# Creating a Personal Menu in Banner

Banner has many useful tools to allow navigation to become as easy as possible. One of these tools is the My Banner Personal Menu, which is a personalized menu containing forms which you use most frequently. You may add or delete forms for your Personal Menu anytime. As always contact the Banner Hotline with any banner-related questions at bannerhotline@odu.edu.

In the Search Block on the ODU Home Screen, type "My Banner Maintenance [GUAPMNU]" and hit Enter.
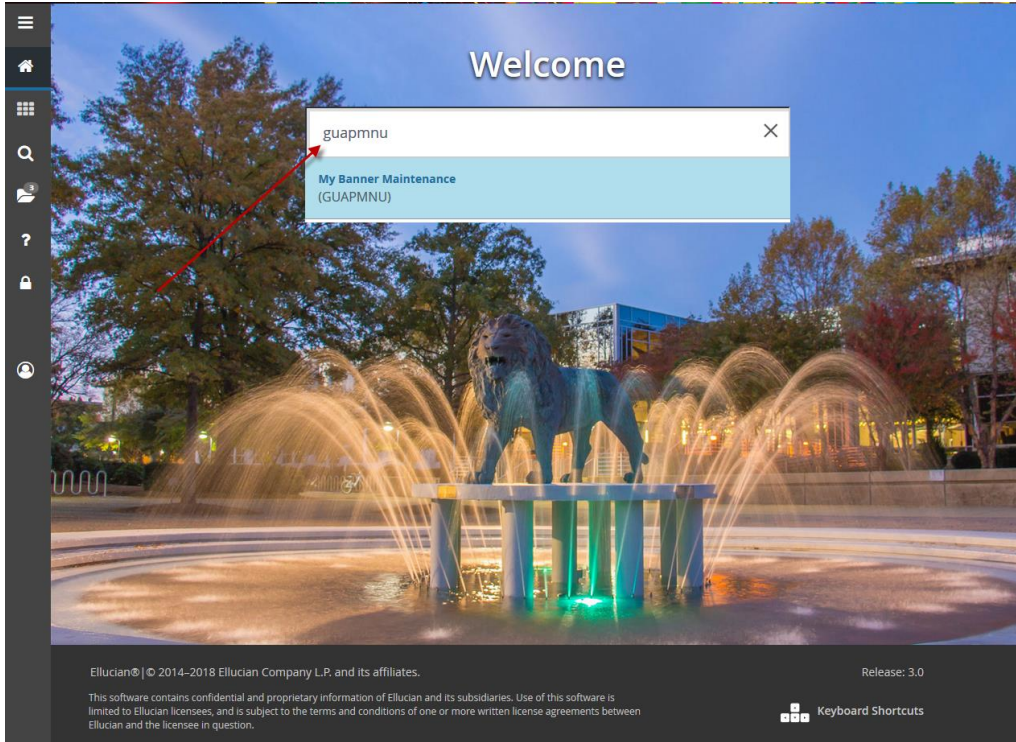
You will then be redirected to the **GUAPMNU** Form where you may add (or delete) forms you use most frequently to your Personal Menu:
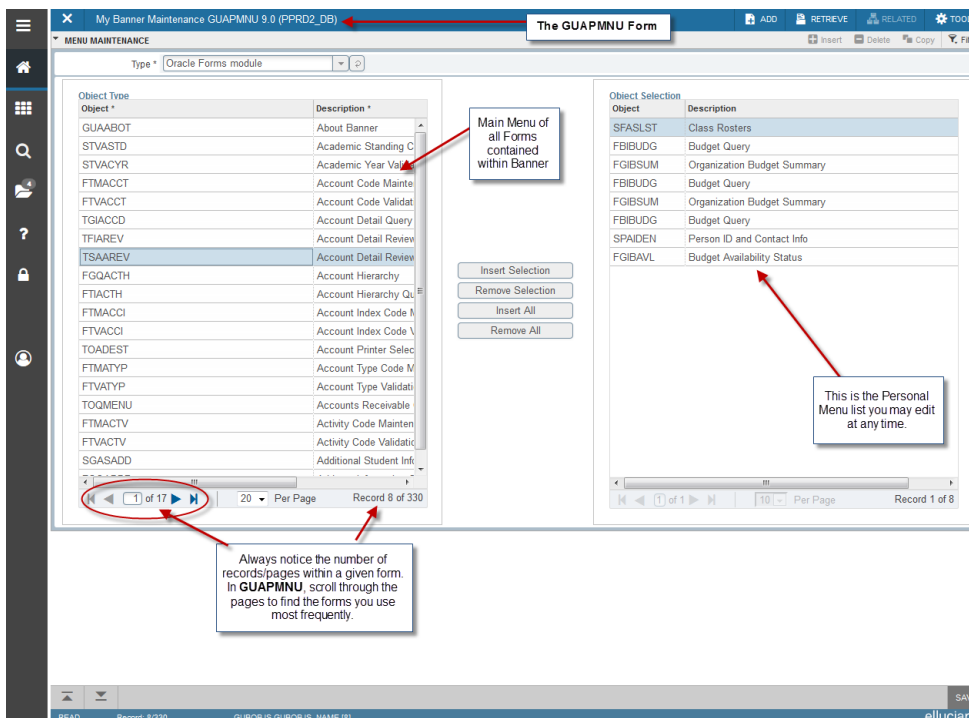
To add a form to your Personal Menu, locate the form on the list and double-click it. The select the **Insert Selection** button to add it to your Personal Menu.

