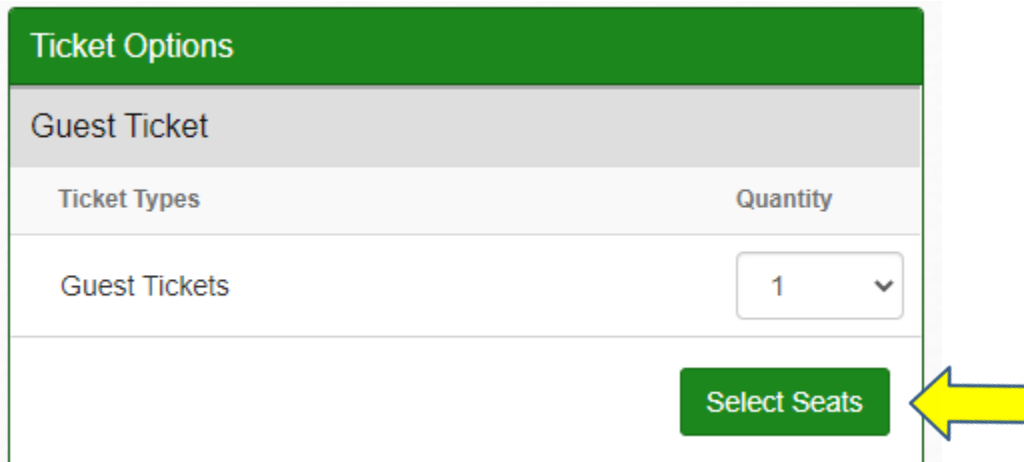
Graduate School Ceremony

Fall 2021 Graduation
University Fieldhouse

Friday, December 17, 2021
4:00 PM (CT)

GET TICKETS

4. Click on the Guest tickets drop down menu to select the amount of tickets you wish to claim. (There will be a max amount).



Ticket Options

Guest Ticket

Ticket Types	Quantity
Guest Tickets	1

Select Seats

5. Choose amount of tickets and click *Select Seats*.

6. Review cart and then click *Checkout*.

Secure Checkout

No payment required.

Checkout

By clicking [Checkout], you agree to the [Purchase Policy](#).

7. You have now claimed your tickets and can either send them via text message or download them.

***You do not need to print your tickets as we can scan tickets from mobile devices.**

Your order contains E-Tickets.

Access your tickets at any time in [Your Orders](#) under your name at the top of the site.

Order FRXJWR

Purchased: 11/22/2021 02:56 PM (CT)



Order Details

Send All Mobile Tickets

Download All PDF E-Tickets

Graduate School Ceremony - 12/17/2021 04:00 PM (CT)

Add to Calendar

Get Ticket	Ticket Option	Ticket Type	Seat Location	Delivery Method	Notifications
 	Guest Ticket	Guest Tickets	General Admission	E-Ticket	


Re-accessing your Tickets


****If you are unable to download your tickets at the time you claim them, you can always go back into the ticket app to access them.**

1. Log into your myLEO and go back into the ticket APP. Click on *MY ORDERS* in the drop down menu from your name at the top of the page.



2. You will now see a list of your orders and can download your tickets from there.



 Your Orders

 Order

Upcoming Events

Past Events

Returned Tickets

 Event Name or Record Locator 

Search

Orders	Date Purchased	Events	Original Total
View FRXJWR	Monday, November 22, 2021 2:56 PM (CT)	Graduate School Ceremony - 12/17/2021 04:00 PM (CT)	
View WRSNYG	Tuesday, November 16, 2021 4:54 PM (CT)	Graduate School Ceremony - 12/17/2021 04:00 PM (CT)	