

CAP & GOWN RENTAL FACULTY ON LINE

Reduce Paperwork. No need to gather the individual measurement cards together.

Improved organization. All of the faculty data is easily accessible in one location.

Easy to update. Point and click to update, delete, or add faculty information.

Print individual measurement cards at any time. If you feel you need a printed copy, it is available with a click.

Access the site – www.herffjones.com/faculty

Enter Your Customer Number (See sheet provided by rep)

Enter Order Number that applies to this graduation (See sheet provided by rep)

Enter Password – administrator

Enter your email address

Using the site - All ClassRental™ faculty data, i.e. measurements, degree level, and hood information is based on information submitted from last years MAIN ORDER. These will be available on the website in a status of not verified.

You will now be able to view all faculty that ordered regalia for this graduation last year. Add orders from last year may not appear depending on the time they were entered in the system – if they were submitted in time and “rolled” into the main order they should appear.

- 1) REVIEW the measurements and information of each faculty member and place a check next to each faculty record that does not require changes for this graduation.
- 2) Click the VERIFY button. This will automatically verify the information for those without changes and will change the indicator from red to yellow.
To Submit a measurement it must be verified – this means someone has checked it and reviewed and determined that they would be participating in this ceremony
- 3) To EDIT information for any faculty member, use your mouse and left click anywhere on their measurement. This will bring you to an editable screen for changes. To change the school attended, select the state where the school is located. Field of degree is required for all degrees except Associates. Select a color from the dropdown to change what appears in the Field of Degree list. If you are unsure about which color to select, simply select “Show All” from the Colors dropdown. The traditional color associated with that subject is also shown in the Field of Degree dropdown next to the subject name. Press the Continue button. Review the changes made and then press the SEND REQUEST button. This will VERIFY the measurement information. VERIFIED measurements are indicated by a yellow dot. You will need Acrobat Reader to see the Velvet Colors.

- 4) To ADD a faculty member – same as above in EDIT
- 5) To DELETE a record from this graduation (someone is not attending) click on the button. Once deleted they are gone.
- 6) PRINT your measurements –
- 7) To SUBMIT your measurements to the plant, check all measurements to submit, above the first name on the left click ALL VISIBLE RECORDS and then click the SUBMIT button. Measurements must be verified (yellow) to submit.
- 8) You are given a final chance to review before submitting
- 9) SUBMITTED measurements are preceded by a green dot and cannot be edited.
- 10) If an ADDITIONAL ORDER is needed after the first order has been submitted, repeat all steps. Measurements will only be submitted if they have been verified (turned yellow). If you select the link to "select all" items and then press the submit button, it will ignore any records that are red (untouched) or green (already sent).
- 11) *The site will remain open for changes until the date shown, which is based upon your requested delivery date. Beyond that point, you will only be able to view the information on the orders you have placed. Shipping & Handling costs, up to and including air charges, will be assessed unless an order is submitted at least 30 DAYS PRIOR to your requested delivery date. If you are unsure about your requested delivery date, contact your Herff Jones Sales Representative.*

Please note: if measurements have already been mailed or faxed to the plant, those individuals should not be re-entered on the online website, as this will create a duplicate order.