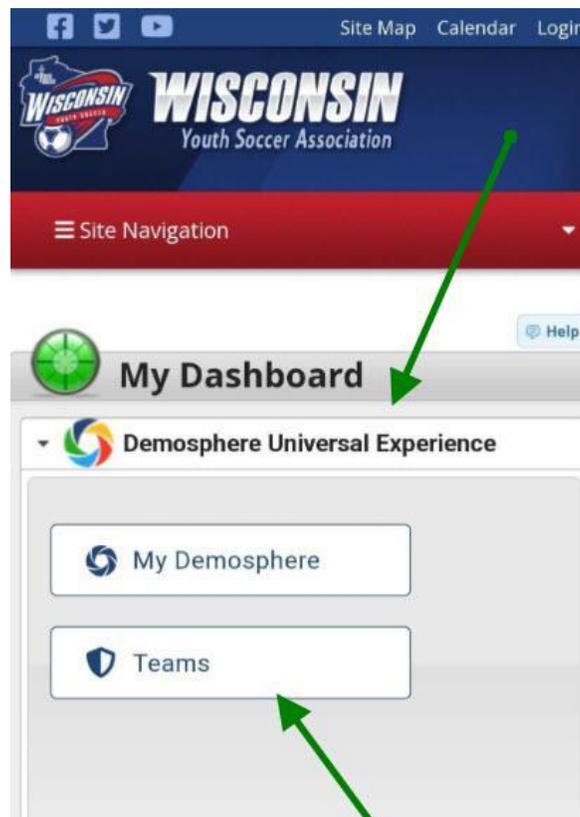


WYSA-Digital Team Staff ID Guide

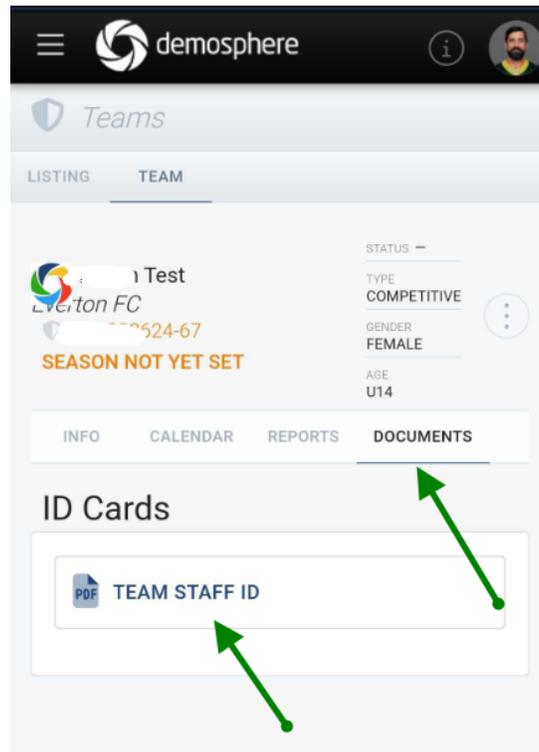
Please make sure to follow all 6 steps
You must be approved with all Risk Management requirements prior to downloading a Team Staff ID

1. Login to [WYSA](#) on your browser on your mobile device. **DO NOT** login to the mobile app.
2. Click Demosphere Universal Experience and Navigate to Teams

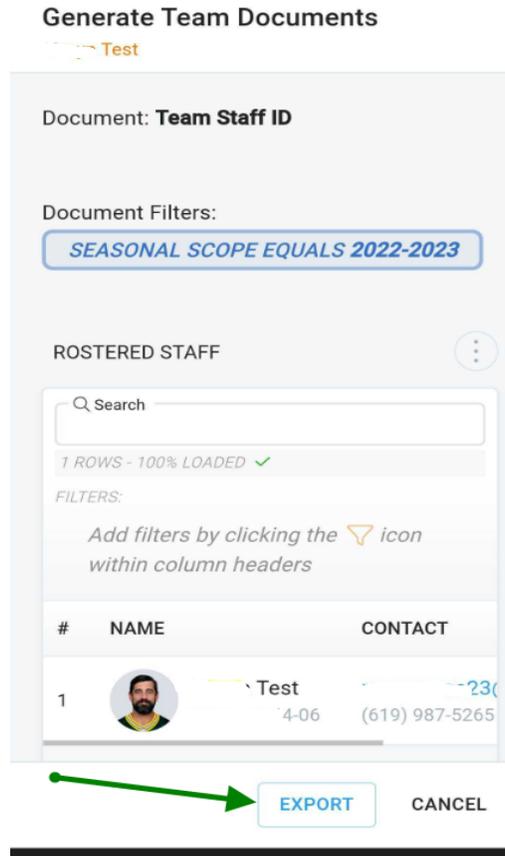


3. Select your current seasonal year team
 - a. If you have more than one seasonal year team, select one

4. Click the 'Documents' tab underneath your team information and select Team Staff ID



- From there, you'll see the list of Team Staff members. If multiple Team Staff are listed, select your checkbox and click 'Export' at the bottom.



- A pop-up will appear with a link to download the ID cards. *Note: It may take a moment for the card(s) to load once you click on the link. If you close out of the pop-up, an **email will also be sent to you with a copy of the ID card(s)**. If you are unable to download the ID card, contact WYSA Staff.*