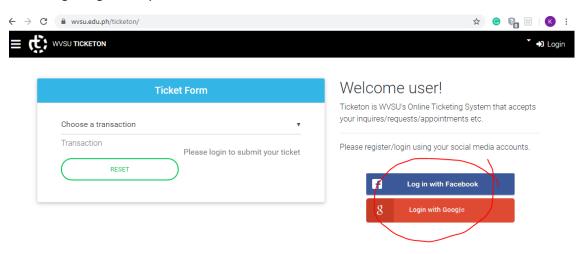
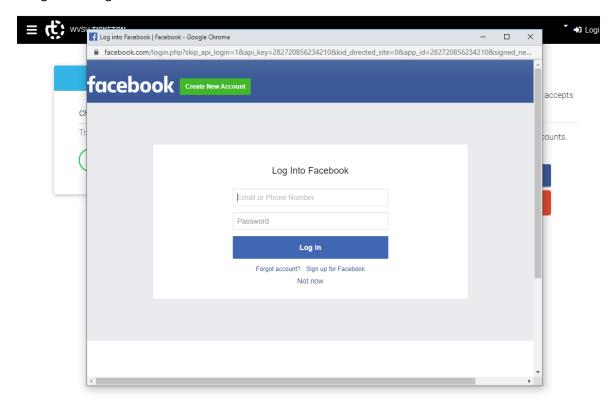
Ticketon WVSU Online Ticketing System User Manual for Customers

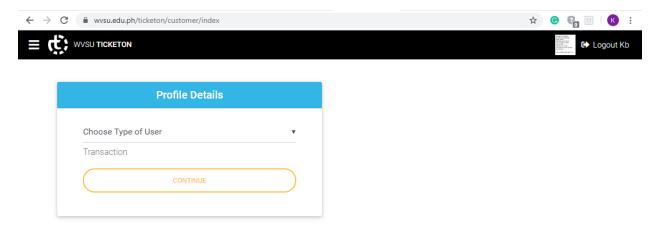
Please log using one of your social media accounts.



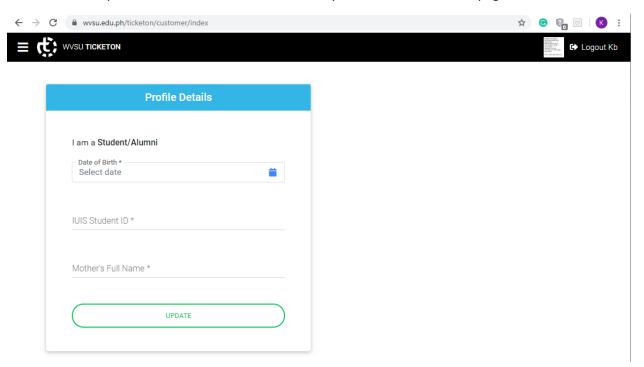
If you choose Facebook for example and already logged on Facebook the system will automatically log you to the system. However, if you are not logged in Facebook, you are required to login first. The same thing with Google.



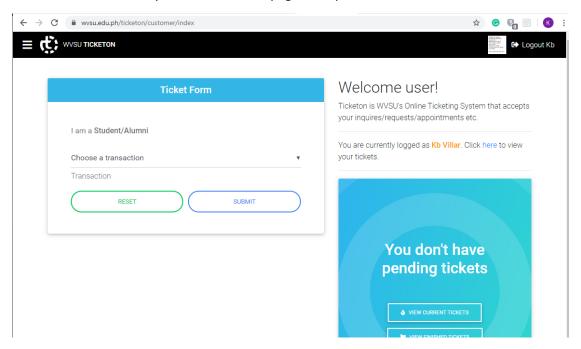
After login, you are required to choose your user type. Choose whether you are an applicant, guest, etc. and click Continue.



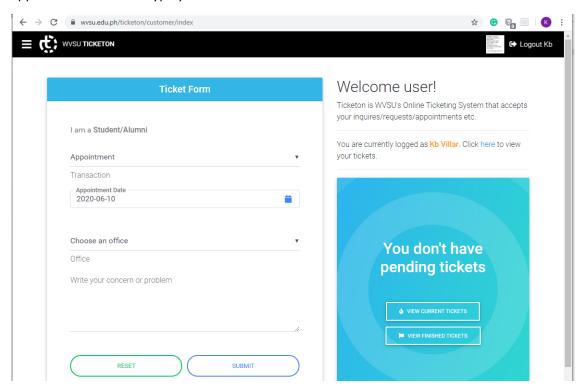
You are required to fill the necessary information depending on the type of user. In this case a student. The fields are required to be filled out, otherwise the system will not leave this page.



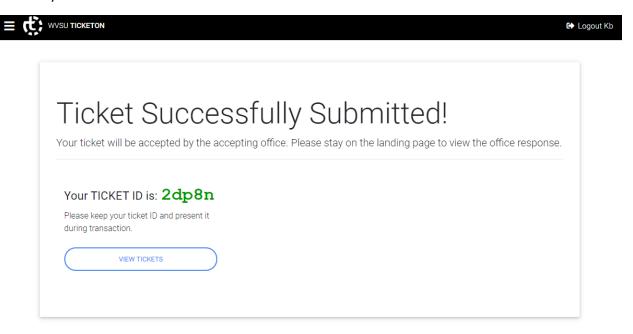
You will be automatically redirected to this page to request a ticket.



When you choose for an appointment, you will have a set of field to fill-out. In this case, set the appointment date and type your concerns and click the SUBMIT button.



After submission you will be notified. Keep your Ticket ID, you will present it when transacting in the university. Click VIEW TICKETS button to view submitted transactions.



This page lists all the tickets with information and Status such as Transaction Type, Appointment Date, Office, and Date Submitted. Click CREATE TICKET to create another.

