

## Accessing BDMS from Banner

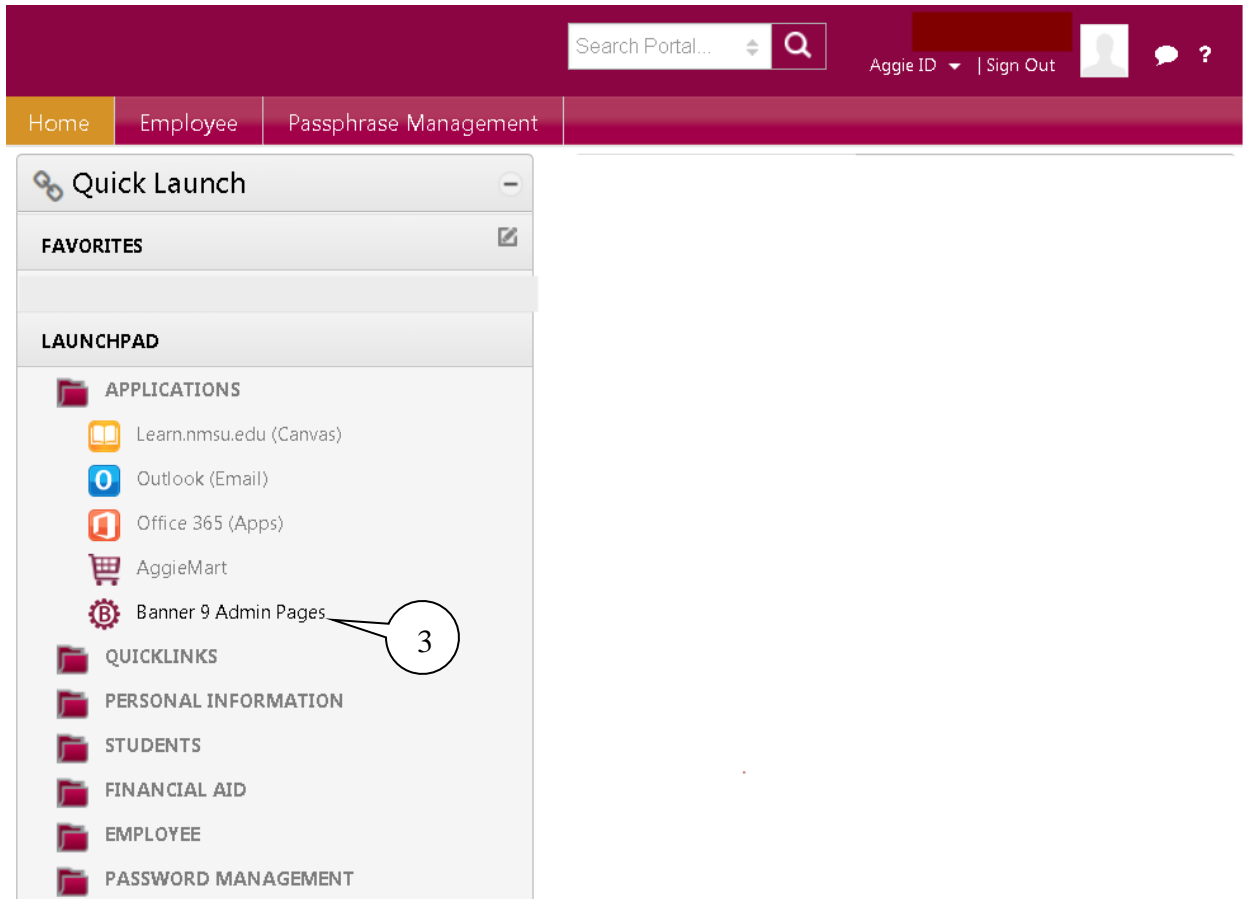
Once you are in the Banner 9 Admin pages and have navigated to the appropriate page, you will be able to access BDMS. On some Banner pages the top section (key block) of the page must be selected to access BDMS. This varies depending on the Banner page.

The screenshot shows the myNMSU.edu login page. The header features the NMSU logo and the text 'myNMSU.edu'. The main content area is divided into two columns. The left column contains navigation links under the heading 'Registration and Schedule Information' and 'Banner, Cognos, and NMSU Links'. The right column contains a 'NEED ASSISTANCE?' section with contact information for the ICT Help Desk, a login form with fields for Username and Password, and a 'SIGN IN' button. A red bracket labeled '1' points to the Username and Password fields. A callout bubble labeled '2' points to the 'SIGN IN' button. Below the 'SIGN IN' button are links for 'Reset Password', 'Forgot Username', and 'First Time Users'. At the bottom of the page, there is a paragraph of text describing the services available through myNMSU.

