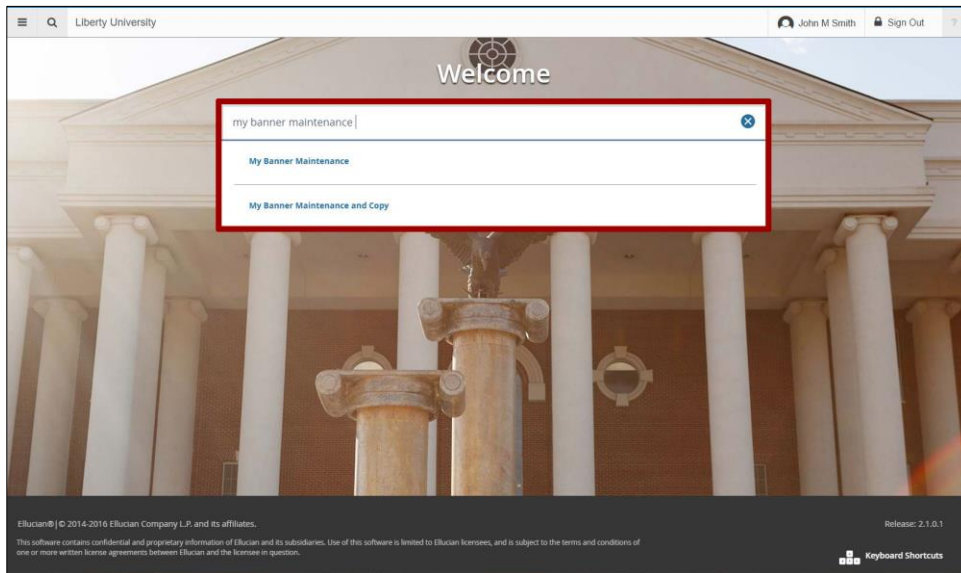


CREATING A PERSONAL MENU IN BANNER

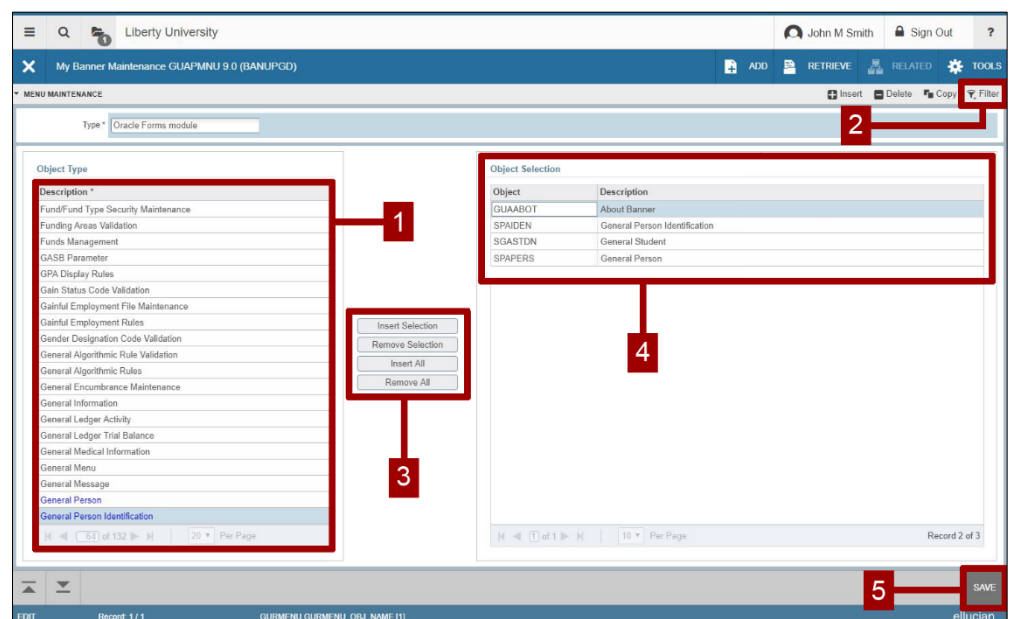
My Banner Maintenance



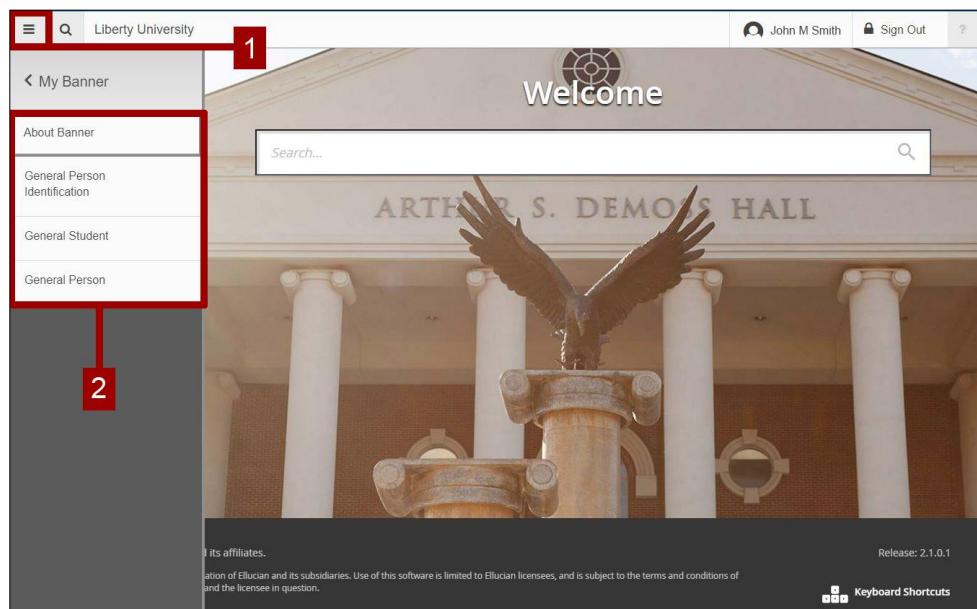
Creating a personal menu is easy with Banner ADMIN. To get started, type “My Banner Maintenance” in the Banner search bar, and then select this option from the drop-down list.

Locate and Add Banner Forms

1. Choose a form on the left.
2. You may use filters in the upper right to narrow down your results.
3. Use these buttons to add or remove forms to your custom list.
4. Added forms will appear on the right.
5. Hit “save” when you are finished.



Personal Banner Menu



1. Once you log back into Banner, click the form menu in the upper left corner of the welcome page.
2. Your custom list will now appear under "My Banner" on the left.