Herff Jones Faculty Ordering Site Instructions

To RENT faculty regalia, please follow these instructions:

- 1. Go to the Herff Jones Faculty ordering portal: <u>https://facultycapgown.herffjones.com/</u>
- 2. Enter the following information:
 - a. Customer Number: contact bayareagrad@herffjones.com
 - b. Order Number: contact bayareagrad@herffjones.com
- **3**. Locate the faculty member's name you wish to order for from the FACULTY Name drop down list.



If the faculty member's name appears in the drop down list, follow these instructions:

- 1. Choose their name and click Continue.
- 2. If all information is correct, Click Confirm Order and Finished. A confirmation email will be sent to the email address on the order summary.
- 3. If changes from the previous order are needed, click Edit and make necessary changes. Click Continue.
- 4. Review entered information and either click Confirm, or Back to edit.

If the faculty member's name does not appear in the drop down list, follow these instructions:

- 1. Select -NEW FACULTY MEMBER- and click Continue
- 2. Enter their order information. Note: the email address you enter will be the address where the order confirmation is sent. Click Continue.
- 3. Under Items, select the items you wish to rent.

Example:

Custome	er Information	Sales Professional	Order	Information	
Name: Stanford Univ Fheg 670		Name: Ampersand Sales Marketing In	& Type: C	ClassRental	
Custome	r Number: 0400179800	0	Order	Number: 5134369	
Cap & G	own Information				
Last Nam	ne: Test	First Name: Te	st	Middle Initial:	
Departme	ent:				
Email:	test@test.com	ı			
Gender:	Male	~			
Height w	/shoes: 5' 8"	~			
Weight:	200 pounds o	r less \vee (recommended for	best fit)		
Cap Size	21 1/2" to 21	3/4" - Size 6 7/8 🗸 Click he	re for Measuring Ta	pe	
Degree C	Obtained: Doctor	~			
ltems - C	heck all products app	ropriate to your degree lev	vel.		
aculty ge	nerally wear Cap, Gown	, Tassel, as well as a Hood,	so both items		
should be	checked for these degre	es.			
C	ap, Gown, Tassel				
H	Hood (if appropriate)				
	Gown Only				
_ c	Cap Only				
		Continue 🕨			

4. Select the State of their alma mater

5. Select their alma mater school name from the drop down menu (this information determines the hood lining colors).

Note: If the faculty member's school does not appear in the dropdown menu, you may choose any school in any state that has the same or similar school colors.

6. Under Full Title of Degree, choose their degree field of study for specific degree colored hood velvet, or choose Philosophy_PhD_dark blue for Phd blue colored hood velvet. This choice can be based on personal preference or department/school tradition.

Hood degree list with PhD Blue hood selected:

	Naprapathy - Silver	
	No Velvet - No Velvet	
	Nursing - Apricot	
	Optometry - Aqua	
	Oratory - Silver	
OL	Osteopathy - Kelly	
	Pedagogy - Lt Blue	
Please Note: Data included is based on dat that order will not show here. Pressing the "(Personnel Serv Sp Arcola - Teal	our measurements, the status of ve already submitted your order
via regular mail.	Personnel Services - Peacock Blue	
Customer Information	Pharmacy - Olive	formation
	Phd-Special Reserved - Marine Blue	
Name: Stanford Univ Fheg 670	Philanthropy - Gold	IssRental
Quete Number 04004700000	Philosophy_phd - Dark Blue	
Customer Number: 04001798000	Physical Education - Sage Green	imber: 5134369
	Physical Therapy Sp Arcola - Teal	
Degree Obtained: Doctorate	Physics - Gold	
Bachelor, Master and Doctorate	Podiatry - Nile	
	Police Science - Gold	
UNIVERSITY OF COLORADO - M	Political Science - Dark Blue	
UNIVERSITY OF COLORADO SC	Psychology - Gold	
UNIVERSITY OF DENVER - DENV	Public Admin Sp Arcola - Teal	
UNIVERSITY OF NORTHERN CO	Public Administration - Peacock Blue	
Note: Typing the first letter of your s	Public Health - Salmon	of the list quickly.
	Public Service - Peacock Blue	
Full Title of Degree is only required	Public Service Sp Arcola - Teal	ctor.
Note: The most common velvet of	Regional Planning - Blue Violet	d), Gold, Light Blue, and
White.	Religious Education - Lt Blue	
	Science - Gold	
Click have for a listing of common	Social Work - Citron	
Click <u>nere</u> for a listing of common	Social Work - Cream	
Full Title of Degree:	Sociology - White	
	Speech - Silver	
	Theology - Scarlet Red	
	Urban Life - Citron	

7. Review entered information and either click Confirm, or Back to edit.

Once confirmed, a confirmation email will be sent to the email address entered on the order.

Your order has been placed and will be delivered to your campus bookstore. They will inform you when you may pick up your order.

Order Deadline: contact <u>bayareagrad@herffjones.com</u> Order Delivery Date: contact <u>bayareagrad@herffjones.com</u>

Herff Jones provides free shipping on orders placed before the order deadline. You may place late orders after the deadline by emailing all necessary information to <u>bayareagrad@herffjones.com</u>. All late orders will incur short-cycle fees and expedited shipping charges.

For the smoothest execution, please be sure to communicate deadlines and pick-up processes with faculty members and ordering staff. Contact us if you'd like emails sent to your faculty from Herff Jones.