

## BDMS Security Access - Instructions

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1. Enter Date of the request
2. Enter Employee Name (for user)
3. Enter Employee Title (for user)
4. Enter Banner User Name (for user)
5. Enter Aggie ID (for user)
6. Enter Department (for user)
7. Enter E-mail Address (for user)
8. Enter Phone number (for user)
9. Indicate whether you are adding a new user (Add), deleting a current user (Delete), or requesting changes to an existing user (Change (to existing security)).
10. Select the BDMS Application name(s) which user is requesting access to from the drop down menu.
11. Select the type of permission requested:
  - **Scan/Index Online** - The user can perform online scanning and indexing of documents.
  - **View/Print** - The user can display, print, fax, email, or export pages or documents in AppXtender Document Manager. The user can also copy pages or copy text from documents.
  - **Annotate:**
    - **Create** - The user can add annotations and redactions.
    - **Edit** - The user can edit, delete, or hide the annotations and redactions created by the same user.
12. Submit the completed form to [rmroffice@nmsu.edu](mailto:rmroffice@nmsu.edu).
13. Contact the FSA - RMR Office at (575) 646-8324 or [rmroffice@nmsu.edu](mailto:rmroffice@nmsu.edu) if you have any questions.



# BDMS Security Access

**ROUTING**  
RMR, MSC 3FSA  
rmroffice@nmsu.edu  
Phone 646-8324  
Fax 646-1994

Instructions: This form is to be used by Central Offices to request security access to Banner Document Management Suite (BDMS) Applications. If you have any questions, please contact the FSA - RMR Office (575) 646-8324 or visit <http://rmr.nmsu.edu/>. E-mail completed forms to [rmroffice@nmsu.edu](mailto:rmroffice@nmsu.edu). **Note: The System User must have appropriate Banner security access prior to submission of this form.**

## SECTION 1: REQUESTOR INFORMATION

Date Requested: \_\_\_\_\_ Employee Name: \_\_\_\_\_ Employee Title: \_\_\_\_\_

Banner User Name: \_\_\_\_\_ Aggie ID: \_\_\_\_\_ Department: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS

**Access:**     Add     Delete     Change (to existing security)

### BDMS Applications and Access Levels

BDMS Application                      Use                      Custodian/Authorizing Party

**Permissions Requested** (See definitions in instructions on page 1):

- Scan/Index Online                  Annotate:
- View/Print                               Create     Edit

BDMS Application                      Use                      Custodian/Authorizing Party

**Permissions Requested** (See definitions in instructions on page 1):

- Scan/Index Online                  Annotate:
- View/Print                               Create     Edit

BDMS Application                      Use                      Custodian/Authorizing Party

**Permissions Requested** (See definitions in instructions on page 1):

- Scan/Index Online                  Annotate:
- View/Print                               Create     Edit

### Special Instructions:

## SECTION 3: FSA - RMR DEPARTMENT USE ONLY

Request ID #: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_