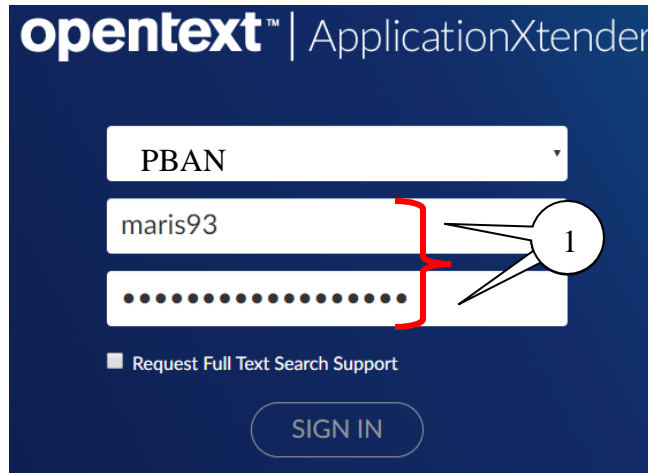


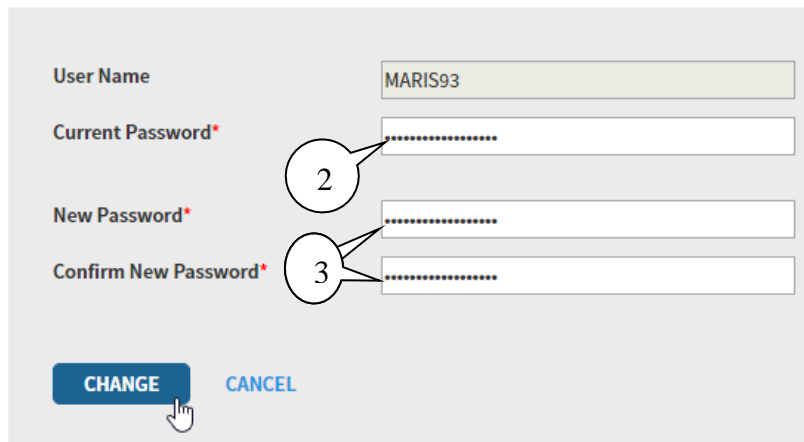
Synchronizing Banner Security with Banner Document Management Suite

In order to use Banner Document Management Suite (BDMS), you must first login to BDMS and change the password to match your Banner password/passphrase.



1. Go to <https://xtender-web-p.nmsu.edu/users> and login with your My NMSU username. Enter the initial BDMS passphrase given to you by the RMR office. Click Sign In.

Change Password



2. In the Current Password box, type in the initial BDMS passphrase provided to you by the RMR office.
3. In the New Password and Confirm New Password, type in your Banner passphrase.
4. Click Change. Your passwords are now synchronized.