

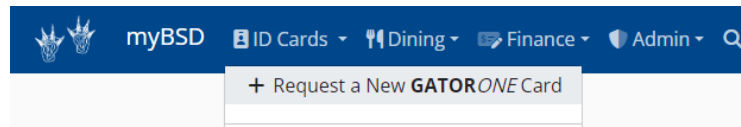
## Authorizer Requesting a GATORONE Card on Behalf of the Employee

To request **GATORONE** cards for your employees, you need the following role:  
**UF\_N\_BSD\_IDCARD\_AUTH.**

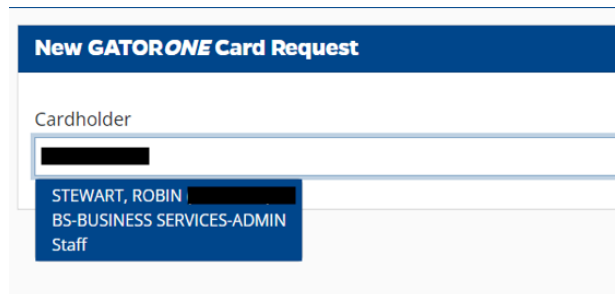
Your DSA will need to assign this role in PeopleSoft (takes overnight to update).

Please note: An authorizer cannot submit their own card request and should ask another authorizer to submit for them.

1. From the [Business Services portal](#), choose “ID Cards,” then “+ Request a New **GATORONE** Card.”



2. Enter the UFID for the person you are authorizing. (Remember, do not press Enter after typing the UFID, rather, wait for the name to populate below the text box).  
Click the name in the dark blue box when it appears.



3. On the **GATORONE** Card Request form, verify the “Cardholder” chosen name is correct.  
Add any “Credentials,” if desired.

The chosen name prints on the front of the ID card, and legal name prints on the back of the card. If the cardholder’s chosen name is not correct, update through ONE.UF first. This change will update overnight. You may submit the card request the next day once the chosen name shows correctly in the portal.

Cardholder		Credentials
STEWART, ROBIN	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;">Changes to your name made in <a href="#">ONE.UF</a> will reflect here the next business day.</div>	PhD, MD, etc. <small>8 characters limit</small>
Chosen Name (front): <b>Robin Stewart</b> <a href="#">Name Update</a>		Legal Name (back): <b>Stewart.Robin E</b>

- Pick your “Delivery Method,” then select the appropriate “Payment Method.”  
Reminder: For students, faculty and staff, the first card request for existing cardholders is free. The “Payment Method” option will not appear if the card is free.

Delivery Method	Payment Method	Chartfield
Pickup at Main ID Card Office	Charge my Department	ID Card - 68011000-149-9100 793300 CRRNT

- Select “Department” from the drop-down menu. This will print on the employee’s card.  
If you do not see the desired department name, you can add it by clicking the orange box next to the drop-down menu “+ Add Department.”

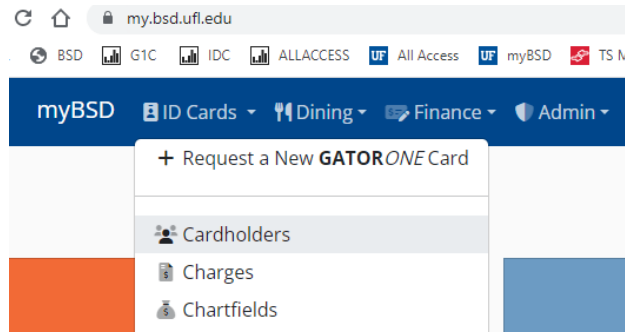
The screenshot shows the GATORONE card request interface. At the top, there are three options: 'GATORONE' (checked), 'Overlay Badge' (unchecked), and 'Badge Holder' (unchecked). Below these are three checkboxes with descriptions: 'Print a new GATORONE card.', 'Add an Overlay Badge for \$15.00 extra.', and 'Add a Badge Holder for \$5.00 extra (4.65 plus 0.35 sales tax)'. The 'Department' dropdown menu is open, showing a list of departments: Business Services, Document Services, ID Card Services, and Passport Services. To the right of the dropdown is an orange button labeled '+ Add Department'.

- Next, add a photo and any “Notes” for the **GATORONE** office.

The screenshot shows the 'Cardholder Photo' section with the instruction 'Please upload a photo for your GATORONE Card.' Below this is a large dashed box containing an upload icon and the text 'Drag and drop file/s here or Browse File'. Below the dashed box are two buttons: 'Upload an Image' and 'Capture an Image'. Below the photo section is the 'Notes' section, which is a large text area with the instruction 'Include any notes you'd like to pass along to the ID Card Office Staff.'

- When finished, click “Submit” in the bottom right corner.

Note: Another way to request an employee card is to click “Cardholders” under the “ID Cards” menu.



A list of all TEAMS employees will display.

Cardholders					
Type to filter...					
FIRST NAME	TITLE	CLASSIFICATION	CARD TYPE	VERSION NUMBER	NEW CARD
JJ	Postal Associate I	STAFF	STANDARD	2	<a href="#">Start Request</a>
Liliana	Postal Associate I	STAFF	STANDARD	1	<a href="#">Start Request</a>
Jennifer	Marketing and Comm Specialist	STAFF	STANDARD	6	<a href="#">Start Request</a>
Ryan	Postal Associate I	STAFF	STANDARD	1	<a href="#">Start Request</a>
Kenneth	Postal Associate I	STAFF	STANDARD	7	<a href="#">Start Request</a>
Michael	Program Assistant	STAFF	STANDARD	8	<a href="#">Start Request</a>

Click the green "Start Request" box next to the employee whose card you need to request. This will take you to the New **GATORONE** Card Request form as seen in Step 3. Then proceed as usual.