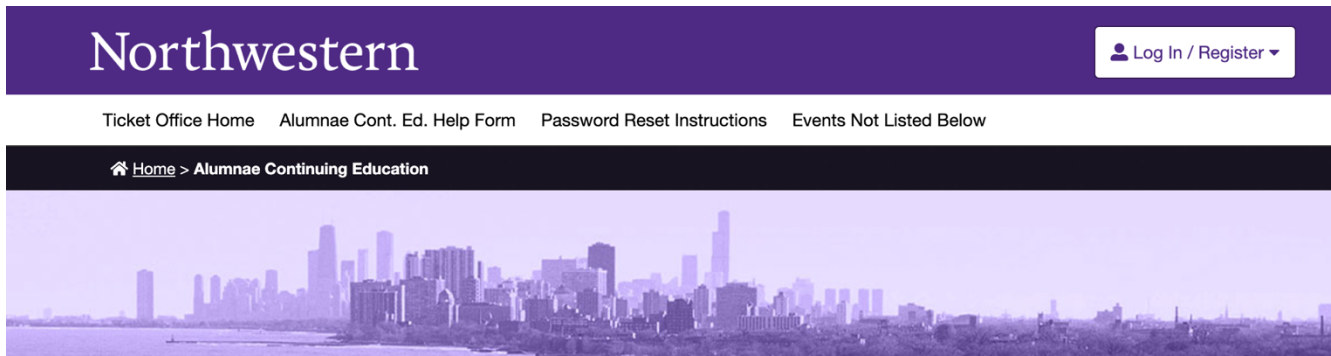




HOW TO CREATE AN ACCOUNT AT NORRIS BOX OFFICE

If you'd like to enroll on line and you are new to our program, you will need to set up a Norris Box Office account.

Step 1 – Go to nbo.universitytickets.com The banner looks like this:



Step 2 – Click on the Log In/Register button in the upper right corner of the website banner.

Step 3 – Click on General Public.

Step 4 – Select the Register tab to create an account. You'll need to enter an email and password, then click on the purple Register as General Public at the bottom. An alert in a blue box will appear prompting you to check your email.

Step 5 – Go to your email in box. Follow the instructions in the email to activate your account.

Step 6 – Now go back to nbo.universitytickets.com

Log in and select the course(s) you'd like to enroll in. The process will be easy from there.