

Cobb County School District



Student Portal
Commencement Tickets Request and Allocation
Online Instructions

2025 - 2026

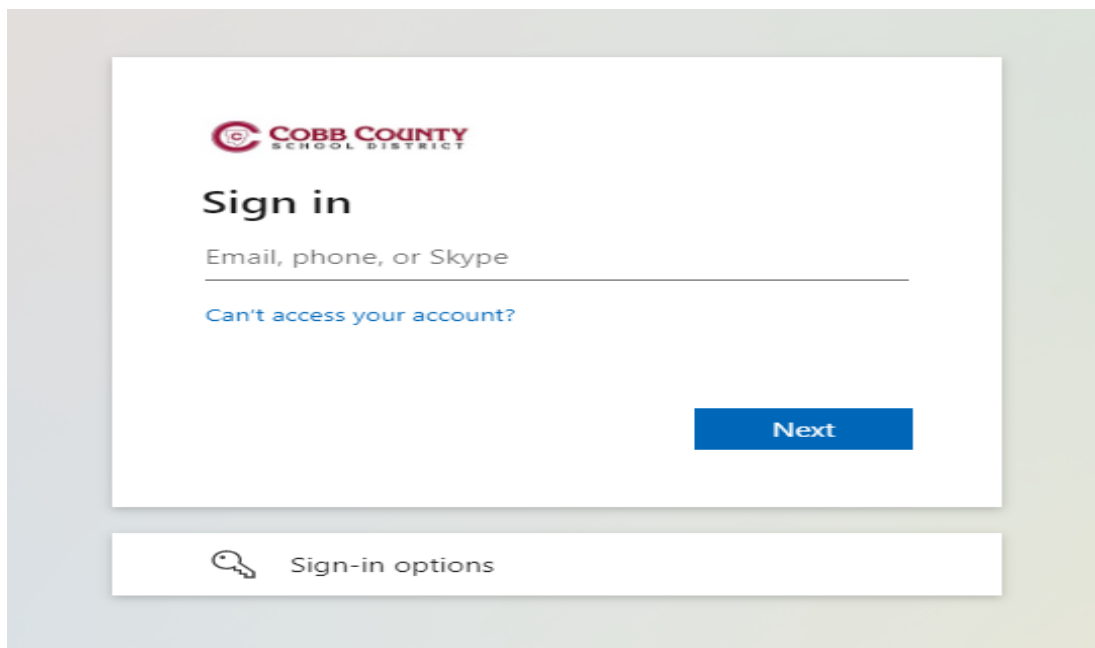
Revision Chart

The following chart lists the revisions made to this document. Use this to describe the changes or additions made to the document each time it is re-published (draft or final). The description should summarize the changes as much as possible.

Date	Source	Description of Changes
03/2/2023	S. Wilcox	Initial Publication v1
11/27/2023	S. Wilcox	Update screenshots
10/28/2024	K. Giesler	Update dates and screenshots
9/24/2025	L. Vania	Updated screenshots & instructions to reflect current user interface

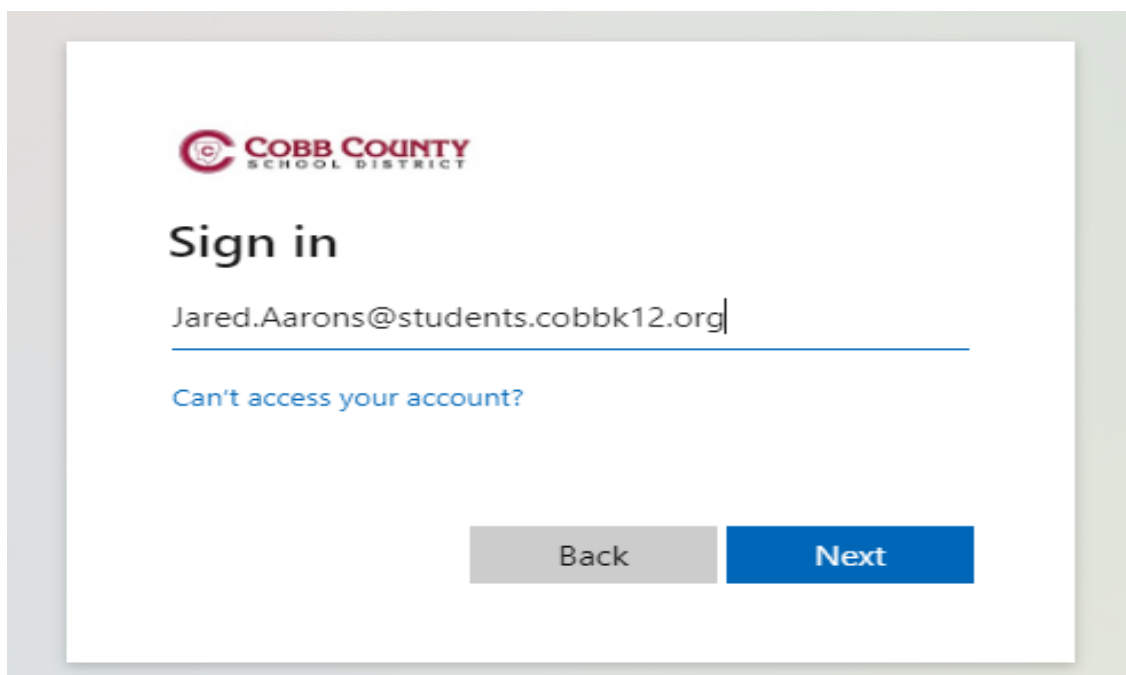
COMMENCEMENT TICKETS REQUEST AND ALLOCATION (Online Instructions for Students)

Access Student Portal via <https://studentportal.cobbk12.org>



The screenshot shows the Cobb County School District (CCSD) Sign in page. At the top is the CCSD logo. Below it is the heading "Sign in". Under the heading is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". At the bottom right of the sign-in area is a blue button labeled "Next". Below the sign-in area is a white box with a key icon and the text "Sign-in options".

