

Basic BDM Use for Advisors

Go to BDM

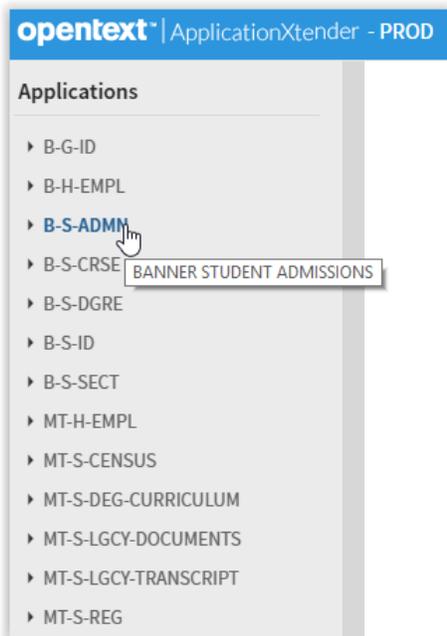
- Use the Chrome browser, and for best results, use an Incognito window.
 - Open Chrome as normal.
 - Shift + Control + N **OR**
 - Click on the menu at the top left (possibly 3 dots in a stack, or a "hamburger" stack of lines). Choose "New Incognito Window".
- Go to www.mtsu.edu/bannerdev
- In the Production column, click on BDM.



- Alternate access routes:
 - Direct link: <https://bdmsappprod.mtsu.edu/AppXtender/?SSO=true>
 - Through Banner: Click "Retrieve" on the top right of various pages.
- Log into BDM using the same credentials used for Banner.

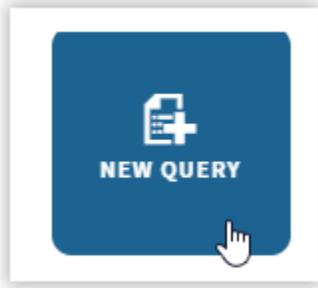
Navigate to the Admissions Office scanned docs

- In the Applications menu on the left, click on "B-S-ADMN".



Search for documents

- Click on New Query.



- For a simple search of all documents in a certain student's file:
 - Put the M# in the top field and hit Enter.
 - You should now see a list of all of the student's documents, like you're used to seeing if you click the magnifying glass button from the SAAADMS screen.
- Use other fields on the Query screen to narrow your search. For example:
 - Click on Document Type and choose High School Transcript to only see HS transcripts (as if you'd clicked the magnifying glass button from the SOAHSCH screen.)
 - In "TN College", choose the college for which you want to see transcripts. This might be helpful if the student attended multiple schools and you only want to see one particular transcript.

Move to a new student

Ready to look at a new student? Just click on the little magnifying glass on the top right to start a new query.

Log out

When you're done, be sure to log out!

- Click the little arrow/door icon on the top right.
- You should see a message saying you've logged out.
- However, you haven't fully logged out until you close your browser.