

Bates Work Authorization

You can access your Bates Work Authorization Card through Garnet Gateway

Step 1: From the home tab, click on the “Students” tab

The screenshot shows the Bates Garnet Gateway interface. At the top is a dark red header with the Bates logo and navigation icons. Below the header is a row of tabs: Home, Employees, General, **Students** (circled in red), and Training Resources. An arrow points to the 'Students' tab. Below the tabs is a grid of service tiles. The 'Student Employee' tile is circled in red, and an arrow points to the 'Bates Work Authorization' link within it.

Step 2: Find the “Student Employment” folder, click on “Bates Work Authorization”

You should now see your Bates Work Authorization Card

The screenshot shows the Bates Work Authorization form. At the top is a dark red header with the text 'Bates Work Authorization'. Below the header are three input fields: 'STUDENT NAME:', 'STUDENT ID:', and 'CLASS YEAR:'. Below these fields is a message: 'Let your manager know you're Work Authorized!'. Below the message is a dropdown menu with the text 'Select a Manager to Notify'. At the bottom of the form are two buttons: 'VISIT THE SEO' and 'SUBMIT'. Red arrows point to the title and the dropdown menu.

Step 3: Click on the dropdown and find your supervisor. Select their name and then click submit.

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Step 4: Once it says

“Notification sent successfully!” you’re all done!

