

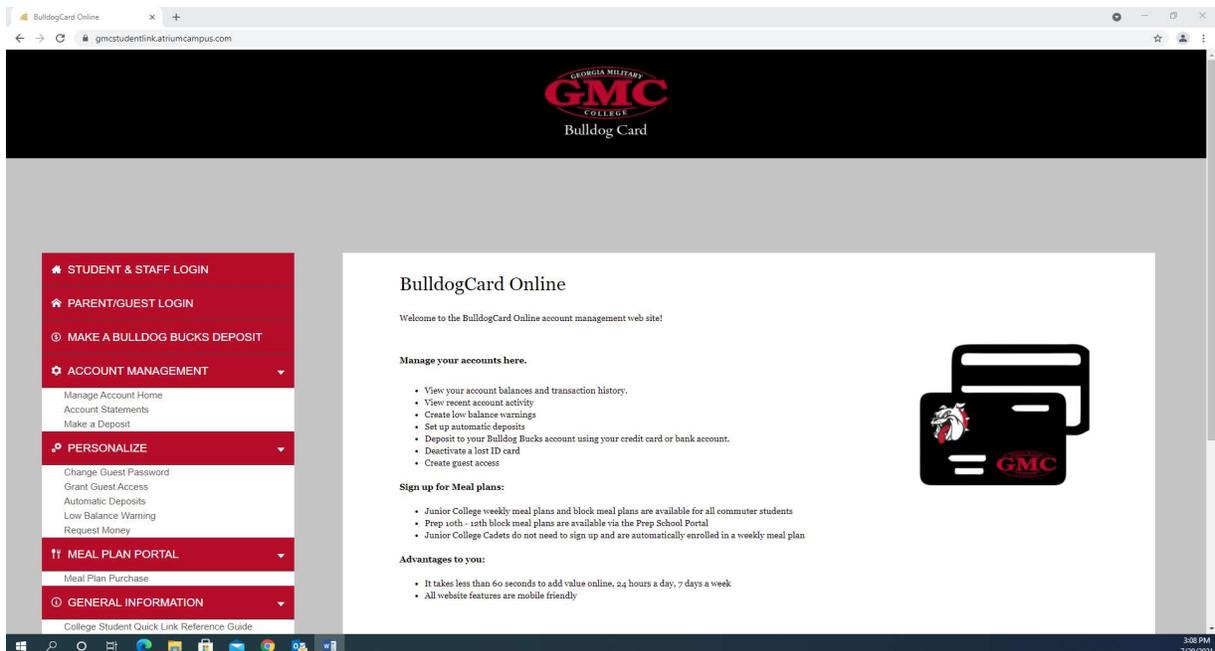
BulldogCard College Student Quick Reference Guide

What is the BulldogCard?

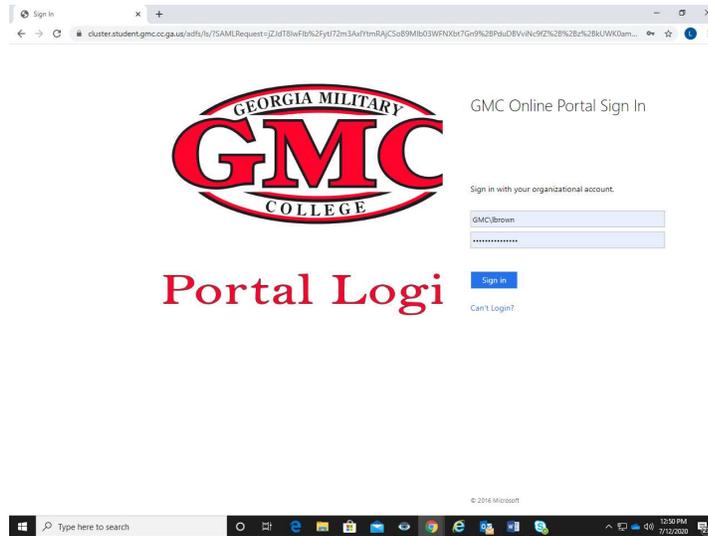
In the summer of 2020, GMC undertook the implementation of a One Card solution. The One Card solution will provide students the ability to use their GMC ID card, now called the **Bulldog Card**, throughout campus to purchase and pay for things. This includes: food in the cafeteria, snacks in the Canteen or vending and drink machines, and purchasing items in the bookstore. Money used to pay for these things (except for meal plans) are called **BulldogBucks**. Meal plans are purchased and used through the Bulldog Card.

