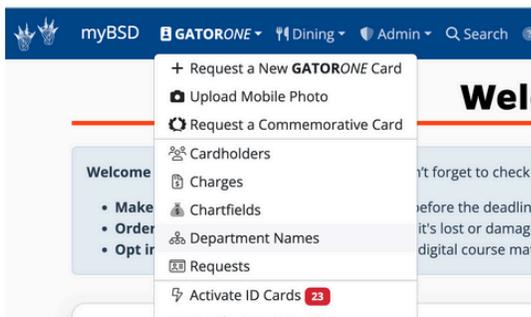


How to Add Department Names for Printing on Employee Cards

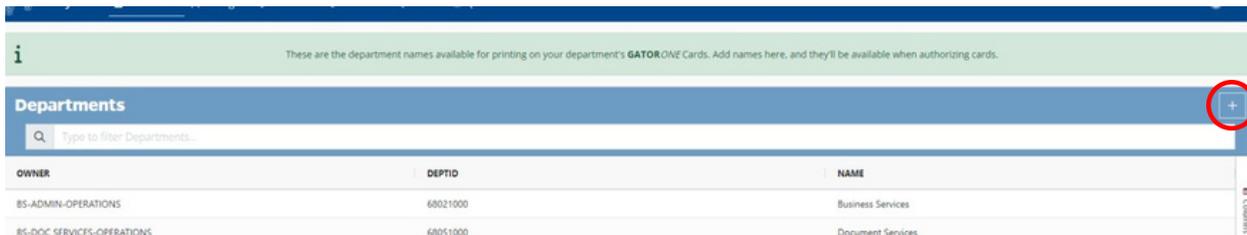
To add department names on the **GATORONE** card, your DSA will need to add you in the myBSD portal as an authorizer under the "Role Management".

1. From the [myBSD portal](#), choose "**GATORONE**," "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". Below the header is a form with two main sections. The first section is labeled "Owner" and contains a dropdown menu with the selected value "68071000 - BS-MAIL SERVICES-GENERAL". The second section is labeled "Department Name" and contains a text input field with the value "Postage". At the bottom of the form are two buttons: "Close" and "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).

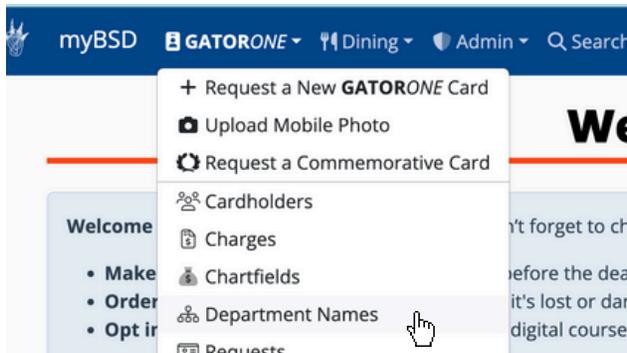
Department

- 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:

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:

Update Department

Owner
29680247 - MD-CTSI-SVC CGMP GENE THERAPY

Department Name
CTSI - CGMP

Close Delete Save