Students will sign in using their CCSD student email address.



This screenshot shows the same Cobb County School District Sign in page, but with the email address "Jared.Aarons@students.cobbk12.org" entered into the input field. The "Can't access your account?" link is still present. At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button.

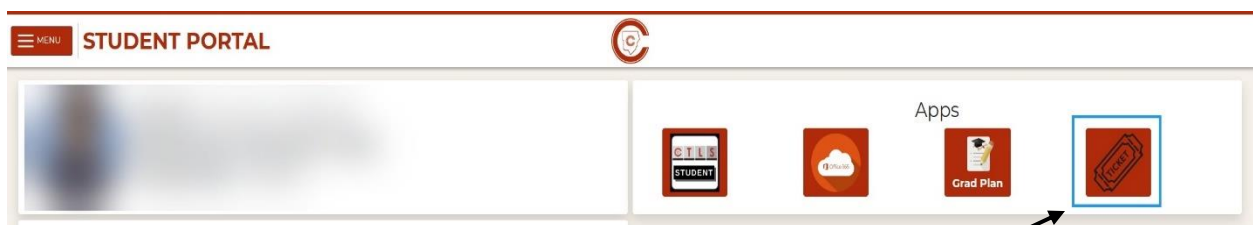
If you are in Office 365 you will be logged in to the Student Portal. If you are not logged in to Office 365, you will be asked to sign in with your username and password.

Sign in

https://sts.cobbk12.org

Username

Password



TICKET REQUEST

Choose the "**Ticket Icon**" under Apps.

Please read all information on the screen before entering information on the Commencement Ticket Request Form.

In the request box, please enter the number of tickets you are requesting for your guests by typing in your request.

Please note the deadline date for ticket requests to be submitted. The deadline for December graduates is **December 3**. The deadline for May graduates is **February 25**. **The number of tickets you are requesting may be edited at any time until the deadline. Requests for tickets cannot be edited after the deadline and will be final. All guests attending Commencement, including INFANTS AND SMALL CHILDREN, NEED TICKETS to enter the venue.**

Once you have entered the number of tickets desired, **CLICK SUBMIT REQUEST**.

The screenshot shows the 'STUDENT PORTAL' header with a menu icon and a circular logo. Below the header, the title 'Commencement Ticket Request' is displayed. The form contains a text input field with the number '2' entered, a paragraph of terms and conditions, a bolded statement about ticket requirements for infants and small children, a 'Deadline for Request:' field, and a 'SUBMIT REQUEST' button. A red arrow points to the 'Deadline for Request:' field, and a black arrow points to the 'SUBMIT REQUEST' button. A black arrow also points to the text input field.

Once submitted, you will receive a message that your request was submitted successfully.

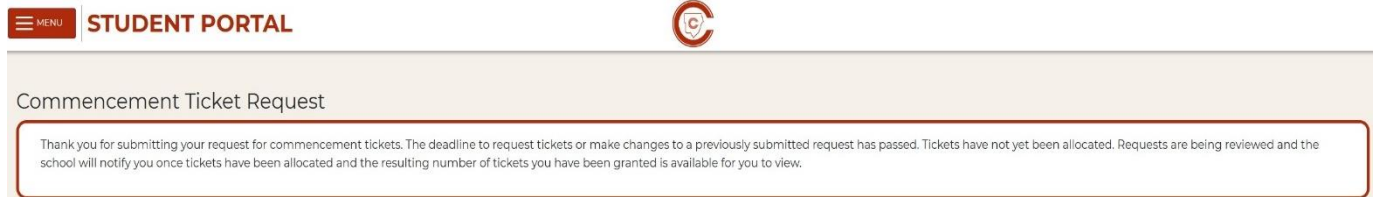
The screenshot shows the 'STUDENT PORTAL' header. A green banner at the top reads 'Request submitted successfully'. Below the banner, the title 'Commencement Ticket Request' is displayed. The form contains a text input field with the number '8' entered, a paragraph of terms and conditions, a bolded statement about ticket requirements for infants and small children, a 'Deadline for Request:' field, and a 'SUBMIT REQUEST' button. A black arrow points to the 'Request submitted successfully' message, and another black arrow points to the text input field.

Be sure to LOGOUT

The screenshot shows the footer of the Student Portal. It includes the text 'ONE TEAM ONE GOAL STUDENT SUCCESS.' on the left, the 'STUDENT PORTAL' header with a menu icon and a circular logo in the center, and a red button labeled '(Cobb Student) LOGOUT' on the right. A green banner at the top of the footer reads 'Request submitted successfully'. Below the banner, the title 'Commencement Ticket Request' is displayed.

TICKET ALLOCATION

Once the deadline has passed and tickets have yet to be allocated, the following message will display if you login to your account in the Student Portal. **No ticket requests can be made or modified once the deadline has passed.**



You will be notified by your school once tickets have been allocated. This will be as soon as possible after the deadline date for requesting tickets. To view the number of tickets you will receive, you must log in to the Student Portal.

If you have questions, please contact the graduation administrator at your high school.

The number of guest tickets received will be displayed along with the date they will be distributed by your school.

