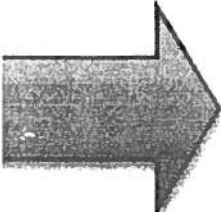


BANNER PERSONAL MENU STEPS

08-06-08

How to create a Personal Menu:

	Step	Action
<p>Note: You can revise the form description to display anything desired</p> <p>Note: Changes will not take place until the next time you login to Banner.</p> <p>Note: When using a form, right-click and select Add to Personal Menu to add the form to My Banner.</p>	1	Type GUAPMNU in the Go To field or double-click Organize My Banner under My Banner
	2	Type in form name (eg. SFASRPO) in the Object column
	3	Depress Enter or Tab and form description automatically fills in. You can overwrite this description to change it to something that is more meaningful to you.
	4	Depress the Down Arrow to move down to enter additional names; repeat steps 2-3
	5	Click the Save icon (F10); exit the form
	6	At the Banner Main Menu, double-click My Banner on the left and your menu listing appears (after the next time you log in)
<p>REMOVING A FORM</p>	1	To remove a form from your listing, go to GUAPMNU
	2	Highlight the description for the item; click on the Remove Record icon (Shift + F6)
	3	Click the Save icon (F10); exit the form



The screenshot shows the Banner system interface. The main menu is expanded to show 'My Banner' options:

- General Student [SGASTOM]
- Schedule Section Query Form [SSASECQ]
- Schedule [SBASECT]
- Student Course Registration [SPAREGS]
- Hold Information [SOAHOLD]
- Account Detail Review Form - Student [TSAAREV]
- Term Sequence Course History [SHATERM]
- Term Course Maintenance [SHAINST]
- Course Summary [SHACRSE]
- Organize My Banner [GUAPMNU]

Below 'My Banner' are other system categories:

- Banner
 - Student [*STUDENT]
 - Financial [*FINANCE]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]

The University of California logo is visible in the bottom right corner of the interface.