Instructions for Individual Faculty
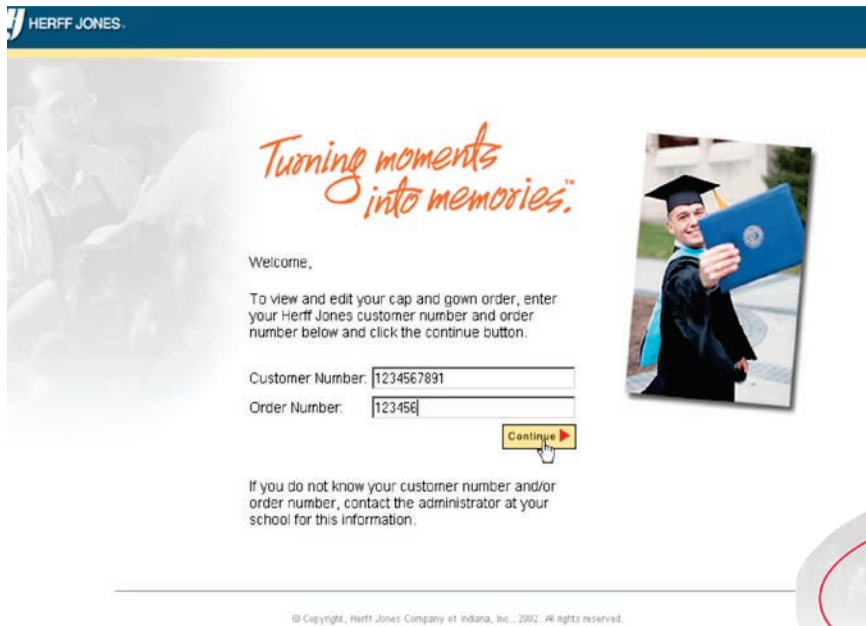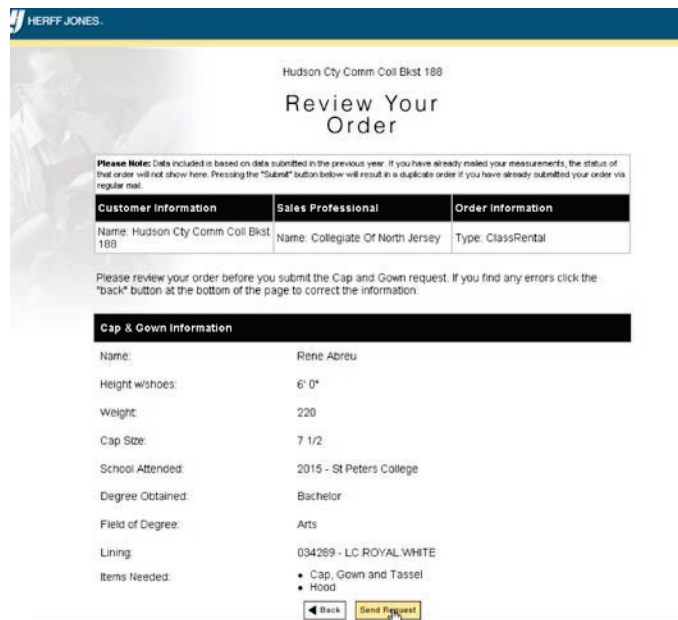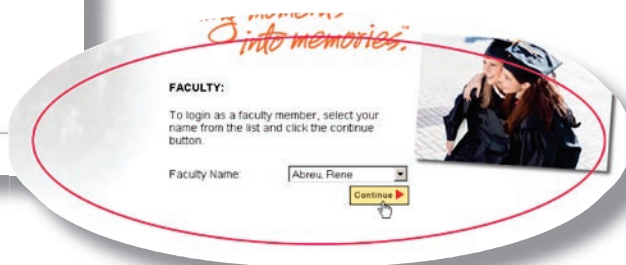
HERFF JONES
CAP & GOWN DIVISION

1. Enter the customer number and order number for your school and press "Continue".

2. Choose your name from the drop-down menu and press "Continue".

3. Review all the items on the screen for corrections and make them as needed. Once you have checked all the items, Press "Continue".

4. Review the changes you made. If more changes are needed, press the back button. Otherwise, press "Send Request".

Data included is based on data submitted in previous year.

Special Notes for Individual Faculty:

Individual Faculty will only need to verify their order. Administrators will then submit the complete order once all faculty members have reviewed and verified any changes.

www.herff-jones.com/faculty

Individual Faculty