How do I add money to BulldogBucks?

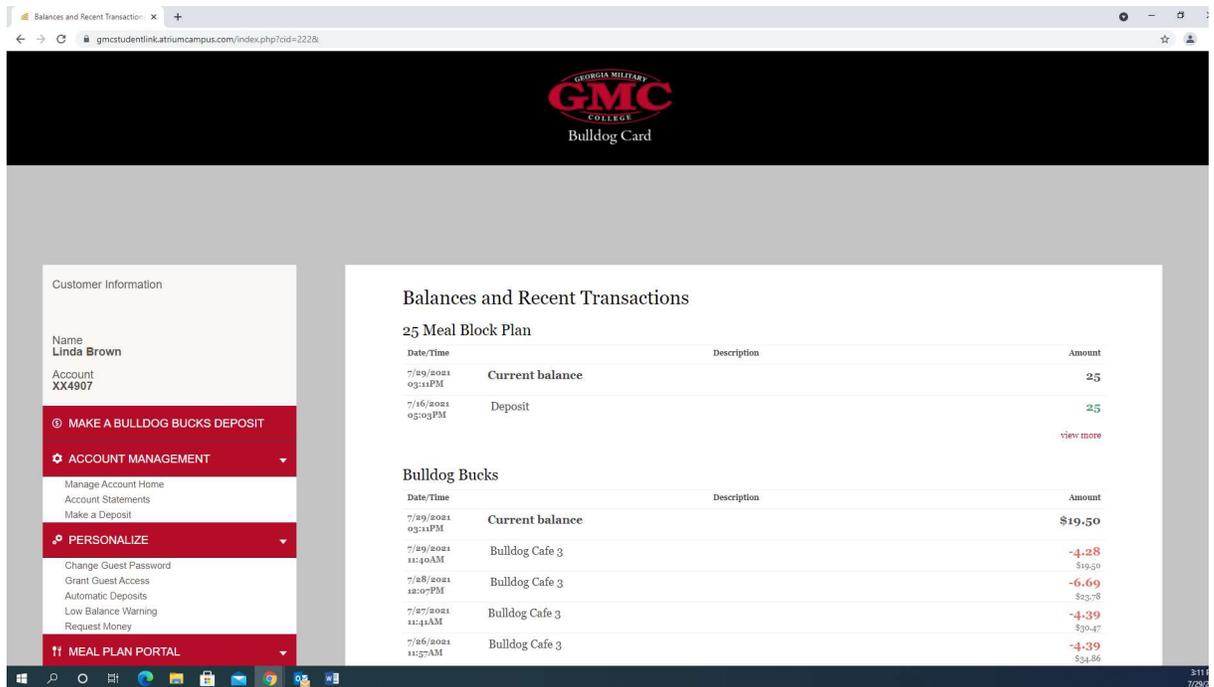
All students will manage their Bulldog Card online. It is accessed from the main GMC page (www.gmc.edu). Select the Student Services menu on the top right located just under and to the left of the words GMC Portal link. Once you have the Student Services menu open, you will see the Bulldog Card Online option under Current Students on the left-hand side. Upon selecting the “Bulldog Card Online” option, you will see the following screen:



The first thing students need to do is login to access their specific card. This is done by selecting the first navigation link on the top left – “Student and Staff Login”. Once you do this, you will be presented with the following screen:



Since the GMC portal uses single sign on, use your username for logging into your computer or e-mail without the @bulldog.gmc.edu extension. Once you log in, you will be presented with a summary screen for your Bulldog Card such as the example below:



At the top, it shows you information about any meal plan you may have along with information about your Bulldog Bucks. Specifically, your current balance along with any recent deposits or purchases and where they were made will be shown. You can then make deposits on your card using the “**Make a Bulldog Bucks Deposit**” navigation button on your left or you can purchase a meal plan. Meal plans are purchased by selecting the “**Meal Plan Purchase**” navigation button on your left. You can also manage your account using the “Personalize” button. The features under personalized are explained below:

Guest Access – allows you to grant guest access to your account with up to 10 logins for parents, grandparents, or other relative access. Prep students should use this in order for their parents to have access to their accounts; college students may also want to utilize this feature.

