

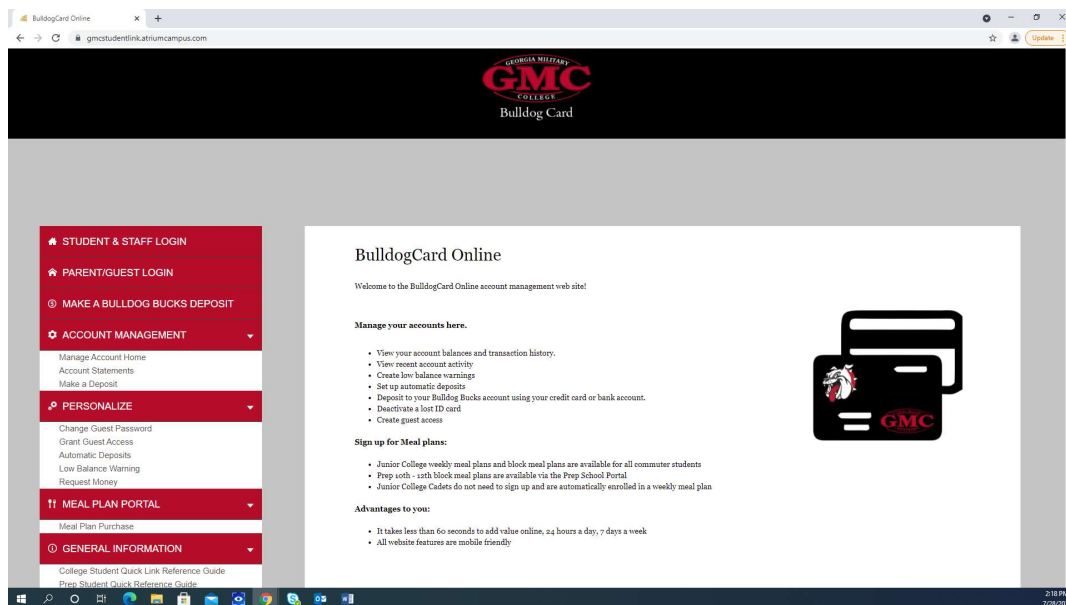
BulldogCard Prep Student Quick Reference Guide

What is the BulldogCard?

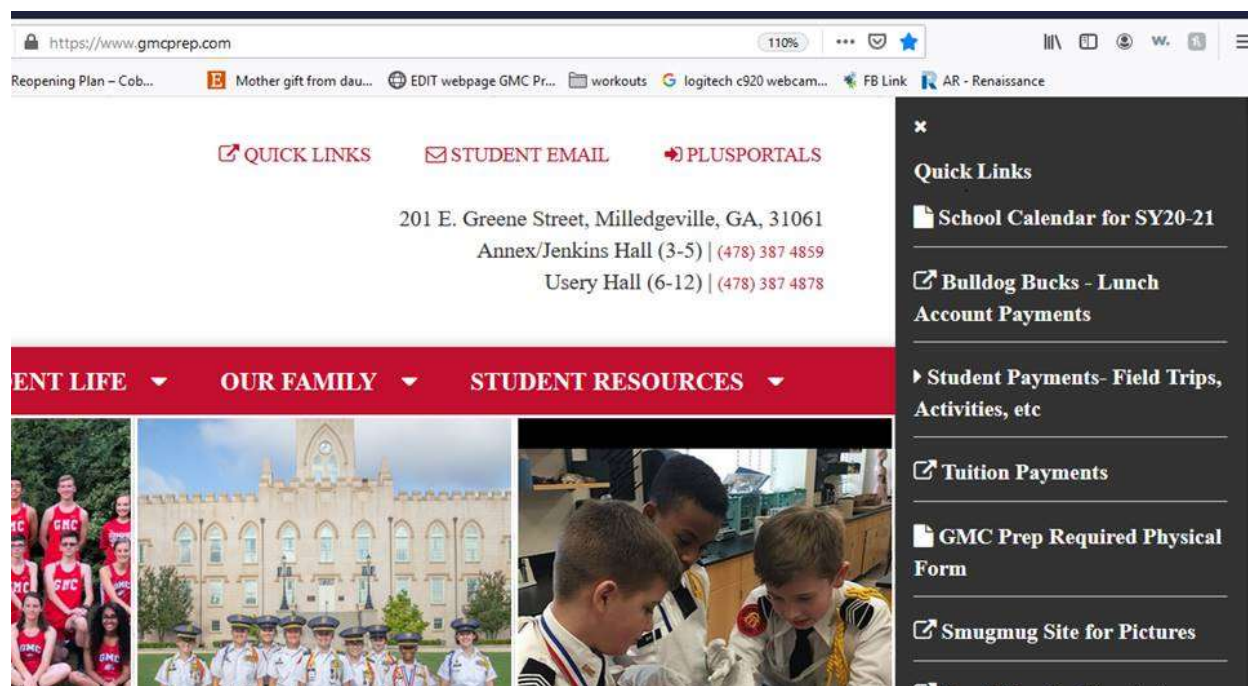
In the summer of 2020, GMC undertook the implementation of a One Card solution. The One Card solution will provide students the ability to use their GMC ID card, now called the **Bulldog Card**, throughout campus to purchase and pay for things. This includes food in the cafeteria and snacks in the Canteen or vending and drink machines as well as purchasing items in the bookstore. In the future, students will also be able to do such things as paying fines in the library and other miscellaneous things in the prep school such as dress down days, field trips, after school snacks and ice cream, etc. Money used to pay for these things are called **BulldogBucks**.

