

# Cobb County School District



Student Portal  
Commencement Tickets Request and Allocation  
Online Instructions

March 2023

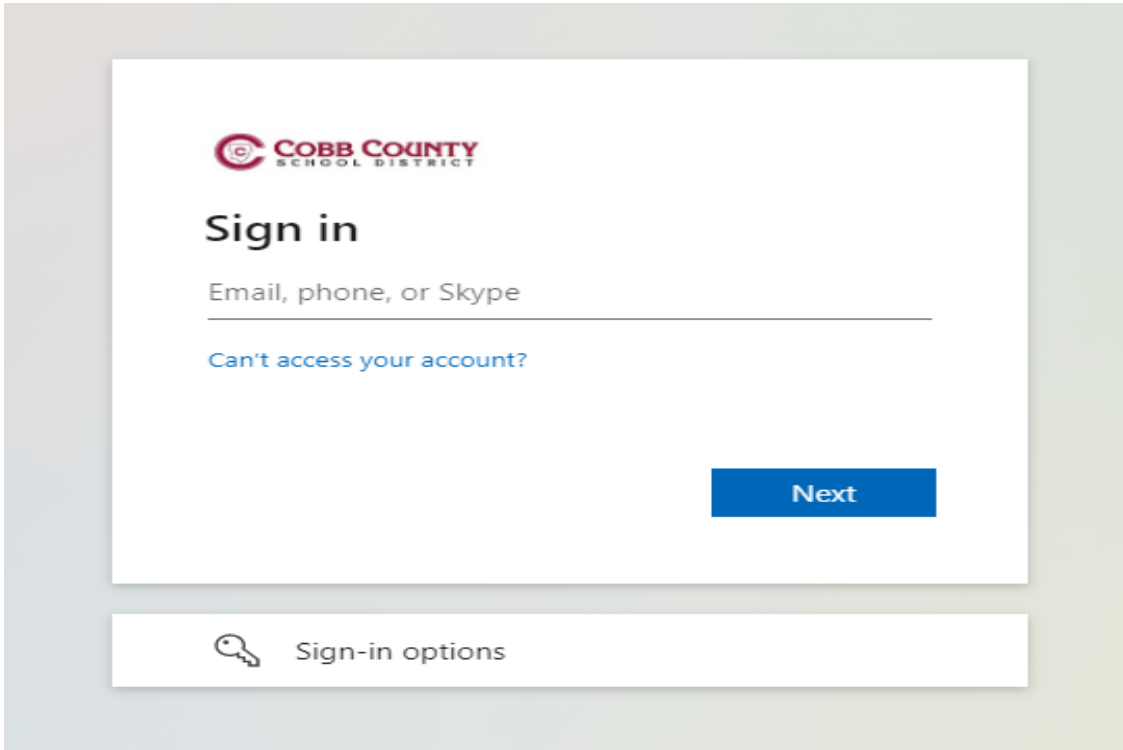
## Revision Chart


The following chart lists the revisions made to this document. Use this to describe the changes or additions made to the document each time it is re-published (draft or final). The description should summarize the changes as much as possible.

<b>Date</b>	<b>Source</b>	<b>Description of Changes</b>
03/2/2023	S. Wilcox	Initial Publication v1

