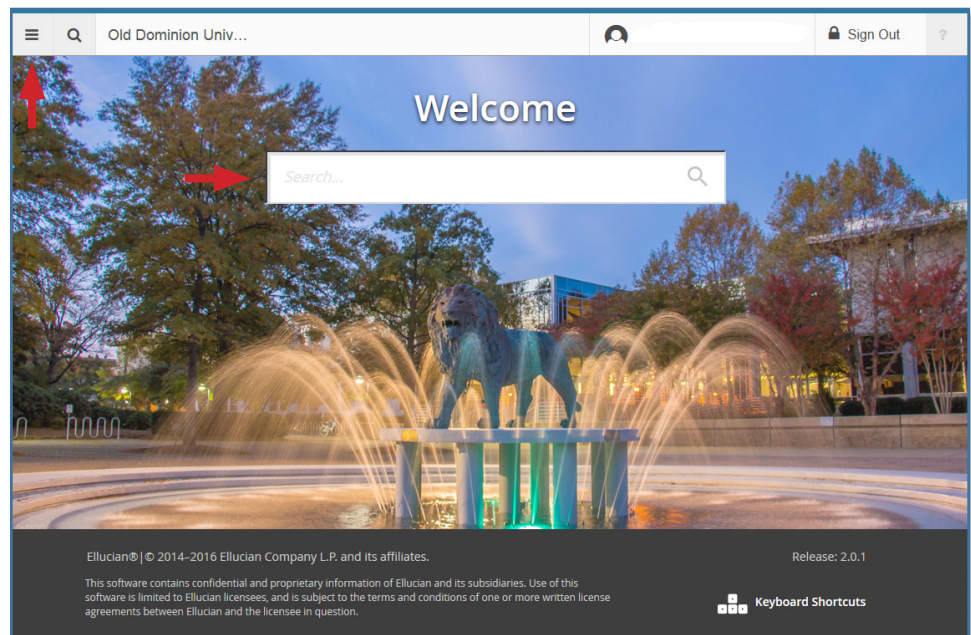


ADD/RETRIEVE Documents in WebXtender using Banner XE Forms

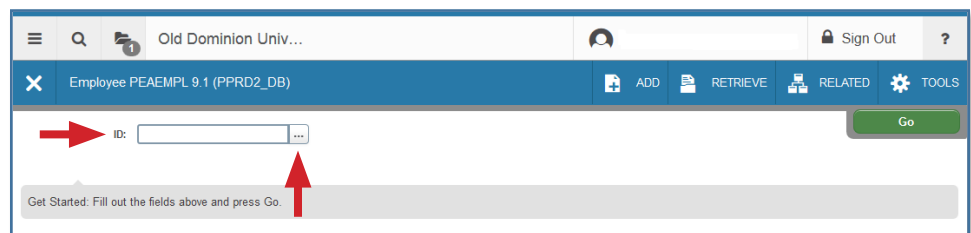
Please note, WebXtender is not changing. If you access WebXtender directly thru webext.odu.edu, your steps remain the same as they were prior to Banner XE Forms.

If you access WebXtender via Banner, please follow these steps:

1. Go to banner.odu.edu and click the **Banner Login** button.
2. Log in using your MIDAS ID and password.
3. Navigate to the form you need to access from WebXtender by typing the form name into the Search field or selecting it from the menu on the left.



4. If needed, type the employee's UIN in the ID field and click **Go**, or select the ellipses next to the ID box to search. The employee's information will populate.



5. If you have access to **ADD**, you can use the Add button to process new indexed files. If you need to access an existing indexed image, use **RETRIEVE**.



6. If prompted, enter your MIDAS ID and password and click **Login**. WebXtender will now load and you can perform any actions needed. The steps you take in WebXtender will remain the same as they were prior to Banner XE Forms.

