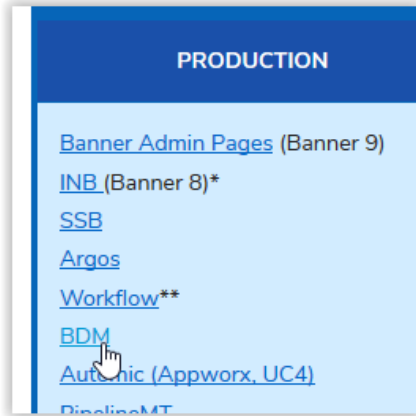


## Basic BDM Use for Advisors

### Go to BDM

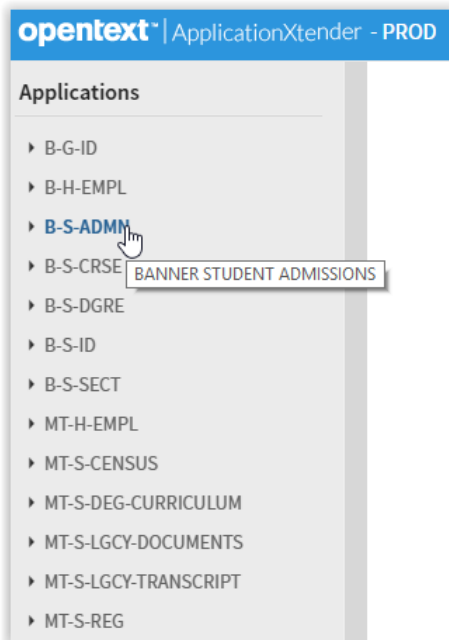
- Use the Chrome browser, and for best results, use an Incognito window.
  - Open Chrome as normal.
  - Shift + Control + N **OR**
  - Click on the menu at the top left (possibly 3 dots in a stack, or a "hamburger" stack of lines). Choose "New Incognito Window".
- Go to [www.mtsu.edu/bannerdev](http://www.mtsu.edu/bannerdev)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

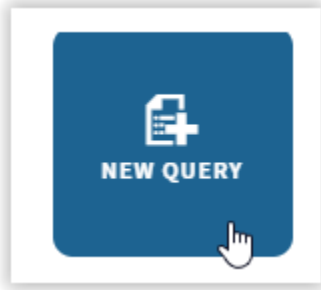
### Navigate to the Admissions Office scanned docs

- 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.