Create a “My Banner” Menu

In Banner, you can create a personal menu associated with your Banner user ID. The personal menu may contain pages, jobs, and Quickflows that are most important in your daily work. Once your personal menu is created, you may access it from the main menu.

Steps to perform the following processes are included in this guide:

• Getting Started
• My Banner Maintenance
• Add Objects to your Personal Menu
• Saving and Accessing Your My Banner Menu
Getting Started

To create a personal menu in Banner:

1. From the Application Navigator page, use either the search box in the middle of the screen (a), or the search icon (b), to enter “GUAPMNU”.

   ➢ You may also enter “My Banner” to receive the “My Banner Maintenance (GUAPMNU)” result and select.

For help, contact the Registrar’s Office at registrar@yale.edu
2. The My Banner maintenance page GUAPMNU contains:
   a) Type: A drop down menu located at the top left of the screen to allow you to choose from Oracle Forms, Job Submissions, Menus, Menu Messages, and Workflows to access all forms needed to customize your My Banner.
   b) Object Type: All available pages, jobs, menus, or quickflows associated with the chosen type selected from the Type drop down menu.
   c) Buttons: Buttons in the middle of the page to insert or remove selections from the available list on the left to your My Banner list on the right.
   d) Object Selection: Will display the contents of your personal menu.

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3. To add objects to your personal menu:
   a) Select the page(s) name from the left pane by double clicking.
   b) Use the Insert buttons in the middle of screen to add the objects to the right pane.

Or use a shortcut to create your personal menu:

   a) Beginning with the Object Selection panel on the right, select the first open row. (This is displayed as a box with a cursor available.)
   b) Enter the page name directly and arrow down to create the next record. If you know your page names, continue with this shortcut to bypass any page searches on the left panel.
4. After completing the page(s) selection in the right pane, select Save in the lower right corner. You have now created your My Banner menu.

➢ You will see your My Banner menu the next time you sign into Banner. Your My Banner menu can be accessed under the main menu icon on Application Navigator.