

Office of Research and Graduate Studies
Establishing Account Access to BDM for Graduate Admissions Review

Please send feedback to sacosta@fgcu.edu

Revised 1.29.2019

Table of Contents

Establish BDM Account	2
BDM Login	3
Launch FGCU-S-GRADSTUDIES Application	4
Set up and run custom query.....	5
Select Applications to print.....	7
Review and Rubber Stamp Admissions Summaries.....	9

Program Coordinators and Graduate Faculty

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.

BDM ACCESS REQUESTED						
APPLICATION AREA	ADMIN	VIEW	SCAN	INDEX	PRINT	EMAIL
College Advising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graduate Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New Student Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office of the Registrar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduate Admissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PART IV –REQUIRED APPROVAL OF SUPERVISOR AND STUDENT MODULE DATA STEWARDS						
*Supervisor Name and Title:		<input type="text"/>			*Supervisor Email: <input type="text"/>	
*Supervisor Digital Signature:		<input type="text"/>				
Date Requested:		<input type="text"/>				

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.

BDM Getting Started

Program Coordinators and Graduate Faculty

1.29.19

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.

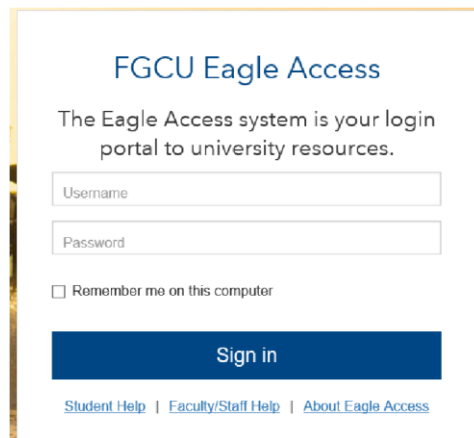
To Initialize BDM:

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



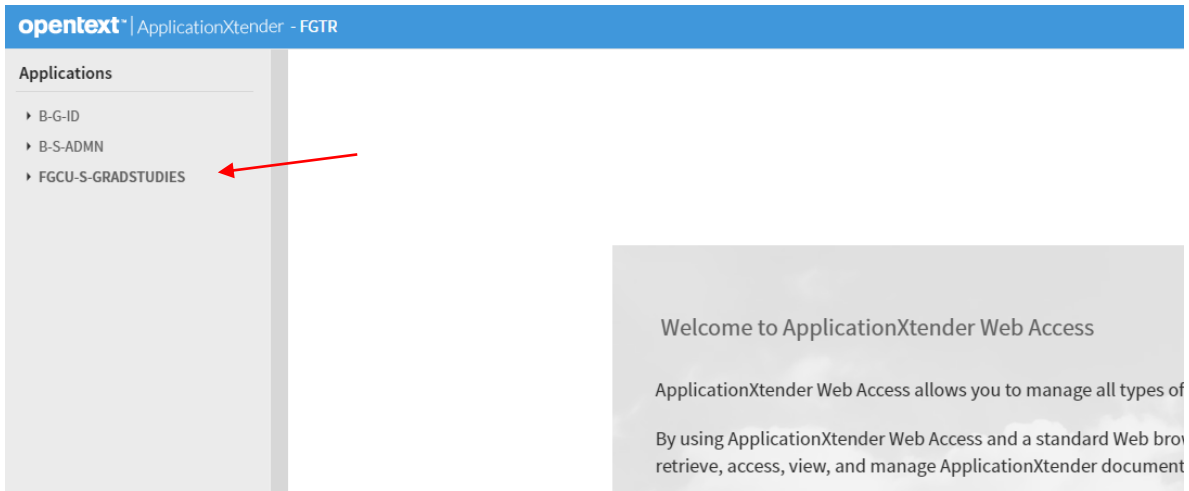
The screenshot shows a web interface with two tabs: "Banner Production" (selected) and "Banner Test". Below the tabs, the heading "Internet Native Banner [INB]" is displayed. Underneath, it says "Windows and MAC users please use the link below:" followed by a blue link "Banner Production". Further down, the heading "BDM Production Instance" is shown, with a blue link "BDM Prod" below it.

