



Customizing Personal Links

Job Aid

◀ Jump to TOC

Procedure

Follow these steps to customize personal links for Admissions.

Step	Action
1	Select <u>Preferences</u> from the File menu in SCT Banner.
2	Click the My Links tab.
3	Enter <i>Recruit</i> in the User Value field.
4	Enter <i>Recruit</i> in the User Value field for the URL. <u>Note:</u> This will link to the Recruit QuickFlow. If you did not set up the Recruit QuickFlow, you cannot create a link to it.
5	Enter <i>Quick Recruit</i> in the User Value field.
6	Enter <i>SRAQUIK</i> in the User Value field for the URL. <u>Note:</u> Only one form is needed to use the Quick Recruit process so just enter the form name, SRAQUIK.
7	Enter <i>Applicant</i> in the User Value field.
8	Enter <i>Applicant</i> in the User Value field for the URL. <u>Note:</u> This will link to the Applicant QuickFlow. If you did not set up the Applicant QuickFlow, you cannot create a link to it.
9	Enter <i>Quick Applicant</i> in the User Value field.
10	Enter <i>SAAQUIK</i> in the User Value field for the URL. <u>Note:</u> Only one form is needed to use the Quick Entry process so just enter the form name, SAAQUIK.
11	Click the Save icon.
12	Click the OK button.
13	Close SCT Banner.
14	Log into SCT Banner. <u>Result:</u> The new personal links you created are available.



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Job Aid (Continued)

◀ Jump to TOC

Personal Links

General Menu GUAGMNU 7.2 - Wednesday December 07, 2005

Go To... Welcome, SAISUSR Products: Menu Site Map Help Center

My Banner

SCT Banner


- Student [*STUDENT]
- Advancement [*ALUMNI]
- Financial [*FINANCE]
- Human Resources [*HRS]
- Financial Aid [*RESOURCE]
- General [*GENERAL]
- Banner XtenderSolutions [*BXS]

My Links

- [Change Banner Password](#)
- [Check Banner Message](#)
- [Recruit](#)
- [Quick Recruit](#)
- [Applicant](#)
- [Quick Applicant](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

My Institution

SUNGARD
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Banner Broadcast Messages