

Desktop Guide - How to Activate your Account

Step 1: Activate your commencement account by entering the email that notified you about your tickets. *This will be your New Paltz email or your personal account (Gmail, Yahoo, Etc.).* Then select the blue "Continue" button to proceed.

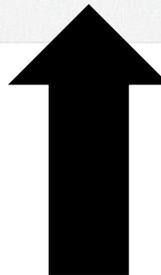


Reset Password

Enter Internet Login

Enter Login.

CONTINUE



You will see the following confirmation screen if this step was completed successfully. Keep this tab open in order to complete the next step in the process.



Your Password has been reset.

You will receive an email shortly with a temporary password.

Please log in and change your password.

Thank you.

[LOGIN](#)

[RESEND](#)

Step 2: Check your email for communication with your new temporary password via the account activation flow. Note your login and copy your temporary password. Then navigate back to the open tab and select the login option.



Dear Commencement Test Account,

The Internet password for your account has been reset.
Here is your new login information:

Login Account: [REDACTED]

Temporary Password: cnrzecwd

**please note, passwords are ALL letters, there are no numbers in any temporary password.*

Please use your login and this temporary password to sign into your account by clicking below:

[Account Login](#)



If you want to request another temporary password please click below:

[Request New Password](#)

Thank you,
SUNY New Paltz Ticket Office

SUNY New Paltz Ticket Office

Step 3: Navigate back to the tab you kept open in order to sign into the account you just activated via the login button shown below.



Your Password has been reset.
You will receive an email shortly with a temporary password.
Please log in and change your password.
Thank you.

[LOGIN](#) [RESEND](#)

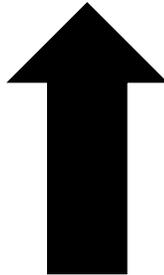


Step 4: Enter your login and temp password and select SUBMIT to gain access to your account.



Log In	New User?
Login <input type="text" value="jane.doe@newpaltz.edu"/>	Email <input type="text" value="Email"/>
Password <input type="password" value="....."/>	
<input type="button" value="SUBMIT"/>	<input type="button" value="CREATE ACCOUNT"/>

[Need help logging in?](#)



If you have completed the account activation process successfully, you will gain access to your account portal as seen below. You can close this tab out and navigate back to the email communication you received from the commencement office as shown on the next page.



Welcome to the Web Portal.

Logout

Tickets

Buy Individual Tickets

Season Tickets

Basic Info

Name: Commencement Test Account [Update Password](#)
Login: [REDACTED] [Edit](#)
Customer ID: 88008999

Credit/Debit Card

Card Type: ---
Card Last 4: ---
Card Expiry: --- [Edit](#)

Address

No addresses have been listed

[Edit](#)

Email Address

[REDACTED] [Unsubscribe](#)
Subscribed to:
Email Communications [Edit](#)

Phone Numbers

Home: ---
Cell: ---

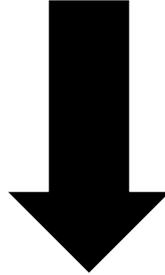
[Edit](#)

Social Networks

Facebook: ---
Twitter: ---
Linked In: ---

[Edit](#)

Finally, return to the email you received from the commencement office and click on the link specific to your commencement ceremony as seen below. From there you will sign into the account you activated in order to claim your tickets.



Friday, May 19: Graduate Ceremony

Saturday, May 20: Undergraduate, College of Liberal Arts & Sciences

Sunday, May 21: Undergraduate, Schools of Business, Education, Fine & Performing Arts, Science & Engineering

Congratulations again on your achievements at SUNY New Paltz!

Sincerely,

SUNY New Paltz Commencement Office