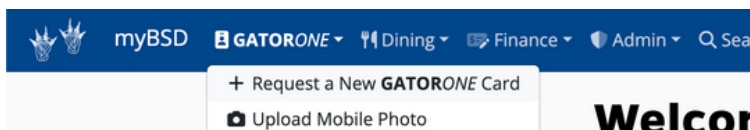


Authorizer Requesting a GATORONE Card on Behalf of the Employee

To request **GATORONE** cards for your employees, your DSA will need to add you as an authorizer in myBSD portal.

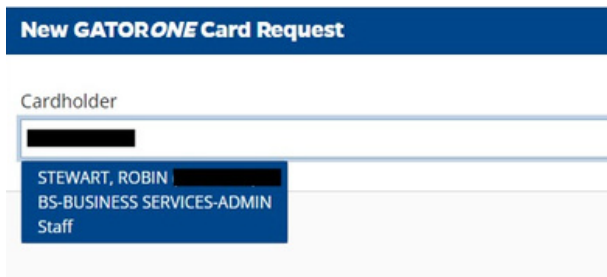
Please note: An authorizer cannot submit their own card request and should ask another authorizer to submit for them.

1. From the [myBSD 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.



4. Pick your “Delivery Method,” then select the appropriate “Payment Method.”

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

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.

5. 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.”

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

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

Cardholder Photo
Please upload a photo for your GATORONE Card.

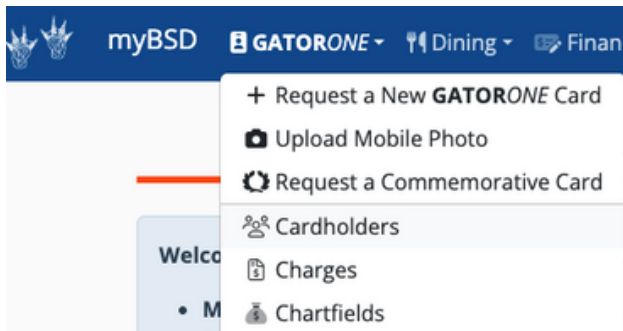
Drag and drop file/s here
or
Browse File

Upload an Image Capture an Image

Notes
Include any notes you'd like to pass along to the ID Card Office Staff.

7. 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	Start Request
Liliana	Postal Associate I	STAFF	STANDARD	1	Start Request
Jennifer	Marketing and Comm Specialist	STAFF	STANDARD	6	Start Request
Ryan	Postal Associate I	STAFF	STANDARD	1	Start Request
Kenneth	Postal Associate I	STAFF	STANDARD	7	Start Request
Michael	Program Assistant	STAFF	STANDARD	8	Start Request

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.