One Card Application Instructions

- Login to Galaxy
- Under Toolbox select "Gemini Financials"
- Select "Main Menu" click "Employee Self-Service"
- Under "Forms" click "One Card Application Form"
- Select "New 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, Supervisor change, cost center, Name Change or permanent card specification changes to your One Card).
- Temporary change request i.e. (changing limit/card specifications for one time charge) should be submitted to OneCard@utdallas.edu