ApplicationXtender and WebXtender: Synchronizing Banner INB and Xtender Passwords

Overview

The first time you launch ANY Xtender product or after you change your Banner INB password, you must always synchronize your Xtender password with your Banner INB password. Instructions are provided in this document.

Synchronizing Banner INB and Xtender Passwords

- Begin by accessing Banner INB Production. The URL is: http://sis.siu.edu/
- Locate the LOGIN QUICKLINKS section and select the INB (Banner) link.

- When the Logon window appears, enter your Banner INB User Name and Password. Database field is not required.
- Click Connect or press Enter on your keyboard.
• The General Menu will display, as shown on the right.

• Click the BDM – Display Document icon on the Toolbar.

• The Message from Banner Document Management... dialogue box displays.
  – This window tells you that your BDMS password has been automatically synchronized with your Banner password. You must use your Banner password if you wish to access AX / WX directly.

• Click OK.
  – An hourglass may appear and remain on your screen. If this happens, ignore it and click OK, anyway.

• The synchronizing process is complete; logout of Banner.