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To request a new BDM account, please follow the steps below. If you have a BDM account established, skip to page 3.

1. Complete the Student Systems Security Request Form – check the boxes as seen below, have your supervisor sign and date, and click submit.

<table>
<thead>
<tr>
<th>APPLICATION AREA</th>
<th>ADMIN</th>
<th>VIEW</th>
<th>SCAN</th>
<th>INDEX</th>
<th>PRINT</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Advising</td>
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<tr>
<td>Graduate Studies</td>
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<tr>
<td>New Student Programs</td>
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<td>Office of the Registrar</td>
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<tr>
<td>Undergraduate Admissions</td>
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</tbody>
</table>

PART IV —REQUIRED APPROVAL OF SUPERVISOR AND STUDENT MODULE DATA STEWARDS

*Supervisor Name and Title: ____________________________
*Supervisor Email: ____________________________
*Supervisor Digital Signature: ____________________________
Date Requested: ____________________________

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. Information Technology Services (ITS) requires and hosts a BDM viewer training for access to any BDM Application. No access to BDM is provided by ITS 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 ITS, follow the instructions below to initialize BDM.

BDM is integrated with Banner so you will need login to Banner at least once to initialize BDM and sync your password.

To Initialize BDM:

1. Launch [BDM at banner.fgcu.edu](http://banner.fgcu.edu)

   ![Banner Production and Test](image1)

   1. You should be signed in automatically with single sign on if you have a Banner account; or enter your FGCU account credentials (use full email address)

   ![FGCU Eagle Access](image2)
2. **Double click** the graduate studies BDM application FGCU-S-GRADSTUDIES – Graduate Studies

3. **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).

1. Scroll down to **Program** and select your program name.
2. Scroll down and click Run.
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 magnifying glass icon and select New Query to open the query window again.

Query the ID field with the University Identification Number (UIN).

6. Type the UIN in the UIN field.

7. Scroll down and click Run.

8. You will view all student documents.

Query Results

9. Follow print instructions above.
10. Make sure to uncheck Admissions Summary as you have already printed this document.

Query Results

<table>
<thead>
<tr>
<th>FGCU-S-GRADSTUDIES</th>
<th>New Search</th>
<th>Query Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ☐ 815142489</td>
<td>Open Delete Export Print Email</td>
<td>TYPE</td>
</tr>
<tr>
<td>☐ ☐ 815142489</td>
<td>☑</td>
<td>ADMISSIONS SUMMARY</td>
</tr>
</tbody>
</table>

12. Rubber stamp your admissions decision on the GAR.
13. If Program Leader or College Dean rubber stamp is required, follow your college procedures.
14. Route GAR back to Graduate Studies.
15. Graduate Studies will index the GAR and enter the decision in Banner.