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 *Recruit* in the **User Value** field.
4	Enter *Recruit* in the **User Value** field for the URL. Note: 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 *Quick Recruit* in the **User Value** field.
6	Enter *SRAQUIK* in the **User Value** field for the URL. Note: Only one form is needed to use the Quick Recruit process so just enter the form name, SRAQUIK.
7	Enter *Applicant* in the **User Value** field.
8	Enter *Applicant* in the **User Value** field for the URL. Note: 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 *Quick Applicant* in the **User Value** field.
10	Enter *SAAQUIK* in the **User Value** field for the URL. Note: 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. Result: The new personal links you created are available.

Personal Links