

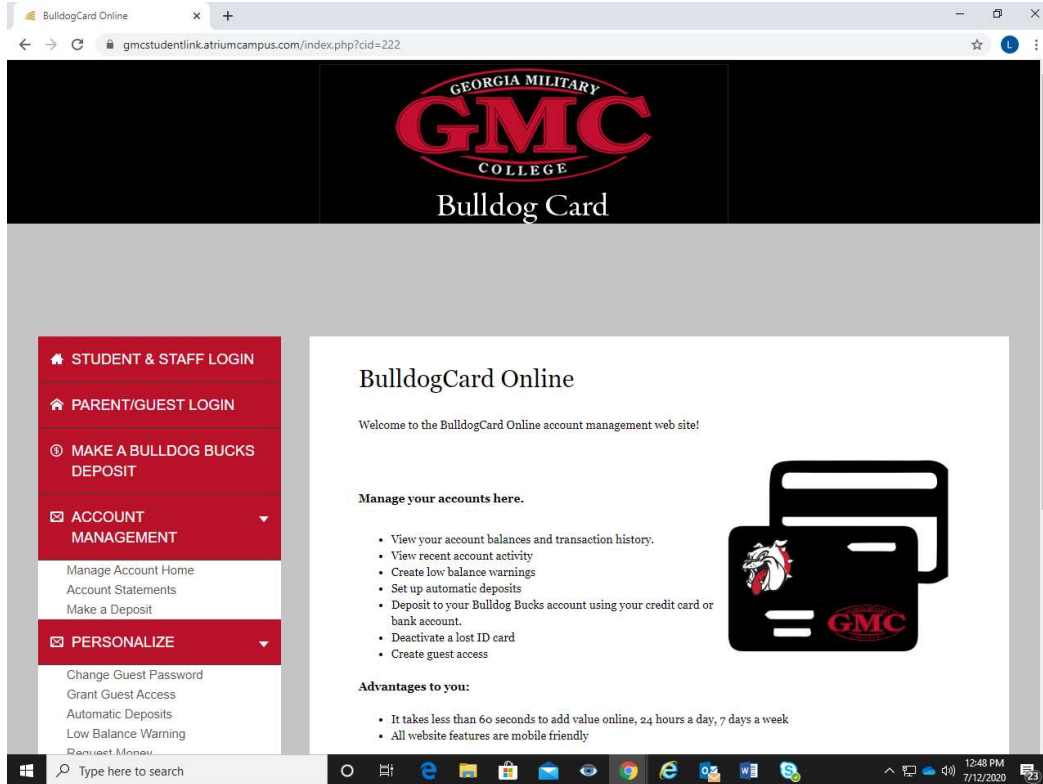
## BulldogCard Quick Reference Guide

### What is the BulldogCard?

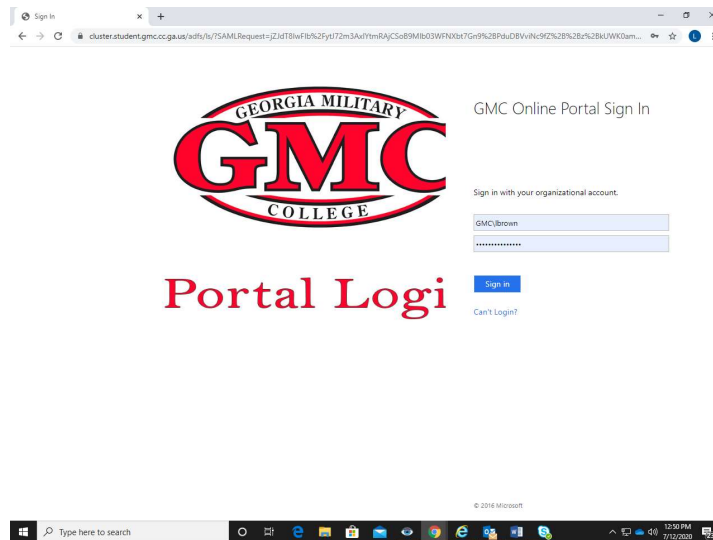
In the summer of 2020, GMC undertook the implementation of a One Card solution. The One Card solution provides staff the ability to use their GMC ID card, now called the **Bulldog Card**, throughout campus to purchase and pay for things. This includes: food in the cafeteria, snacks in the Canteen or vending and drink machines, fines in the library or purchase items in the bookstore. Money used to pay for these things are called **BulldogBucks**.

### How do I add money to BulldogBucks?

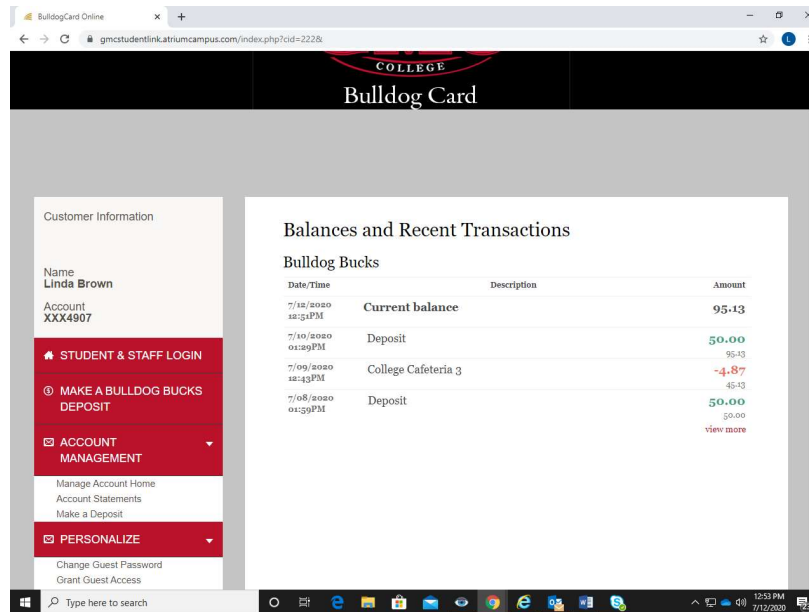
All staff will manage their Bulldog Card online. It is accessed from the main GMC page ([www.gmc.edu](http://www.gmc.edu)) under the “Quicklinks” navigation drop down at the top right side of the page. From there, select “Bulldog Card”. Upon selecting the “Bulldog Card” option, you will see the following screen:



The first thing staff members need to do is login to access their specific card and account. 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 @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 your current balance along with any recent deposits or purchases and where they were made. You can then make deposits on your card using the “**Make a Bulldog Bucks Deposit**” navigation bar on your left. At that point and time you will be presented with a screen to add money to your account using one of the major credit cards. You can select a predetermined amount or select other amount and enter in what dollar value you would like to add. You can list any email address you would like a receipt sent to.

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 to someone else.

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

**Low Balance Warning** – allows you to set a dollar amount that when it is reached, an e-mail will be sent to you informing you are about out of money on the card and a new deposit is needed.

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

### **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 had 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](mailto:BulldogCard@gmc.edu).