



UNIVERSITY  
OF MANITOBA

Registrar's Office

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# **Adding Quick Access Links to My Banner**

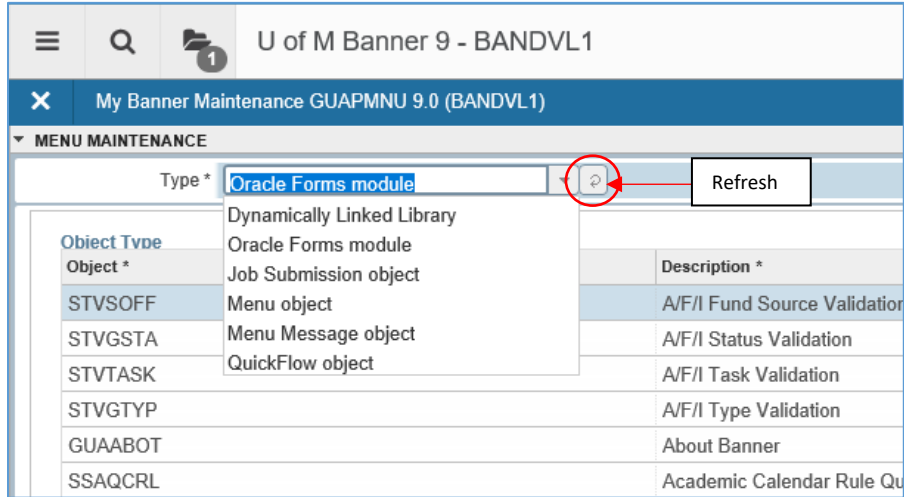
## **Banner 9**

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April 2018

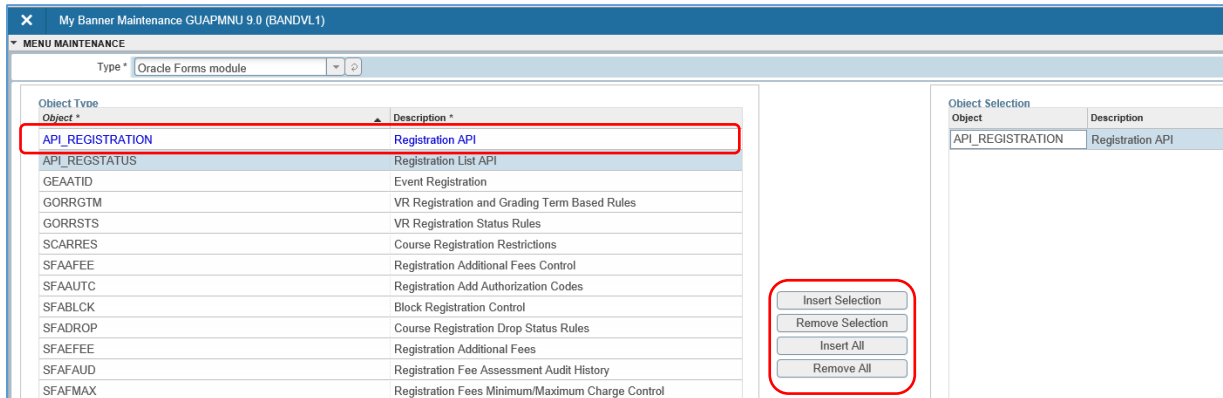
Go to GUAPMNU

In the TYPE field below the MENU MAINTENANCE heading, select the type of item you want to add to your **My Banner** menu.



Once you have selected the item, select the refresh button to display the appropriate list. Select the Refresh button again if you need to re-sort the list.

To add an item to the 'My Banner' list, double click the desired item from the OBJECT TYPE list. You have successfully selected the item when the font changes from gray to blue. Select INSERT SELECTION. Instead, you may choose to INSERT ALL.



SAVE (bottom right corner).

To remove an Object Selection, double click the object and click REMOVE SELECTION. Instead, you may select REMOVE ALL.

SAVE (bottom right corner).

## Adding Quick Access Links to 'My Banner'

Created April 11, 2018