

Setting up your Favorites in Banner

1. Using the main search bar on the Welcome Screen, type the name of the form that you would like to add to your Favorites menu.
2. As the form name appears, you will see a star  to the right of the form name.
3. Click on the star to fill it in .
4. The form will now be a part of your Favorites menu.

Making Edits to your Favorites Menu

1. Type GUAPMNU in the Search Bar
2. Click on the Go button in the top, right-hand corner
3. On the right-hand side of the screen, you will see your list of favorite forms.
4. If you would like to edit the form description you can, this way the description is more meaningful to you.
5. Click the Save button (lower right-hand corner) ; exit the form.

Note: for your edits to show up you must log out of Banner and log back in.

6. Upon logging back into Banner, click on Favorites
7. Now your list is up to date. If you would like to remove a form from your favorites, you can do so by clicking on the star to the right of the form name.