Automatic Deposits – allows you/guests to automatically schedule deposits on a given schedule or time period.

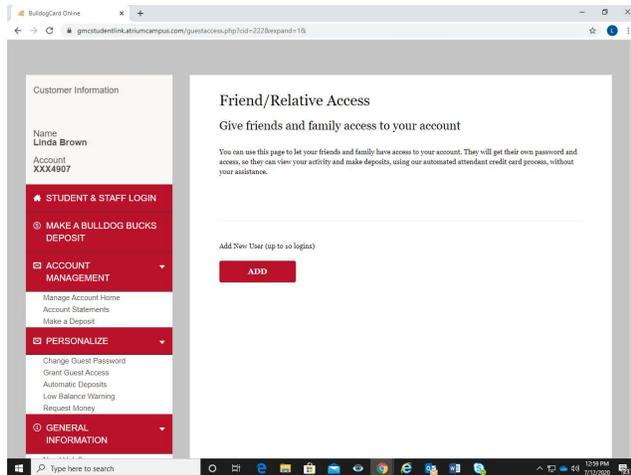
Low Balance Warning – allows you/guests to set a dollar amount that when it is reached, an e-mail will be sent notifying you/guests that the money on the card is low and a new deposit is needed.

Request Money – allows you/guests to send an e-mail to someone asking for money to be deposited to your Bulldog Bucks card.

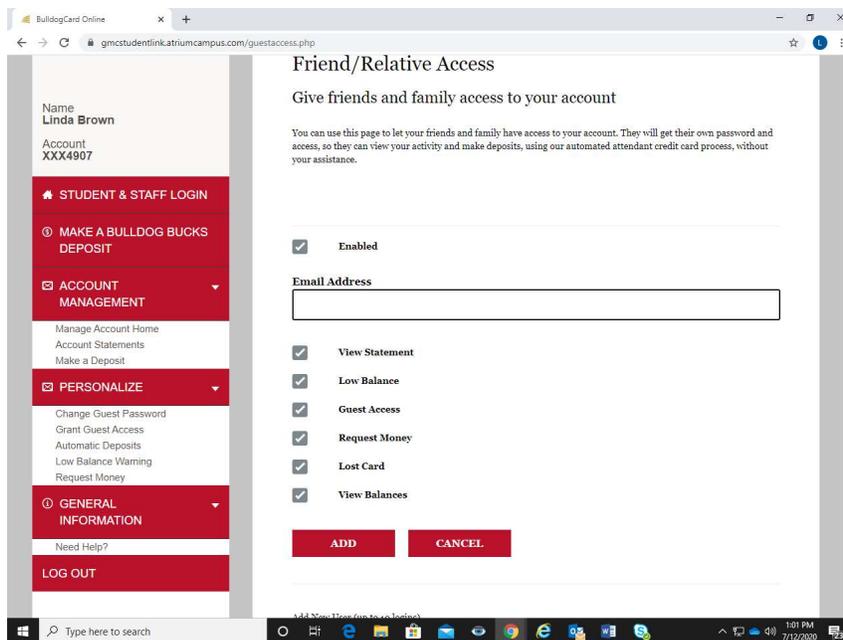
It is important to note for students who want their parents, grandparents or any others to have access to their account so they can add money, they must first “Grant Guest Access” under the Personalize section to allow their parents and grandparents access to their card to add money or view transactions.

How do I Grant Others Access to My Account?

When the Grant Guest Access link is selected, the following screen appears:



Notice that each student can add up to 10 logins for parents, grandparents and other relatives. When you select add, you will see the following screen:



Once you put in their e-mail address, the system will send them a link and instructions for creating their own account. You can also at this point and time, give them the privileges noted.

