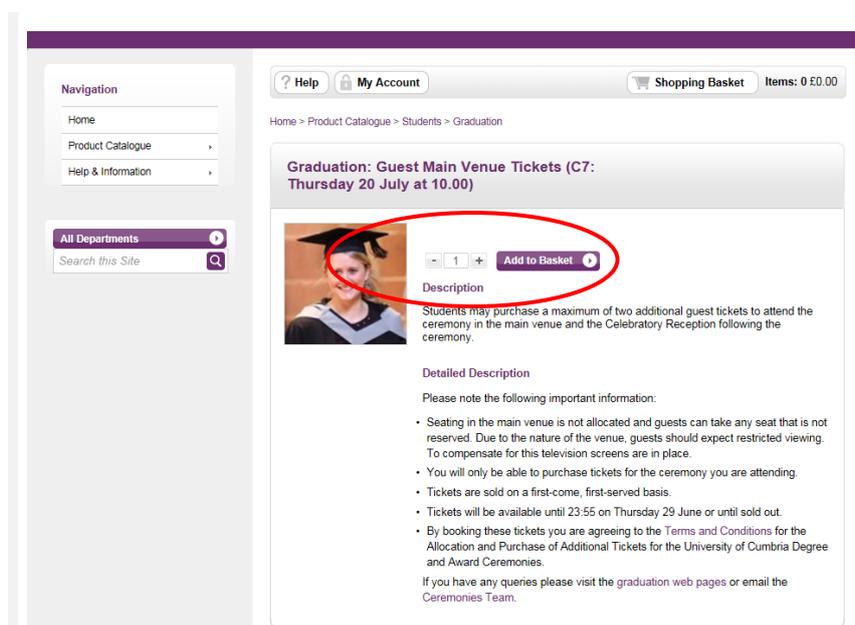


On Monday 24 June, you will have received two emails from [ceremonies@cumbria.ac.uk](mailto:ceremonies@cumbria.ac.uk) entitled:

- Graduation: Passcode to purchase main venue tickets
- Graduation: Passcode to purchase video link tickets

1. Click on the link in the email.
2. You will be taken to the relevant Product. Put the number of tickets you require (up to 2) and click 'Add to basket'.



3. You will be taken to the Questionnaire page. Copy and paste the individual passcode you have been emailed. **Please note that this is not an OTC (One time code). This password is stated in your Main Venue and Video Link emails and will be in this format:**

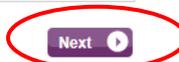
### Questionnaire

Please enter your details below

Enter the passcode emailed to you on Monday 26 June\*

Enter your surname/last name (in capital letters)\*

If you receive an error message check you have entered your details in the correct format (see above).  
If you need any assistance please email [ceremonies@cumbria.ac.uk](mailto:ceremonies@cumbria.ac.uk).



**Note: The above is an example. You must enter the individual passcode emailed to you and your surname (in capitals).**

4. You will be taken to your Shopping Basket. Please check you are purchasing the correct number of tickets and then click 'Proceed to Checkout':

## Shopping Basket

Clear Basket

Continue Shopping

Proceed to Checkout

Item	Quantity	Unit Price	Total Cost
<b>Product Catalogue</b>			
 Graduation: Guest Main Venue Tickets (C7: Thursday 20 July at 10.00) Product code: C7JUL17 (main venue) View/Edit questionnaire(s)	- 1 + Remove	£0.00	£0.00
Delivery			£0.00
Total Before VAT			£0.00
VAT			£0.00
Total			£0.00

Continue Shopping

Proceed to Checkout

5. You will be taken to the Login/Register page.

### 5.1 Not got an account?

If you do not already have an account, click on the "Click here" link under New Customer.

? Help

My Account

Shopping Basket

## Login / Register

### New Customer

Creating an account only takes a few moments and allows you to store your details for future visits.

► If this is your first visit [click here](#)

## Register New Account

### Email Address and Password

Email Address*	<input type="text"/>
Confirm Email Address*	<input type="text"/>
Password*	<input type="text"/>
Confirm Password*	<input type="text"/>

### Your Details

Title*	<input type="text" value="Please select"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Contact Telephone Number*	<input type="text"/>
Company / Organisation	<input type="text"/>
Student Number	<input type="text"/>

### Your Address

Country*	<input type="text" value="UNITED KINGDOM"/>
Postcode*	<input type="text"/>
House / Flat No. 	<input type="text"/>

[Find Address](#)

 [Enter your address manually](#)

Please tick if you give us permission to use your contact details

[Continue](#) 