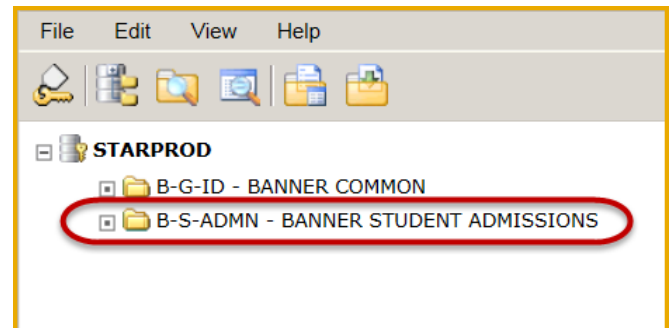


BDM Access Admissions Application

Banner Document Management (BDM) stores electronic documents that are accessible through STAR INB. Admissions Application documents can be accessed from designated forms within the main STAR INB window.

Access Admissions Application from within BDM

1. Access BDM.
2. A message from webpage window will appear, Select **OK**.
3. On the webextender window, select the **Application List icon**.
4. Double-click **B-S-ADMIN – BANNER STUDENT ADMISSIONS**.
5. Complete the necessary tasks.

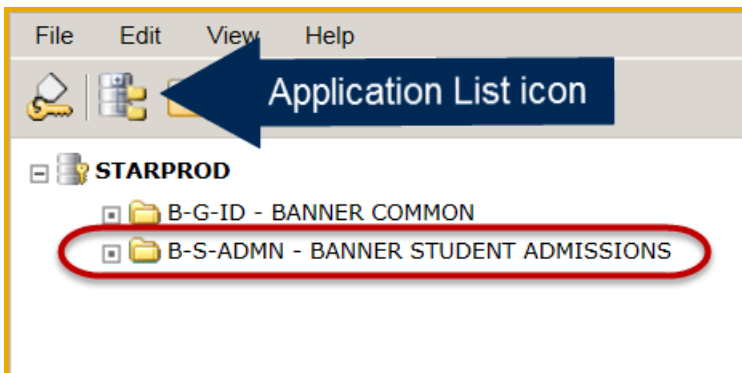


Access Admissions Application from Forms

BDMS admission applications are accessible from the following forms in STAR INB.

- SAAADMS
- SAADCRV
- SAASUMI
- SOAPCOL
- SPACMNT
- SRAQUIK
- SUAMAIL
- SPAPERS
- SHATRNS
- SOATEST
- SOAHSCH
- SAAQUIK
- SAAACKL

Navigating to BDMS from these forms will bring you directly into the admissions application, **B-S-ADMIN – BANNER STUDENT**.



Tips

Navigating to BDMS from GUAGMNU and SPAIDEN forms will take you into **B-G-ID APPLICATION**. You will need to navigate accordingly.

Navigating to BDMS from any other form will give the error **ApplicationXtender Web Access.NET Server Error**.