How do I add money to BulldogBucks?

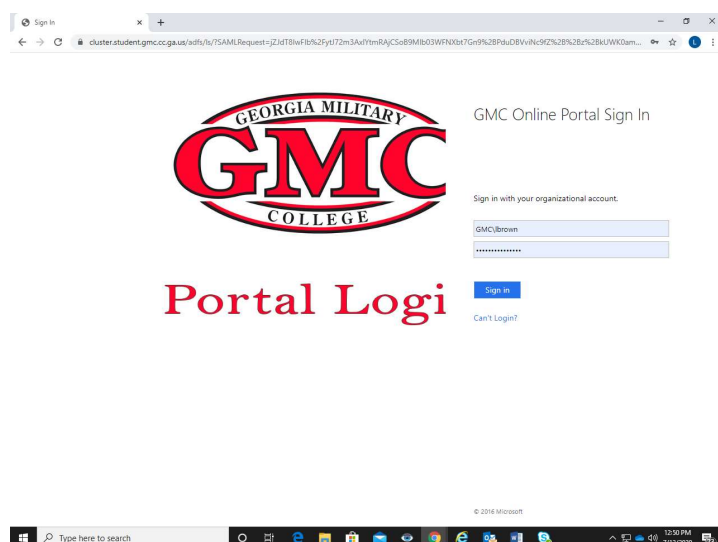
All students will manage their Bulldog Card online. It is accessed from the main GMC page (www.gmc.edu). Select the Student Services menu on the top right located just under and to the left of the words GMC Portal link. Once you have the Student Services menu open, you will see the Bulldog Card Online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



Students may also access this through the GMC Prep website, www.gmcprep.com by selecting Bulldog Bucks through the Quick Links as seen below. You will be brought to the same Bulldog Card page seen on the previous page.



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:



Use your complete GMC student e-mail address such as lindabrown@bulldogs.gmc.edu. Once you log in, you will be presented with a summary screen for your Bulldog Card such as the example below:

Customer Information

Name: Linda Brown
Account: XX4907

Navigation Buttons:

- MAKE A BULLDOG BUCKS DEPOSIT
- ACCOUNT MANAGEMENT
 - Manage Account Home
 - Account Statements
 - Make a Deposit
- PERSONALIZE
 - Change Guest Password
 - Grant Guest Access
 - Automatic Deposits
 - Low Balance Warning
 - Request Money
- MEAL PLAN PORTAL
 - Meal Plan Purchase

Balances and Recent Transactions

25 Meal Block Plan

Date/Time	Description	Amount
7/18/2023 04:33PM	Current balance	\$5
7/16/2023 05:13PM	Deposit	\$5

[view more](#)

Bulldog Bucks

Date/Time	Description	Amount
7/18/2023 04:33PM	Current balance	\$23.78
7/18/2023 12:00PM	Bulldog Cafe 3	-6.69
7/17/2023 11:14AM	Bulldog Cafe 3	-4.39
7/16/2023 11:17AM	Bulldog Cafe 3	-4.39
7/15/2023 12:00PM	Bulldog Cafe 3	-4.71
7/14/2023 06:04AM	Bulldog Cafe 3	-4.39

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 if your student is eligible, they 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.

