

WELCOME

UNIVERSITY of FLORIDA

Request Gator 1 Cards for New Employees

Once you have a photo of the newly hired employee, follow the steps below to request a Gator 1 Card for the new employee.

1. Navigate to: <https://www.bsd.ufl.edu/G1C/idcard/idcard.asp>
2. Click **Gatorlink Login** and log in with your Gatorlink Username and Password
3. In the dropdown menu at the top, select **ID Card Authorization**
4. Click the **Go!** button
5. Enter the new employee's **UFID**
6. Click **Lookup**
7. The employee's name will auto populate. Verify the name is correct, then enter any other desired information
8. Click the **Next** button
9. Upload the new hire's **photo**
10. Click the **Next** button
11. Crop photo as necessary
12. Click the **Next** button
13. Enter **payment** information
14. Enter your department's **UF PO Box**
15. Click the **Verify** button

You will receive an email confirmation (generally, within one hour but possibly the next day).