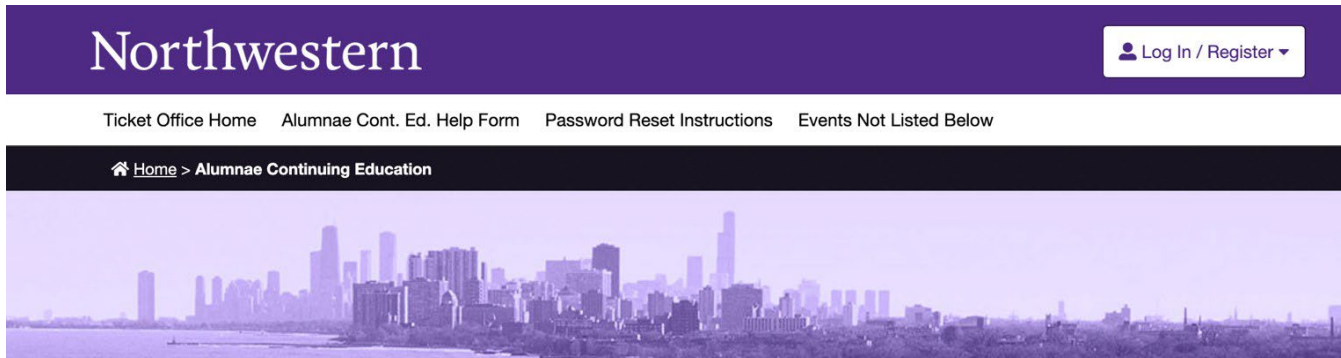




FIRST TIME ENROLLING? CREATE A PROFILE AT NORRIS BOX OFFICE

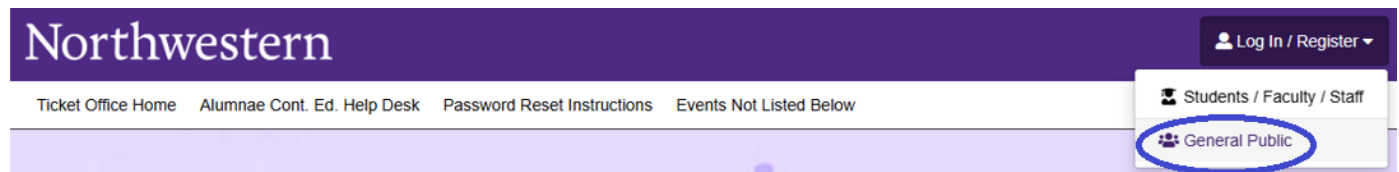
If you'd like to enroll online and you are new to our program, you will need to set up a profile on the Norris Box Office ticketing/enrollment platform.

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 banner.

Step 3 – Click on General Public.

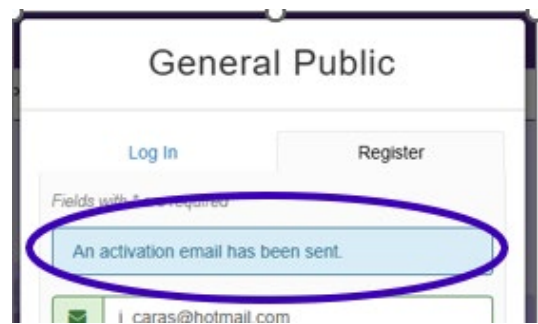


Step 4 – Select the **Register** tab to create your profile.

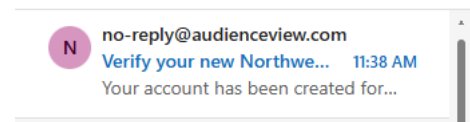
You will need to enter your email address and create a password for the platform.

Then click on the purple **Register as General Public** at the bottom.

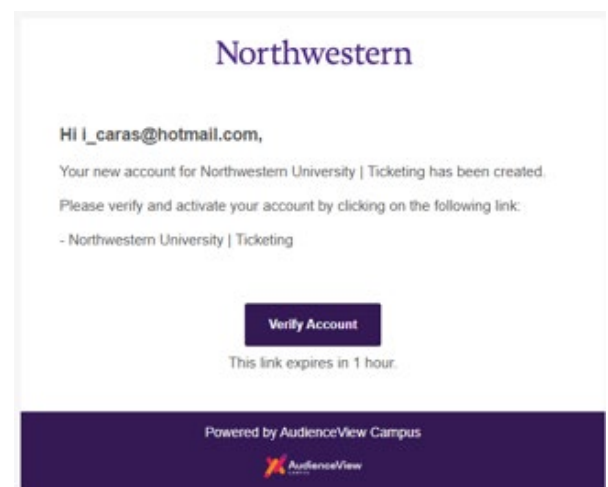
An alert in a blue box will appear prompting you to check your email.



Step 5 – Go to your email in box.



Step 6 – Follow the instructions in the email to activate your account.



Step 7 – Go back to nbo.universitytickets.com
Select the Log In tab to login to your profile.

When you see your name at the top right corner of the banner, you will be able to select the course(s) you'd like to enroll in. The process will be easy from there.

