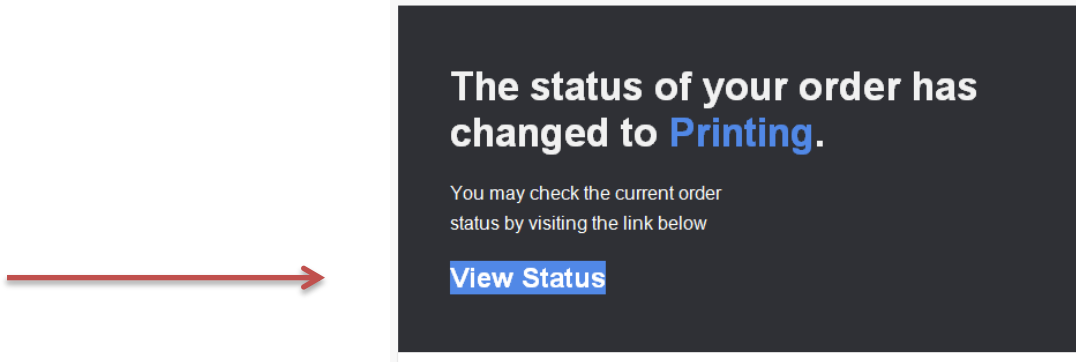


View order status

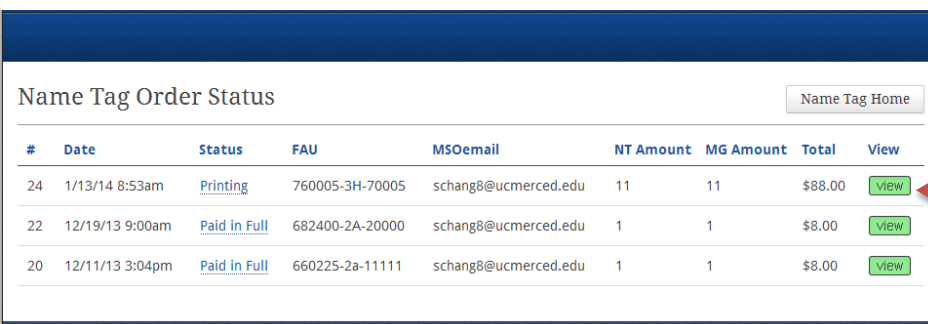
1. Go to icatcard.ucmerced.edu or click on the link that was sent to you.
2. On the email click on View Status.



3. Or on the link click on **Name Tag**
4. Click on **Order Status**.



5. Log in.
 - Once log in, you will be able to see all your orders and the status of each.
 - You can also view each one by click on the view button.



Name Tag Order Status [Name Tag Home](#)

#	Date	Status	FAU	MSOemail	NT Amount	MG Amount	Total	View
24	1/13/14 8:53am	Printing	760005-3H-70005	schang8@ucmerced.edu	11	11	\$88.00	view
22	12/19/13 9:00am	Paid in Full	682400-2A-20000	schang8@ucmerced.edu	1	1	\$8.00	view
20	12/11/13 3:04pm	Paid in Full	660225-2a-11111	schang8@ucmerced.edu	1	1	\$8.00	view

A red arrow points from the right towards the 'view' button in the first row of the table.

Nametag Approval

Go to icatcard.ucmerced.edu or click on the link that was sent to you

1. Approve using the email link.
 - a. click on the “view order to approve or deny icon

Order Approval Request

Order Description
Why am I getting this email: You are receiving this email because schang8 has listed you as the MSO of your department. Below you will see the description of the order.

Order #	Placed by	FAU #	Quantity	Total Cost
24	schang8	760005-3H-70005	11	\$88.00

Your action is required for this order! Please use the link below to approve or deny this order!
If you are working off-campus or remotely, you will need to login to UC Merced VPN (for security purposes) to respond or check your order.

[View order to approve or deny](#)

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Our mailing address is:
icatcard@ucmerced.edu

[Order Name Tags](#) | [Name Tag Dashboard](#) | [iCatCard](#)

- b. Approve or Deny.

Name Tag Approval - Order Number 24

[Name Tag Home](#)

Order Info

Order Number	Transaction Date	Ordered by	Department
24	2014-01-13 08:53:55	schang8 (schang@ucmerced.edu)	CAMPUS CARD

Order Financial's

FAU Number	MSO Email	Name Tag Amount	Magnet Amount	Total Cost
760005-3H-70005	schang@ucmerced.edu	11	11	\$88.00

Order Content

#	Name Tag #	Line1	Line2	Line3	Line4	Magnet	Cost
1	N1100000038	Maria Gasca	Resident Assistant		Housing & Residence Life	✓	\$8.00
2	N1100000039	Luis Perez	Resident Assistant		Housing & Residence Life	✓	\$8.00
3	N1100000040	Natalie Cruzado	Student Assistant		Housing & Residence Life	✓	\$8.00
4	N1100000041	Sirena Chan	Student Assistant		Housing & Residence Life	✓	\$8.00
5	N1100000042	Emma Marion	Student Assistant		Housing & Residence Life	✓	\$8.00
6	N1100000043	Sarah Butler	Office Assistant		Housing & Residence Life	✓	\$8.00
7	N1100000044	Sonye Lal	Office Assistant		Housing & Residence Life	✓	\$8.00
8	N1100000045	Danielle Turner	Office Assistant		Housing & Residence Life	✓	\$8.00
9	N1100000046	Anthony Fiel	Office Assistant		Housing & Residence Life	✓	\$8.00
10	N1100000047	Jesus Gonzalez Castellon	Office Assistant		Housing & Residence Life	✓	\$8.00
11	N1100000048	Taylor Fulmore	Programming Assistant		Housing & Residence Life	✓	\$8.00
							\$88.00

[I, See Chang approve this order!](#) [Deny Order](#)

2. Approve via icatcard link.
 - a. Go to icatcard.ucmerced.edu.
 - b. Click on MSO Icon.

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iCatCard

Name Tag Control [Go Back](#)

[Order Name Tag](#) [Order Status](#) [Admin](#)

[MSO](#)

Enter the order number. (The order number can be found in the e-mail).

Name Tag Approval

[Name Tag Home](#)

Please enter an Order Number

[go](#)

Resources Connect with Us