**Installation**

If you have never used BDMS before, the active X client will need to be installed on your machine. The install files may be downloaded from the following website: [https://bdms.onecarolina.sc.edu/AppXtender/client/wxclientinstaller.exe](https://bdms.onecarolina.sc.edu/AppXtender/client/wxclientinstaller.exe)

If you run into problems doing the install, please consult the IT professional(s) in your department for assistance when installing.

Once downloaded, double click the wxclientinstaller.exe file and then click “Run”

The install process will take less than 5 minutes to complete.
Logging In

Internet Explorer is compatible, with full functionality available in BDMS.

Follow this link to login: https://bdms.onecarolina.sc.edu/AppXtender/

Log into BDMS using your network User ID and your One Carolina password

Please reset your password on first use:

Right mouse click on BANP_SSL
Enter old password and then your new password two times. Password must be 8 characters, start with a letter, and contain one number. There are no special characters allowed.

**Searching in BDMS**

Right mouse click on

![B-S-ADMN - BANNER STUDENT ADMISSIONS](image)

Click on “New Query”

![New Query](image)

Searches can be run on any of the available fields on the Query Criteria page.

Wildcard searches are also available. If you want to search by only a portion of a word, phrase or code, use the wildcard character “*”.
The Graduate School will use the “Institution Number” field to identify the program that the applicant’s documents are related to. You can find a list of the institution codes here: [http://gradschool.sc.edu/facstaff/bdms_codes.asp](http://gradschool.sc.edu/facstaff/bdms_codes.asp).

Below is an example of searching for docs by institution code, using a wildcard as well. The example will find any results within the major 451 in the college of engineering.

You may also use the “Activity Date” field to query by date the document was loaded to bdms or changed. I suggest using a wildcard on the date, so as to not have to put the HH:MM:SS. Example is: 2012-09-21*

When combining “Institution Number” and “Activity Date”, you should be able to find all documents for a particular program that were either scanned to BDMS or altered in BDMS for a certain day.

“Document Type” and “Admissions Requirement” fields will be used to identify what the type of document. “Comments” will also be utilized to give further description. For example: A letter of Recommendation from John Doe, would have the “Document Type” of “GRAD SUPP MATERIAL”, the “Admissions Requirement” of “GMR1” and in the “Comments” would be “Doe”. For a list of Document Types and Admissions Requirement visit: [http://gradschool.sc.edu/facstaff/bdms_doctypes.asp](http://gradschool.sc.edu/facstaff/bdms_doctypes.asp)
Graduate School BDMS Training Document

Your query results will appear as pictured below:

To view the document, click on the paper icon to open the student’s document.

The following tool bars will assist you in viewing, printing and exporting your documents:

View next document in search list

Expand images   Zoom in/out   Page thru   Print/Export
Please logout of system when you are done viewing documents.