• Login to Galaxy
• Under "Staff Tools" click "Gemini Financials, Self Service"
• Under "Forms" click "One Card Application Form"
• Complete all sections of the form and submit to your Direct Supervisor/Manager for approval (workflow will be shown at the bottom of the form after submission)
• For definitions or further instructions please click the "Instructions" tab inside the application (as shown below)
• Be sure to clearly indicate if the form is a "New Card" or "Update Information" (as shown below) **Please note you should only submit an "Update Information" form if you are making permanent changes i.e. (department change, cost center change or permanent limit/card specification changes to your One Card). You must also be an existing One Card Cardholder.**
• Temporary change request i.e. (changing limit/card specifications for one time charge) should be submitted to OneCard@utdallas.edu