KACE System for Photography Step-by-Step Guide

Follow the link on the Photography Department website or use:
https://5000.coastal.edu/

1. When Prompted on the login page use your CCU ID and the CCU password you have affiliated with your account.
2. In the ORGANIZATION dropdown box, click: 2-University Marketing and Communication
1. On the top left click the headset icon with MarComm Service Center.
2. Click the dropdown box New to create a New ticket.
3. Follow the dropdowns and click Photography.
1. Fill out the Requested by/Submitter box.
2. Assignment Type is required and based on your choice the information needed for each form will change.
For a further in-depth description of your photography needs, please visit our website.
1. Please fill out all boxes to the best of your knowledge that pertain directly to your shoot/request.
2. Please leave ACCOUNT NUMBER/FUND blank. There is no charge for our services.
1. After you finish the ticket submission process, we will review to see if any further information is needed or if there are any schedule conflicts.
2. After a ticket has been submitted you will receive emails with any changes we have made on our end. If you need to make an update you may do so by using the original request boxes, or make a request in the comment section at the very bottom of the ticket. You may also include example images here, documents or anything else necessary to the request.

After your shoot we will send you a link to our photo share site Photoshelter for you to view and download images. More information about the download process may be found at our website.