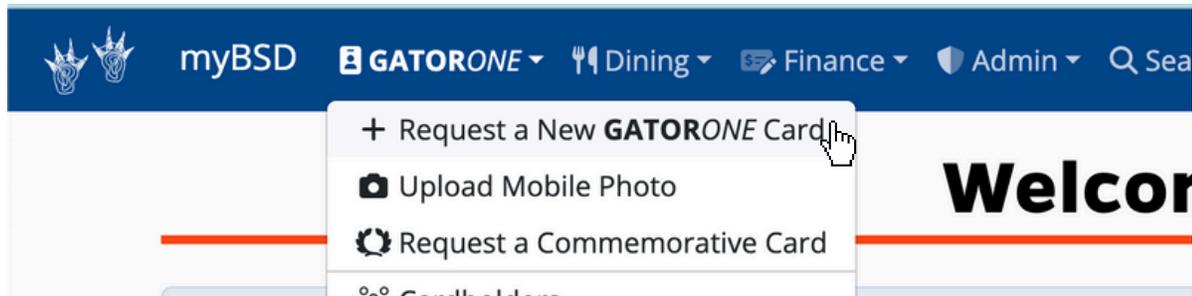


# How Can Staff Submit an ID Card Request for Authorizer Approval?

1. From the [myBSD portal](#), click “Request an ID Card.”



2. Verify your name, add credentials (if needed) and select delivery method from the drop-down box:

A screenshot of the 'New GATORONE Card Request' form. The form has a blue header with the title 'New GATORONE Card Request' and a 'NEW' badge. Below the header, there are two main sections: 'Cardholder' and 'Credentials'. The 'Cardholder' section has a text input field containing 'COX, MONICA'. Below this, it shows 'Chosen Name (front): Monica Cox' with a 'Name Update' link, and 'Legal Name (back): Cox, Monica W'. The 'Credentials' section has a text input field containing 'PhD, MD, etc.' with a note '8 characters limit'. At the bottom of the form, there is a 'Delivery Method' dropdown menu.

3. Review the photo requirements and upload your photo

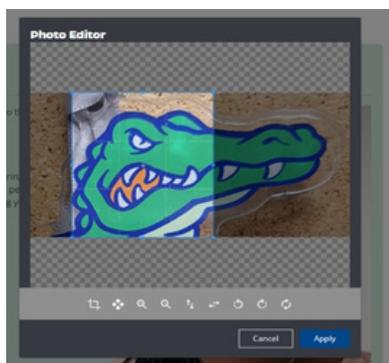
## Cardholder Photo

Please upload a photo for your GATORONE Card.

Upload an Image

Adjust photo as needed.

Click Apply to save changes. A preview is available for review.



4. Add any notes you'd like to pass along to the ID Card Office Staff in the "Notes" box.
5. If satisfied with your ID Card, select "Submit."

The screenshot shows an 'Order Summary' interface. At the top is a dark blue header with the text 'Order Summary'. Below this is a table with two rows: 'GATORONE CARD' with a price of '\$0.00' and 'SHIPPING' with a price of '\$5.00'. Below the table, the text 'Total: \$5.00' is displayed. At the bottom of the form are three action buttons: a blue button with a clock icon and the text 'Save for Later', a green button with a checkmark icon and the text 'Submit', and a yellow button with an 'X' icon and the text 'Cancel Request'.

Order Summary	
GATORONE CARD	\$0.00
SHIPPING	\$5.00
<b>Total: \$5.00</b>	
<input type="button" value="Save for Later"/>	
<input type="button" value="Submit"/>	
<input type="button" value="Cancel Request"/>	

7. Your department authorizer(s) will be notified by email to approve your request. You will also receive a copy of this email.
8. Watch for additional email notifications on the status of your card request.