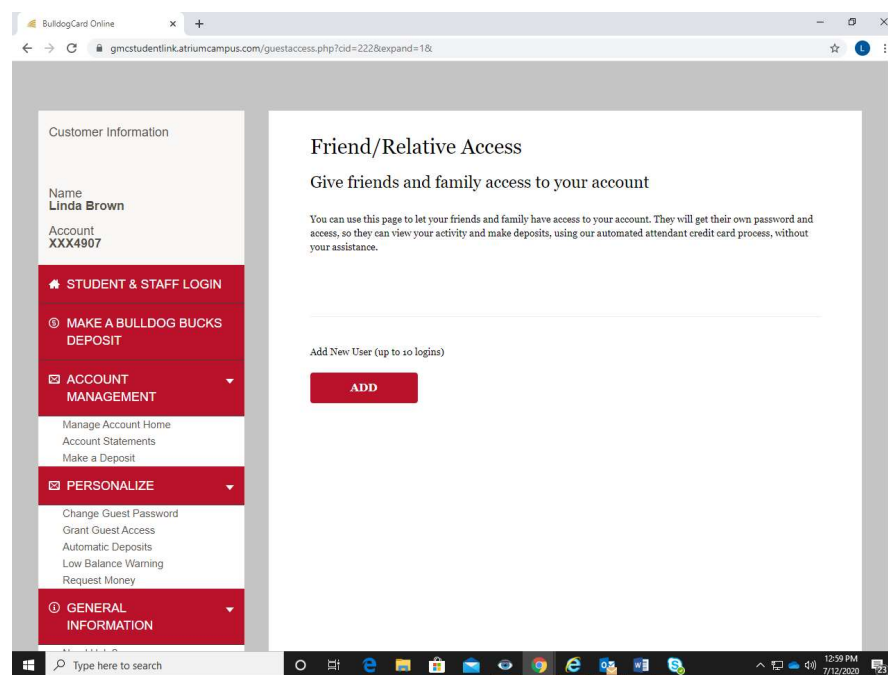
Low Balance Warning – allows you/guests to set a dollar amount that when it is reached, an e-mail will be sent notifying you/guests that the money on the card is low and a new deposit is needed.

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

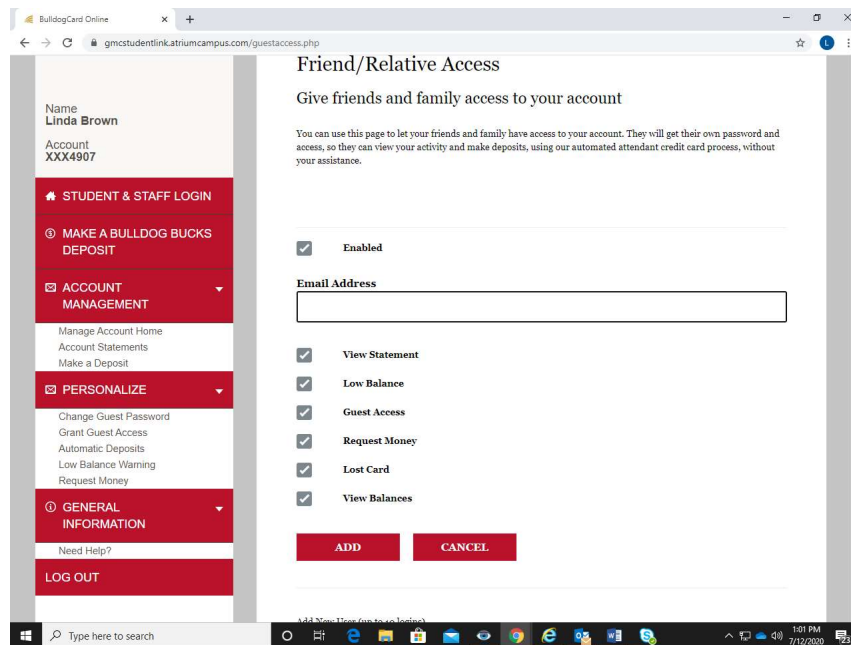
It is important to note for students who want their parents, grandparents or any others to have access to their account so they can add money, they must first “Grant Guest Access” under the Personalize section to allow their parents and grandparents access to their card to add money or view transactions. This will also allow emails to be sent directly to the parents/grandparents accounts for such things as low balance notification, thereby eliminating the need for student notification. This is important especially for 3-5 grade students since the e-mail accounts are used for internal purposes only and the mailbox is disabled.

