

Putting Money On A Gator1 Card For Library Copying.

Faculty and students:

1. Go to <http://www.gator1.ufl.edu/>
2. Choose Gatorlink login to initiate process ; login with id/password
3. In the Choose AN OPTION menu, select create an account, add money or buy a student meal plan and click go!
4. You must agree to the terms and conditions to be able to proceed. Click I accept.
5. You will then see a list of options to purchase. The second item in the list is the Vending Account .
 - a. Check the box on the left and put an amount in the box on the right Minimum amount is \$15.00.
 - b. Click submit at the bottom of the page.
6. You will then get a list of the Items purchased and amounts with options to PAY BY CREDIT CARD or GO Back and Edit.
7. After selecting Pay by Credit card, you go to the CashNet Smart Pay UF site and must check the box to accept terms and condition and choose Continue to Checkout to proceed
8. You will be asked for your credit card information. Complete the information and select Continue to Checkout. you will get a copy of your information and amount
9. You will get a copy of your order. To pay for you order , select Continue.
10. You will get notice/receipt that your transaction has been approved. And MUST click on Finish to complete the transaction.
11. You will then be back on Gator1central account with information on what you have purchased and the payment type. Print this page for your record. It will take 10 minutes for the account to be set up.

Walk up Gator 1 Guest Copy Card Clients—Adding Value

1. Go to the website on the back of the card <http://www.gator1.ufl.edu/library>
2. Enter the card number and the access code which is on the back of the card
3. Use credit card to add value... Minimum amount \$15.00

Using Gator 1 card for Printing and copying.

Printing at computers

1. When you select print. In a minute a screen will appear where you will need to put in your 8 digit Gator1 card number to identify the print job. DO NOT Include the hyphen.

Using the Printer/copiers

1. Swipe the Gator1 card in the card slot.— Narrower slip toward the computer.
(don't go too fast or too slow you will get error message and try again.
2. Select your print job and hit print on the screen. Job should print.