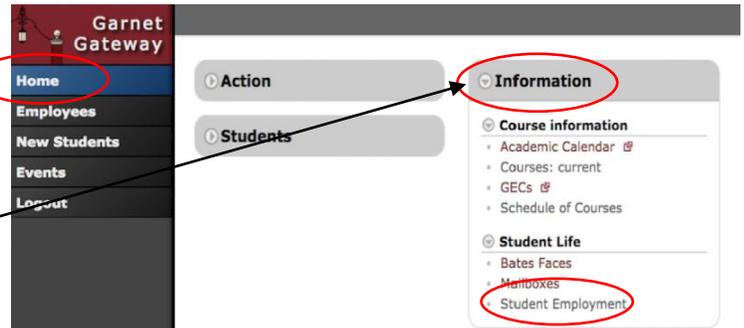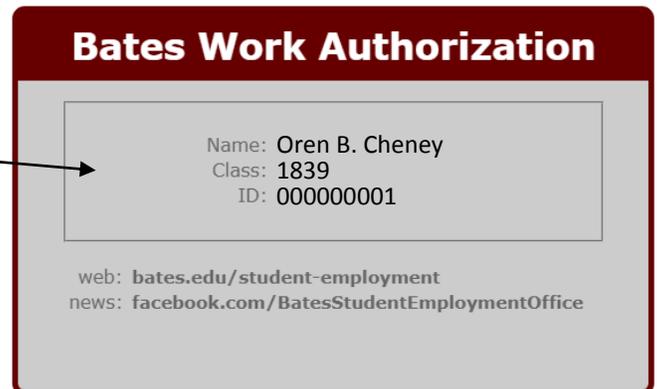# Bates
# WORK AUTHORIZATION

**1**   Log into Garnet Gateway.

**2**   From the **Home Tab**, Click the **Information** drop down arrow.

**3**   Under "Student Life" select **Student Employment**.
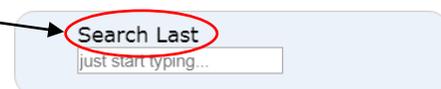
You should now see your **Work Authorization Card**.

Next you will need to send proof to your Hiring Supervisor.

**4**   Search the LAST NAME of your hiring supervisor in the "**Search Last**" box.

**Then...**

Select their name when it populates.

**Once it says E-MAIL SENT, You are all set!**