AppXtender for the Web Requirements

1. Microsoft Windows XP (Win32 platform) and Microsoft Internet Explorer (IE) 6.01 or above.
2. A Banner username and password with AppXtender for the Web security permissions. You may be required to attend Banner training prior to being granted security access to AppXtender for the Web.

Synchronizing your Banner Password

You will need to synchronize your password before you log in to AppXtender for the Web for the first time or anytime you change your Banner password. From your browser:
1. Log in to Banner at [http://banner.emich.edu](http://banner.emich.edu) using your Banner username and password.
2. Click the BDMS-Display Document button on the toolbar.
   Note: Click the left XS button. A message displays indicating password has been synchronized.
3. Click the OK button.

Changing Your Banner Password

Change your password if it has been compromised or when mandated by a password change schedule. From your browser:
1. Log in to Banner at [http://banner.emich.edu](http://banner.emich.edu) using your Banner username and password.
2. Type GUAPSWD in the Go To… box and press the [Enter] key on the keyboard.
3. Type the current password in the Oracle Password field.
4. Type a new password in the New Oracle Password field.
5. Press the [Tab] key on the keyboard and type the same new password in the Verify Password field.
6. Click the Save button.
7. Click the OK button.
8. Synchronize your Banner password.
   Note: See Synchronizing your Banner Password section for more information.

Searching for Documents by ID

1. From the Application List page, double-click the desired Application name to display the New Query page.
2. In the Show column, click to deselect the checkboxes for the Index Names you do not want to display in the search results.
3. Type the ID in the ID field.
4. Click the Submit button to display the Results Set page.

View/Print Documents

1. From the Results Set page, click a document link to display the document in the Document View page.
2. Use the Rotate buttons to spin the current page 90 degrees.
3. Use the Print buttons to print the just current page or the entire document.
4. Use the Zoom buttons to zoom in or out on the current page.
5. Click the Query Results button to return to the Results Set page.

Logging Out of AppXtender for the Web

1. Click the Logout button to display dialog box asking “Are you sure you want to logout of AppXtender…”.
2. Click the OK button.

Quick Tips

- Click the Application List button on the toolbar to return to the Application List page.
- Click the New Query button on the toolbar to return to the New Query page.
- Click the Query Results button on the toolbar to return to the Results Set page.

Additional Help

- Contact the Help Desk at 734.487.2120 for questions and help with Banner or AppXtender for the Web.