STEPS

1. If you are connecting from a remote location, you must be connected with the VPN to be able to read Xtender files. For more information please see Cisco VPN – External Access, or contact the Helpdesk, 303.871.4700. Another option is to use the VMWare View Client, or PC Virtual Desktop.

2. If you are using a Windows PC there is a setup program that you will need to run before the first time you view applications. This does not apply to Macs or to those of you who are using the PC Virtual Desktop:
   a. Navigate to https://ibanner.du.edu
   b. Click the link – iBanner Setup
      This link will open a pdf with 4 steps; please follow steps #3 and #4:
         i. Step #3 has instructions for modifying your browser settings so that Internet Explorer will not stop the pages from displaying
         ii. Step #4 will install webXtender components
   c. Note: After running this install the very first page you retrieve in webXtender will take a few seconds (it activates the install with that first retrieval).

3. Login to PioneerWeb

4. In the Miscellaneous Links Channel there are two links that you will find helpful:
   a. Change your webXtender Passcode
      If you don’t know your webXtender passcode you can do this before your begin
   b. View Grad Applicant Files
Select “Click here to list all applicants” for the list of files to review.

Select the application you wish to review.

Applications are sorted automatically based on any previous decisions you have made. All new applications will be listed under “Ready for Review.” The date indicates the date it arrived in your list.
7. You have two options for viewing applicant documents:

a. You may review individual documents by selecting the document below the applicant information:

   ![View documents individually](View documents individually)

b. Select “View Applicant Documents in Xtender” to see list of documents for applicant

   ![View documents in Xtender](View documents in Xtender)

c. You must login to Xtender once per connection
d. Your login credentials for Xtender are the same as your Banner login credentials – your username may be the same as your email address (first letter of first name then some letters of your last name with possible trailing numbers). If you don't know your Xtender password you may change it from here.

8. Enter decision, any comments, and initials

9. If you wish to review an application again select “Save and Close”

10. If you are finished with the application select “Complete.” Complete will move the applicant from your “Ready to Review” list to your “Completed” list.

11. Select next application to review
12. Click the “Completed Applicant Reviews” button review completed applications.

13. For detailed instructions on using using Xtender click [here](#). The instructions are also located in PioneerWeb Banner Tab under documentation for BDMS.