
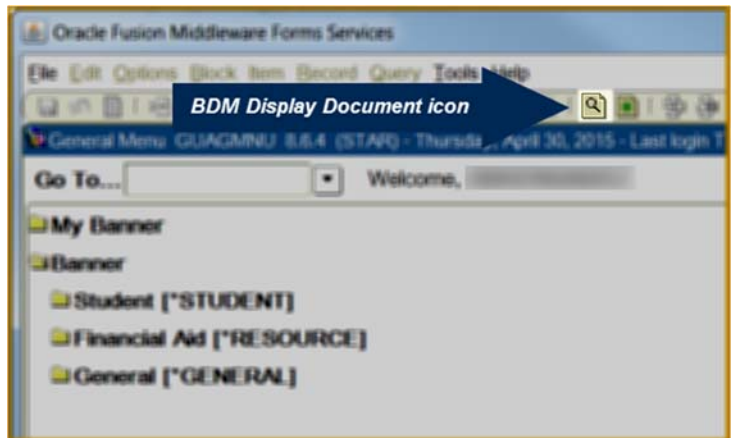


## Banner Document Management for Admissions

Banner Document Management (BDM) stores electronic documents that are accessible through STAR INB. Users can access BDM from many forms within STAR INB. To access BDM, a user will have to complete the [Account Request Form](#).

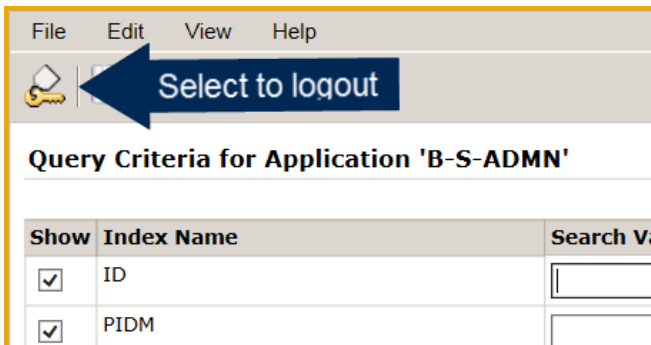
### Access BDM

1. Navigate to [STAR INB](#).
2. Select **STAR INB Access**.
3. A Java request to run the application will appear 3 separate times. Every time it appears, select **Run**. If you previously selected not to show these messages, you will move to the next step.
4. Log into STAR INB, using your **STAR Username** and **Password**.
5. On the Forms  window, select **BDM Display Document icon**



### Logout of BDM

1. Select the **Logout icon**.
2. A window will ask if you are sure you want to logout. Select **OK**.
3. You will be brought to the ApplicationXtender window. Select the **X** on the left of the window or tab.



### Tips

Do NOT use the red **X**, to close the BDM window. This will cause problems because you will still be signed into BDM but unable to use it until your session times out.

A session will expire after 20 minutes of inactivity.

