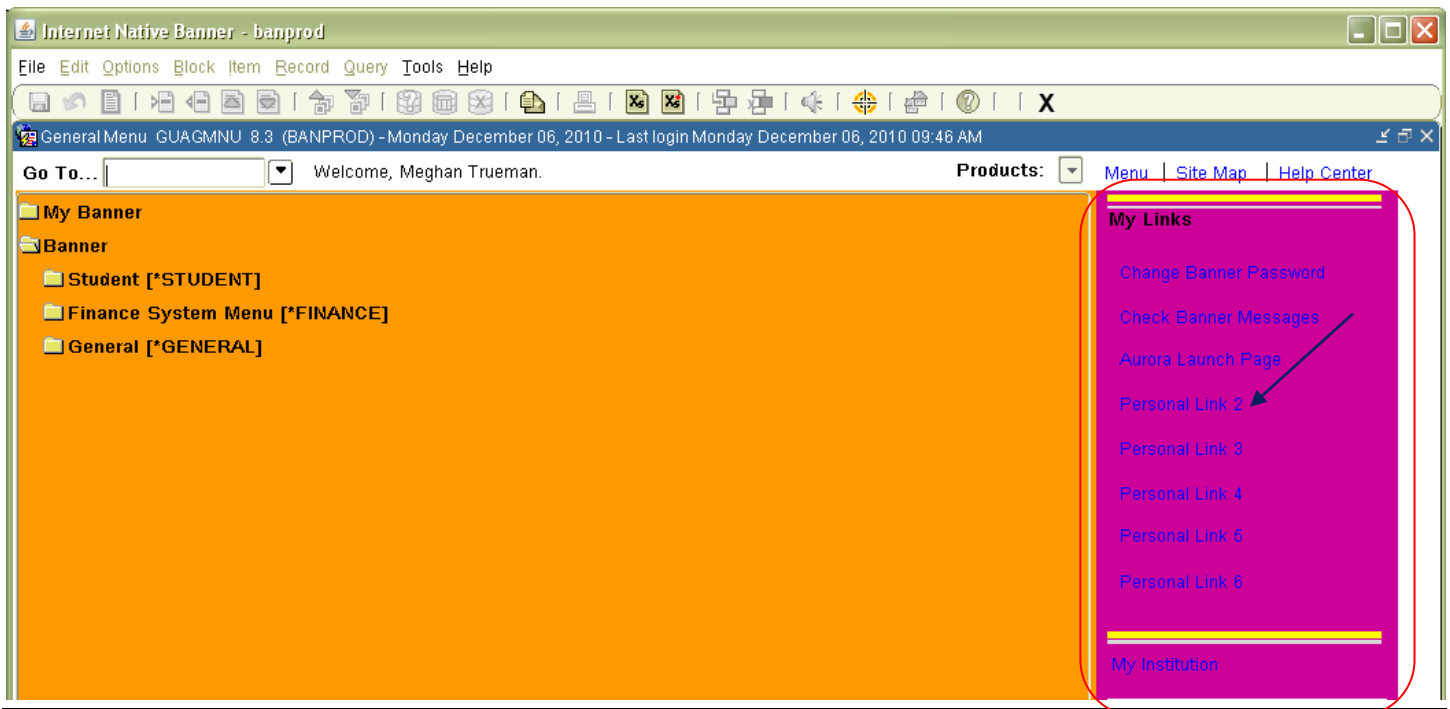




Adding Website Links to “My Links”

1. From the **General Menu (GUAGMNU)**, select any of the **Personal Link** options in the right-hand **My Links** menu.
2. The **General User Preferences Maintenance (GUAUPRF)** form will appear. Select the **My Links** tab at the top of the form.
3. For each personal link you want to create, *two* 3-line **Description**, **Default Value**, and **User Value** sections exist: *one* for the description that will appear in the **My Links** menu and *one* for the website URL.
For the first link that you want to personalize:
 - In the first **User Value field**, enter **the description** you want to appear in the **My Links** menu.
 - In the second **User Value field**, enter **the URL** of the website you want it to link to.
4. Once complete, **SAVE (F10)**. A warning advising that you will need to log off to see the changes to your **My Links** menu will appear; select **OK**.
5. The next time you log in to Banner INB, your changes to the **My Links** menu will display.



Internet Native Banner - banprod: Open > GUAUPRF

File Edit Options Block Item Record Query Tools Help

General User Preferences Maintenance GUAUPRF 8.0 (BANPROD)

Display Options Directory Options **My Links** Menu Settings LDAP

Description: Enter the URL for the "My Institution" link.
Default Value: http://umanitoba.ca/
User Value: http://umanitoba.ca/

Description: Enter the description for the "My Personal Link 1" link.
Default Value: Your first personal link description
User Value: [Aurora Launch Page](#)

Description: Enter the URL or Banner object for the "My Personal Link 1" link.
Default Value: Your first personal link URL
User Value: http://umanitoba.ca/computing/ist/internal/admin_sys/appsupport/banner/Aurora_Launch.i

Description: Enter the description for the "My Personal Link 2" link.
Default Value: Your second personal link description
User Value: Your second personal link description

Description: Enter the URL or Banner object for the "My Personal Link 2" link.
Default Value: Your second personal link URL
User Value: Your second personal link URL

Enter user specific settings.
Record: 2/13 | | ... | | | <OSC>