# COMMENCEMENT TICKETS REQUEST AND ALLOCATION (Online Instructions for Students)

Access Student Portal via <https://studentportal.cobbk12.org>



 **COBB COUNTY**  
SCHOOL DISTRICT


## Sign in

Email, phone, or Skype

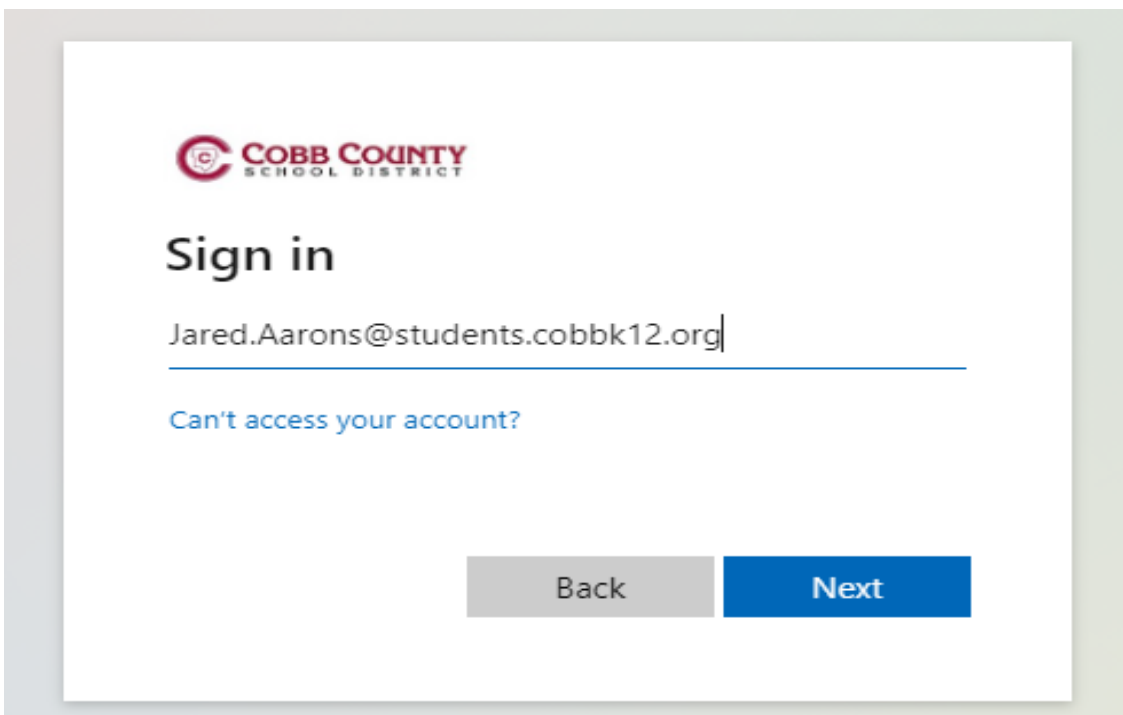
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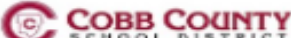
[Can't access your account?](#)

**Next**

 [Sign-in options](#)

Students will sign in using their CCSD student email address.



 **COBB COUNTY**  
SCHOOL DISTRICT

## Sign in

Jared.Aarons@students.cobbk12.org

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[Can't access your account?](#)

**Back** **Next**

If you are in Office 365 you will be logged in to the Student Portal. If you are not logged in to Office 365, you will be asked to sign in with your username and password.

Sign in

https://sts.cobbk12.org


Username

Password

[Sign in](#) [Cancel](#)

