

## secBDMS Access ticket

Banner for Document Management, uses the SunGard tool, BDMS

There is a new Access Form to allow users to request access to this tool. There are 2 steps to the setup process:

- The user will need to be set up in the BDMS application (done by DBS)
- Put user in the AD group that will allow them to RDP to the BDMS terminal server.

The AD group is called **SEC ADM BDMSts PROD**. The group is currently located in InfrastructureSystems\HelpDesk\_Groups\BDMS in Active Directory.

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- \* Confirm that the ticket is for BDMS (not banner or something else).
- \* In Remedy, open the Access Request console, click binoculars, search for the ACC ticket. Verify that it has status = CAP reviewed; State = User Verified.

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If QA/Pre-Prod is checked, user must be added to the AD group **SEC ADM BDMSts DEV**. The group is currently located in InfrastructureSystems\HelpDesk\_Groups\BDMS in Active Directory.

BDMS

Please indicate what the user needs to do using the BDMS system that is the basis for this request: If there is an existing user who currently has the access you require, enter their name under General Information:

Needs BDMS access

**Action**  
CREATE

**Environment**  
 Production  QA/Pre-Prod  Dev/Test  Other

**Please Specify Other**

Dept: Undergraduate Admission Office

Group: Indexer (attach docs to Banner records via the Document Manager tool) (Select one BDMS Security Group from the menu)

In the notes field, please add:  
added USERNAME to the group SEC\_ADM\_BDMSts\_PROD (and or \_DEV) located in InfrastructureSystems\HelpDesk\_Groups\BDMS

added USERNAME to the group SEC\_ADM\_BDMSts\_PROD located in  
InfrastructureSystems\HelpDesk\_Groups\BDMS

Inside of the Access ticket, click the "Complete" check box to finalize this request.