

Using BDMS for Z-S-GRDCLG – Banner Student Graduate College

Advisors and advisor support staff will have access to this BDMS filing cabinet which includes documents relating to the student's degree requirements. Students are not able to see any documents filed in this system. A full list of documents and corresponding codes can be found here: www.gradcollege.txstate.edu/docs/ZSDotypes.pdf To view documents relating to graduate students, please following the instructions below.

1. Log into BDMS with your Banner username and password.

Login

Welcome to **ApplicationXtender Web Access**, please provide your user name and password:

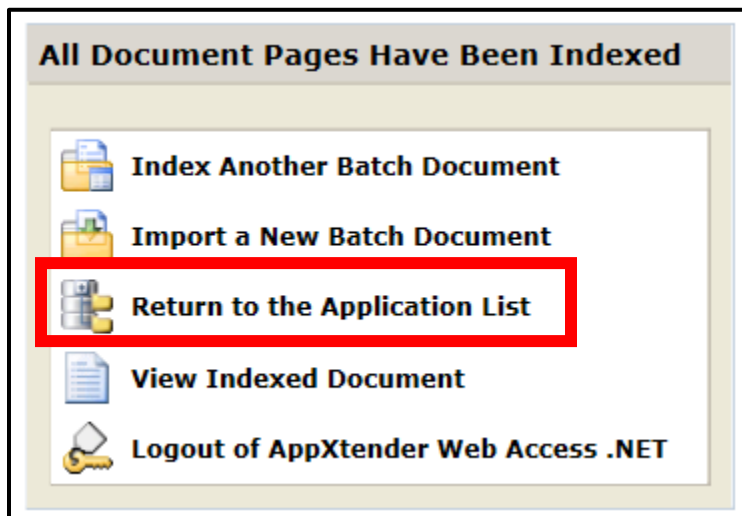
Data Source:

User Name:

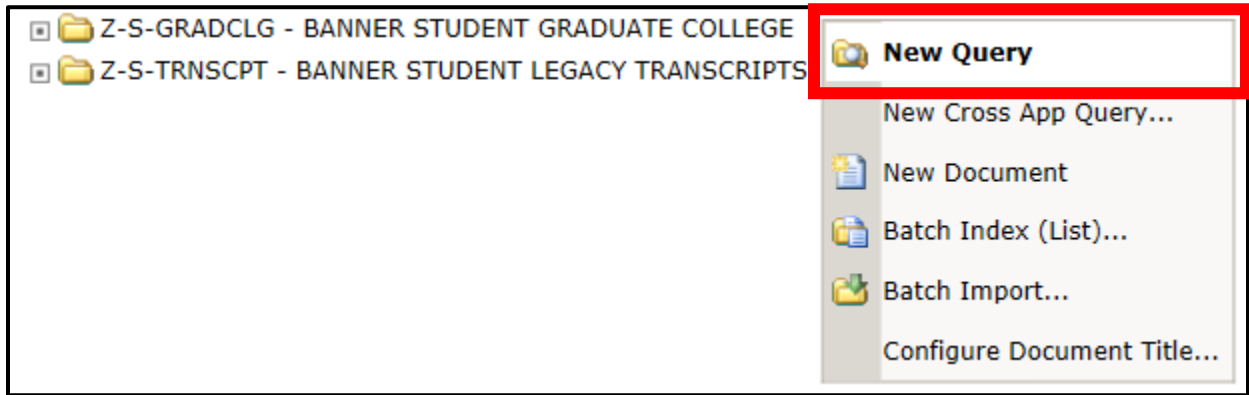
Password:

Request Full Text Search Support

2. If you see this screen, click on **Return to the Application List**. If not, proceed to Step 3.



3. Right click on **Z-S-GRADCLG – BANNER STUDENT GRADUATE COLLEGE** and click **New Query**



4. Enter the Texas State A ID number OR the student's first/last name to search. Click **Submit**.

Query Criteria for Application 'Z-S-GRADCLG'


Show	Index Name	Search Value
<input checked="" type="checkbox"/>	ID	A0XXXXXXXX
<input checked="" type="checkbox"/>	PIDM	
<input checked="" type="checkbox"/>	DOCUMENT TYPE	*
<input checked="" type="checkbox"/>	LAST NAME	Bobcat
<input checked="" type="checkbox"/>	FIRST NAME	Boko
<input checked="" type="checkbox"/>	SSN	
<input checked="" type="checkbox"/>	BIRTH DATE	
<input checked="" type="checkbox"/>	TERM CODE	*
<input checked="" type="checkbox"/>	DOCUMENT CODE	*
<input checked="" type="checkbox"/>	ACTIVITY DATE	
<input checked="" type="checkbox"/>	DISPOSITION DATE	





5. You will be able to see all student-related documents and forms for the student you queried.

Document 1 - 3 of 3

	ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM CODE	DOCUMENT CODE
<input type="checkbox"/>	A00		GC DEGREE INFO				30-May-1983	201630	CORR
<input type="checkbox"/>	A00		GC CANDIDATE				30-May-1983	201630	WKSHT
<input type="checkbox"/>	A00		GC DEGREE INFO				30-May-1983	201610	CORR

a. To view each document, click on the  icon on the left-hand side.