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)



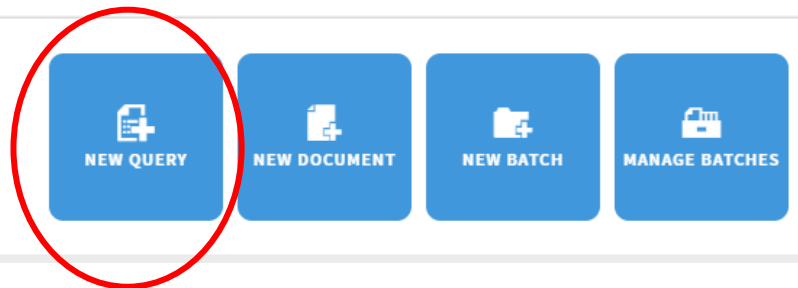
The screenshot shows the "FGCU Eagle Access" login page. It features the title "FGCU Eagle Access" and a sub-header: "The Eagle Access system is your login portal to university resources." Below this are two input fields: "Username" and "Password". There is a checkbox labeled "Remember me on this computer". A prominent blue "Sign in" button is centered below the fields. At the bottom, there are three links: "Student Help", "Faculty/Staff Help", and "About Eagle Access".

2. **Double click** the graduate studies BDM application FGCU-S-GRADSTUDIES – Graduate Studies



3. select New Query to perform a New Query

FGCU-S-GRADSTUDIES - Graduate Studies



Program Coordinators and Graduate Faculty

1.29.19

In the Query Criteria for Application “FGCU-S-GRADSTUDIES” go to the **Document Type** dropdown menu and select Admissions Summary (see screenshot below).

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

New Search - FGCU-S-GRADSTUDIES

Search Criteria
Enter a search term in the index fields to filter your results.

ID

PIDM

DOCUMENT TYPE

LAST NAME

FIRST NAME

SSN

BIRTH DATE

TERM CODE

APPLICATION NUMBER

ADMISSIONS REQUIREMENT

INSTITUTION NUMBER

ROUTING STATUS

ACTIVITY DATE

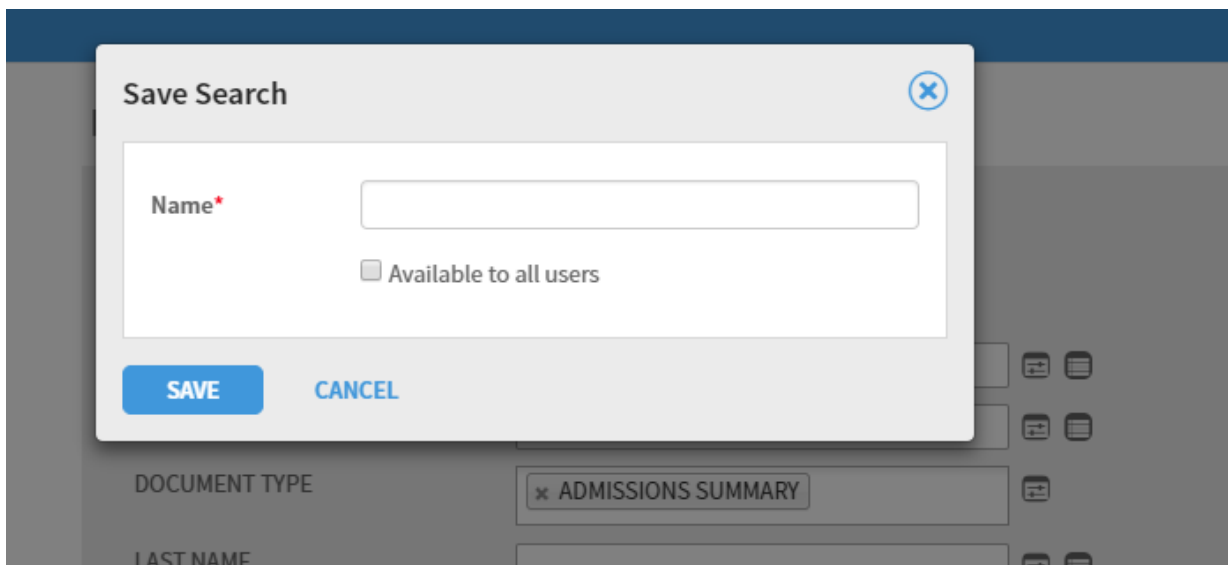
DISPOSITION DATE

PROGRAM

LEVEL

RUN **SAVE** **CANCEL**

If you prefer, under Save Options, you may save this query.



