REGISTRATION AND TICKETING INSTRUCTIONS
The graphics used are from 2022 but still applicable for 2023.

1. Once you receive the email to register, please read the information that is provided in the body of the message.

2. Scroll down the email to the **TO REGISTER** section, and click on the **Set Password Here** link.

REGISTRATION AND TICKETING INSTRUCTIONS
The graphics used are from 2022 but still applicable for 2023.

3. You will be directed to the MarchingOrder site to set a password. Please remember your password. This password will only be used in the MarchingOrder system.

4. Once you have created a password, you will directed to the MarchingOrder ticketing portal for the Cal State LA 2023 Commencement Ceremonies ticketing site. Click on the **Register Here** button.

REGISTRATION AND TICKETING INSTRUCTIONS
The graphics used are from 2022 but still applicable for 2023.

5. Once you have clicked on the Register Here button, you will directed to your assigned ceremony ticketing portal.

6. Scroll down to the **Graduate Information and Registration** section. This section lists the official name on file provided to us by the Graduation Office as listed on your diploma. The name will be used for name reading and display during the ceremony.

REGISTRATION AND TICKETING INSTRUCTIONS
The graphics used are from 2022 but still applicable for 2023.

7. Respond to the attendance question on the **Graduate Information and Registration** section.

8. If you clicked Yes on the **Graduate Information and Registration** section, you will be prompted to answer the **Accessibility Form**. This section is for you only and not your guests.

REGISTRATION AND TICKETING INSTRUCTIONS
The graphics used are from 2022 but still applicable for 2023.

9. On the **Name Pronunciation** section, please type the phonetic spelling of your name. For example, **Raul Gonzalez**: rah-OOL gon-SAH-les

10. On the **Your Guest Tickets** section, please select the number of tickets that you are looking to reserve.

COMMENCEMENT

REGISTRATION AND TICKETING INSTRUCTIONS
The graphics used are from 2022 but still applicable for 2023.

11. Make sure to click on **SUBMIT** at the bottom of the page. If you do not click on this, your ticket reservation is not confirmed. (If it will not let you click on the Submit button, that means that you did not answer a required section.)

12. Once you click submit, a window will pop-up asking you to confirm your reservation. Please click on **Continue** if you correctly submitted your request.

REGISTRATION AND TICKETING INSTRUCTIONS
The graphics used are from 2022 but still applicable for 2023.

13. You will be sent to the **Registration Completed** page. From here, you can click on the **Get Your Tickets** button.
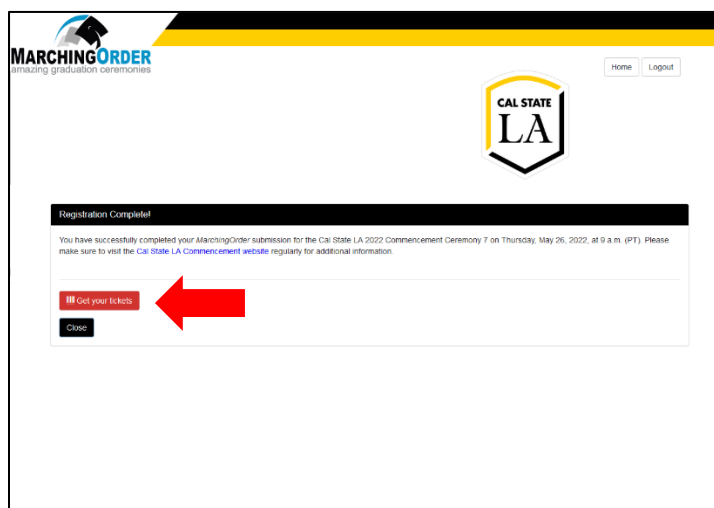
14. You will be directed to the page where you can either email or print your tickets. To print the tickets one by one, leave the "Selected to Print" button you wish to print, and change the rest to "Not Selected to Print". Then click "Print Selected Tickets".

REGISTRATION AND TICKETING INSTRUCTIONS
The graphics used are from 2022 but still applicable for 2023.

15. To print all the tickets (two tickets per page), leave them all "Selected to Print" then click "Print Selected Tickets".

16. To **email a ticket**, enter the email address and click on the "Email" button beside the ticket.
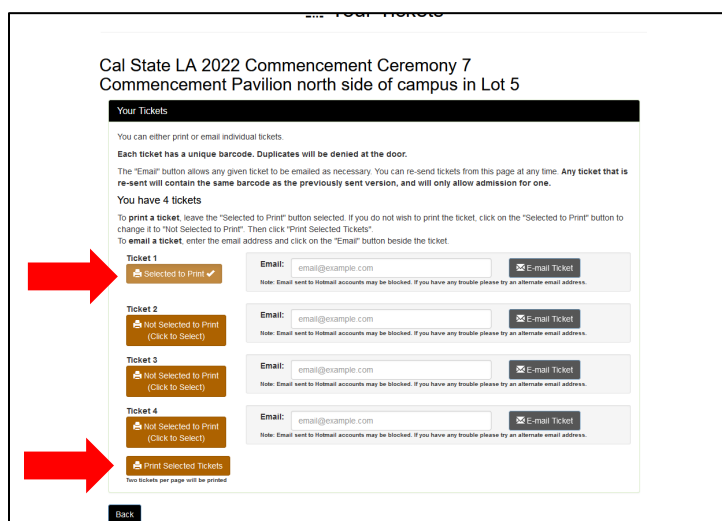
REGISTRATION AND TICKETING INSTRUCTIONS
The graphics used are from 2022 but still applicable for 2023.

17. If you wish to print or email your tickets at a later date, you can log in using the **Page Login** link provided to you on the original email to register.

HEALTH AND SAFETY PROTOCOLS

The health and safety of the Cal State LA community is our top priority as we continue to navigate the COVID-19 pandemic. By attending the Commencement ceremony, you agree and attest that you have reviewed and will abide by Cal State LA's health and safety protocols*.

1. All Cal State LA employees, students and visitors shall conduct a health self-screening for COVID-19 symptoms before arriving at Cal State LA. If you are experiencing any of the listed symptoms, please do not come onto the Cal State LA campus.
2. I understand the risk of attending a large, crowded event where the vaccine status of others in attendance may be unknown.
3. **You are encouraged to** wear a surgical mask or higher level PPE, such as an N95, KN95, or KF94. Surgical masks and higher-level PPE offer greater protection than cloth masks. Masks are required indoors on campus and are strongly recommended outdoors in crowded settings.
4. Per Los Angeles County Department of Public Health, you are strongly encouraged to sign up for CA Notify in advance to receive alerts when you have been in close contact with someone who tests positive for COVID-19 in public gatherings. We also ask that you alert this site if you test positive for COVID-19 after Commencement.

All protocols are subject to change if warranted by the pandemic.

TO REGISTER:

1) Click this link and create your password:
Set Password Here
Note: The password link above is unique to your account, do not forward to others.

2) Log in and complete the registration process.

3) You may return to the site anytime by going to the Page Login and using this email address:
events@calstatela.edu

***
California State University, Los Angeles
5151 State University Drive
Los Angeles, CA 90032
calstatela.edu/commencement
Email: commencement@calstatela.edu