

Herff Jones Faculty Ordering Site Instructions

To RENT faculty regalia, please follow these instructions:

1. Go to the Herff Jones Faculty ordering portal: <https://facultycapgown.herffjones.com/>
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.

Stanford Univ Fhcg 670

Turning moments into memories.

FACULTY:
To login as a faculty, select your name from the list and click the continue button.
If your name is **NOT** listed, choose **NEW** and click the continue button.

FACULTY Name:
-- NEW FACULTY MEMBER --

FOR ADMINISTRATOR:
To login as an administrator please click the administrator button.

Password:

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:

via regular mail.

Customer Information	Sales Professional	Order Information
Name: Stanford Univ Fheg 670	Name: Ampersand Sales & Marketing In	Type: ClassRental
Customer Number: 04001798000		Order Number: 5134369

Cap & Gown Information

Last Name: First Name: Middle Initial:

Department:

Email:

Gender:

Height w/shoes:

Weight: (recommended for best fit)

Cap Size: [Click here](#) for Measuring Tape

Degree Obtained:

Items - Check all products appropriate to your degree level.
Faculty generally wear Cap, Gown, Tassel, as well as a Hood, so both items should be checked for these degrees.

- Cap, Gown, Tassel
- Hood (if appropriate)
- Gown Only
- Cap Only

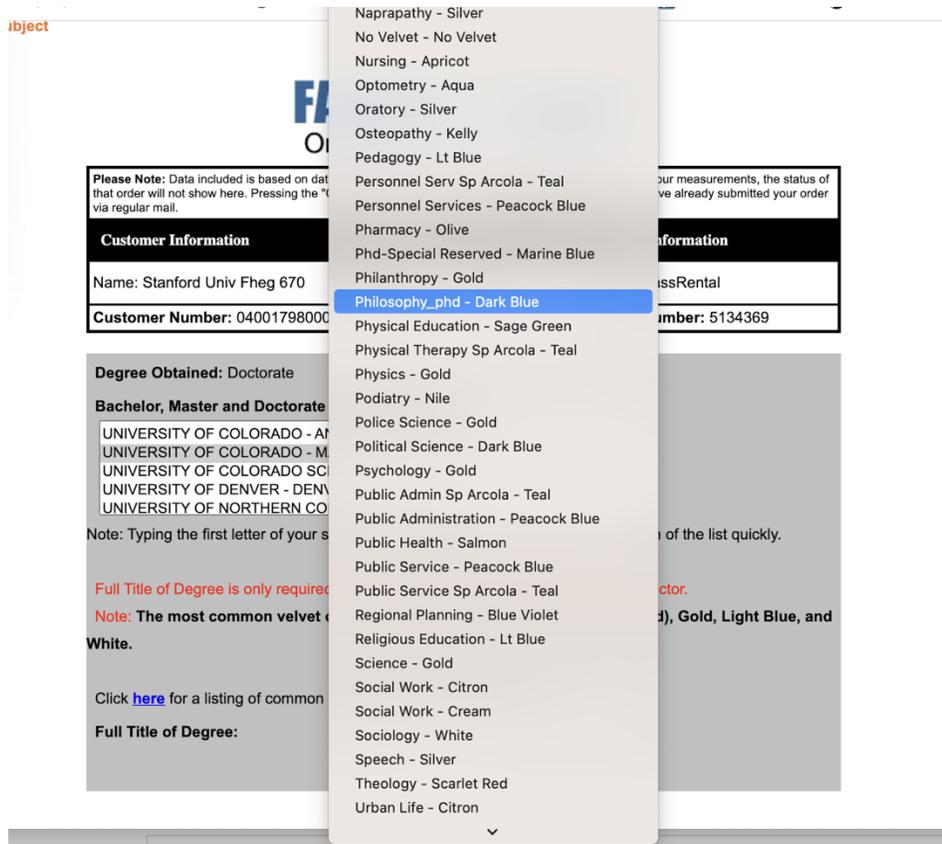
4. Select the State of their alma mater

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:



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 bayareagrad@herffjones.com

Order Delivery Date: contact bayareagrad@herffjones.com

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 bayareagrad@herffjones.com. 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.