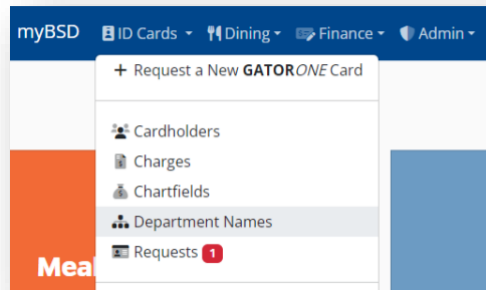


How to Add Department Names for Printing on Employee Cards

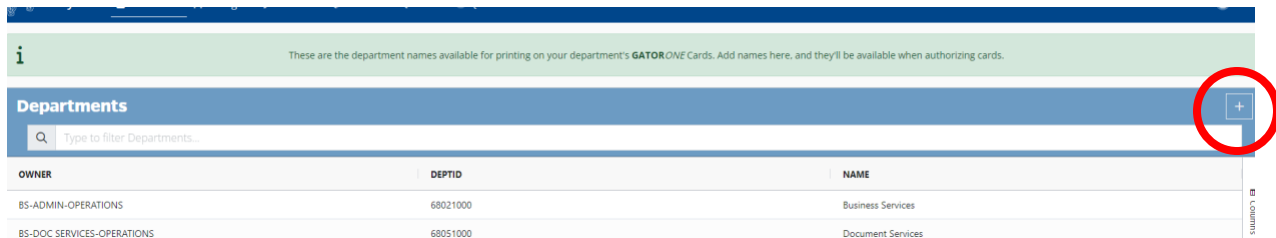
To add department names on the **GATORONE** card, you need the following role:
UF_N_BSD_IDCARD_AUTH.

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.

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.

 **GATORONE**
Print a new GATORONE card.

 **Overlay Badge**
Add an Overlay Badge for \$15.00 extra.

 **Badge Holder**
Add a Badge Holder for \$5.00 extra (4.65 plus 0.35 sales tax).

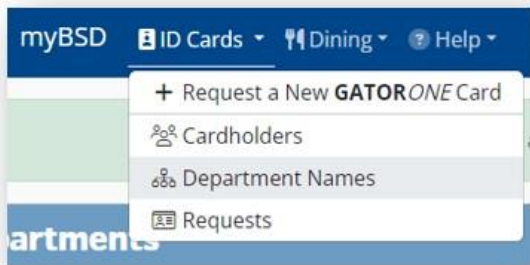
Department

Business Services
Document Services
ID Card Services
Passport Services

+ Add Department

Delete Department:

In the ID Card portal, select the ID Cards menu, scroll down to Department Names:



Select the department:



The screenshot shows a table titled 'Departments' with a search bar and a list of departments. The first row is selected.

RESPONSIBLE DEPARTMENT	DEPTID
MD-CTSI SVC CTR BIOREPOSITORY	29680242
MD-CTSI-SVC CGMP GENE THERAPY	29680247
MD-CTSI CLINICAL RSCH VEH	29680303

The Update Department box appears, select Delete:



The screenshot shows the 'Update Department' dialog box. The 'Owner' dropdown is set to '29680247 - MD-CTSI-SVC CGMP GENE THERAPY' and the 'Department Name' text box contains 'CTSI - CGMP'. At the bottom, the 'Delete' button is highlighted in red.