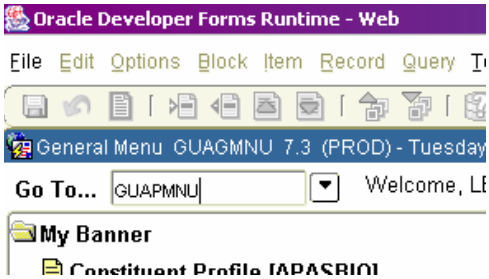
Setting up "My Banner" in Banner 7 INB

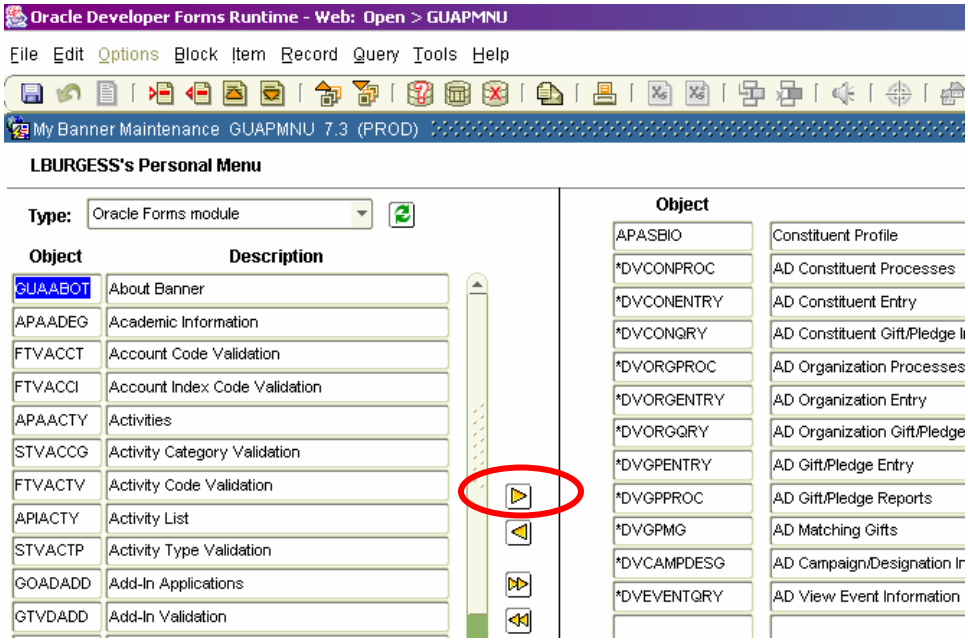
1. Navigate to http://banner.fsc.edu

2. Select "Banner Production Environment" and login.

3. Once you are logged in, enter the form name in the "Go To" field: **GUAPMNU**



4. This will bring you to the Personal Menu Maintenance Form. At this point you can select objects (i.e. forms, quickflows, etc.) from the menu on the left to add to your Personal Menu.* Copy them to your menu by clicking the "Insert Button".



*Note: The list of items on the left is extensive. You can query by clicking on the "Enter Query" button on the shortcut bar. Then enter the object name (use % if you don't remember all of it, e.g. SPA%) and execute the query (Click F8 or "Execute Query" button). This will narrow the list down. You can also narrow your search down (show only form names for example) by selecting something from the "Type" drop-down.

5. You will need to log back in to see your changes.