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:



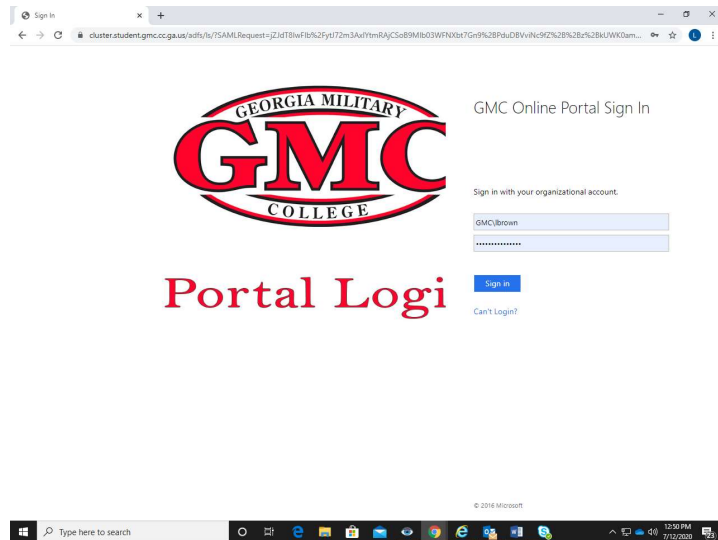
Once you put in their e-mail address, the system will send them a link and instructions for creating their own account. You can also at this point and time, give them the privileges noted.

How Does a Parent or Guest Login?

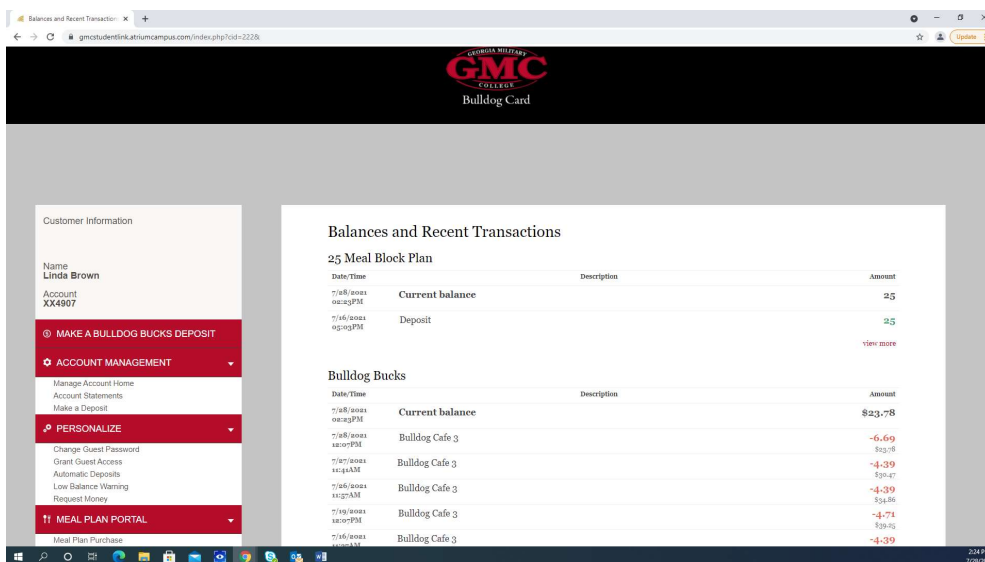
Once a student has granted access to their account to others, Parents or Guests will use this link on the navigation bar on the left hand side of the page to access the system. From there, they will be able to make a deposit to a student's Bulldog Bucks card and view statements/balances, if given access to those features.

