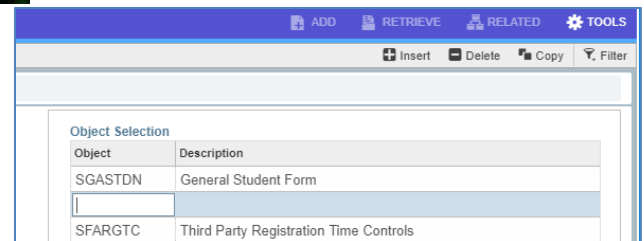Every Banner user can create and organize their My Banner menu. The My Banner menu can include the forms, jobs, menus, and QuickFlows that are most important in your daily work. You can access the My Banner menu from the Main Menu.

Adding/Editing Forms in your My Banner Menu:

1. From the Welcome screen, search for My Banner and click on My Banner Maintenance (GUAPMNU).
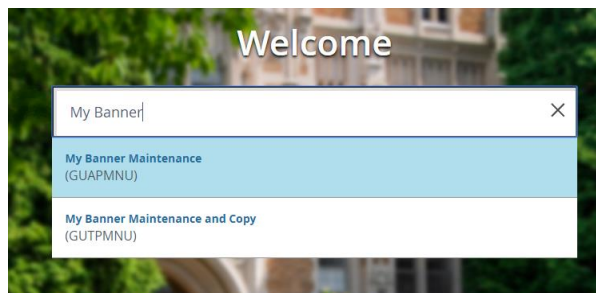
2. The Object Selection column (right side of the screen) shows forms in your My Banner menu.

   a. To add forms: If the list is blank, click in the first empty row. If it already contains forms, click on the Insert button to add an empty row. Type the 7-character name of the form (i.e. SPAIDEN) and press Enter on your keyboard. The description field will fill-in automatically. Repeat this step for each form you would like to add.

   b. To delete forms: Click on the name of the form to delete, then click on the Delete button. Continue this process to delete additional forms.

3. When you are done editing your My Banner list, click on the Save button (lower right corner or press F10) and a message will display indicating the form has been saved.
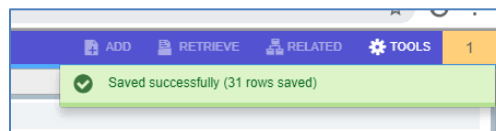
4. Click on the Exit button close the My Banner maintenance form.
5. Exit Banner and log back in for your changes to take effect.

Using the My Banner Menu

To use the My Banner Menu to navigate to a form:

1. From the Menu (left side of the screen) click on the Applications button.

2. From the Applications list, click on My Banner to expand the list of forms.

3. Click on a form name to open it.

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Page 2