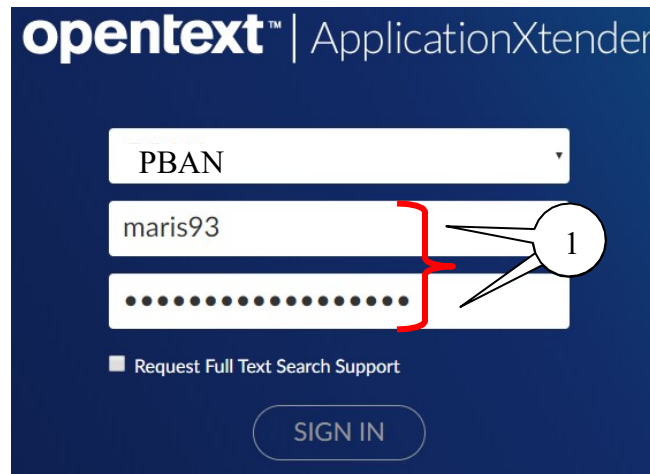


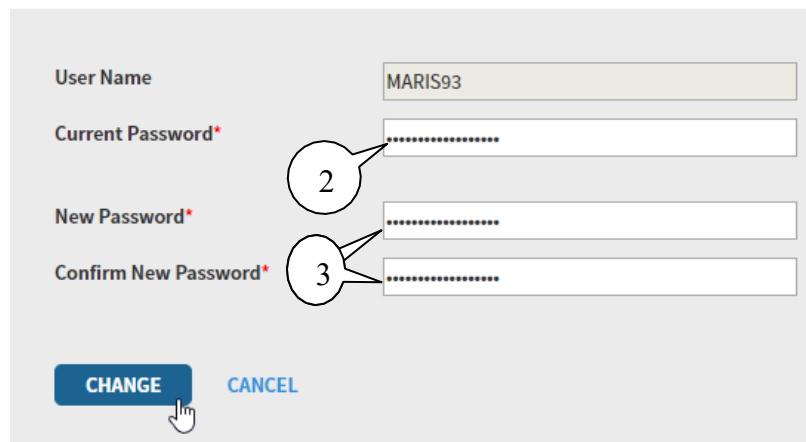
Synchronizing Banner Security with Banner Document Management Suite

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

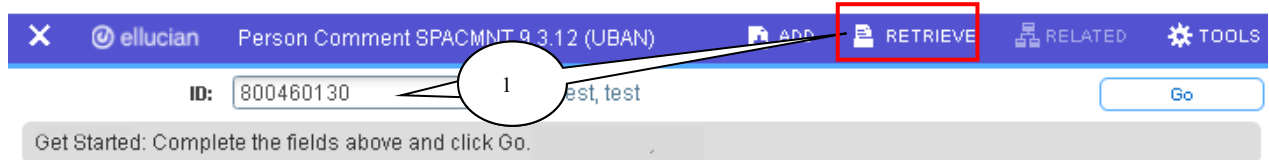



2. In the Current Password box, type in the initial BDMS passphrase provided to you by the RMR office.
3. In the New Password and Confirm New Password, type in your myNMSU passphrase.
4. Click Change. Your passwords are now synchronized.

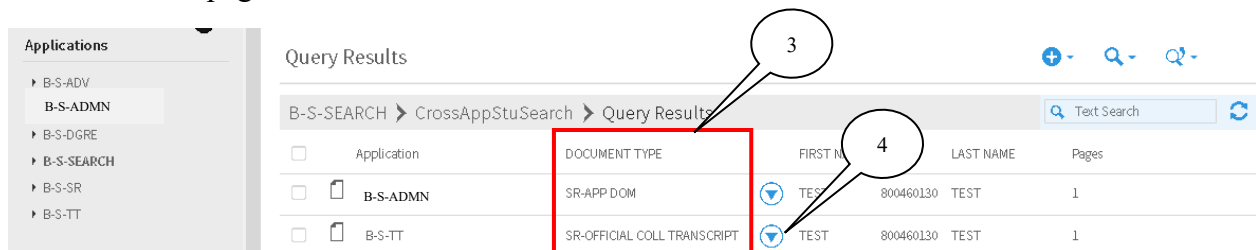
Search for a Document


The best way to search for student records in BDMS is to start on one of these Student pages in Banner:

SAAACKL	SHACRSE	SOAIDEN
SAAADMS	SHADEGR	SOAPCOL
SAASUMI	SHATERM	SOASUPL
SFAREGS	SHATRNS	SOATEST
SFARHST	SOAFOLK	SPACMNT
SGASPRT	SOAHOLD	SPAIDEN
SGASTDN	SOAHSCH	SPAPERS
SGASTDQ		SUAMAIL



1. Enter the AggieID and then click the Retrieve  icon on the top right of the Banner page.



2. A separate BDMS window will open with a display of that student's records.
3. Review the results, particularly the Document Type to decide what to open.
4. Double-click on the row of any document you wish to open or right click on the **Drop Down**  icon to see options, including opening the document.

5. If you are looking only for a specific type of document, click on the appropriate application in the list of Applications on the left panel. Below is a list of the types of documents in each BDMS application.

Type of Documents	BDMS Application Name	Document Types (Folders)
Admissions Applications (including Dual Credit)	B-S-ADMN	SR-App Dom SR-App Grad SR-App Intl SR-Citizenship SR-Dual Credit
Advising	B-S-ADV	AA-Advising
Degree Completion	B-S-DGRE	SR-Degree App SR-DegComp (mid-year and final degree checks & substitutions & waivers from Colleges)
Military & Veterans Programs	B-S-MV	MV-Forms MV-Trans MV-VACert MV-VAFORMS
Student Records	B-S-SR	SR-AthlComp SR-Exceptions SR-Grade Cr SR-Residency
Test Results and Transcripts	B-S-TT	SR-All HS Transcript SR-Official Coll Transcript SR-Test Results SR-Unofficial Coll Transcript

6. Return to Banner to search for the next student.