Instructions to Retrieve Commencement Tickets

To access your commencement tickets log into the UIW My Word Portal.

Click on “Student Information” under LAUNCHPAD.
Under the Student Information heading, click on “Graduation Ceremony Tickets”.

You will then be redirected to the UIW Commencement Tickets website. Click the “register or login” link to begin your reservation.
Next, enter your first name, last name, **UIW Cardinal Mail address**, and create a password. There are no restrictions or minimum characters for your unique password. **Click Save.**

Choose your ceremony at the main page. You will only be able to reserve and retrieve tickets from your specific commencement ceremony.
After clicking on your ceremony, you will then see a screen confirming the details of the ceremony and your ticketing information. Choose the number of guest tickets from the drop down menu and then click “Add to order”. If any additional tickets become available, you will be able to choose up to 2-3 at this screen starting at 10:00 a.m. on Friday, April 22nd.

The next screen will have you confirm the number of tickets chosen. If the number is correct, then click “Checkout”.

Please assist us with the pronunciation of your name for Commencement by calling the number listed in the block. You will be asked for your personal PIN, which will appear in the block.

The next screen will give you the option to donate your unused tickets, if any, to the additional ticket pool. To donate your unused tickets, simply check the box and then checkout.
Once you click the final checkout, you will have a summary reservation screen with your confirmation number. You will also receive a confirmation email in your UIW email account with your tickets.

At this point, you can “Print/Save All Tickets” or you can click on “My Tickets” in the top menu bar and you will also have the option to print tickets or utilize the option to send tickets to someone else’s email address.

**IMPORTANT**

1. Please print each ticket. **Each guest will need a separate, unique ticket for entry.** Tickets should be printed as a full size image on a 8 ½ x 11 sheet of paper.
2. Each electronic ticket has a unique bar code needed for entry into the ceremony. Upon entry, the barcode will be scanned and will no longer be valid for entry after being scanned.
3. It is the graduate’s responsibility to keep track of used tickets.
4. Guests should plan to be seated **10 minutes prior to the start of the ceremony.**
5. Children under the age of 3 who will not require a seat (will sit in lap of parent) will not need a ticket.
Extra Tickets
If extra tickets become available from unused tickets, those tickets will become available on a first-come, first-serve basis starting at 10:00 a.m. on Friday, April 22, 2016. If extra tickets are available, you can receive 2-3 additional guest tickets. There is no guarantee of availability of additional tickets. To acquire additional guest tickets, follow the same directions as when you first reserved tickets. If extra tickets are available, you will see the option to acquire them under the “Additional Tickets” section under ticketing information: