Creating a Personal Menu

Creating a personal menu

Follow these steps to create a personal menu. This menu will be accessible from My Banner.

Step	Action
1	Access the My Banner Maintenance Form (GUAPMNU).
2	Select the appropriate type of object from the **Type** drop-down list.
3	Find the form (or other object) to be added. Note: Since the list contains many objects, it can be helpful to enter and execute a query to find the object(s).
4	Double-click the objects to select them.
5	Click the **Insert** icon to add the objects to your personal menu.
6	Click the **Save** icon.
7	Click the **Exit** icon.