ONE TEAM ONE GOAL STUDENT SUCCESS (Cobb Student) LOGOUT

[MENU](#) **STUDENT PORTAL**



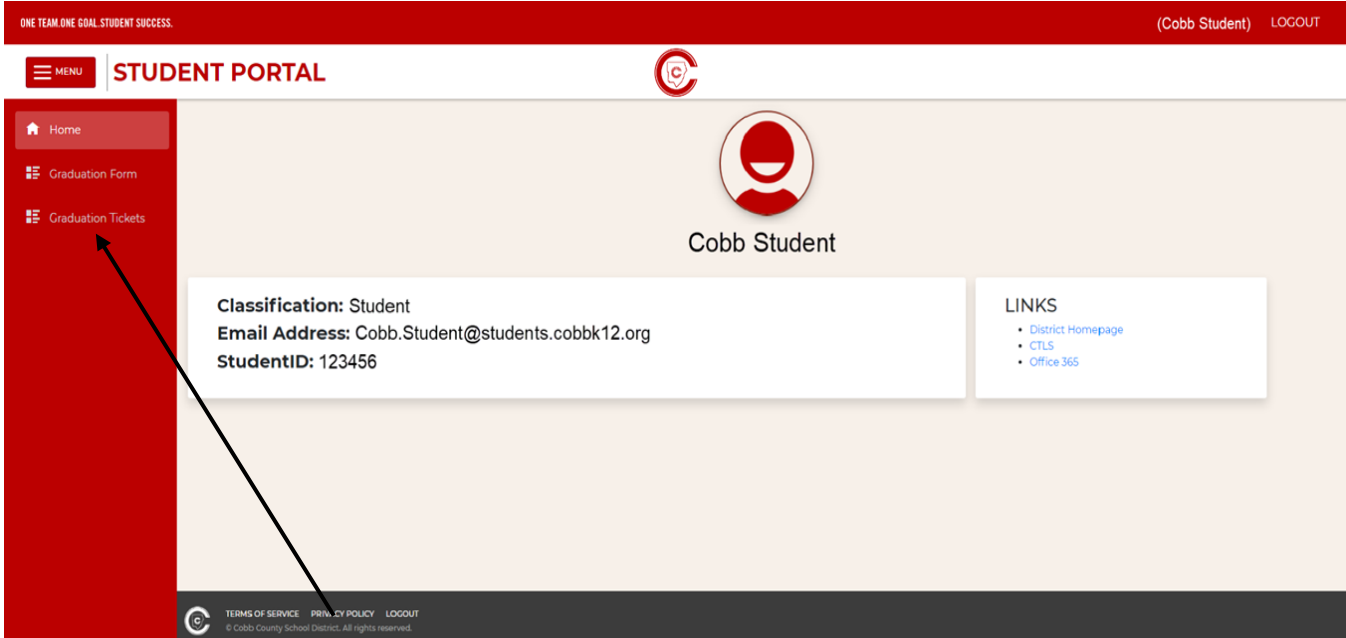
Cobb Student

<p><b>Classification:</b> Student <b>Email Address:</b> Cobb.Student@students.cobbk12.org <b>StudentID:</b> 123456</p>	<p><b>LINKS</b></p> <ul style="list-style-type: none"><li>• <a href="#">District Homepage</a></li><li>• <a href="#">CTL5</a></li><li>• <a href="#">Office 365</a></li></ul>
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[TERMS OF SERVICE](#) [PRIVACY POLICY](#) [LOGOUT](#)  
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# TICKET REQUEST

Choose **Graduation Tickets** from the menu on the left.



# Please read all information on the screen before entering information on the Commencement Ticket Request Form.

ONE TEAM. ONE GOAL. STUDENT SUCCESS. (Cobb Student) LOGOUT

**MENU** | **STUDENT PORTAL** 

### Commencement Ticket Request


I would like to request  guest ticket(s) to the Ceremony on **Thursday, May 25, 2023**.

I understand that I will be provided as many tickets as possible within the number requested, but that I am not guaranteed the full number of guest tickets that I am requesting. I further understand that the graduate must be participating in the ceremony to receive tickets to the ceremony.

Deadline for Request: **Friday, March 24, 2023**.

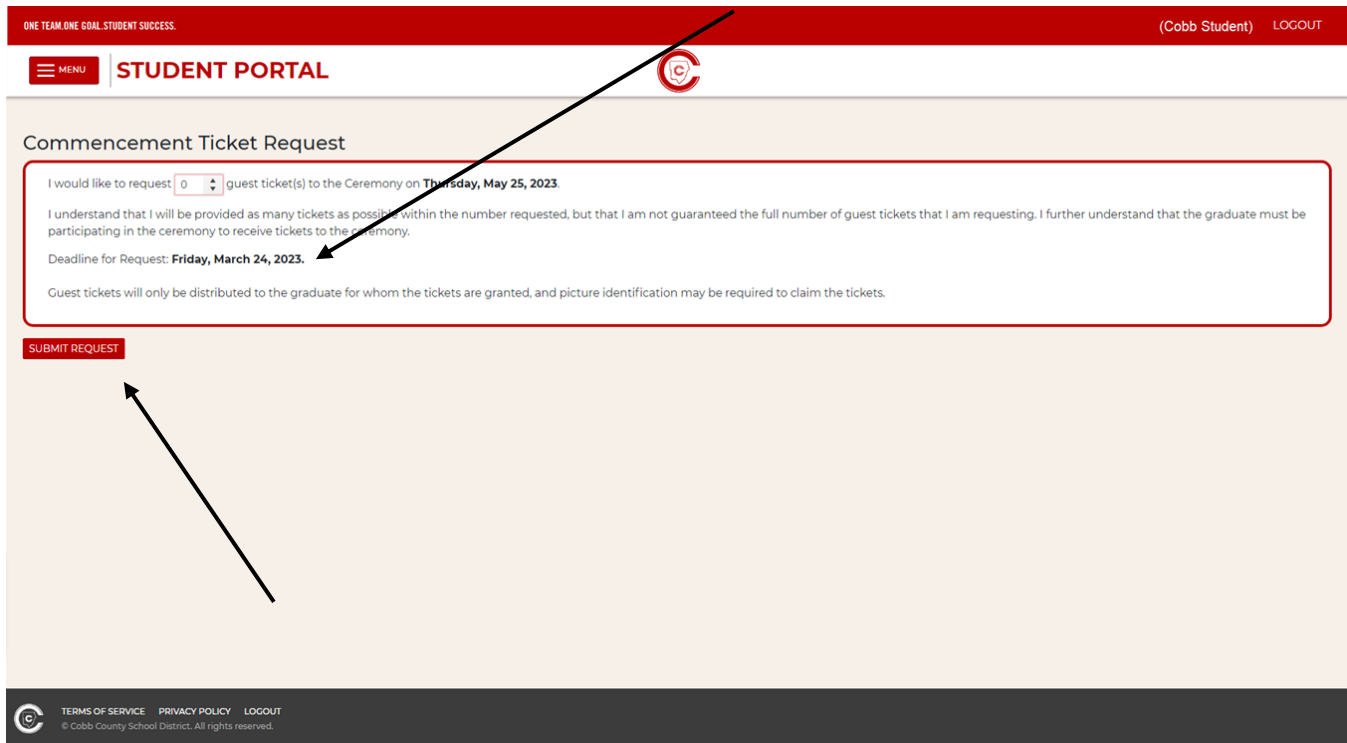
Guest tickets will only be distributed to the graduate for whom the tickets are granted, and picture identification may be required to claim the tickets.