How do I purchase a Meal Plan?

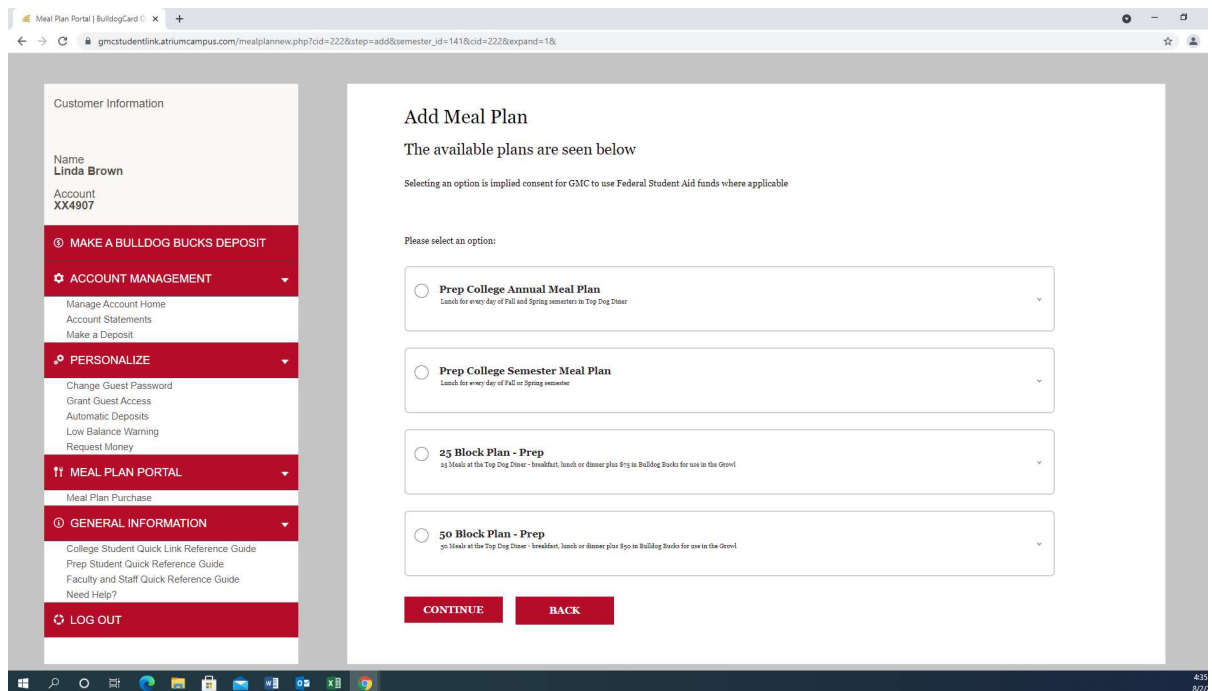
The first thing students need to do is login to access their specific card and account just like for adding money to BulldogBucks. Again, this is done by selecting the first navigation link on the top left – "Student and Staff Login". Once you do this, you will be presented with the following screen:



Use your complete GMC student e-mail address such as lindabrown@bulldogs.gmc.edu. Once you log in, you will be presented with a summary screen for your Bulldog Card detailing any meal plans you have as well as Bulldog Bucks available. An example is seen below:



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:



There are different options for different grade levels. However, you will only be presented with the options available for your grade level. Once you select a plan, the details about the plan will be shown along with the cost. Then hit the Continue button and a Meal Plan Selection confirmation screen will be seen along with a payment type drop down. The only payment type currently available is a credit/debit card. Select confirm and you will be brought to a screen to enter your credit card information.

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. (See picture on next page)



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.