## TEACHERS COLLEGE COLUMBIA UNIVERSITY

## Viewing Reappointment Letters in Banner Document System

The instructions below detail the steps required to view auto-generated reappointment letters in Banner Document System (BDM). This guide assumes familiarity with the creation of letters from semester-based ePAFs.

What you need to do		What you will see
STEP 1: Go to Banner Production		myTC TEACHERS COLLEGE
		Welcome Employee Resources Reports Support Resources Banner
a) b)	Go to MyTC Portal and click on Banner tab Click on Banner PROD link	Banner         Elsenzer Decementation         Banner Stepsenzer         Banner Stepsezer
		FAC     Deer PNO0 #     Benne DCO #       Expand All [Collapse All     Benne PCO #     Benne TES1 #       1. How do Students use Banner?     Benne TCO #     Benne TES12 #
STEP 2: Got to Banner Document System (BDM)		Welcome  Search Direct Navigation Feiensti (Ref. 1997)
a)	Open any form that you have access to, such as the Budget	Conservation Budget Status (FGIBDST) ☆
b)	Click on Tools -> Retrieve Documents	Concerton ladge laws (2010) 11 (2010)     For a memory and a memory an
Step 3: Retrieve Letter in BDM		← → C ▲ Not secure   bdm.tc.columbia.edu/AppXtender/datasources/BDMPROD Opentext*   ApplicationXtender - BDMPROD
a)	On the left hand side, you should see the cabinet you have access to. There is one	Applications > B-H-ACADEMIC-AFFAIRS > B-H-ACH > B-H-BBS > B-H-CCP
	cabinet for every Academic Department.	B-H-C-T     B-H-EDP     B-H-EMPL     Welcome to ApplicationXtender We     B-H-EMPLOYEE-TRANSACTIONS
b)	Click on your Department	> B-H-EXEC     ApplicationXtender Web Access allows you       > B-H-HBS     By using ApplicationXtender Web Access an ApplicationXtender documents through the
c)	Enter the TC ID of the	<ul> <li>B-H-ITS</li> <li>B-H-MST</li> <li>B-H-ORL</li> </ul>
	Reappointment Letter for	Search Criteria
d)	Click Run	Enter a search term in the index fields to filter your results. ID DOCUMENT TYPE X REAPPOINTMENT LETTER
lf yo con	ou have any issues, please tact	LAST NAME
hris	team@tc.columbia.edu	FIRST NAME POSITION POSITION NUMBER