**SUBMIT REQUEST**

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In the request box, please enter the number of tickets you are requesting for your guests. You may type in a number or use the up and down arrows.

Please note the deadline date for ticket requests to be submitted. **The number of tickets you are requesting may be edited at any time until the deadline. Requests for tickets cannot be edited after the deadline and will be final.**



The screenshot shows the 'STUDENT PORTAL' interface. At the top, there is a red navigation bar with the text 'ONE TEAM. ONE GOAL. STUDENT SUCCESS.' on the left and '(Cobb Student) LOGOUT' on the right. Below this is a 'MENU' button and the 'STUDENT PORTAL' title. The main content area is titled 'Commencement Ticket Request'. It contains a form with a dropdown menu set to '0' for the number of tickets, followed by the text 'guest ticket(s) to the Ceremony on Thursday, May 25, 2023.' Below this is a disclaimer: 'I understand that I will be provided as many tickets as possible within the number requested, but that I am not guaranteed the full number of guest tickets that I am requesting. I further understand that the graduate must be participating in the ceremony to receive tickets to the ceremony.' The deadline is listed as 'Friday, March 24, 2023.' and a note states 'Guest tickets will only be distributed to the graduate for whom the tickets are granted, and picture identification may be required to claim the tickets.' A red 'SUBMIT REQUEST' button is located at the bottom of the form. Two black arrows point to the dropdown menu and the 'SUBMIT REQUEST' button. The footer contains links for 'TERMS OF SERVICE', 'PRIVACY POLICY', and 'LOGOUT', along with the copyright notice '© Cobb County School District. All rights reserved.'

Once you have entered the number of tickets desired, **CLICK SUBMIT REQUEST.**



Request submitted successfully.

### Commencement Ticket Request

I would like to request  guest ticket(s) to the ceremony on **Thursday, May 25, 2023.**

I understand that I will be provided as many tickets as possible within the number requested, but that I am not guaranteed the full number of guest tickets that I am requesting. I further understand that the graduate must be participating in the ceremony to receive tickets to the ceremony.

Deadline for Request: **Friday, March 24, 2023.**

Guest tickets will only be distributed to the graduate for whom the tickets are granted, and picture identification may be required to claim the tickets.

SUBMIT REQUEST



Once submitted, you will receive a message that your request was submitted successfully.



**Be sure to LOGOUT!**



Request submitted successfully.

### Commencement Ticket Request

I would like to request  guest ticket(s) to the Ceremony on **Thursday, May 25, 2023**.

I understand that I will be provided as many tickets as possible within the number requested, but that I am not guaranteed the full number of guest tickets that I am requesting. I further understand that the graduate must be participating in the ceremony to receive tickets to the ceremony.

Deadline for Request: **Friday, March 24, 2023**.

