

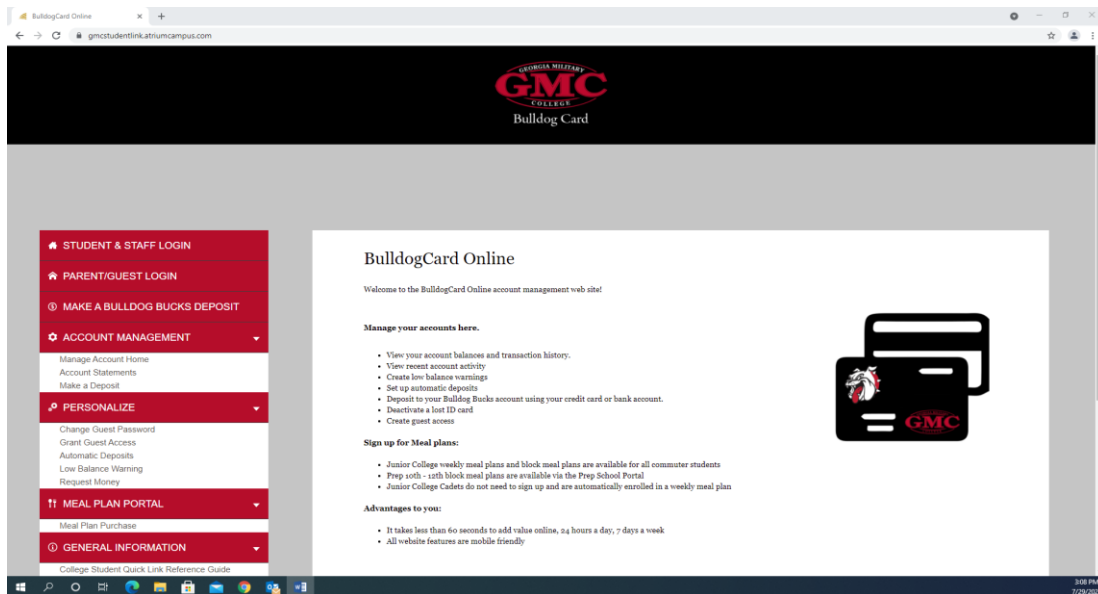
BulldogCard Staff Quick Reference Guide

What is the BulldogCard?

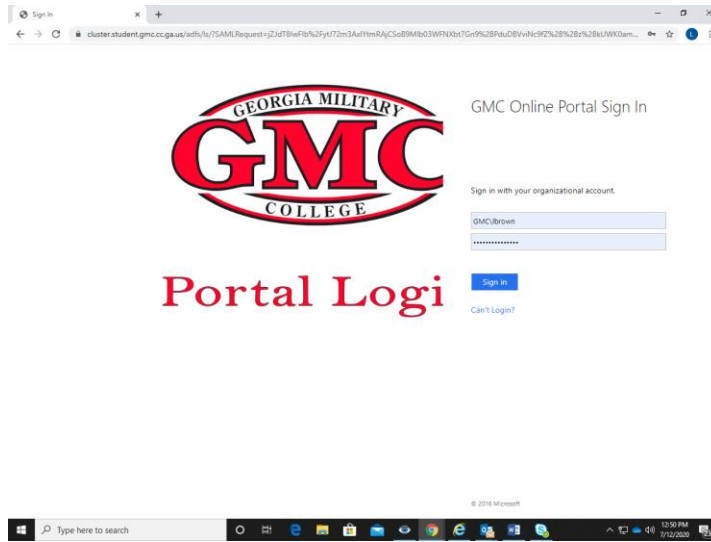
In the summer of 2020, GMC undertook the implementation of a One Card solution. The One Card solution provides staff the ability to use their GMC ID card, now called the **Bulldog Card**, throughout campus to purchase and pay for things. This includes: food and snacks in the Growl Grab and Go or vending and drink machines; and purchasing items in the bookstore. Money used to pay for these things are called **BulldogBucks**. Starting in August of 2021, meal plans are being offered to faculty and staff who eat in the Top Dog Diner, which will also be tied to the ID.

How do I add money to BulldogBucks?

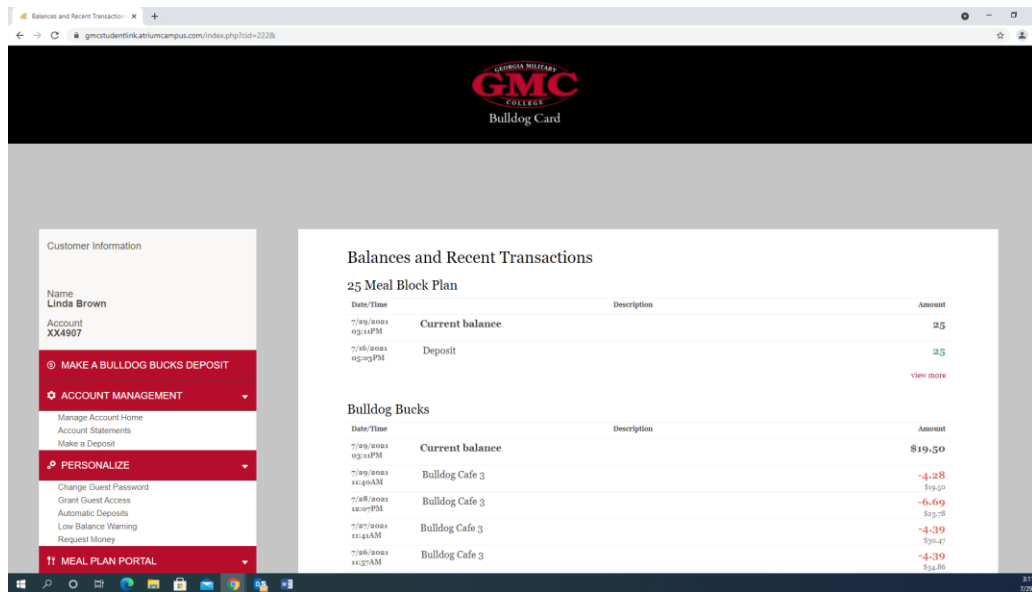
All staff will manage their Bulldog Card online. It is accessed from the main GMC page (www.gmc.edu). Select the Student Services menu on the top right located just under and to the left of the words GMC Portal link. Once you have the Student Services menu open, you will see the Bulldog Card Online option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



