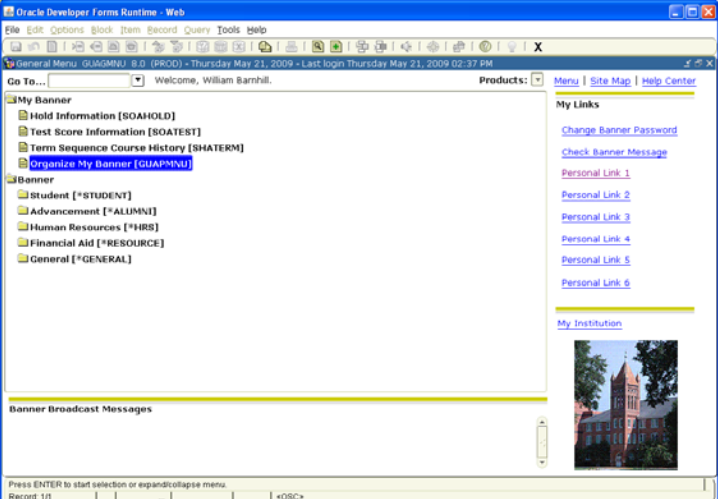
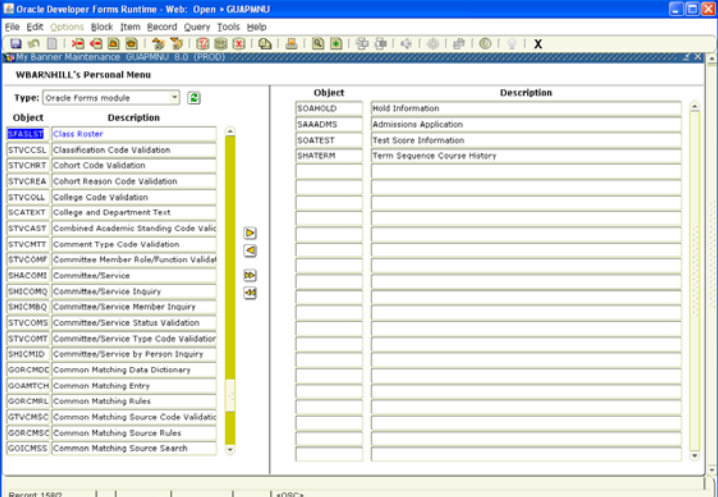
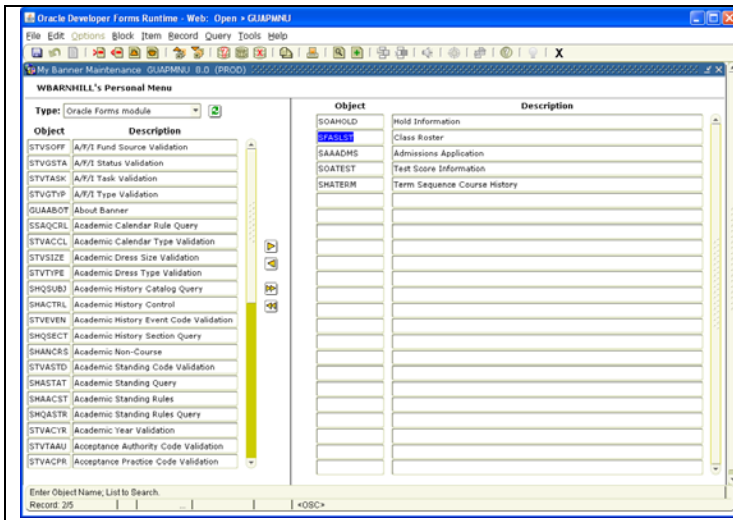




Adding a Form to Your “My Banner” Menu (GUAPMNU)

During the initial Banner Academic Administrator Training Session, we helped you set up a “My Banner” menu and populate it with forms you use frequently. As we expand your capabilities in Banner, you will likely want to add more forms to your “My Banner” Menu. This is how:

	<ol style="list-style-type: none"> 1. Log in to Banner. 2. Expand your “My Banner” Menu by double clicking on the “My Banner” label. 3. Double click on “Organize My Banner (GUAPMNU)”.
	<ol style="list-style-type: none"> 4. Click on the green reload icon (Sort Object List) to organize the list of Banner forms by form name. 5. Select the form or forms you want to add to your “My Banner” menu by double clicking on the form name. (The form will then be highlighted in blue.) 6. Click on the right pointing arrow to move the form to your “My Banner” menu.



7. Once the form or forms appears on the right side of the screen, click on the save icon on the Banner tool bar .
8. Click on the exit icon on the Banner tool bar .
9. The form or forms that you added will appear on your "My Banner" menu the next time you log in to Banner.

We will be communicating with you as additional forms (and the associated capabilities) are added to your profile in Banner.