Hit the **SAVE** Button at the bottom left of the screen and return to the ODU Home Screen to view your Personal Menu.

HELPFUL TIPS & TRICKS: You may highlight any item in the *Object Type box* and then click the **Filter** Button to search for forms by *Object* or *Description*.

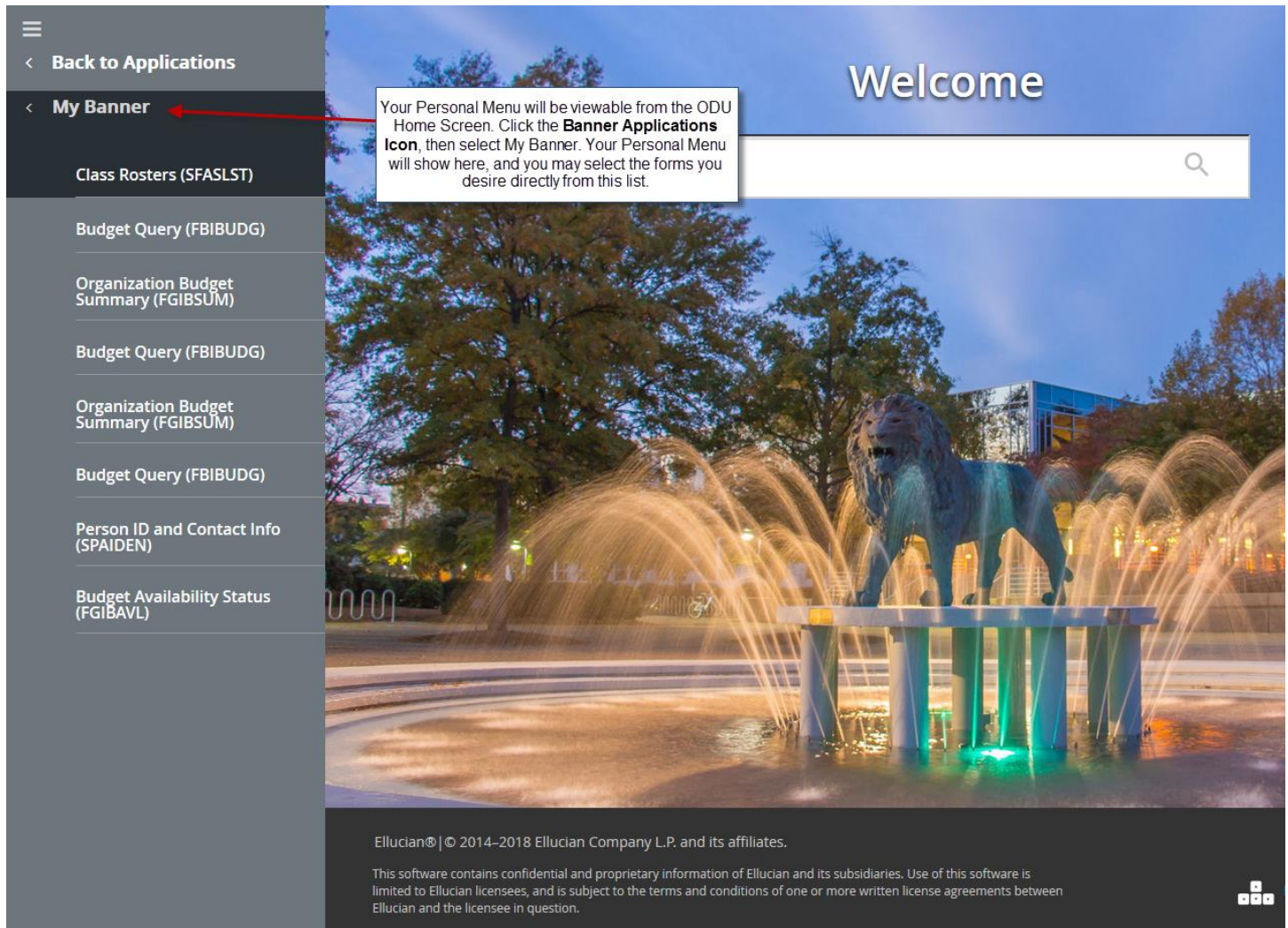To begin the query, click the **GO Button** or press **F8**.

If you would like to delete a form from your Personal Menu, double-click that form in the *Object Selection* list and then click **Remove Selection**.

Hit the **SAVE** Button at the bottom left of the screen and return to the ODU Home Screen to view your Personal Menu.

Your Personal Menu will appear on the ODU Home Screen. Click the **Banner Applications Icon** and then select My Banner. Your list will be viewable, and you may click a form from this list and be redirected automatically.

Banner Applications Icon	⊞	Allows you to search through Banner and also view your **My Banner** personal menu.

HELPFUL TIPS & TRICKS:

☞ Only use the **Insert Selection** and **Remove Selection** buttons on the GUAPMNU Form. ***NEVER*** use the Insert All Menu Button because you will freeze yourself out of Banner. The **Remove All** button should only be used if you highlight the items in your Personal Menu (*Object Selection field*) and wish to remove every item.

☞ You MUST save your work! After you have completed your personal menu, always click the SAVE Button. You will receive a pop-up green message that reads, "Your work has successfully been saved!" – only after doing so should you X out of the Form and return to the ODU Home Screen.

☞ ***You will NOT see any updates to your Personal Menu after completing the steps listed above. Any changes to your personal menu will not be viewable until the next time you log into Banner and henceforth!***