Personalize My Banner – GUAPMNU

This allows each user to create a menu that will meet their individual needs.

Create My Banner

- Log on to Banner Student (INB – Internet Native Banner).
- Key in **GUAPMNU** in the **Object Search Field (Go To…)** on the Banner Main Menu and press **Enter**.
- By default, cursor should be in Object column of Personal Menu, if not use tab key to move cursor.
- Key in desired Form or QuickFlow name and press **Enter.**
  - Suggestion: Have a list of the Banner forms that you want to add to My Banner menu.
  - Many of the training materials and SIS to Banner crosswalk list the forms most often used.
- To add additional objects:
  - With the cursor in the Object column of Personal Menu, press Down (arrow) on keyboard.
  - Key in form name.
  - Repeat Down (arrow) and form name until all forms are added.
- Click (Save), cursor must be on Personal Menu side.
- Click (Exit) to return to Banner Main Menu.
- Must log off and log on to Banner before changes will show in My Banner.

Modify My Banner

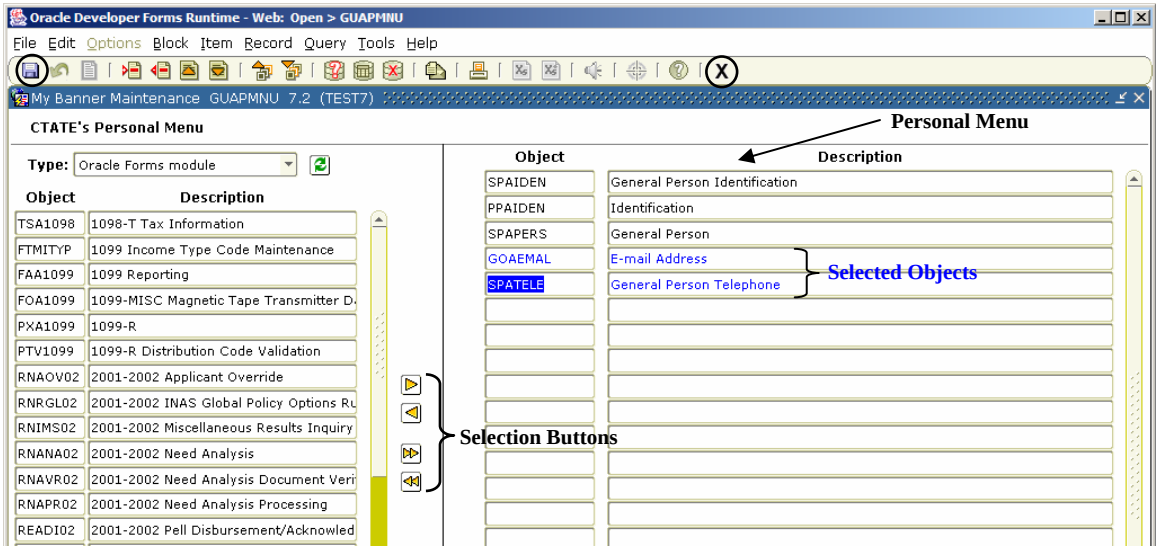
- Key in **GUAPMNU** in the **Object Search Field (Go To…)** on the Banner Main Menu and press **Enter**.

Add Objects

- Follow steps for **Create My Banner**.

Delete Objects

- Double click on object(s) to remove from Personal Menu (right side), text color will change to blue.
- Click (Remove) to remove selected object(s) or click (Remove All) to remove **all** objects from **Personal Menu**.

- Click (Save), cursor must be on Personal Menu side.
- Click (Exit) to return to Banner Main Menu.
- Must log off and log on to Banner before changes will show in My Banner.

My Banner Maintenance GUAPMNU