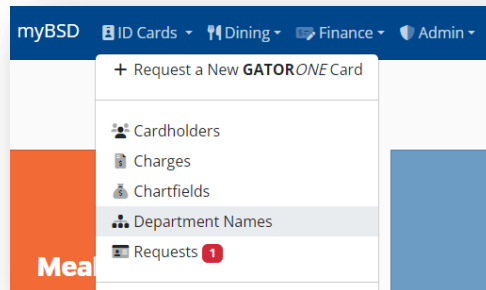


Add Department Names for Printing on Employee Cards

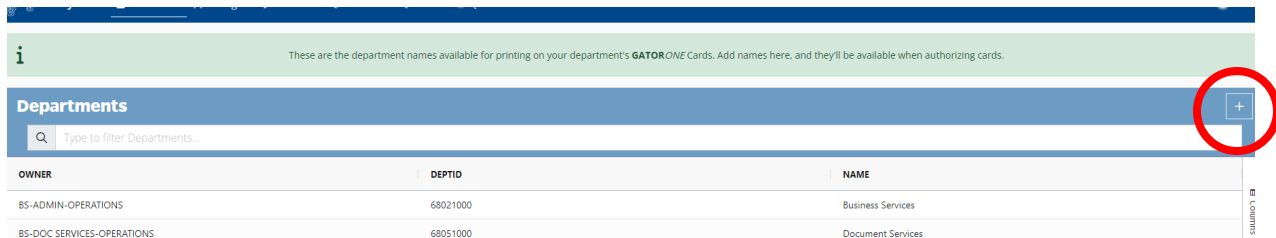
To add department names on the **GATORONE** card, you need the following role:
UF_N_BSD_IDCARD_AUTH.

Your DSA will need to assign this role in PeopleSoft (takes overnight to update).

1. From the [Business Services portal](#), choose “ID Cards,” “Department Names”.
Please note: The employee will NOT see the department name requesting their own card. Only authorizers can add/select department names.



2. To add a department name, click the “+” button in the blue “Departments” header box.



3. Select the appropriate department number in the “Owner” drop down menu.
Type the desired “Department Name.”
If you do not see the appropriate department number in the drop down, contact your DSA so they can add that department to your role in Peoplesoft.

A screenshot of the "Add Department" form. The form has an orange header with a plus icon and the text "Add Department". It contains two main input fields: "Owner" with a dropdown menu showing "68071000 - BS-MAIL SERVICES-GENERAL" and "Department Name" with a text box containing "Postage". At the bottom right, there are "Close" and "Save" buttons.

Add Department

Owner
68071000 - BS-MAIL SERVICES-GENERAL




Department Name
Postage

Close Save

4. Click "Save."

5. This will create a new record that will be available to all your departmental authorizers.

Note: You can also add the department name from the request screen by clicking the orange "+Add Department" box next to the dropdown menu.

<input checked="" type="checkbox"/>  GATOR ONE <small>Print a new GATOR ONE card.</small>	<input type="checkbox"/>  Overlay Badge <small>Add an Overlay Badge for \$15.00 extra.</small>	<input type="checkbox"/>  Badge Holder <small>Add a Badge Holder for \$5.00 extra (4.65 plus 0.35 sales tax).</small>
<p>Department</p> <div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; padding: 2px 5px; display: flex; justify-content: space-between;">▼</div><ul style="list-style-type: none">Business ServicesDocument ServicesID Card ServicesPassport Services</div> <div style="float: right; margin-top: -20px; margin-right: 20px;">+ Add Department</div>		