Query Program Admission Documents Program Coordinators and Graduate Faculty

1.29.19

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.

Query Results

FGCU-S-GRADSTUDIES > New Search > Query Results

<input type="checkbox"/>	ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM CODE
<input type="checkbox"/>	[Redacted]	657825	ADMISSIONS SUMMARY	SHANNON	[Redacted]	[Redacted]	10-Mar-1990	201708
<input type="checkbox"/>	[Redacted]	547998	ADMISSIONS SUMMARY	NORELIA	[Redacted]	[Redacted]	05-Feb-1993	201608
<input type="checkbox"/>	[Redacted]	680244	ADMISSIONS SUMMARY	MCGHEE	[Redacted]	[Redacted]	17-Jan-1994	201608
<input type="checkbox"/>	[Redacted]	501983	ADMISSIONS SUMMARY	HOFT	[Redacted]	[Redacted]	07-Apr-1992	201608
<input type="checkbox"/>	[Redacted]	463103	ADMISSIONS SUMMARY	TURREGANO	[Redacted]	[Redacted]	17-Nov-1993	201608
<input type="checkbox"/>	[Redacted]	557388	ADMISSIONS SUMMARY	WALSH	[Redacted]	[Redacted]	10-Apr-1993	201608
<input type="checkbox"/>	[Redacted]	440364	ADMISSIONS SUMMARY	SWANEY	[Redacted]	[Redacted]	18-Jan-1994	201608

2. Check the box.
3. All document checklists will be automatically selected.
 - a. Click the print icon.

FGCU-S-GRADSTUDIES > New Search > Query Results

<input checked="" type="checkbox"/>				TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE
<input checked="" type="checkbox"/>	[Redacted]	657825	ADMISSIONS SUMMARY	SHANNON	[Redacted]	[Redacted]	[Redacted]	10-Mar-1990
<input checked="" type="checkbox"/>	[Redacted]	547998	ADMISSIONS SUMMARY	NORELIA	[Redacted]	[Redacted]	[Redacted]	05-Feb-1993
<input checked="" type="checkbox"/>	[Redacted]	680244	ADMISSIONS SUMMARY	MCGHEE	[Redacted]	[Redacted]	[Redacted]	17-Jan-1994

4. All Admission Summary worksheets will print.

- Return to the ribbon and select the magnifying glass icon and select New Query to open the query window again.



T NAME	SSN	BIRTH DATE	TERM CODE	APPLICATION NUMBER	ADMISSIONS REQUIREMENT	ID
EALYNN	149902356	10-Mar-1990	201708			



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

New Search - FGCU-S-GRADSTUDIES

Search Criteria





Enter a search term in the index fields to filter your results.

ID  

PIDM  

- Type the UIN in the UIN field.
- Scroll down and click Run.
- You will view all student documents.

Query Results

FGCU-S-GRADSTUDIES > New Search > Query Results								
<input type="checkbox"/>	ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM CODE
<input type="checkbox"/> 	815142489		660873	ADMISSIONS SUMMARY	ACOSTA	SHANNON		201905
<input type="checkbox"/> 	815142489		660873	TEST SCORES INFO	ACOSTA	SHANNON		201905

- Follow print instructions above.










Query Program Admission Documents Program Coordinators and Graduate Faculty

1.29.19

10. Make sure to uncheck Admissions Summary as you have already printed this document.

Query Results

FGCU-S-GRADSTUDIES > New Search > Query Results

<input type="checkbox"/>	 Open	 Delete	 Export	 Print	 Email	TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM CODE	APPLIC
<input type="checkbox"/>		815142489		660873	ADMISSIONS SUMMARY	ACOSTA	SHANNON				201905	1
<input checked="" type="checkbox"/>		815142489		660873	TEST SCORES INFO	ACOSTA	SHANNON				201905	

11. Review your student file.
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.