Creating Your Banner Personal Menu

You can create a personal menu associated with your username. A personal menu is a shortcut way to access all the forms you use in performing daily tasks. To create your personal menu log on to Banner and follow the steps listed below.

1. Open the **Personal Menu Maintenance** form by typing **GUAPMNU** in the Go box of the Banner Main menu and press the [Enter] key on the keyboard.

2. From the **My Banner Maintenance** form (GUAPMNU), press the [Tab] key on the keyboard to position your cursor in the Name column of the first blank line on the right side of the form. If this has already been done for you, skip to the next step.
Creating Your Banner Personal Menu (cont.)

3. Type the **Quick Key** form name of the form you want added to your personal menu (example: SPAIDEN). The forms will appear in the personal menu in the order they are listed.

4. Press the **[Down Arrow]** key on the keyboard to navigate to the next blank line of the **Name** column. The description of the form name you entered displays in the **Description** column.

![Figure 3: My Banner Maintenance Form (GUAPMNU)-Next Blank Line](image)

5. Repeat steps 2 through 4 until all the form you want are listed in your personal menu.

6. Click the **Save** icon on the toolbar.

7. Click the **Exit** icon on the toolbar. The Banner Main menu displays.

8. To use your personal menu, you must exit Banner and log back in. Once you have logged back in, your personal menu will be listed under **My Banner** in the **Banner Main** menu.

**Note:** To remove a form from your personal menu, select the form you want to work with and then click **Record** on the Menu bar and **Remove** from the list. Repeat this process until all the forms you want to work with are removed. Then follow steps 6 through 8 to complete the process.