The first thing 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 any selected meal plan balance and your current Bulldog Bucks 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.

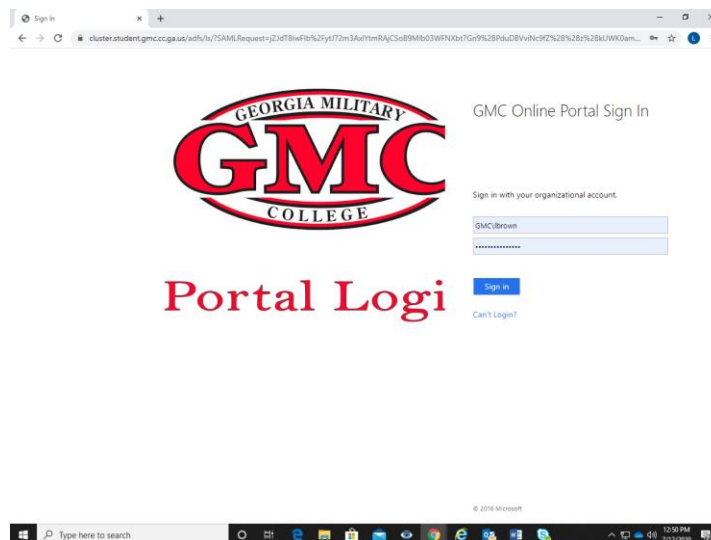
Automatic Deposits – allows you to automatically schedule deposits on a given schedule or time period.

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.

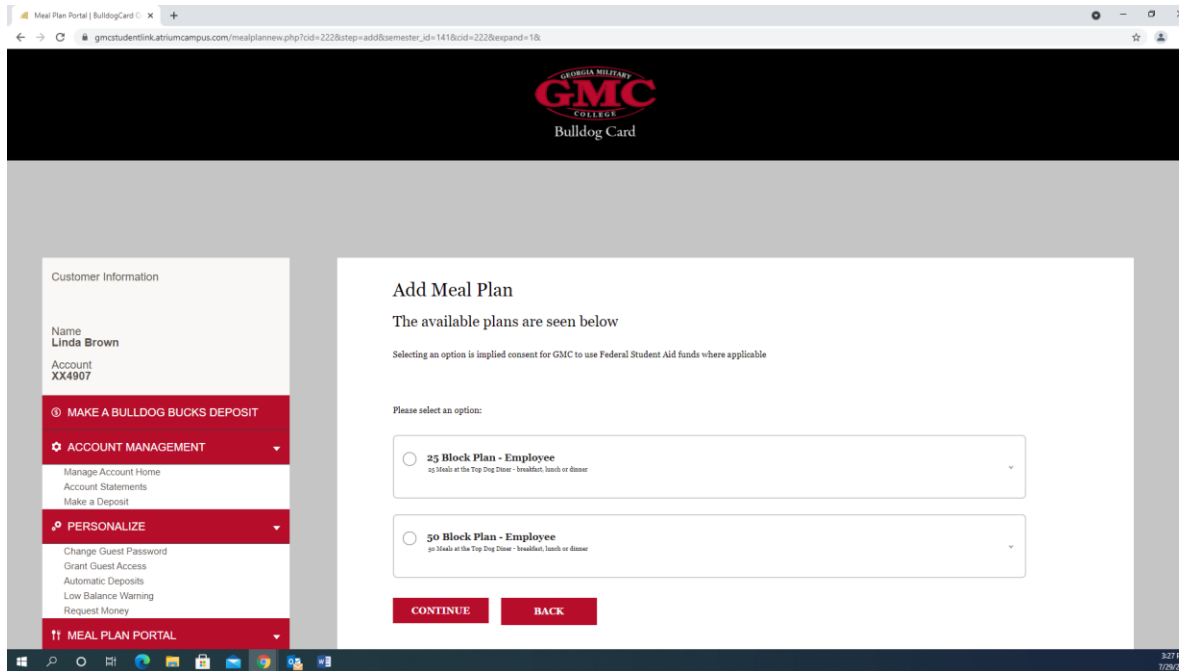
How do I purchase a Meal Plan?

The first thing staff members 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:



Since the GMC portal uses single sign on, use your username for logging into your computer or e-mail without the @gmc.edu extension.

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 meal plan options for staff and faculty vary each year. You will only be presented with the available meal plans. 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 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.