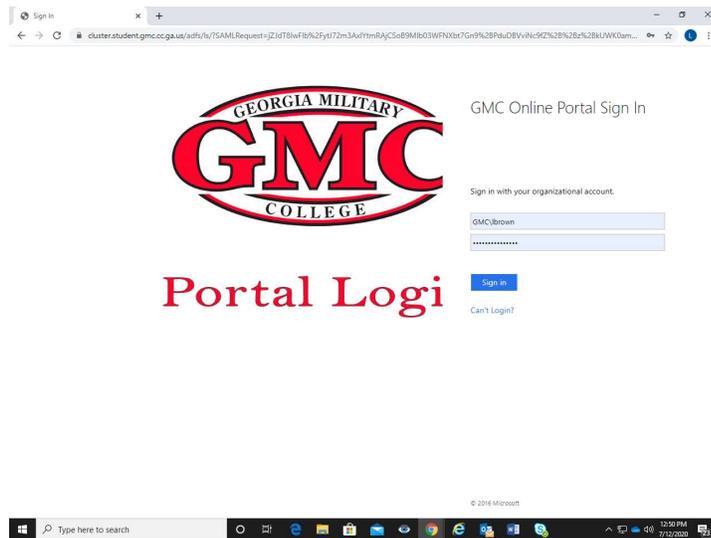
How Does a Parent or Guest Login?

Once a student has granted access to their account to others, Parents or Guests will use this link on the navigation bar on the left hand side of the page to access the system. From there, they

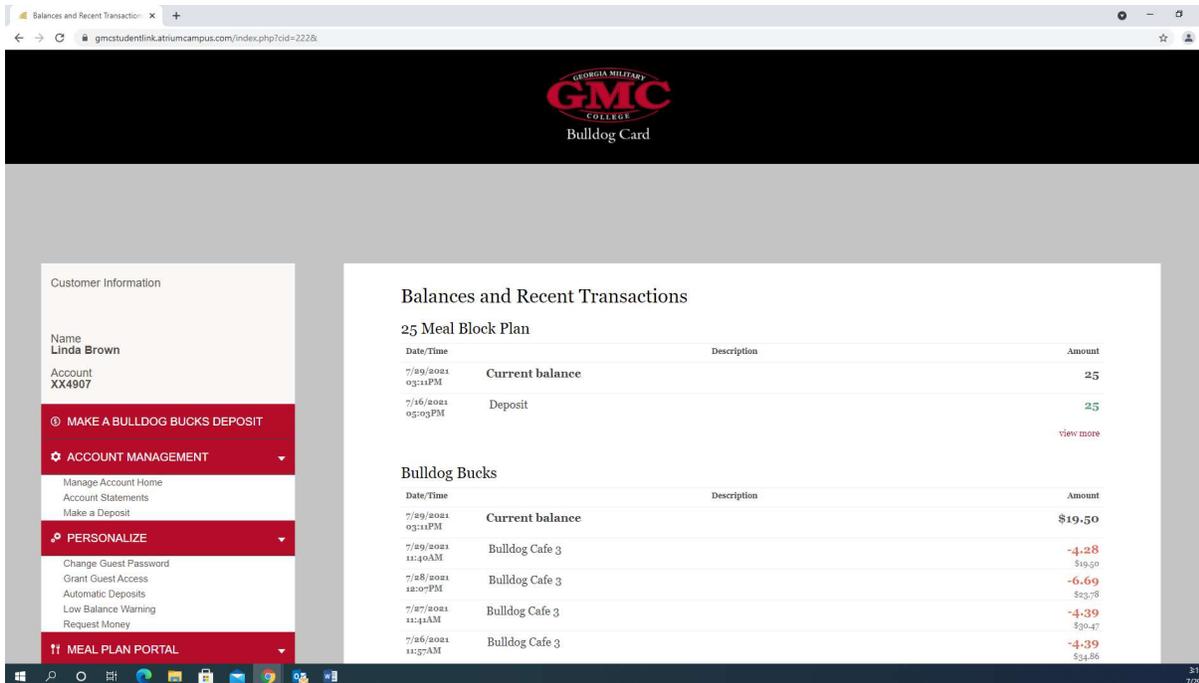
will be able to make a deposit to a student's Bulldog Bucks card and view statements/balances, if given access to those features.

How do I purchase a Meal Plan?

