Program Coordinators and Graduate Faculty

Following ‘go live’ in March/April 2015, any new BDM account request, must follow the below procedures. If you have a BDM account established, skip to page 2.

1. Complete the BDM Access Request Form located in the Office of the Registrar’s form library and forward it to the Director of Graduate Studies fmarquez@fgcu.edu.

2. BDM is an extension of Banner and security access and training is required per audit practices. The Director of Graduate Studies will approve your access to BDM via the form and request the establishment of a BDM account. In some cases, we will also need to establish a Banner account.

3. Business Technology Services (BTS) requires and hosts a BDM viewer training for access to any BDM Application. No access to BDM is provided by BTS until the training is completed.

4. You may call the Help Desk at X1188 to determine when the next viewer training is scheduled. Soon, virtual BDM viewer training will be available and in person training will be replaced.

5. With access to the FGCU-S-GRAD STUDIES BDM Application, you can view and print student admissions documents. Since BDM is a web based client, online review can be done anywhere. Graduate Studies recommends online review or group review however, if necessary, a committee may print documents. This document provides instructions for printing the student record.
After your BDM account has been established and you have received viewer training from BTS, follow the instructions below to initialize BDM. BDM is a web based client so you will need to launch I.E. and perform a few pre-steps. If you have already disabled your pop up blocker, skip to page 3.

1. Disable your Pop-Up Blocker (NOTE: IE v. 10 instructions):
   a. Open Internet Explorer
   b. Go to “Tools” menu
   c. Go to “Pop-Up Blocker settings”
   d. Add FGCU Banner website to the list below [http://banner.fgcu.edu/](http://banner.fgcu.edu/)
   e. Click “Add”
   f. Click “Close”
BDM is integrated with Banner so you will need login to Banner to initialize BDM and sync your password. If you have already synced your passwords, skip to page 5.

To Initialize Banner/BDM:

1. Launch Banner
   Please Note: You may be prompted once or twice to run Java, click RUN on the Java initiator pop up
   • Do not update Java, simply click run. Newer versions of Java don’t always work with Banner and BDM.

2. Enter your Banner Username and Password (same as BDM)

3. Click Connect

4. Click on either of the BDM document display document icons to sync your Banner account with your BDM account at the General Menu of Banner.

   Please Note: BDM takes some time to initialize

5. Enter your User Name and Password.
6. Click Login.
7. The following message should display:

8. Click OK
Since the main menu of Banner is mapped to the **B-G-ID** (a general BDM application), you will enter BDM through this general application and you may see the following message “No Documents Found”. Click **OK**

Go to the File Menu or the key icon to logout. **Do not** logout by closing the browser or you will be locked out of BDM. You should perform this Banner initialization and password syncing at least once per day. If you have issues logging into BDM, you may contact the help desk at X1188.
1. Login to **BDM** via direct login: [web client direct login](#)
   You will see a BDM application list.
   Please note: some applications may or may not be viewable based on your security level

2. The graduate studies BDM application is **FGCU-S-GRADSTUDIES – Graduate Studies**

3. Right mouse click on the application and select New Query to perform a New Query
In the Query Criteria for Application “FGCU-S-GRADSTUDIES” go to the Document Type dropdown men and select Admissions Summary (see screenshot below).

If a user does not already have the BDM component installed, and they click on a document type field, they may be prompted to install the component when they attempt to open a document. Click Install. Please note: if you are on secure PC you will need to contact the help desk @ X1188 to install the component.

1. Scroll down to Program and select your program name.
2. Scroll down and click Submit.

If you prefer, under Save Options, you may save this query.
The Query results will reveal a list of applications for your program that are complete. Any time you have a completed Admissions Summary document, you have a completed application waiting for review.

1. Select the checkbox in the upper left hand corner of the student list.
2. Check the box.
3. All document checklists will be automatically selected.
   a. Click the print icon.
4. All Admission Summary worksheets will print.
5. Return to the ribbon and select the file with the magnifying glass icon to open the query window again.

Query the ID field with the University Identification Number (UIN) which appears in the Social Security Number of the GAR. FGCU replaced SSNs with UINs some years ago but this form has not been updated.

6. Type the UIN in the UIN field.
7. Scroll down and click Submit.
8. You will view all student documents.
9. Follow print instructions above.
10. Make sure to uncheck Admissions Summary as you have already printed this document.

**Query Results for Application 'FGCU-S-GRADSTUDIES'**

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<th>PIDM</th>
<th>DOCUMENT TYPE</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>SSN</th>
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<td></td>
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<td>201505</td>
</tr>
</tbody>
</table>

12. Mark your admissions decision on the GAR.  
13. Sign the GAR.  
14. If Program Leader or College Dean signature is required, follow your college procedures.  
15. Interoffice the document to Graduate Studies.  
16. Graduate Studies will scan and index the GAR and enter the decision in Banner.