## 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

- Login to <u>WYSA</u> on your browser on your mobile device. <u>DO NOT</u> 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



5. 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.

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6. 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.*