

One Card Application Approver Quick Guide

- Go to Galaxy Portal, select Gemini.
- Then Select the Approvals tile on the home page.



- Select One Card in the left selection to sort by One Card Application Approvals needed. • You will select the Cardholder Name to view the application.

Gemini for Departments		Pending Approvals		
View By	Type			
All	6			
One Card	6			
				6 rows
One Card	000929 / [REDACTED]	Routed		02/08/2021
One Card	000930 / [REDACTED]	Routed		02/09/2021
One Card	000936 / [REDACTED]	Routed		

- Once entering the application you can review the fields the prospective cardholder has keyed in and scroll to the very bottom of the page to "Approve" or "Deny" the request.

Approve

Deny

- In the event the application is approved, a workflow will appear at the bottom of the form. One Card Approvals

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