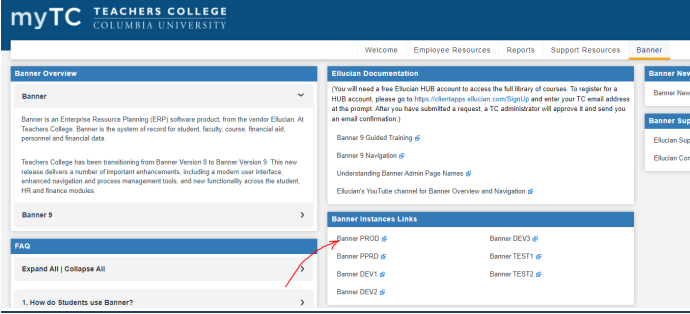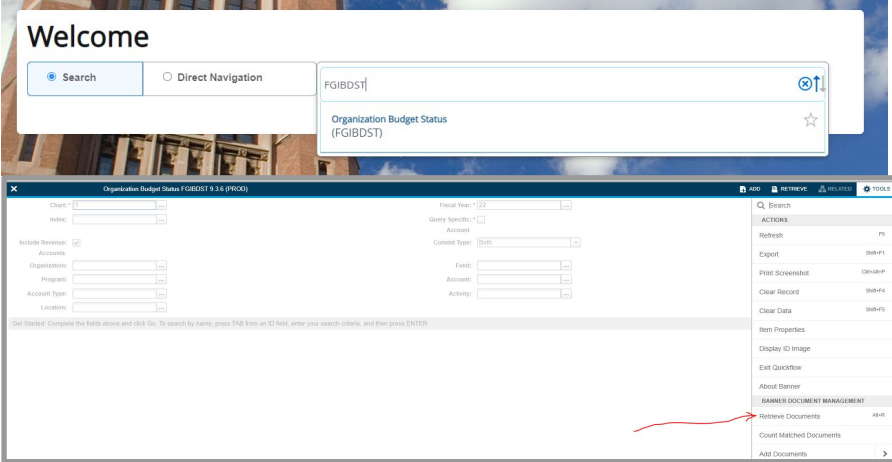# TEACHERS COLLEGE
COLUMBIA UNIVERSITY

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 **a)** Go to MyTC Portal and click on Banner tab **b)** Click on Banner PROD link	
STEP 2: Got to Banner Document System (BDM) **a)** Open any form that you have access to, such as the Budget Form FGIBDST **b)** Click on Tools -> Retrieve Documents	
Step 3: Retrieve Letter in BDM **a)** On the left hand side, you should see the cabinet you have access to. There is one cabinet for every Academic Department. **b)** Click on your Department cabinet. Click New Query **c)** Enter the TC ID of the employee and Reappointment Letter for the Document Type **d)** Click Run If you have any issues, please contact hristeam@tc.columbia.edu	