MY BANNER MENU in BANNER 6X

In Banner 6X My Banner functions as your own personal menu of Banner forms, reports, processes and quick flows that you can customize for your own personal needs. If there are particular forms or reports that you use all the time then you can place them in your My Banner menu to make them easier to find.

The steps for setting up My Banner are:

1. Enter the My Banner form name (GUAPMNU) in direct access.
2. Select the Banner forms you want. Then load them into your **My Banner**.

The menu items are then used from the **My Banner** menu rather than from within the **My Banner Maintenance form** (GUAPMNU).

**OR**

You if you already know the name of the form click in the Name area and type in the name of the form.

If you need assistance, or want to know what was in your Banner 5X personal menu (if it’s not showing in Banner 6X), please contact Eric Vuillemot at
extension 5892, or email at evuillemot@nl.edu. You may also contact the HelpDesk at extension 4357 or helpdesk@nl.edu.