You will need to request BDM access prior to using the service. For more information, visit http://webxt.odu.edu.

Using Banner Document Management at home

1. Connect to the ODU VPN. For instructions on connecting or getting access to the VPN, visit http://www.odu.edu/facultystaff/computing/remote.


3. Click BDM Web Access Login.

4. Log in using your MIDAS ID and password.
5. You may be prompted to install an add-on. Click **Install**.

![Install button](image)

6. Depending on your level of access, you’ll see a screen similar to this:

![Screenshot of BDM](image)

If you don’t have access to BDM, you’ll see this:

![Error message](image)