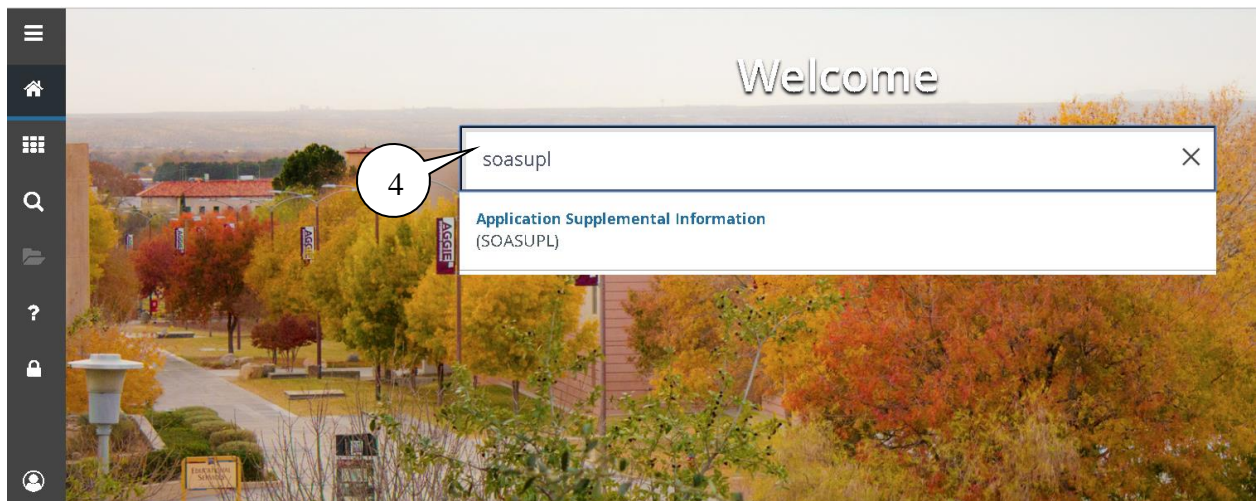
1. Go to <https://my.NMSU.edu>. Enter your **Username** and **Passphrase**.
2. Click **Sign In**.



Whenever you change your My NMSU/Banner password, you must go in directly to BDMS and change your BDMS passphrase.

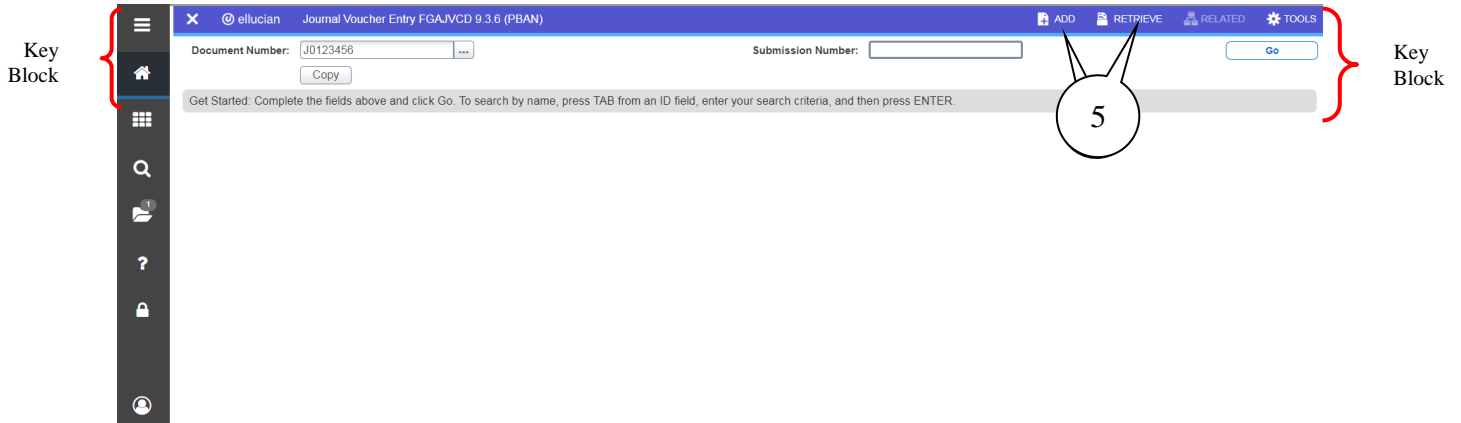


3. In the **Launchpad** on the left of the page, under **Applications**, click on **Banner 9 Admin Pages**.



4. Enter the appropriate Banner page name and press **Enter**. (For Student Records, it is SOASUPL or SAAADMS. For JVs, use FGJVCV.)

*Note: The page name will be different depending on the BDMS application.*



5. The two icons on the top right are for BDMS. Use the RETRIEVE icon to display a document from BDMS.



**Note:** If you click *RETRIEVE* and no documents are found, repeat your query directly in *BDMS* following the steps to [Search for a Document](#). Use the minimum number of *Index Fields* to get the broadest search possible.

**Note:** The screen above is **only a representation**. Your screen may look different depending on the form you use.

The window that displays when the *BDMS* icon is selected depends upon whether

- A. There are documents indexed (attached) to the Banner record.
- B. There are multiple Document Types attached.