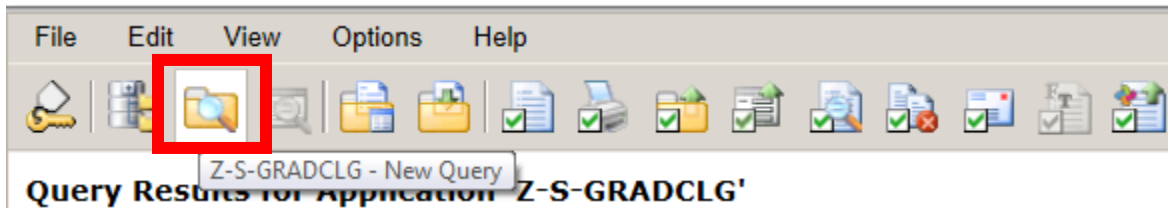
Note: some documents have more than one page as noted at the bottom of the open document. Use the   icons to move from page to page.



Note: each BDMS page only holds up to 10 documents. If there are more documents to view, please use the arrow keys on the right-hand side of the browser to scroll through pages.




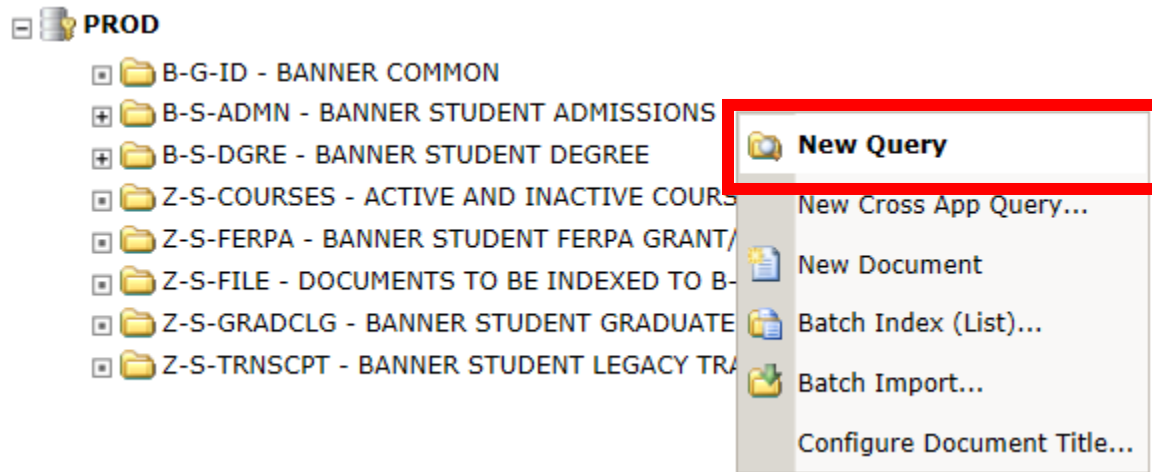
6. To search for a new student, click on the New Query icon.



Additional Information:

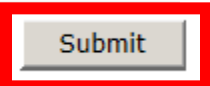
If you need to go from Z-S-GRADCLG cabinet to B-S-ADMN to view College Transcripts on file, please follow the instructions below:

1. Click on the Application List icon  at the top of the screen to view the list.
2. Right click on **B-S-ADMN – BANNER STUDENT ADMISSIONS** and click **New Query**.




3. Enter the Texas State A ID number OR the student's First/Last Name to search. Click **Submit**.

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	ID	A0XXXXXXXX
<input checked="" type="checkbox"/>	PIDM	
<input checked="" type="checkbox"/>	DOCUMENT TYPE	*
<input checked="" type="checkbox"/>	LAST NAME	Bobcat
<input checked="" type="checkbox"/>	FIRST NAME	Boko
<input checked="" type="checkbox"/>	SSN	
<input checked="" type="checkbox"/>	BIRTH DATE	
<input checked="" type="checkbox"/>	TERM CODE	*
<input checked="" type="checkbox"/>	APPLICATION NUMBER	
<input checked="" type="checkbox"/>	ADMISSIONS REQUIREMENT	*
<input checked="" type="checkbox"/>	INSTITUTION NUMBER	
<input checked="" type="checkbox"/>	ROUTING STATUS	*
<input checked="" type="checkbox"/>	ACTIVITY DATE	
<input checked="" type="checkbox"/>	DISPOSITION DATE	



4. Click on the  under the **Document Type** of **COLLEGE TRNSCRPT** to view transcripts.

<input type="checkbox"/>		A04735762	2423569	COLLEGE TRNSCRPT	RAMIREZ	ROSA	634247079	09-Feb-1991			CT01
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