1. Click on name tag icon.

2. Log in

3. Click on Order Name Tag.

4. Enter the number of name tag.
5. Enter **FAU** and **the person** who will approve this order e-mail address.

6. Enter your information on the fields.

7. Verify Information.
   *(If you leave any line empty, the system will want you to confirmed)*

8. Confirmed:

   a. An email will be send to the approver for approval
   b. Once the approver approved, the order will then go to Catcard Office for process.