

# UNIVERSITY PHOTOGRAPHY

## Online Composite Sitting Sign Up!!

Follow these easy steps and you will be signed up for your photography sitting in no time.

1. Go to <http://www.universityphoto.com>.
2. Click on **Schedule your Composite Sitting**
3. Returning users enter login information, click on **Login**, and go to step 7.
4. First time users start by clicking **Register**.
5. Enter all of your information including your officer title (if you have one). Enter all of your parent's information as well so we can send them free proofs of your photographs. Next time you enter the site you will use your e-mail address and password to log in.
6. After entering all of your information, click **Submit**. You will be taken back to the login page to enter your e-mail address and password. Click on **Login**, and you will be taken to the appointment set up page.
7. **Select Appointment Time** by clicking on the date and time box to schedule your photography session (a drop down of available times will appear).
8. Click **Submit** once you have selected the appointment date and time that works best for you. A confirmation e-mail will be sent to you with the date and time that you chose.
9. If you need to change your photography session, you just need to go to our website, login, and select a new time. Once you have selected a different time your previous appointment will be deleted. A new e-mail will be sent to you with your new date and time.
10. THAT'S IT!!!! It is that easy to setup and confirm your composite photography session.

If you have any problems or questions, please contact our Customer Service at **800-819-7087**.

**Thank you,  
University Photography**

**If you have any additional questions please contact [student\\_affairs@law.du.edu](mailto:student_affairs@law.du.edu).**