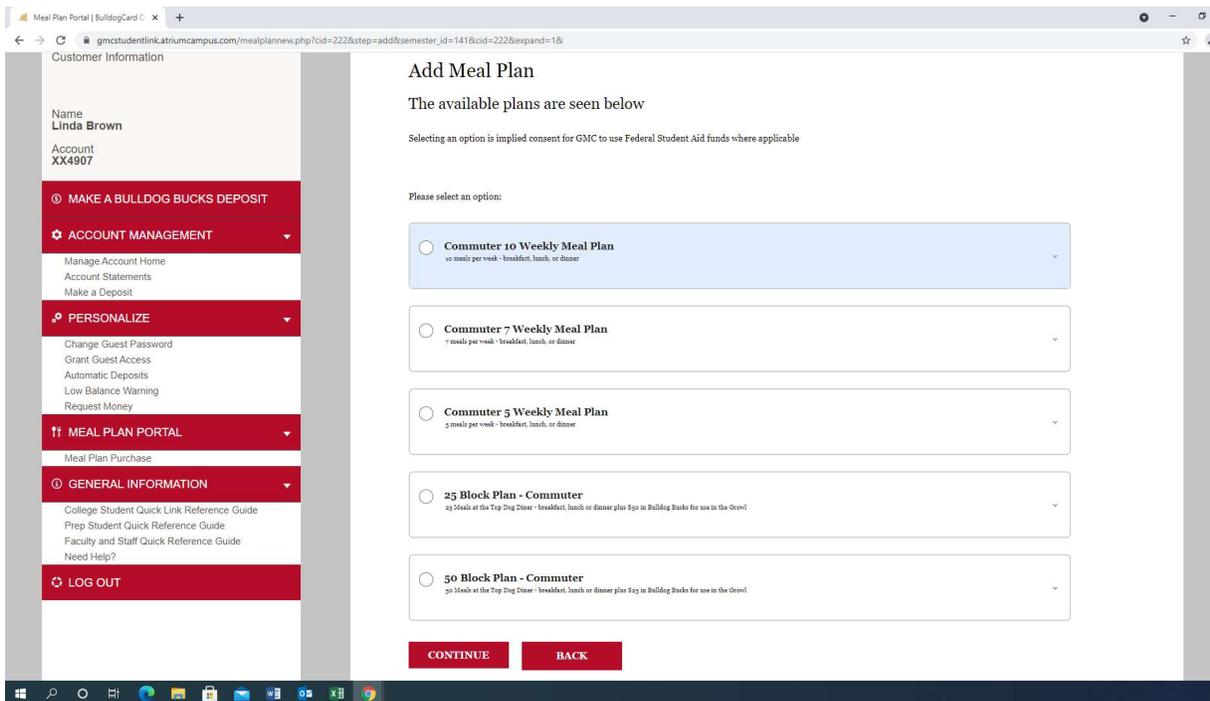
The first thing students need to do is login to access their specific card and account just like for adding money to BulldogBucks. Again, this is done by selecting the first navigation link on the top left – "Student and Staff Login". Once you do this, you will be presented with the following screen:



Use your username for logging into your computer or e-mail without the @bulldog.gmc.edu extension. Once you log in, you will be presented with a summary screen for your Bulldog Card such as the example on the next page.



Next select the Meal Plan Purchase option under the Meal Plan Portal on the navigation bar on the left had side. You will then see the following screen:



The options for commuter students who eat in the Top Dog Diner change each year. The plans available will be shown and you can select a plan to see the details about the plan along with the cost. Once you decide on a plan, click the option bubble next to it. Then select the Continue button and a Meal Plan Selection confirmation screen will be seen along with a payment type drop down. There are currently 2 payment options – a credit/debit card or financial aid. Select confirm and you will be brought to a screen to enter your credit card information or send an e-mail to the financial aid office so a determination can be made as to your status.

Can I access the Bulldog Card Program with my Phone?

The only difference with the mobile view is the left menu is located in the upper left on top of the header. To access the menu frame on the left hand side, simply click the 3 horizontal lines in the left hand corner.



Need Help?

The “Need Help?” option under General Information will bring up an online form that you can fill out to request help or further information. You can also contact the BulldogCard Office via phone at 478-387-4919 or via email at BulldogCard@gmc.edu.