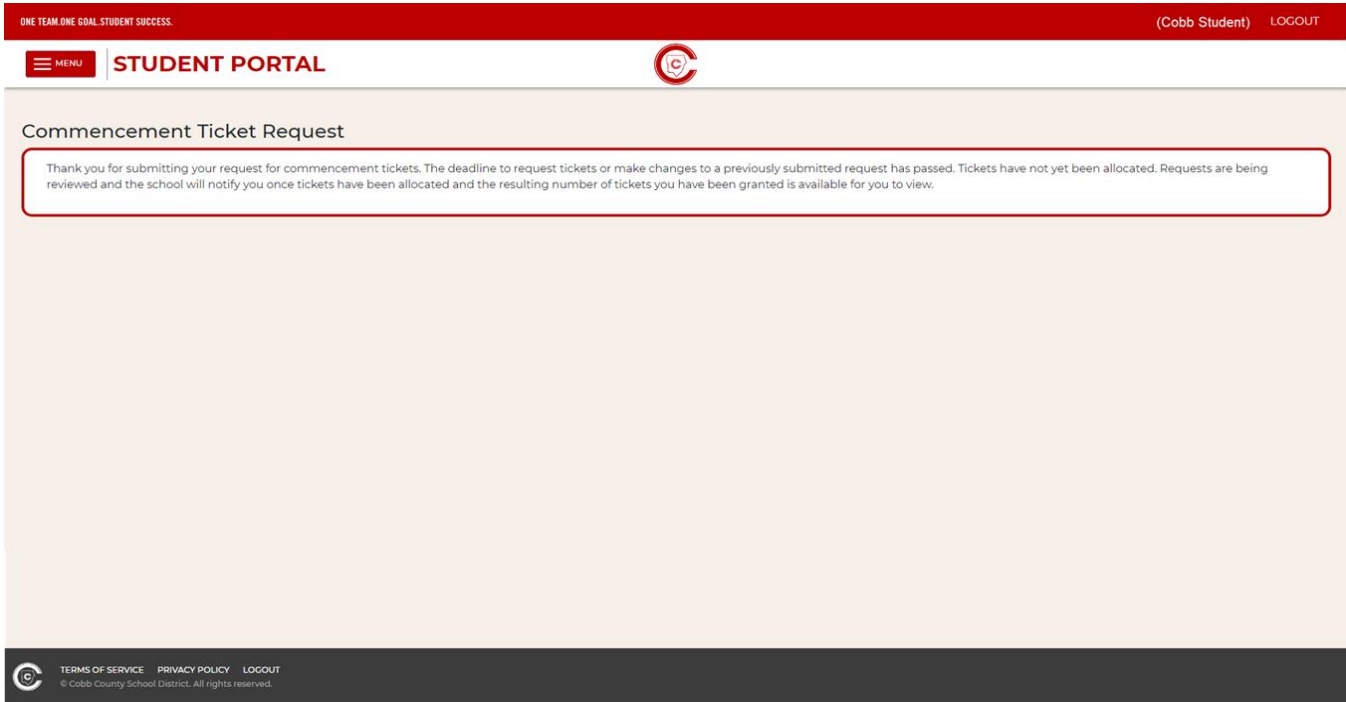
Guest tickets will only be distributed to the graduate for whom the tickets are granted, and picture identification may be required to claim the tickets.

[SUBMIT REQUEST](#)



## TICKET ALLOCATION

Once the deadline has passed and tickets have yet to be allocated, the following message will display if you login to your account in the Student Portal. **No ticket requests can be made or modified once the deadline has passed.**



ONE TEAM ONE GOAL STUDENT SUCCESS

(Cobb Student) LOGOUT

MENU STUDENT PORTAL

Commencement Ticket Request

Thank you for submitting your request for commencement tickets. The deadline to request tickets or make changes to a previously submitted request has passed. Tickets have not yet been allocated. Requests are being reviewed and the school will notify you once tickets have been allocated and the resulting number of tickets you have been granted is available for you to view.

TERMS OF SERVICE PRIVACY POLICY LOGOUT

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You will be notified by your school once tickets have been allocated. This will be as soon as possible after the deadline date for requesting tickets. To view the number of tickets you will receive, you must log in to the Student Portal.

The number of guest tickets received will be displayed along with the date they will be distributed by your school.

ONE TEAM. ONE GOAL. STUDENT SUCCESS. (Cobb Student) LOGOUT

MENU STUDENT PORTAL

### Commencement Ticket Request

You have been granted **5** ticket(s) which may be picked up after commencement practice on **Wednesday, May 24, 2023**.

**Students should be prepared to show picture identification when they pick up the tickets.**

If you still need additional tickets beyond that granted herein, you should network with your classmates to see if there are other students who do not need all their allocation and might be able to provide you with their overage. Please keep in mind that only those seniors participating in the ceremony will receive tickets to the ceremony.

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**If you have questions, please contact the graduation administrator at your high school.**